**Tender Form No. RRC,NE/Accts & Admin/ Tender [8]/2016/264-I**

**Regional Resource Centre for North East States**

**(Branch of National Health Systems Resource Centre)**

**1st Floor, Krivi Square, Jawahar Nagar, Khanapara,**

**Guwahati - 781022**

**Tel-+ 91-0361-26108981 / 183 WEBSITE: www.rrcnes.gov.in**

**File Ref: RRC, NE/Accts & Admin/Tender[8]/2016/264 Date: February \_\_\_\_\_\_2023**

**HIRING OF LIGHT MOTOR VEHICLES**

**TENDER NOTICE**

**Tender Fee –Rs. 200/-**

1. On behalf of the Director, RRC, NE, the Indenter, Tenders are being invited in TWO BID SYSTEM for hiring of light Motor vehicles (LMV)/ Sports Utility Vehicle (SUV) (Toyota Innova/ Indigo/ Maruti Wagon R/Scorpio/ Bolero/Tata Sumo/ Swift Dzire/Maruti ECCO) or equivalent commercially registered with Licensed Drivers from the prospective reputed and experienced contractor/Individual/Car hiring agencies having experience in supplying commercial vehicles / cars for the last three years to any Central / State Govt. organization or a large Public Sector Undertaking or reputed private organization in Guwahati/ Assam strictly subject to the Terms and Conditions of the Contract as notified in the tender document available on the official RRC,NE website [www.rrcnes.gov.in](http://www.rrcnes.gov.in) for hiring of vehicle both for monthly (Purchased not before 2017) and for case to case requirement on daily basis use (vehicles in good running conditions) in the O/o, RRC, NE campus, 1st Floor, Krivi Square, Jawahar Nagar, Khanapara, Guwahati – 781022.

**Schedule to the Invitation of Tender**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Tender document download/Sale date/time | : | 27th February, 2023 from 10 AM onwards. |
|  | Tender document download/sale end date/time | : | 23rd March, 2023 at 5:30 PM |
|  | Last date and time for receipt of bids | : | 24th March, 2023 at 10:00 AM |
|  | Date and time for opening of Prequalification-cum-technical bid | : | 24th March, 2023 at 1 PM |
|  | Service to be provided | : | for hiring of vehicle both for monthly (Purchased not before 2020) and for case-to-case requirement on daily basis use (vehicles in good running conditions) |
|  | PERIOD/EXTENSION OF CONTRACT | : | One year from the date of signing the contract with an option of extension for a further period at the same rate & terms and conditions subject to provision of satisfactory services and at the sole discretion of RRC, NE. |
|  | Validity of tender offers | : | 180 days from date of opening of prequalification-cum-technical bid. |
|  | Bid Security (EMD) total estimated value | : | INR – 54,000/- |
|  | Performance Security total cost of Bid (for Finalised Bidder only) | : | INR – 1,35,000/- |

