



GOVT. OF ASSAM  
OFFICE OF THE DEPUTY COMMISSIONER, DHUBRI DISTRICT DHUBRI  
(NAZARAT BRANCH)

No: DNZ.8/2023/ 4

Dated, Dhubri the 08/06/2023.

**NOTICE INVITING QUOTATION (NIQ)**  
**FOR HIRING OF VEHICLES ON RATE CONTRACT BASIS**  
**FOR DAILY & MONTHLY USE**

- 1) The Deputy Commissioner, Dhubri invites Notice Inviting Quotation (NIQ) from registered travel agencies/firm for 'Hiring of Vehicles on Rate Contract Basis for Daily & Monthly Use' for the officials use at the D.C.'s Office, Dhubri. Interested and eligible agencies/firm may submit their documents in the prescribed manner after satisfying technical conditions and send the same to this office along with the signed NIQ & Rs.8.25 court fees.

IMPORTANT INFORMATION	
Publishing of NIQ	08/06/2023
Last date & time for submission of NIQ	23/06/2023 upto 2:00 PM
Time & date for opening of NIQ	23/06/2023 at 3:00 PM
Venue for opening of NIQ	D.C.'s office chambers

- 2) Quotation should be submitted by hand or sent by registered post to 'The Deputy Commissioner, Dhubri' superscripting on the top of the envelop 'Notice Inviting Quotation (NIQ) for Hiring of Vehicles on Rate Contract Basis on Daily/Monthly Use: Not to be opened before 3:00 PM at DC's office'. Quotation not accompanied by specified documents, self declarations, signatures may be rejected by the office as non-responsive and may not be evaluated further.
- 3) The sealed envelope is to be put inside the drop box which is kept on the Nazarat Branch, D.C.'s Office, Dhubri. The office shall not be held responsible for late delivery of the bid document. The Deputy Commissioner, Dhubri reserves the right to accept or reject any or all bids either in part or in full without assigning any reasons thereof. We look forward to receiving your quotation.

**TERMS & CONDITIONS**

- 1) This NIQ is called for 'Hiring of Vehicles on Rate Contract Basis on Daily/Monthly Use' from registered travel agencies/firms for official use at the D.C.'s Office, Dhubri for a period of one (1) year from the date of contract agreement.
- 2) This NIQ is not an offer by the Deputy Commissioner, Dhubri but an invitation to receive responses from the eligible bidders.

**CONDITIONS FOR BIDDERS:**

- The Agency must have a registered office in Guwahati/Dhubri under Shops & Establishments Act and/or any other applicable laws and conform to all such rules of DTO Dhubri/Rules of the State Government.
- Vehicles should be in excellent running condition and not more than three (3) years old.
- Maintenance/cleanliness of the vehicle shall be borne by the selected agency/firm. The car must be kept clean (interior & exterior) and periodically serviced. Weekly sanitization of the car should be ensured.
- The agency/firm shall be responsible for providing vehicles with driver and also without driver if written instruction is made to the selected agency.
- Vehicles should be registered with the D.T.O. and has up-to-date insurance, pollution coverage.
- Vehicle should be provided to the Deputy Commissioner, Dhubri on priority basis.
- The Agency/Firm should have minimum 40 (forty) cars to be shown in the Agency, before signing of Contract Agreement.
- The rates of the hired vehicles shall be fixed for the contract period, i.e., 12 months from the signing of the contract.** However, the Deputy Commissioner, Dhubri may increase charges of hired vehicles @ 5% in the second year, if given an extension given, at his discretion depending on satisfactory performance, considering market values, etc.
- Driver of the car should have **at least five (5) years of driving experience** with up-to-date valid driving license. He should know the roads of the city and outside the city thoroughly.
- It would be the responsibility of the Agency/Firm to check the antecedents of the drivers engaged with the hired vehicles and ensure that drivers' conduct are clean and do not cause any kind of hassle to the officials of D.C.'s Office, Dhubri using the vehicles.
- In case of misbehavior by driver, such driver shall have to be removed from the service. The agency/firm will have to ensure that such driver shall not get re-appointment with other car dealing with the Deputy Commissioner, Dhubri.

