

**ASSAM PUBLIC SERVICE COMMISSION**

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No. 12PSC/DC-29/P/HR/2017-2018,

Dated Guwahati, the 7<sup>th</sup> May/2019.

**SHORT QUOTATION**

Sealed short quotations affixing court fee stamp of Rs.8.25 are invited from the reputed local Tour and Travel agencies for providing vehicles on hired basis for the Assam Public Service Commission at Guwahati/outside Guwahati for conduct of various examinations and related purposes of the Commission.

Rates to be quoted in detail like cost of hiring charges per day, fuel charges per km., halting charges etc. in the entire job as per market rate. Daily and monthly hiring charges should be shown separately.

The quotations will be received by the undersigned up to 3.00 PM on **22<sup>nd</sup> May/2019** and will be opened on the same day.

The tender committee reserves the right to accept or reject any/all the quotations without assigning any reason thereof. The contract will be effective for one year with provision of extension/continuation for another year based on the quality of service.

The hiring charge should specifically be stated quoting inclusive/exclusive of taxes or to be specified separately.

**SPECIFICATION**

Sl. No.	Requirement	Hiring Charges		Fuel Charges	Hiring Charges	
		Local	Outstation		Daily	Monthly
1.	Tata Indica/Ford Figo/Alto					
2.	Tata Indigo/Maruti SX4 Vxi/Swift Dzire					
3.	Innova/Scorpio/Xylo or XUV/SUV					
4.	Traveller Bus (13/16 seater)					
5.	Star Ultra Bus (26/32 seater)					
6.	Bolero					
7.	Sumo					
8.	Winger					
9.	Tata Di					
10.	Bolero pick-up					

**TERMS AND CONDITIONS :**

1. The Firm/Agency should have at least three years experience in the “tour and travel” business in providing vehicles to any Govt. Department / PSU/Autonomous organizations. Copy of experience certificate should be submitted.
2. The Firm/Agency may apply whose Taxis have been duly authorized by the concerned RTO for use as Public Transport .
3. All upto date documents relating to income tax, GST and trade license should be submitted.
4. Hiring rate per day and monthly should be quoted separately.
5. The contract period will primarily be for one year with option for extension for another year depending on satisfactory performance.
6. An EMD of Rs. 75,000/- (seventy five thousand) in the form of Demand Draft in favour of the Secretary, APSC, Khanapara, Guwahati-22 to be submitted along with the tender documents.
7. Tenders without EMD will be rejected.
8. The accepted firm will have to enter into an agreement with the authority.

*For detail tender notice log on to [www.apsc.nic.in](http://www.apsc.nic.in)*

**Sd/-**

Secretary,

Assam Public Service Commission,  
Jawaharnagar, Khanapara, Ghy.-22.



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ASSAM PUBLIC SERVICE COMMISSION  
Jawaharnagar, Khanapara, Guwahati - 781022

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No. 13PSC/DC-29/P/HR/2017-2018

Dated: Guwahati, the 7<sup>th</sup> May/2019

## Detail Tender Notice for Hiring of Vehicles

1. Sealed Short quotations are invited affixing court fee stamp of Rs.8.25paise (Rupee eight and twenty five paise) from reputed tours and travel agencies of Guwahati for hiring of vehicles as detailed below. Interested genuine parties fulfilling the following conditions may quote their competitive rates so as to reach this office by 22<sup>nd</sup> May/2019 upto 3.00 PM.
2. Billing will be from garage to garage with the overriding condition that dead mileage would not be more than 5 Kms. one way.
3. **PRE QUALIFICATION SELECTION CRITERIA**
  - a) The bidder should have at least three (3) years of experience in the “tour and travel” business in providing vehicles to at least 2 Government / PSU / Autonomous organizations.
  - b) Only such Agency / Firm may apply whose Taxis have been duly authorized by the concerned RTO for use as Public Transport and who have telephone connection available at their Premises / Garage / Stands from where such taxis are to be operated and can be requisitioned by the APSC.
  - c) At least one Satisfactory Service Certificate from Government Departments / Public Sector Undertakings/ Autonomous Bodies under the Government where the bidder has provided Taxi hiring service.
  - d) Vendors, who are broadly able to provide the following vehicles would be considered:
    - i) Tata Indica/ Maruti Alto/ Ford Figo
    - ii) Tata Indigo/ Maruti SX4 Vxi/ Swift Dzire
    - iii) Innova/ Scorpio/ Xylo/ XUV/ SUV/Winger/ Tata DI/ Bolero Pick Up/ Bolero/ Sumo
    - iv) Traveller Bus / Star Ultra Bus.