1. The bidder must read the prescribed terms & conditions carefully and accept the same to proceed further for successful submission of the bids, failing which, the bid will be rejected.
2. Bidder must unconditionally accept all terms and conditions stipulated in the original/downloaded tender document and submit the entire document ***duly signed and stamped in each page***.
3. In case the date of opening of tenders needs to be deferred for whatsoever or for declaration of a holiday for unexpected reasons, the tenders shall be opened at the same time on the next working day or any other date decided by Director, RRC-NE.
4. ***All pages of the bid including all enclosures in the documents submitted should be duly filled in, numbered, self-attested with seal of the bidder or his authorized representative (except printed Leaflets / catalogue, if any). Offers received without signature and seal on all pages are liable to be rejected.***
5. Bidders are requested to see the tender site [www.rrcnes.gov.in](http://www.rrcnes.gov.in) regularly before due date of submission for any probable corrigendum which could be uploaded subsequently against this tender.
6. The Tender Bids containing terms and conditions can be obtained from the Director, Regional Resource Centre for NE States (branch of National Health Systems Resource Centre) by making a non-refundable payment by submitting DD in favour of Regional Resource Centre for North East States payable at Guwahati of an amount of Rs. 200/- (Two Hundred Only) during working hours/working days. The Tender document can also be downloaded from the website [www.rrcnes.gov.in](http://www.rrcnes.gov.in) and while submitting, it should be accompanied by a DD in favour of Regional Resource Centre for Northeast States payable at Guwahati for an amount of Rs. 200/- only. Tenders may be sent by registered post/or may be dropped in Tender Box in this office, held at the reception so as to reach before **24th March, 2023 at 10:00 AM**. RRC, NE shall not be responsible for any postal delays.
7. Telegraphic/ Telex/ Fax/ Email and letterhead quotations are not acceptable and will be rejected.
8. It shall be presumed that the terms & conditions mentioned in the tender document have been duly accepted by bidder while submitting the bid. The bidder shall have no right to modify/ alter/ amend/ delete any terms/ conditions mentioned in tender document. Any failure on the part of the contractor to observe the prescribed procedure and any attempt to canvas for the work will prejudice the contractor’s quotation.
9. The Indenter has right to reject, withdraw/ revoke/ cancel whole or any part of tender at any stage without assigning any reason.
10. Conditional Bids shall be summarily rejected.
11. Offer will be accepted in Two Separate Sealed envelopes superscribed FINANCIAL BID containing Price Schedule and TECHNICAL BID containing EMD and other documents respectively. Both the envelope should be enclosed in a separate sealed larger envelope superscribed suitably **TENDER ENQUIRY FOR/SERVICES NO: RRC, NE/Accounts & Admin/Tender[8]/2016/264-I** ADDRESSED to Director, RRC-NE with the office address on the bottom left Hand Cover.
12. Tenders shall be opened in the presence of tenderers or their authorised representatives if they wish to be attended (only 1 rep).

**Criteria for Evaluation of Tender:**

The Evaluation of the Tenders will be made first on the basis of Technical Information **(Annexure I)** and then on the basis of Commercial/Financial Information **(Annexure VII)**. The Financial Bid of such firms found valid based on technical parameters will only be opened on the date/time and venue to be announced after opening of the Technical Bid.

**PROCEDURE FOR SUBMITTING TENDERS**

**Pre-Qualification cum Technical Bid**

Following documents are required to be submitted in the **Pre-Qualification cum Technical Bid**. In case of non-submission of requisite document(s) or providing of incomplete details by the bidder, the bid is liable to be rejected during the evaluation without any further reference, whatsoever. **ANNEXURE - I**

1. Covering letter clearly indicating the list of enclosures.
2. Original/downloaded tender document duly filled in, signed and stamped by the bidder or authorized representative of the bidder. In case of download of bid document, DD of Rs. 200/- for Regional Resource Centre for North East States, payable at Guwahati needs to be attached.
3. Bid Security (EMD) **ANNEXURE – III**
4. Pre-receipted acknowledgement for the refund of Bid Security.
5. Additional Information of the Bidder duly signed by the bidder or authorized representative of the bidder in the Proforma and format as given in **ANNEXURE – II.**
6. Attested Copy of Income Tax Return for the last three years, PAN No., GST Registration, Certificate from the State Transport Authority & Trade Licence issued by GMC of the bidder as per **ANNEXURE – IV.**
7. Undertaking on Non-Judicial stamp paper of Rs. 50/- duly signed by the bidder or authorized representative of the bidder for accepting the Terms and Conditions of the Tender document and to comply with them as per **ANNEXURE – VI.**
8. Proof of successfully providing of the similar services i.e. certified copies of the work order for providing similar services for any Govt./Public Sector Institutions or reputed private organization in Guwahati/Assam during last three years. **ANNEXURE – V.**
9. For vehicle hiring for monthly basis, the bidder should own or possess on lease, sufficient vehicles purchased not before year 2017 registered as commercial / domestic vehicles in their names or firm’s name for use as commercial vehicles (which needs to be converted to commercial within 3 (Three) months of the offer***.***

The proof of ownership or lease holding should be produced along with the qualifying bid documents (for vehicle offered for rental on monthly basis). **ANNEXURE – V.**

1. The bidder shall give a clear declaration that the firm will be able to supply commercial/domestic vehicles of model in very good running conditions for case to case hiring basis. **ANNEXURE – V.**

**FINANCIAL BID:**

The Financial Bids must be submitted in the prescribed format in the (**ANNEXURE – VII**) in consideration with the following points and nowhere else.

