

অসম বিজ্ঞান প্রযুক্তিবিদ্যা আৰু পৰিবেশ পৰিষদ
(বিজ্ঞান, প্রযুক্তি আৰু জলবায়ু পৰিৱৰ্তন বিভাগ, অসম চৰকাৰ)

ASSAM SCIENCE TECHNOLOGY AND ENVIRONMENT COUNCIL

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

BIGYAN BHAWAN
G.S. ROAD
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Assam, India



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No. ASTEC/ESTT/VEH/QTN/1094/2000/Pt-III/1625

Date: 26.09.2022

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 vehicles for hiring from time to time to be used by this Council.

The quotations will be received till 2:00 p.m. on 15/10/2022 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. 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.
2. 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.
3. Duly self certified copies of the following documents must be submitted along with the Quotation:
 - (i) Valid Agency Registration,
 - (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.
 - (vi) Proof of experience of 5(five) years
4. 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 receipt/vouchers.
5. Validity of quoted rates will be for a period of one year only from the date of signing of an agreement or till further order. Escalation of rate during the period will not be entertained in any circumstances.
6. The bidder must have at least three own vehicles of which registration number should not be more than 3 (three) years old as on 01/10/2022.
7. Bidders must have at least 5(five) years of experience in this field. Relevant work orders are to be attached.
8. 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

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and may lead to cancellation of the prevailing order without assigning any reason thereof and may lead to forfeit of the security money.

9. At least 3(three) telephone/cell phone numbers which are in service should be mentioned in the quotation.
10. 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.
11. At the time of reporting for duty, the initial starting kilometre reading of the vehicle will be counted from ASTEC office which will be verified by the competent person and on completion of each journey, the said competent 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).
12. 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.
13. Selected bidder will have to deposit a sum of Rs. 10,000/- (Rupees ten 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.
14. Bidders must have to quote rates against all category vehicles as per prescribed **Quotation Format** failing which quotation will be rejected.
15. 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.
16. All types of expenditure related to food and lodging of the driver will have to be borne by the selected party only.
17. Any dispute, whatsoever will be confined within the jurisdiction of Gauhati Court only.


Director
ASTE Council


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Copy to:

1. All Heads of ASTEC - for information
2. Dy. A.O., ASTEC - for information
3. Dy. F.A.O., ASTEC - for information
4. Nodal Officer, Website, ASTEC - for information and necessary action
5. Notice Board, ASTEC
6. Office copy


Director
ASTE Council


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