



অসম ৰাজ্যিক মহাকাশ প্ৰয়োগ কেন্দ্ৰ
(বিজ্ঞান, প্ৰযুক্তি আৰু জলবায়ু পৰিৱৰ্তন বিভাগ, অসম চৰকাৰ)
ASSAM STATE SPACE APPLICATION CENTRE

(Department of Science, Technology and Climate Change, Govt. of Assam)
Bigyan Bhawan, Near ABC Point, G. S. Road, Guwahati - 781005, Assam, India

Mobile No. 9411768991

E-mail : dirassac@gmail.com

P. L. N. Raju, Director

No. ASSAC/ 20/2021-22/ 116

Date: 12/05/2022

Notice Inviting Quotations

Sealed quotation along 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, Assam State Space Application Centre (ASSAC), Bigyan Bhawan, G.S. Road, Guwahati - 781005 is invited from Guwahati based Registered Travel Agency, with ability to provide different type of vehicles, to be hired from time to time by ASSAC.

The quotations will be received up-to 02:00 P.M. of 4th June 2022. The same will be opened on the same day at 03:00 P.M. in presence of bidders or their representatives.

Director, ASSAC reserves the right to accept any offer that would be advantageous to the office and not binding to accept the lowest rate or reject all offers without assigning any reason thereof.

Terms and Conditions to be followed by the Bidders

1. The Quotation should be submitted in the prescribed format enclosed as Annexure-I.
2. Proof / evidence copy of Govt. registration No., PAN No. & GST No. are to be enclosed along with the Quotation. Otherwise quotation will be rejected.
3. Rate should be quoted in Indian rupees inclusive of all applicable taxes as TDS, GST and other duties etc. Applicable taxes will be deducted at source against which, necessary tax deduction certificate will be issued as and when required. Other expenditure like car parking charge etc. will be borne by this office against submission of original payment receipt/vouchers.
4. Validity of quoted rate/rates will be valid for a period of one year from the date of signing of an agreement; Escalation of rate will not be entertained due to hike of fuel price, lubrication oil or any other reason etc.

5. Bidders must have at least three own new vehicles of which registration number should not be more than 3 (three) year as on 01/03/2022 (Evidence to be attached along with the quotation).
6. Bidders must have at least 5(five) years of experience in this field. Evidence like previous work order etc. is to be attached.
7. Selected bidder will be liable to confirm supply of vehicles, within one to 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 money.
8. At least 3(three) running telephone/cell phone numbers in service should be mentioned in the tender paper.
9. 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.
10. At the time of reporting for duty, the initial starting kilometre reading of the vehicle will be counted from ASSAC office which will be verified by the competent person and on completion of each journey/tour, separate bill of vehicle is to be submitted.
11. Director, ASSAC reserves the right to cancel the agreement with prior notice, if the services of the supplier is not found satisfactory or due to negligence of duty of the driver or any other reason which may affect the course of journey.
12. Any dispute whatsoever will be confined and settled within the jurisdiction of the Gauhati High Court, Guwahati only.
13. Selected bidder will have to deposit a sum of Rs. 10,000/- (rupees ten thousand only) as security deposit by way of demand draft in favour of Director, ASSAC payable at Guwahati which will be retained by this office till the expiry of the work contract.
14. Bidders must have to quote rates against all vehicles (as per our prescribed format) failing which quotation will be rejected without any notice thereof.
15. In case of vehicles hired under monthly basis, the said vehicle is to be kept inside the office premises i.e. car parking area in our office premises to avoid any misuse.
16. Driver's expenditure on food and lodging (whether local or outstation) will have to be borne by the supplier. If not paid, the amount will be deducted from the bill against the vehicle after completion of the tour/journey.

Director
ASSAC

No.: ASSAC/20/2021-22/ 116(A-B)

Date: 12/05/2022

Copy to:

- ✓ 1. Nodal Officer, ASTEC website- for information with a request to publish in the ASTEC website
2. Notice Board, ASTEC/AEDA and ASSAC
3. Concerned file


Director
ASSAC