1. The rates quoted for charges for providing vehicles on per day basis/ monthly basis need to be clearly mentioned.
2. Monthly rates to be provided excluding Sundays and Holidays as per RRC-NE Notification. However, it may be noted that vehicle may be used on Sundays / Holidays on exceptional circumstances for official purpose.
3. The Financial Bid should be submitted as per Annexure VII in a separate sealed cover, duly superscribed as ‘FINANCIAL BID’ kept inside the main cover. The Commercial Bids of those tenderers who are found technically compliant will be opened on a specified date and time to be intimated to the eligible tenderer only. A duly constituted Tender Evaluation Committee will evaluate the Commercial Bids.
4. Night charges if any with time frame.
5. Travel locations are Assam and neighbouring states.

**SERVICES TO BE PROVIDED: JOB SPECIFICATIONS**

1. The hired vehicle will be required by RRC, NE at Guwahati office or at any other places in Assam, Meghalaya, Arunachal Pradesh and Nagaland.
2. The Vehicle being offered for hiring should be registered within the State of Assam.
3. The vehicle should be in excellent running conditions with new tyres, excellent shockers, separate wheel, toolbox, first aid box and fire extinguisher etc. The overall look of the vehicle i. e. exterior as well as interior with seat covers upholstery and other accessories must be in excellent condition. For vehicle offered for monthly hiring, the Vehicle should have been purchased on or after 01 January 2017.
4. The time and mileage duty will commence and terminate from Garage to Garage. However, maximum mileage @ 15 kms ***on either side*** for journeys from Garage to the place of duty and vice versa will be allowed.
5. The rates quoted in the tender shall be valid during the contract period and should be firm and final.
6. The Successful Bidder shall be responsible in respect of all the legal and statutory obligations and also ensure that all taxes such as Permit tax, Road tax, Octroi, State tax, etc. stand fully paid to the appropriate authority and all permits/fitness certificate and other related document duly revalidated in respect of the vehicle and kept with the driver of the vehicle.
7. Drivers provided by the successful bidder should have a valid license and should be well mannered, medically fit, polite, sober in habit and neatly dressed. They must abide by all the Motor Vehicle Act and other rules and regulations set by Transport Deptt., Govt. of Assam. The driver should carry a mobile phone where no. shall be available with RRC, NE authorities.
8. Drivers should know/follow all traffic rules and regulation. In case of any violation of rules/challan the Bidder shall have to face the financial, legal and other consequences.
9. The speedometer and Km recorder must be maintained at high standard accuracy. Any defect noticed shall have to be rectified forthwith by the bidder. Until such rectifications, Kms calculated by the RRC, NE shall be final and binding to bidder for purpose of billing.
10. The Safety, security, maintenance, insurance etc of the vehicle are the sole responsibility of the Bidder. RRC, NE shall not be responsible for any accident, loss or damage etc to his vehicle or manpower provided during the course of deployment of vehicles. In no circumstance the Bidder may claim for compensation due to accident, theft, any untoward incident like riots etc. or other eventuality.
11. It would be the sole responsibility of the Successful Bidder to pay compensation to the victim/victims family as the case may be for any injury/death caused in the event of accident during the service hours and to face the legal proceedings.
12. The Successful bidder shall be paid charges for the vehicles actually taken on hire and for the period, the vehicles have been used.
13. RRC, NE shall make Income Tax deduction as applicable at source as per provisions of the Income Tax Act.
14. The Director, RRC-NE reserves the right to terminate the contract giving notice of 15 days during the course of contract period without assigning any reasons thereof.
15. RRC, NE reserves the right to award tender to one or more than one bidder in part or full as and when felt necessary to any other agency, who may not be a bidder without assigning any reason, at the same rate, terms & conditions to which this tender shall be finalized. The bidder to whom the tender has been awarded against this tender shall not be entitled to any compensation or consideration in any of such events.
16. The Contract/Agreement on a non-judicial stamp paper of Rs. 100/-, if required, will be signed by the successful bidder within 15 days from the date of issue of the ‘Acceptance of Bid’ or Work Order.
17. The successful bidder shall be required to maintain a complaint register/book with every vehicle, to be produced at the time when asked for. This will be accompanied with the bills produced for payment to check for suitable penalties, if any.
18. The Successful Bidder must pay the applicable/revised minimum Wages in time to its Driver and Staff as per the Minimum Wages Act and satisfy all other applicable statutory requirements. Payment to the driver / staff should not be co- related with the payment by the RRC, NE and they should be paid in time before 10th of every month.

