

**NATIONAL INSTITUTE OF RURAL DEVELOPMENT & PANCHAYATI RAJ  
NORTH EASTERN REGIONAL CENTRE  
JAWAHARNAGAR, KHANAPARA, GUWAHATI – 781 022**

No.16-A/96/RC/Estt./Pt.V/  
Date: 17-06-2019

**NOTICE INVITING TENDERS  
FOR SUPPLY OF VEHICLES ON HIRE BASIS**

Sealed tenders are invited from the reputed, experienced and registered travel agency for supply of vehicles on hire basis as per requirement. Interested parties may collect tender documents from the Institute's office from 20<sup>th</sup> June to 10<sup>th</sup> July 2019 between 9.30 AM and 5.00 P.M. on working days by paying tender paper fee of Rs.100/- (Rupees one hundred only). Tender paper can also be downloaded from our Institute's website. No tender fee is to be paid for down loaded tender paper. The last date of submission of tender is 11<sup>th</sup> July 2019 up to 3.00 PM. The tenders will be opened on the same day at 3.30 PM in presence of the bidders.

Administrative Officer



8. Whether Income tax return made :  
for the assessment year 2018-19  
(Yes/ No)
9. EMD details (D.D. to be enclosed) :  
D.D. No. : \_\_\_\_\_ dt. \_\_\_\_\_  
for : Rs. \_\_\_\_\_  
Name of the bank and branch: \_\_\_\_\_
10. Tender fee details (Except downloaded tender paper) :  
M.R./ D.D. No.: \_\_\_\_\_ dt. \_\_\_\_\_  
for : Rs. \_\_\_\_\_  
Name of the bank and branch: \_\_\_\_\_

**SEAL, SIGNATURE AND DATE OF THE BIDDER**

Note: Copies of the documents pertaining to the given information are to be submitted along with the tender.

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No.16-A/96/RC/Estt./Pt.V/

**TENDER FORM FOR HIRED VEHICLES**

(A) **Rate for local duty (within greater Guwahati) :**

Sl. No.	Type of vehicle	Rent per day (Rs.)	POL charges per km (Rs.)	OT (beyond 12 hrs.) (Rs.)
1	Swift, Liva, Micra, Pulse or equivalent			
2	Indigo CES, Xcent, Etios, Swift Dezire or equivalent			
3	Tata Sumo (AC)			
4	Scorpio			
5	Bolero			
6	Innova			
7	Any other C-segment Car like HondaCity, Verna, Lenia etc.			
8	XUV, Fortuner, Ford Endivour etc.			
9	Traveler (AC) 13 seater			
10	Traveler (AC) 17 seater			
11	Traveler (AC) 26 seater			
12	Deluxe Ultra Bus (30 seater)			

Seal, signature & date of the bidder

**(B) Rate for outside duty (beyond greater Guwahati):**

Sl. No.	Type of vehicle	Rent per day (Rs.)	POL charges per km (Rs.)	Night halt charges (Rs.)
1	Swift, Liva, Micra, Pulse or equivalent			
2	Indigo CES, Xcent, Etios, Swift Dezire or equivalent			
3	Tata Sumo (AC)			
4	Scorpio			
5	Bolero			
6	Innova			
7	Any other C-segment Car like HondaCity, Verna, Lenia etc.			
8	XUV, Fortuner, Ford Endivour etc.			
9	Traveler (AC) 13 seater			
10	Traveler (AC) 17 seater			
11	Traveler (AC) 26 seater			
12	Deluxe Ultra Bus (30 seater)			

Seal, signature &amp; date of the bidder

**(C) Only GNB Airport duty [(Pick up OR Dropping) (Lump Sum)]:**

<b>Sl. No.</b>	<b>Type of vehicle</b>	<b>Rent per trip (Rs.)</b>
1	Swift, Liva, Micra, Pulse or equivalent	
2	Indigo CES, Xcent, Etios, Swift Dezire or equivalent	
3	Tata Sumo (AC)	
4	Scorpio	
5	Bolero	
6	Innova	
7	Any other C-segment Car like HondaCity, Verna, Lenia etc.	
8	XUV, Fortuner, Ford Endivour etc.	
9	Traveler (AC) 13 seater	
10	Traveler (AC) 17 seater	
11	Traveler (AC) 26 seater	
12	Deluxe Ultra Bus (30 seater)	

Seal, signature &amp; date of the bidder

(D) Only GNB Airport duty [(Pick up AND Dropping within 1 or 2 hours) (Lump Sum)] :

Sl. No.	Type of vehicle	Rent per trip (Rs.)
1	Swift, Liva, Micra, Pulse or equivalent	
2	Indigo CES, Xcent, Etios, Swift Dezire or equivalent	
3	Tata Sumo (AC)	
4	Scorpio	
5	Bolero	
6	Innova	
7	Any other C-segment Car like HondaCity, Verna, Lenia etc.	
8	XUV, Fortuner, Ford Endivour etc.	
9	Traveler (AC) 13 seater	
10	Traveler (AC) 17 seater	
11	Traveler (AC) 26 seater	
12	Deluxe Ultra Bus (30 seater)	