- xii. Vehicles may be required on Sundays & other government holidays and also beyond the normal working hours.
- xiii. The vehicles should have valid permit to ply in the entire state of Assam, West Bengal & North East India.
- xiv. The driver should mandatorily have mobile phone for connection. The driver engaged should not be out of communication by switching off mobile phone. However, while driving, the driver should strictly avoid attending to mobile phones.
- xv. In case of outstation visit, the vehicle may have to stay overnight and charges will be paid for the night halt. However, no accommodation for the driver will be provided by the Deputy Commissioner, Dhubri
- xvi. **The selected vendor shall indemnify Deputy Commissioner, Dhubri and hold harmless & all claims, damages, losses, cause of action, liabilities in each of any untoward incidents.**
- xvii. Agency shall be responsible for driver's lodging, boarding and any other expenses.
- xviii. **An Earnest Money Deposit (EMD) of Rs. 5000/- (Rupees Five Thousand only)** in the form of Demand Draft (DD) issued by any nationalized/scheduled bank in favour of the 'The Deputy Commissioner, Dhubri' payable at Dhubri is to be submitted along with the quotation (*the EMD shall be returned to unsuccessful bidders after signing of the contract with the successful bidders*).
- xix. **The successful bidder will have to submit a Performance Bank Guarantee of Rs. 25000/- (Rupees Twenty five Thousand) in the form of Fixed Deposit Receipt (FDR)** at the time of signing of the Contract with the Deputy Commissioner, Dhubri with a validity for 13 (thirteen) months from the date of signing of the contract. If there is extension of the contract period, the PBG shall have to be extended accordingly.
- xx. The driver employed by the Agency/Firm should hold valid driving license, is well behaved and conversant with the rules and regulations of driving. The driver shall report to the user on time and maintain punctuality during duty hours. The driver shall not consume alcoholic drink or other addictive substances while on duty.
- xxi. Deputy Commissioner, Dhubri reserves the right to enter into Contract with more than one Agency for the purpose of hiring of vehicles.
- xxii. Bidders should write their Agency's names, contact details, etc. on the reverse of the envelopes.
- xxiii. NIQ document with seal & signature along with supporting documents with seal & signature should be part of the quotation submitted.
- xxiv. Record of the actual KM run by the vehicle shall be **strictly** maintained in the log book on daily basis duly signed by the driver and the official using the vehicle (*sample log sheet is given at Annexure I*)
- xxv. **The Security Money (EMD) may be forfeited:**
  - a) if a bidder makes any statement which turns out to be false/incorrect at any time prior to signing of Contract;
  - b) if the successful bidder fails to accept Work Order and/or sign the Contract with the Deputy Commissioner, Dhubri or furnish Performance Bank Guarantee within the specified time period as per Letter of Intent to Award.

**3) ESSENTIAL DOCUMENTS TO QUALIFY:** The bidder must mandatorily submit the following documents to qualify:

- (i) Date of commencement of business (*the firm must be in tour and travel business for the past 5 years, i.e. 2022-23 & 2021-22; 2020-21, 2019-20, 2018-19 (relevant documents)*)
- (ii) Name of state government/semi-government/corporation/PSU to which the Firm has rendered/rendering similar services in the past 5 years (*i.e. since 2018-19*); (*various work orders*)
- (iii) Annual Turnover for each of the last three (3) years Financial Year should be Rs. 15.00 lakhs (2020-21, 2021-22 & 2022-23); (*CA certified copies*)
- (iv) Trade License;
- (v) PAN no.;
- (vi) GST no. of the Firm/Agency
- (vii) Current Bank Account details;
- (viii) **EMD of Rs. 25000/- (Rupees Twenty-five Thousand) only.**
- (ix) **GST upto date till March 2023**

**4) INCOMPLETE DOCUMENTS:** Failure to furnish information required in this NIQ or submission of Bid not responsive to this NIQ will be at the Bidder's risk and responsibility and the same may finally lead to rejection of Bid.