**PENALTY /OTHER CLAUSE**

1. RRC, NE intends to hire Car/Vehicles for daily/as required basis working days with detention period of ten hours. The detention period of 10 hours/or more may be anywhere between 6 A.M. to 10 P.M. and the same will be communicated to the successful bidder from time to time. However, required number of vehicles shall be communicated in advance from time to time and bidder shall have to provide the vehicle as per requirement.
2. In case the vehicles are required to be run for extra hours on approved rates, the bidder should provide the vehicle for the same. The requirement of extra hours would be informed to the bidder/driver of the vehicle by the Officer deputed by the Director, RRC-NE.
3. RRC, NE, or a person/s designated, may inspect the vehicle hired and if the vehicle/s are not found in good working condition the Bidder will have to provide the replacement vehicle immediately. If the bidder fails to provide a replacement the payment shall not be done.
4. In case of breakdown of any vehicle, hired for the monthly purpose, during service hours the Bidder will have to provide alternate vehicle of comparable quality within 2 (Two) hours of receiving information. If the bidder fails to do so the payment for this particular vehicle shall not be made.

**Subletting of work:**

The firm shall not assign or subject the work or any part of it to any other person or party. The tender is not transferable only one tender shall be submitted by one tenderer.

**TAX DEDUCTION AT SOURCE**

Tax deduction at source shall be governed as per prevailing rules.

**Bid Security (Earnest Money Deposit, EMD): -**

1. Each tender must be accompanied by Bid Security / EMD “in original” for an amount of **Rs. 54,000/- (Rupees Fifty Four Thousand only)** in the form of a Bank Guarantee/ Pay Order/FDR favouring the Regional Resource Centre for North East States and duly discharged in his favour in advance. EMD should be valid upto 6 (six) months starting from the last date of submission of Tender.
2. The Bid Security shall be valid and remain deposited with the Indenter for the period of forty-five days beyond the final bid validity period.
3. In case of non-submission of Bid Security, the tender would be rejected without assigning any reason.
4. No interest shall be payable by the Indenter on the Bid Security.
5. Bid Security shall be refunded immediately to the unsuccessful bidders on finalization of the tender and to the successful bidder on furnishing of Performance Security in terms of Clause VII below.
6. The Bid Security is liable to be forfeited if the Bidder withdraws or impairs or derogates the bid in any respect within the period of validity of this offer.
7. If the successful Bidder fails to furnish the Performance Security (as required under Rule 170 & 171, General Financial Rules, 2017) then the Bid Security (EMD) shall be liable to be forfeited.

**PERFORMANCE SECURITY: -**

1. The successful bidder shall furnish Performance Security for an amount of **Rs.1,35,000/- (Rupees One Lakh Thirty Five Thousand only)** to ensure due performance of the contract within fifteen (15) days or earlier from the date of receipt of communication from RRC, NE informing “Acceptance of Bid”.
2. The Performance Security shall remain valid for a period of 60 (sixty) days beyond the date of completion of all contractual obligations of the Work Order.
3. Failure of the bidder to submit the above-mentioned Performance Security shall constitute sufficient grounds for the annulment of the award and forfeiture of the Bid Security.
4. The Performance Security as mentioned in the sub-para (i) above shall be released on satisfactory completion of all contractual obligations.
5. The Performance Security shall be furnished in the form of an FDR / BG favouring Regional Resource Centre for North East State.

