

অসম বিজ্ঞান প্রযুক্তিবিদ্যা আৰু পৰিৱেশ পৰিষদ
(বিজ্ঞান, প্রযুক্তি আৰু জনবায়ু পৰিৱৰ্তন বিভাগ, অসম চৰকাৰ)

ASSAM SCIENCE TECHNOLOGY AND ENVIRONMENT COUNCIL

(Science, Technology and Climate Change Department, Govt. of Assam)

BIGYAN BHAWAN
G.S. ROAD
GUWAHATI – 781005
Assam, India



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No.: ASTEC/ESTT/VEH/QTN/1094/2000/Pt-IV/3262

Date: 16/11/2023

Notice Inviting Quotations

Sealed quotation, with an I.P.O./D.D. of Rs. 20/- (Rupees twenty only) or Court fees of Rs. 8.25 only (non refundable) in favour of "Director, ASTE Council", Bigyan Bhawan, G.S. Road, Guwahati – 781005, is invited from Guwahati based Registered Travel Agency to provide different types of commercial vehicles for hiring from time to time to be used by this Council.

The quotations will be received till 2:00 p.m. on 08/12/2023 and the quotations will be opened on the same day at 3:00 p.m. in presence of the bidders or their representatives.

Terms and conditions:

1. **Bidder has to furnish their quotation in 2 bid systems a) Technical Bid b) Financial Bid.**
2. **Below mentioned documents duly certified by the bidder are to be inserted into Technical Bid:**
 - (i) Trade Licence for valid Travel Agency.
 - (ii) Permanent Account Number(PAN) of the agency.
 - (iii) Proof of GST No.
 - (iv) Address proof of the Agency.
 - (v) Copies of Registration Certificates of three vehicles of the agency which are not more than 3 (three) years old as on 01/12/2023.
 - (vi) Proof of work experience in this field of last 5(five) years.
3. Bidder has to quote their rate in our prescribed format. Financial bid documents to be inserted into a separate sealed envelope. **Financial Bid would be opened for those who would duly qualified in the Technical Bid.**
4. Director, ASTEC reserves the right to accept any offer that would be advantageous to the Council and is not bound to accept the lowest rate or reject all offers without assigning any reason thereof.
5. The Quotation should be submitted in our prescribed format only and all rates and fields are mandatory to be filled. Partly filled quotation(s) will be rejected.
6. Rate should be quoted inclusive of all applicable taxes as TDS, GST, duties, etc. Applicable tax will be deducted at source against which, necessary tax deduction certificate will be issued as and when required. Other expenditure like Toll gate fee, car parking charges, etc. will be borne by this office against submission of original payment of bill/ receipt/ vouchers.
7. Validity of quoted rates will be for a period of one year only from the date of signing of an agreement or untill further order. Under no circumstances, escalation of rate will be entertained.
8. The bidder must have at least three own vehicles of which registration number should not be more than 3 (three) years old as on 01/12/2023.

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9. Bidders must have at least 5(five) years of experience in this field. Relevant work orders (Minimum 5 nos.) are to be attached.
10. Selected bidder will be liable to confirm supply of vehicles, within three hours of intimation depending on urgency of requirement. If the vehicle is not placed at the disposal of the authority within stipulated time, the bidder will be treated as incompetent and may lead to cancellation of the prevailing order without assigning any reason thereof and may lead to forfeit of the security deposit money.
11. At least 3(three) telephone/cell phone numbers which are in service should be mentioned in the quotation.
12. 10(ten) hours duty per day is compulsory and overtime will be admissible only after 10(ten) hours of continuous service. No over time charges will be given in case of night halt.
13. At the time of reporting for duty, the initial starting kilometre reading of the vehicle will be counted from ASTEC office only which will be verified by the authorised person and after completion of each journey, the said authorised person or accompanying person shall fill required information and sign the Duty Slip on actual basis (i.e. release time, release kilometre and dropping place).
14. Director, ASTEC reserves the right to cancel the agreement with prior notice, if the service of the supplier is not satisfactory or due to negligence of duty of the driver or any other reason which may affect the course of journey.
15. Selected bidder will have to deposit a sum of Rs. 20,000/- (Rupees twenty thousand) as security deposit by way of Demand Draft drawn in favour of "Director, ASTE Council" payable at Guwahati which will be retained till the expiry of the work contract without any interest thereon.
16. Bidders have to quote rates against all category vehicles as per our prescribed **Format** failing which quotation will be rejected.
17. In case of vehicles hired under monthly basis, all vehicles are to be kept inside the Council campus only or as directed by competent authority of ASTE Council.
18. All types of expenditure related to food and lodging of the driver will have to be borne by the selected party only.
19. Any dispute, whatsoever will be confined under the jurisdiction of Gauhati High Court only.

Director
ASTE Council

No.: ASTEC/ESTT/Veh/QTN/1094/2000/Pt-IV/

Date: 16/11/2023

Copy to:

1. Head i/c, Environment - for information
2. Head i/c, S&T - for information
3. Dy. A.O. i/c, ASTEC - for information
4. Dy. F.A.O., ASTEC - for information
5. for uploading in procurement Portal - for information and necessary action
6. Nodal Officer, ASTEC Website - for information and necessary action
7. Notice Board, ASTEC
8. Office copy

Director
ASTE Council