**5) EMD**

- (i) Bidder should submit the bid price as per Earnest Money Deposit (EMD);
- (ii) Rates should be quoted for all vehicles mentioned in the NIQ. Incomplete bid may be rejected;
- (iii) Corrections, if any, shall be made by crossing out, initialing, dating and rewriting. Corrections done with correction fluid shall also be duly attested;
- (iv) The rates quoted should be inclusive of taxes;
- (v) The rates quoted by the bidder shall be fixed for one (1) year and shall not be subject to adjustment/modification on any account.
- (vi) The prices shall be quoted in Indian Rupees only.

- 6) Each bidder shall submit only one bid.
- 7) **PERIOD OF CONTRACT:** The period of contract with the *Deputy Commissioner, Dhubri* shall be for one (1) year from the date of signing of contract and the successful bidder(s) is/are bound to provide vehicle for the period. The contract period may be further extended with mutual consent upto one (1) year on rendering satisfactory services without changing existing agreed norms. **However, the purchaser may terminate the contract at any point of time on account of unsatisfactory service without giving any justification.**
- 8) **REPAIRS AND MAINTENANCE:** All repairs and maintenance will be the sole responsibility of the agency/firm.
- 9) **CONTRACT:** The successful bidder will have to enter into a contract immediately from the date of receipt of the award of contract. **However, Deputy Commissioner, Dhubri reserves the right to cancel the contract at any time.**
- 10) **PENALTY CLAUSE:**
- In case of breakdown or any problem the provider will have to arrange for another vehicle within 1-2 hours, **falling which penalty of Rs. 500/- (Five Hundred) only per day** shall be levied and deducted from bills without further notice.
  - In case of failure to **provide vehicles on 2 (two) occasions**, Performance Bank Guarantee (PBG) shall be forfeited. The purchaser shall cancel the contract and shall have the right to empanel other agency thereafter.
- 11) **LAWS GOVERNING THE CONTRACT & JURISDICTION:** The contract shall be governed by the laws in force in India. In the event of any dispute, such dispute would be subject to the courts in Dhubri only.
- 12) **PAYMENT TERMS:** The payment will be made as & when fund received from the Govt. for the above purpose.

*(This proforma must be submitted using official letterhead of the agency only)*

I/we have thoroughly read and understood all the terms and conditions as contained in the NIQ and agree to abide by them. Rate against Daily/Monthly basis is including of all taxes and Driver allowances.

Sl. No.	Type of Vehicles	Monthly rate	Daily rate		Remarks
			Within Dhubri District	Outside Dhubri District	
1)	Kia Carnival				
2)	Fortuner				
3)	Innova Crysta				
4)	Scorpio				
5)	Bolero				
6)	Ertiga				
7)	Dzire				
8)	Tata Sumo (AC or Non-AC)				
9)	Buses up to 30 seats				
10)	Mini Buses up to 20 seats				
11)	Buses above 30 seats upto 50 seats (Non A/C & A/C)				
12)	Goods carrier upto 3 MT				
13)	Other Goods carrier above 3 MT				
14)	Three Wheeler				
15)	Two Wheeler				
16)	Crane				

#### Annexure 1

#### Sample Log Sheet Details

Official's Name	Designation	Date & Time of Start Journey		Date & Time of End Journey		Night Halt, if any (Yes/ No)	Starting km.	Closing km.	Total km. travelled	Signature of Official
		Date	Time	Date	Time					

*[Signature]*  
Deputy Commissioner,  
29/5/2023 DHUBRI.

Memo No DNZ.8/2023/ 4 (A)

Date 08 / 06 / 2023.

Copy to:

- 1) The DIPRO, Dhubri for kind information & necessary action. He is requested to give publicity of the above quotation notice.
- 2) The DIO, NIC Dhubri for kind information with a request to upload the above quotation notice in the District website.
- 3) Notice board , D C's Office Dhubri.



Deputy Commissioner,

Deputy Commissioner,

29/5/2023  
DHUBRI.