



অসম লোকসেৱা আয়োগ

ASSAM PUBLIC SERVICE COMMISSION

Jawaharnagar, Khanapara, Guwahati-781022.

Detail Tender Notice for Hiring of Vehicles

1. Billing will be from garage to garage with the overriding condition that dead mileage would not be more than 5 Kms. one way.

2. 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/Mobile 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) Swift Dzire
 - ii) Toyota Fortuner
 - iii) Innova/Innova Crysta/ Scorpio/ Bolero
 - 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.

3. Vehicles will be hired on the following terms and conditions. The bidders 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 3(three) 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 emolumentsetc shall be borne by the transporter.

4.2 RATES:

Rates quoted in the tender shall remain fixed for **3(three)** year. Rates quoted should be shown separately specifying inclusive of all 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 05th 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 tender, 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.
- c) The Firm must provide fitness/verification certificate of Driver(s) alongwith the Tender

4. MISCELLANEOUS:

- a) Bids will be opened by a committee in presence of such bidders who may wish to be present. The contract will be for a period of **36 months** which will be extendable up to another **1(one)** year in case the performance/ service are found satisfactory.
- b) A procurement entity may establish a Framework Agreement for a period of not more than **3(three)** years with option to extended further for not more than **1(One)** year as per procurement rule.
- c) Bidders 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 certificatesetc.
- d) The APSC will not be responsible for any challan loss, damage, injury, accident etc to the vehicle or to any other vehicle.

- e) Transporter must have all requisite clearance certificates from the concerned Government agencies as required under relevant rules.
- f) 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.
- 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. However, Bidders registered with **MSME/NSIC/SSI** are exempted from paying **EMD** (should submit necessary documents).
5. Tenders received after the stipulated date and time and incomplete Tenders will not be entertained.
6. Tenders to be addressed to the Secretary, Assam Public Service Commission, Jawaharnagar, Khanapara, Guwahati – 22 and should reach by **20/03/2024** up to **3.00 PM**. which shall be opened on the same day.
7. The approved bidders/firm will be required to sign an agreement with the Commission.


Secretary,

Assam Public Service Commission,
Jawaharnagar, Khanapara, Ghy.-2