



No.ASDMA.47/2012/2

Dated Dispur, the 18<sup>th</sup> April, 2017.

**NOTICE INVITING TENDER.**

Assam State Disaster Management Authority invites sealed tenders affixing non-refundable Court Fee Stamp of Rs 8.25 (Rupees eight and twenty five) only from registered Travel Agencies for empanelment of agencies for providing different types of vehicles on hire basis.

Interested Agencies can obtain detailed tender document containing the terms & conditions by downloading the same from the official website of ASDMA (<http://www.asdma.gov.in>). The bids will be received at Office of the Assam State Disaster Management Authority, Janata Bhawan, Ancillary Block, Dispur – 781006 upto 3.00 PM on 28-04-2017 and opened on the same day at 3.30 PM.

ASDMA reserves the right to accept / reject any or all the tenders without assigning any reason thereof.

Chief Executive Officer,  
Assam State Disaster Management Authority.

**Chief Executive Officer  
Assam State Disaster  
Management Authority  
Dispur, Guwahati-6**

**TENDER FOR ENGAGEMENT/ EMPANELMENT OF AGENCIES TO PROVIDE VEHICLES ON HIRE BASIS FOR THE ASSAM STATE DISASTER MANAGEMENT AUTHORITY**

Interested and eligible Bidders are required to submit the Technical and Financial Bids in 2 (two) separate sealed envelopes. The Technical Bid should be accompanied by requisite Earnest Money and Court Fee stamp as specified in this Bid Document by the prospective Bidder. The Earnest Money should be included in the same envelope containing the Technical Bid along with the detailed terms and conditions, while the Financial Bid will have to be furnished in the second sealed envelope. The Technical and Financial Bid along with the Earnest Money should be delivered to the office of the Chief Executive Officer, Assam State Disaster Management Authority, Janata Bhawan, Dispur, Guwahati – 06.

The envelope containing the Technical Bid and the Earnest Money will be opened on the specified date and time in presence of Bidders or their authorised representative who choose to attend. In the event of the date specified for bid receipt and opening being declared as a holiday for Assam State Disaster Management Authority, Dispur, the due date for submission and opening of bids will be the following working day at the appointed times.

The Assam State Disaster Management Authority reserves the right to accept or reject any bid and to annul the bidding process and reject all bids at any time, without thereby incurring any liability to the affected bidder or bidders, or any obligation to inform the affected bidder or bidders of the grounds for such action.

**1. SCOPE OF WORK**

The scope of work for this tender is to provide vehicles of different categories to the Assam State Disaster Management Authority on daily basis / half day basis / monthly basis, as and when required, for use on local as well as outside duties as per terms and conditions specified herein.

**2. ELIGIBILITY CRITERIA (TECHNICAL BID)**

- a) The bids should have non-refundable Court Fee Stamp of Rs 8.25 (Rupees eight and twenty five) affixed on it.
- b) The bidder should have valid trade license and be registered as a Travel Agent from the competent authority, for providing vehicles on hire basis.
- c) The bidder must be registered under Service Tax of Central Excise Department.
- d) The bidder should have a permanent Income Tax Account No. and VAT Registration under Govt. of Assam.
- e) Qualifying experience of providing vehicles to Govt. Departments / reputed PSU / Public Limited Company / any reputed organisation by the Bidder's Firm, if any, should be specified.
- f) The bidder/bidder's firm must not be blacklisted/terminated out of turn by any Govt. Department/or by any PSU in the past.
- g) The bidder should enclose details relating to the Technical Bid as per format at **Annexure I**.

  
**Chief Executive Officer**  
**Assam State Disaster**  
**Management Authority**  
**Dispur, Guwahati**



**3. FINANCIAL BID**

- a) Bids will have to be quoted as per **Annexure II**, (Part-A, B & C) in the bidder’s letter pad and should be submitted in the financial bid.
- b) The financial bids of only those firms will be opened who qualify / fulfil the technical bids.
- c) The price quoted by the bidder shall remain fixed during the entire period of contract as per agreement.

**4. OTHER TERMS AND CONDITIONS**

**i) SERVICE**

Provision of light motor vehicles/ SUVs/ Buses, etc. with licensed drivers on hiring basis for running within the jurisdiction of Assam, Meghalaya, Arunachal Pradesh and other North-eastern States including Sikkim and West Bengal.

**ii) PERIOD OF CONTRACT**

The contract will be initially awarded for a period of one year or will be as per agreement, subject to satisfactory performance and need of the Authority. The agreement maybe extended by another year on the same rates, terms and conditions.

The Authority also reserves the right to discontinue the term of agreement at any time, if it is not pleased with the performance.

**iii) PLACING OF INDENT**

Vehicles alongwith driver has to be placed, as and when required, on giving information of the same within one hour.

Information/requisition for vehicle over telephone should be considered as notice.

For regular requirement, requisition /telephonic information will be given one day in advance.

**iv) MAINTENANCE OF LOG SHEET**

The Travel Agent has to provide log sheet to the drivers of all vehicles which are placed on duty as per requisition by ASDMA.

The driver of the vehicle shall have to keep the log sheet in the vehicle and must ascertain that the LOG SHEET is duly filled and signed by the officer/ staff using the vehicle.

The travel agent should ensure that the odometer of the vehicle is working properly.

In case the KM reading is found to be faulty on checking, a penalty of Rs. 500/- shall be imposed and the vehicle will have to be replaced.

**v) TAXES AND OTHER DUTIES**

Payment of any Govt. TAX/DUTY for plying the vehicle shall be the liability of the travel agent.

  
**Chief Executive Officer**  
**Assam State Disaster**  
**Management Authority**  
**Dispur, Guwahati-6**