**COMMUNICATION OF ACCEPTANCE**

Acceptance of tender by the Indenter will be communicated by registered letter/ speed post/ cable/ telex/ fax/e-mail or a formal letter of ‘Acceptance of Bid’ or ‘Work Order’ informing amount of Performance Security to be deposited. The award of work order, when issued to successful bidder, constitutes the contract with collateral supports from terms and conditions of the tender limitation notices as well as formal agreement on non-judicial stamp paper if any, all of which finally form the contractual obligations to be adhered to / performed by the bidder Non-performance of any such obligations make the bidder liable for consequential effects.

The CONTRACT/agreement (if required) on a non-judicial stamp paper of Rs. 100/-, will be signed by the successful bidder within 15 days from the date of issue of the ‘Acceptance of Bid’ or Work Order failing which the Bid Security (EMD) is liable to be forfeited and the bidder may be blacklisted.

**ANNULMENT OF AWARD**

Failure of the successful bidder to comply with the terms and conditions of the contract/work order shall constitute sufficient ground for the annulment of the award and forfeiture of the bid security in which RRC, NE may make the award to any other bidder at the discretion of the Institute or call for new bids. The Bid Security is liable to be forfeited if the Bidder withdraws or impairs or derogates the bid in any respect within the period of validity of this offer.

**DISCLAIMER**

The near relatives of employees of RRC-NE/NHSRC are prohibited from participation in this tender. The near relatives for this purpose are defined as:

1. Members of a Hindu Undivided Family.
2. The one is related to the other in the manner as father, mother, sons(s), son’s wife (daughter-in-law), Daughter(s) and daughter’s husband (son-in-law), brother (s) and brother’s wife, sister(s) and sister’s husband (brother-in-law)
3. Their husband and wife.

**INDEMNIFICATION**

1. The Bidder/Supplier shall, at its own expense, defend and indemnify the owner against all third-party claims.
2. The Bidder/Supplier shall expeditiously extinguish any such claims and shall have full rights to defend itself there from. The Indenter shall not pay any compensation to a third party resulting from such infringement and the Bidder/Supplier shall be fully responsible for the same, including all expenses and court and legal fees.
3. The Indenter will give notice to the Bidder/Supplier of any such claim without delay, shall provide reasonable assistance to the Bidder/Supplier in disposing of the claim, and shall at no time admit any liability for or express any intent to settle the claim.
4. Final payment to the Bidder/Supplier by the Indenter will not be made while any such suit or claim remains unsettled.

**PAYMENT TERMS AND CONDITIONS:**

The term ‘payment’ mentioned in this part includes all types of payment due to the contractor arising on of this contract excluding Earnest Money and Security Deposit governed by separate clauses of the contract.

* All payments shall be made through online mode (PFMS) only at each stage preferably in the first week of following month in respect of previous month (in case of month by payments)
* Payment of Bills would take 2 to 3 weeks’ time on an average. However, no interest or penalty would be paid by RRC, NE in case of delay in payment due to official reasons.
* No payment shall be made in advance nor that any loan from any bank or financial institutions shall be recommended on the basis of the order of Award of work.
* **Monthly bills shall be submitted by 10th of following month to the authority specified in contract along with duty slips duly signed by the user** and other related reports/documents.

**JURISDICTION**

Notwithstanding any other court or courts having jurisdiction to decide the question(s) forming the subject matter of the reference if the same had been the subject matter of a suit, any and all actions and proceeding arising out of or relative to the contract (including any arbitration in terms thereof) shall lie only in the Court of Competent Civil jurisdiction in this behalf at Guwahati and only the said Court(s) shall have jurisdiction to entertain and try any such action(s) and/or proceeding(s) to the exclusion of all other Courts.

**ARBITRATION**

All disputes and differences arising out of, or in any way, concerning this agreement (except those, the decision whereof is otherwise, hereinbefore provided for) shall be referred for sole arbitration by any person to be nominated by the Director, RRC, NE. The award of the arbitrator so appointed shall be final and binding on both the parties.