Seal, signature & date of the bidder

**(E) Only Kamakhya Railway Station duty [(Pick up OR Dropping) (Lump Sum)]:**

<b>Sl. No.</b>	<b>Type of vehicle</b>	<b>Rent per trip (Rs.)</b>
1	Swift, Liva, Micra, Pulse or equivalent	
2	Indigo CES, Xcent, Etios, Swift Dezire or equivalent	
3	Tata Sumo (AC)	
4	Scorpio	
5	Bolero	
6	Innova	
7	Any other C-segment Car like HondaCity, Verna, Lenia etc.	
8	XUV, Fortuner, Ford Endivour etc.	
9	Traveler (AC) 13 seater	
10	Traveler (AC) 17 seater	
11	Traveler (AC) 26 seater	
12	Deluxe Ultra Bus (30 seater)	

Seal, signature &amp; date of the bidder



**(F) Only Guwahati Railway Station duty [(Pick up OR Dropping) (Lump Sum)] :**

Sl. No.	Type of vehicle	Rent per trip (Rs.)
1	Swift, Liva, Micra, Pulse or equivalent	
2	Indigo CES, Xcent, Etios, Swift Dezire or equivalent	
3	Tata Sumo (AC)	
4	Scorpio	
5	Bolero	
6	Innova	
7	Any other C-segment Car like HondaCity, Verna, Lenia etc.	
8	XUV, Fortuner, Ford Endivour etc.	
9	Traveler (AC) 13 seater	
10	Traveler (AC) 17 seater	
11	Traveler (AC) 26 seater	
12	Deluxe Ultra Bus (30 seater)	

**NOTE**

1. Deluxe Ultra buses should be good looking with comfortable seats and fit for performing long distance (outstation) journey.
2. Deluxe Ultra buses should be the luxury buses, which are being operated by the travel agency like Network, Blue Hills etc.
3. The terms and conditions duly signed by the party with seal should be enclosed with the form.
4. Rate should be exclusive of GST, Toll tax, Parking etc.

Seal, signature &amp; date of the bidder

Name of the Agency : \_\_\_\_\_

Address : \_\_\_\_\_

Phone No. : \_\_\_\_\_

## TERMS AND CONDITIONS OF TENDER FOR HIRED VEHICLE

1. Only registered Travel Agency should submit the tender.
2. Interested parties may collect tender documents from the Institute's office from 20<sup>th</sup> June to 10<sup>th</sup> July 2019 between 9.30 AM and 5.00 P.M. on working days by paying tender fee of Rs.100/- (Rupees one hundred only). For downloaded tender paper, no tender paper is required.
3. Sealed tender in the prescribed format along with complete documentary proof of experience should reach the office of the undersigned **on or before 11th July 2019** up to 3.00 PM. The tenders will be opened on the same day at 3.30 PM in presence of the bidders.
4. The sealed tender should be submitted along with Earnest Money Deposit of **Rs.15,000/-** (Rupees fifteen thousand only). The EMD to be paid **by Demand Draft in favour of NIRD-NERC, Guwahati.**
5. The following documents are to be submitted along with the tender :
  - i) Firm registration certificate;
  - ii) GST registration certificate;
  - iii) PAN Card
  - iv) Income tax return (From ITR-V) for the assessment year 2018-19.
  - v) Testimonials and certificate of the clients.
6. The rates quoted should be valid for one year and should be exclusive of statutory taxes such as GST, Toll tax, Parking etc.
7. The party submitting the tender should sign with seal acknowledging the acceptance of the terms and conditions of the tender.
8. The party who gets the offer for supply of vehicle must bind itself to maintain the following:
  - a) The vehicles should report at the place and time indicated by the office. Failure to report at the specified place and at the stipulated time will invite penalty up to Rs. 200/- per hour for LMV and Rs. 1000/- per hour for HMV.
  - b) Vehicle (preferably not more than 7 years old) in good condition in terms of both mechanical aspect as well as structural look, should only be provided.
  - c) Vehicle supplied should be commercial vehicle only.
  - d) Sufficient POL or the cost of the same should be provided with the vehicle or with the Driver.
  - e) **Mileage charges will not be claimed for the distance between the office of the party and the NIRDPR-NERC or the place of reporting.**
  - f) In case there is break-down of the vehicle while on duty, the party has to provide substitute or repair the same within reasonable time. Failure to do so will allow the user free to leave the vehicle on the spot and the party will not make claim for payment for the purpose.

Signature of Acceptance of the bidder with seal

- g) The party will be responsible for any damage occurring in the vehicle while in use.
  - h) Vehicle supplied should comply with all Govt. regulations like Insurance, Pollution, Registration, Permit etc.
  - i) The Drivers, while at night halt, should not claim any facility like accommodation and food.
  - j) Performance Security deposit of Rs.30,000/- (Rupees thirty thousand only) will have to be deposited otherwise same will be deducted from the bill. The Performance Security deposited will not carry any interest.
9. Conditional tender will not be accepted.
10. Director, NIRDPR – NERC does not bind himself to accept the lowest tender and reserve the right to reject or partially accept any or all the tenders received without assigning any reasons.

**Administrative Officer  
NIRDPR-NERC, Guwahati**

Signature of Acceptance of the bidder with seal