The bidders have to submit documentary proof with respect to the prequalification criteria falling which the bid may not be considered for evaluation/ acceptance.

4. Vehicles will be hired on the following terms and conditions. The tenderer should satisfy himself with the terms and conditions of the contract. No claim on grounds of lack of knowledge, in any respect, shall be entertained.

#### **4.1 VEHICLES**

- (a) Vehicles may be hired on regular basis so separate rate – monthly and day to day be quoted separately.
- (b) Vehicles shall report as per time schedule given to the individual driver by the user.
- (c) Vehicles to be provided should be of not more than 2 years old in presentable good condition. Vehicles shall be kept in good running condition and it will have clean upholstery with white covers wherever necessary and other accessories of the vehicles will also be kept in good condition. Vehicle with damaged body due to accidents etc will not be acceptable.
- (d) Vehicles should be insured comprehensively and should have necessary permits from the Transport Department / Authority.
- (e) During the contract period, if the vehicle is seized/ detained/ impounded by the Police/ Transport Authority for any reason whatsoever, it would be at sole risk/ expenditure/ responsibility of the contractor.
- (f) All expenses related to fuel, repairs and maintenance, driver emoluments etc shall be borne by the transporter.

#### **4.2 RATES:**

Rates quoted in the quotation shall remain fixed for one year. Rates quoted should be shown separately specifying inclusive / exclusive of taxes.

#### **4.3 PAYMENT TERMS:**

The payment to the contractor will be made on submission of pre-receipted bill(s) duly supported by duty slip(s)/ log sheet(s), duly signed by concerned officers. Bills should be submitted by the companies by the 05<sup>th</sup> of the following month. No advance payment will be made.

#### **4.4 TERMINATION OF CONTRACT**

The APSC, reserves the right to terminate the contract at any stage, without assigning any reason whatsoever. The APSC reserves the right to reject any quotation, in full or in part without assigning any reason.

#### **4.5 DRIVERS**

- a) Driver(s) of the Vehicles must follow traffic rules and other regulations prescribed by the Government from time to time. Drivers should be familiar with all important routes in the State including places in the Neighboring States.
- b) Driver(s) must always be in clean clothes, must be courteous and well mannered and should always carry a mobile phone with them for easy contact. Driver must not have any criminal record.

#### **5. MISCELLANEOUS:**

- a) Bids will be opened by a committee in presence of such tenderer who may wish to be present. The contract will be for a period of 12 months which will be extendable up to another year in case the performance/ service are found satisfactory.

- b) Tenderer should ensure that the driver to be provided must possess a valid driving license and carry with him all necessary documents like registration certificate, insurance papers, pollution control certificates etc.
  - c) The APSC will not be responsible for any challan loss, damage, injury, accident etc to the vehicle or to any other vehicle.
  - d) Transporter must have all requisite clearance certificates from the concerned Government agencies as required under relevant rules.
  - e) The transporter has to maintain proper records to show the number of hours and mileage travelled by each vehicle. Driver shall maintain duty chart (Log Book) and get signature of the officer or his personal staff for each duty and deposit the duty slip to Pool Section of APSC.
  - f) The Commission will pay parking charges when vehicle is on official duty on production of receipt.
  - g) A penalty of Rs.1000/- per day per vehicle for default will be levied if any vehicle fails to meet above terms and conditions on any day.
  - h) Security Bid: Rs.75,000/- to be deposited in the form of Demand Draft or Bank Guarantee.
6. Quotations received after the stipulated date and time and incomplete quotations will not be entertained.
7. Quotations to be addressed to the Under Secretary, Assam Public Service Commission, Jawaharnagar, Khanapara, Guwahati – 22 and should reach by 22<sup>nd</sup> May/2019 up to 3.00 PM. which shall be opened on the same day at 4.00 PM.
8. The approved tenderer/firm will be required to sign an agreement with the Commission.

*Sd/-*  
Under Secretary,  
Assam Public Service Commission,  
Jawaharnagar, Khanapara, Ghy. -22.