**NOTICES**

Any notice, request, or consent sought pursuant to the tender shall be in writing and shall be deemed to have been made when delivered in person to an authorized representative of the Party to whom the communication is addressed, or when sent by speed post, email, or facsimile to such Party i.e. the Indenter or Bidder.

**EXCLUSIVE RIGHT OF THE DIRECTOR, RRC-NE**

The Director, RRC-NE, reserves all rights to reject any tender including of those tenderers who fail to comply with the instructions without assigning any reason whatsoever and does not bind itself to accept the lowest or any specific tenderer. The decisions of RRC, NE shall be final and binding. RRC, NE reserves the right to award the Tender to one or more than one vendor. RRC, NE also reserves the right to amend, modify add or delete any terms and conditions of the Tender in the interest of the RRC,NE without assigning any reason.

Signature of the Bidder

Witnesses: -

1. 2.

**ANNEXURE – I**

**Checklist for Pre-Qualification cum Technical Bid**

Tender Item No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Due for opening on:

Name of the Service\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_No’s: - \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Following documents are required to be submitted in the Pre-Qualification cum Technical Bid in a Sealed Envelope. Superscribed “TECHNICAL BID”

|  |  |  |
| --- | --- | --- |
| **Sl.** | **Items to be submitted** | **Remarks** |
| 1. | Covering letter indicating the list of all enclosures. |  |
| 2. | Original/downloaded tender document duly filled in, signed and stamped by the bidder or his authorized representative of the bidder. |  |
| 3. | Bid Security (EMD) **Annexure-III** |  |
| 4. | Pre-receipted acknowledgement for the refund of Bid Security. |  |
| 5. | Additional Information of the Bidder duly signed by the bidder or authorized representative of the bidder in the Proforma and format as  given in **Annexure-II** |  |
| 6. | Attested Copies of following **Annexure –IV**   1. Income Tax Return for the last three years, 2. PAN No., 3. GST Registration number 4. Trade licence issued by GMC. |  |
| 7. | Undertaking to accept Terms and Conditions of the Tender document and to comply with them as per **Annexure VI** (on Non-Judicial stamp paper of denomination of Rs. 50/-) |  |
| 8. | Proof of successfully providing of the similar services i.e., certified copies of the work order for providing similar services for any other Govt. Institutions or reputed private institutions in Assam during last three years. **Annexure V** |  |
| 10. | The bidder should own or on lease sufficient vehicles registered as commercial / domestic vehicles in their names or firm’s name for use as commercial / domestic vehicles.  For vehicles offered on monthly basis (purchased not before year 2017), the proof of ownership or lease holding should be produced along with the qualifying bid documents. **Annexure V** |  |
| 11. | The bidder shall also give a clear declaration that the firm will be able to supply sufficient light commercial vehicles (for hiring on case-to-case basis), in excellent working conditions. **Annexure-V** |  |

**SIGNATURE OF BIDDER**

**(PROP. / Partner/ Authorized Signatory)**

**Name & Address with Seal of the firm**

**(FOR OFFICIAL USE ONLY)**

**Bid (PQB) Accepted for further processing.**

**\* Bid rejected (Reasons for rejection……………………………………………………………..)**

**ANNEXURE – II**

**TECHNICAL BID**

**Additional Information**

**(To be submitted to Director, Regional Resource Centre for North East States, 1st Floor, Krivi Square, Jawahar Nagar, Khanapara, Guwahati - 781022 so as to reach before the last date and time of the closing of the bid)**

**Tender Form No. : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Due for Opening on (Time): \_\_\_\_\_­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­\_\_**

1. Name & Address of Bidder/ Agent:

2. Name & Address of Local Service Station /

Maintenance branch of the Bidder:

3. PAN No. Of the bidder:

4. Name & Address of Banker of the Bidder:

5. Business Name and constitution of the Bidder firm.

Also state if the firm is registered under:

i) The Indian Companies Act, 1956

ii) The Indian Partnership Act, 1932

iii) Any act, if not, who are the owners.

(Please give full Names and Address)

6. For partnership firms state whether they are registered or not registered under Indian Partnership Act. 1932. Should the answer to this question by a partnership firm be in the affirmative, please state further: -

(i) Whether by the partnership agreement authority to refer disputes concerning the business of the partnership to arbitration has been conferred on the Partner who has signed the tender.

(ii) If the answer to (i) is in the negative, whether there is any general power of attorney executed by all the partners of the firm authorizing the partner who has signed the tender to refer dispute concerning business of the partnership to arbitration.

7. State whether business dealing with you has been banned by any Central/ State Government Organization? If so, give details.

**Signature of witness Signature of Bidder**

Full Name and Address of Witness 1. Full name & address of the

Person signing (In BLOCK

LETTER)

2. Whether signing as Proprietor/

Partner/Constituted Attorney /

duly authorized by company.

**ANNEXURE – III**

**Bid Security (EMD)**

Tender Item No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Due for opening on:

Name of the Service\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Bid Security (EMD) as required by this Tender Enquiry (T/E Form No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) is being submitted in the form of pay order/FDR/Bank Guarantee in original favouring the Regional Resource Centre for North East States and duly discharged in his favour in advance.

Details of Pay order/FDR/Bank Guarantee attached:

No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Dated\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Drawn on (Bank)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Amount\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SIGNATURE OF BIDDER**

**(PROP. / Partner/ Authorized Signatory)**

**Name & Address with Seal of the firm**

**ANNEXURE – IV**

**Income Tax Return & PAN Number**

**Tender Form No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Due for opening on: ...............................**

**Name of the Service \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Copies of IT Return & PAN Number, as required by this Tender Enquiry Form (T/E Form No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) is being submitted along with this tender as per details given below: -

|  |  |
| --- | --- |
| Particulars | Remarks |
| Copies of Income Tax Returns for the Assessment  Years (for last three years) |  |
| Copy of Permanent Account Number |  |
| Copy of GST Registration Number |  |
| Copy of Trade Licence. |  |

**SIGNATURE OF BIDDER**

**(PROP. / Partner/ Authorized Signatory)**

**Name & Address with Seal of the firm**

**ANNEXURE – V**

**BID FOR HIRING OF CARS/VEHICLES**

**(TO BE FILLED IN BY THE BIDDER)**

A. 1. (a) Name of the Firm \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(b) Address of the Firm \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Earnest money deposited vide ................................No.\_\_\_\_\_\_\_\_\_\_\_\_dated\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for

Rs.\_\_\_\_\_\_\_\_\_\_\_\_\_\_/- (Rupees................................................................................................. is enclosed herewith.

3. (a) Details of Vehicles proposed to be provided **(for monthly hiring cars only)**

|  |  |  |  |
| --- | --- | --- | --- |
| Registration No.  of vehicle | Make/Model & Year | Seating Capacity | Remark |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

(b) Total No. of Cars/Vehicles can be supplied additionally at any time (For day wise bookings):........................

4. (a) Whether any work of Govt. or Semi Govt. Deptt. or Reputed Private Organization has been

done in previous year Y/N\_\_\_\_\_\_\_\_\_\_

(b) It yes, furnish full details \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_

**SIGNATURE OF BIDDER**

**(PROP. / Partner/ Authorized Signatory)**

**Name & Address with Seal of the firm**

**ANNEXURE - VI**

**UNDERTAKING**

(To be submitted on Rs. 50/- stamp paper)

**Declaration by the Bidder**

I/We \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ hereby declare that:

1. I/We am/are the provider of light commercial vehicles on hire basis duly recognized by the Department of Tourism, Govt. of India/State Govt./Any other reputed Public Institution/Body have examined the above-mentioned tender document including amendment/corrigendum (if any) the receipt of which is hereby confirmed.

2. I/We do hereby offer to provide the vehicles at the prices and rates mentioned in the price bid.

3. I/We agree to abide by my/our offer for a period of 180 days from the date of opening of the tender.

4. I/We have carefully read and understood all the Terms and Conditions of the tender and shall abide by them.

5. I/We agree for the all clauses and payment terms & conditions of this tender enquiry. In case any condition put forth by us is against the terms & conditions of tender, the same shall be treated as to be having no affect whatsoever and that the tender terms and conditions shall only prevail upon such conditions, if any.

6. I/We agree that in the event of any dispute or differences, the decision of the Director, RRC, NE, Guwahati shall be final and binding on me/us.

7. The tender document has been downloaded from the official website i.e. [www.rrcnes.gov.in](http://www.rrcnes.gov.in) in for bidding purpose and is a true copy of the original.

8. I/we hereby undertake that none of my relative (s) as defined in Disclaimer Clause of Annexure I is/are employed in RRC, NE/NHSRC.

**SIGNATURE OF BIDDER**

**(PROP. / Partner/ Authorized Signatory)**

**Name & Address with Seal of the firm**

**ANNEXURE – VII**

**\* To be submitted in a Separate Sealed Envelope superscribed as “FINANCIAL BID”**

**RATES FOR HIRING OF VEHICLES**

**A: DAILY BASIS**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Make/ Model**  **(Both Diesel & Patrol)** | **Charges for Local Journey (within Guwahati)** | | **Charges for outstation journey**  **(Outside Guwahati but inside Assam)** | | **Charges for outstation journey**  **(outside Assam, e.g. : Arunachal, Meghalaya, Nagaland etc)** | | **Night halting charges**  **(Including Driver’s food & lodging)** | **Airport Pickup/ Dropping**  **(Including fuel)** |
| **Hiring charge (per day)** | **Milage**  **(Fuel per Km)** | **Hiring charge (per day)** | **Milage**  **(Fuel per Km)** | **Hiring charge (per day)** | **Milage**  **(Fuel per Km)** |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| Xcent |  |  |  |  |  |  |  |  |
| Bolero |  |  |  |  |  |  |  |  |
| Scorpio |  |  |  |  |  |  |  |  |
| Tata Sumo |  |  |  |  |  |  |  |  |
| Swift Dzire |  |  |  |  |  |  |  |  |
| Swift |  |  |  |  |  |  |  |  |
| Indigo |  |  |  |  |  |  |  |  |
| Innova |  |  |  |  |  |  |  |  |
| Innova Crysta |  |  |  |  |  |  |  |  |
| Xylo |  |  |  |  |  |  |  |  |
| Etios |  |  |  |  |  |  |  |  |
| Honda City |  |  |  |  |  |  |  |  |
| Any Other  (Specify) |  |  |  |  |  |  |  |  |

\*The rates quoted shall be exclusive of GST.

Rates on monthly basis and daily basis

1. Parking charges and Border/Entry Tax will be paid additionally but only on production of receipt.

**SIGNATURE OF BIDDER**

**(PROP. / Partner/ Authorized Signatory)**

**Name & Address with Seal of the firm**

**ANNEXURE – VIII**

**\* To be submitted in a Separate Sealed Envelope superscribed as “FINANCIAL BID”**

**RATES FOR HIRING OF VEHICLES**

|  |  |  |  |
| --- | --- | --- | --- |
| **Make/ Model**  **(Both Diesel & Patrol)** | **Charges for Local and out station Journey** | | **Night charges for visit outside Guwahati and outstation (Arunachal Pradesh, Meghalaya, Nagaland etc)**  **(Including Food & Lodging of Driver)** |
| **Hiring Charges (monthly) in Rs.** | **Mileage**  **(Fuel per Km)** |
|  |
| Honda City |  |  |  |
| X-cent |  |  |  |
| Swift Dzire |  |  |  |
| Indigo |  |  |  |
| Bolero |  |  |  |
| Scorpio |  |  |  |
| Innova |  |  |  |
| Innova Crysta |  |  |  |
| Xylo |  |  |  |
| Tata Sumo |  |  |  |
| Any Other (Specify) |  |  |  |

**B: MONTHLY BASIS**

\*The rates quoted shall be exclusive of GST.

1. Rates on monthly basis and daily basis
2. Parking charges and Border/Entry Tax will be paid additionally but only on production of receipt.

**SIGNATURE OF BIDDER**

**(PROP. / Partner/ Authorized Signatory)**

**Name & Address with Seal of the firm**