



REQUEST FOR QUOTATION (RFQ)
FOR
HIRING OF VEHICLES ON RATE CONTRACT BASIS
FOR DAILY/MONTHLY USE

*Assam Rural Infrastructure and Agricultural Services Society
Agriculture Complex, Khanapara, G.S. Road, Guwahati-781022 (Assam, India)*

ARIAS SOCIETY

Assam Rural Infrastructure and Agricultural Services Society

(An Autonomous Body of the Govt. of Assam)

Project Coordination Unit (PCU) of the World Bank financed

Assam Agri-business and Rural Transformation Project (APART)

Agriculture Complex, Khanapara, G.S. Road, Guwahati-781022 (Assam, India)

Tel: +91 361-2332125; Fax: +91 361-2332564, Email: spd@arias.in; Website: www.arias.in

No. ARIASS/APART/Veh.Hiring/20/2015/Pt-III/40

Dated Guwahati the 8th October, 2021

Request for Quotation (RFQ)

for Hiring of Vehicles on Rate Contract Basis for Daily/Monthly Use

1. The Government of Assam (GoA) through the Government of India (GoI) has received a loan from the International Bank for Reconstruction & Development (IBRD) for implementation of Assam Agribusiness & Rural Transformation Project (APART). Assam Rural Infrastructure and Agricultural Services Society (ARIASS) now intends to apply a portion of the loan for hiring of vehicles for official use.
2. The State Project Director, ARIAS Society, invites Quotation from registered travel agencies for "*Hiring of Vehicles on Rate Contract Basis on Daily/Monthly Use*" for official use at the Assam Rural Infrastructure and Agricultural Services Society (ARIASS) located at Agriculture Complex, Khanapara, G.S. Road, Guwahati-781022. Interested and eligible agencies may submit their quotation with other documents along with the signed RFQ.

IMPORTANT INFORMATION	
Last date & time for submission of RFQ	30 th October, 2021 at 2:00 P.M.
Time & date for opening of RFQ	30 th October, 2021 at 2:15 P.M.
Venue for opening of RFQ	Assam Rural Infrastructure and Agricultural Services Society, Agriculture Complex, Khanapara, G.S. Road, Guwahati- 781022
Quotation Validity	45 days from the last date of submission of Quotation

3. Quotation should be addressed to "*The State Project Director, ARIAS Society, Agriculture Complex, Khanapara, G.S. Road, Guwahati- 781022, Assam.*" and placed in a sealed envelope, clearly marked as "*Request for Quotation (RFQ) for Hiring of Vehicles on Rate Contract Basis on Daily/Monthly Use.*" Quotation not accompanied by specified documents, self declarations, signatures may be rejected by the office as non-responsive and may not be evaluated further.
4. Quotation should reach this office latest by **02.00 P.M. on 30th October, 2021**. Quotations will be opened on the same day, i.e., **02.15 P.M. on 30th October, 2021**. Quotation received after due date and time shall be summarily rejected.
5. We look forward to receiving your Quotation.

Sd/-
(Vinod Seshan, IAS)
State Project Director, ARIAS Society

SECTION I

SCOPE OF WORK

Bidders are invited to quote daily & monthly rates for the types of vehicles as mentioned below for the purpose of hiring on daily/monthly basis:

TYPES OF VEHICLES

- 1) INNOVA CRYSTA (AC)
- 2) MARUTI SWIFT DZIRE (AC)
- 3) BOLERO (AC)
- 4) SCORPIO (AC)
- 5) HONDA CITY (AC) (DIESEL)

SECTION II

QUOTATION FORM

(This form must be submitted using the official letterhead of the agency)

RFQ no. ARIASS/APART/Veh.Hiring/20/2015/Pt-III/40 dated Guwahati the 8th October, 2021

Our reference no.....dated.....

To:

The State Project Director
Assam Rural Infrastructure and Agricultural Services (ARIAS) Society
Agriculture Complex, Khanapara, Guwahati- 781022.

Sub: Request for Quotation (RFQ) for Hiring of Vehicles.

Sir,

1. I/We, the undersigned, hereby submit our Quotation involving two parts, namely:

- (a) Technical Part, and
- (b) Financial Part

2. In submitting the Quotation, we make the following declarations:

- (a) **No reservations:** Having read the RFQ in its entirety and services to be provided, I/we, offer to participate in providing vehicles on hire to the ARIAS Society in conformity with the terms and conditions specified in the RFQ and have no reservations whatsoever;
- (b) **Conformity:** I/We offer to provide service in conformity with the RFQ document and in accordance with the specifications specified in the document;
- (c) **Quotation Validity Period:** My/Our Quotation shall be valid for the period of 45 days from the deadline fixed for its submission;
- (d) **Eligibility:** I/We meet the eligibility requirements and have no conflict of interest. I/We am/are not participating in more than one Quotation in this bidding process and I/we have not been suspended or debarred by the World Bank or blacklisted or suspended by the Central or any State Government/PSU, etc in India;
- (e) **Fraud and Corruption:** I/We hereby certify that I/we have taken steps to ensure that no person acting for us or on our behalf will engage in any type of corrupt, fraudulent, collusive, coercive, or obstructive practices, and we will strictly observe all the laws against fraud and corruption in force in India including, "Prevention of Corruption Act, 1988 (including any modifications thereafter)."
- (f) **Annulment:** I/We understand that you are not bound to accept any Quotation you may receive and may also empanel more than one agency for the stated services under this RFQ.
- (g) **Declaration:** It is hereby declared that particulars furnished herewith are true and correct as per my/our knowledge and belief. In the event of any particulars are found to be false, I/we shall be liable to such consequences/lawful actions as the Arias Society wish to take.

(Signature of the authorized person)

Name of Signatory _____

Date _____

Seal

SECTION III

BIDDER'S PROFILE

(This form must be submitted using official letterhead of the agency)

Sl. no.	Bidder's information	Details
1)	Name of the Agency	
2)	Status of the firm (whether Proprietorship/ Partnership/Company/any other)	
3)	Address of the registered office in Guwahati with mobile no. & email id	a) Address: b) Mobile number: c) e-mail id:
4)	Name of the Sole Proprietor/Managing Partner/etc.	
5)	Number of years in business providing cars on rental basis	
6)	Name of organization(s) to which the Agency has provided/is providing vehicles since the past 5 years	1) 2) 3) etc.
7)	Particulars of the Authorized Signatory of the Bidder	a) Name: b) Designation: c) Mobile number: d) e-mail id:
8)	Make & number of cars owned/held under rent by the agency as on date	Make: Nos.
9)	Updated Trade License	
10)	PAN no. details	
11)	GST no. details	

I/We hereby declare that the information furnished above is true and correct. I/We am/are also attaching the copies of license/authorization documents claimed above.

(Signature of the authorized person)

Name of Signatory _____

Date _____

Seal

SECTION IV

GENERAL TERMS & CONDITIONS

(Throughout this document, the term bidder/bidding are interchangeable with RFQ; agency/firm are interchangeable with bidders)

1) This Request for Quotation (RFQ) is called for 'Hiring of Vehicles on Rate Contract Basis on Daily/Monthly Use' from registered travel agencies/firms for official use at the Assam Rural Infrastructure and Agricultural Services Society (ARIASS), Agriculture Complex, Khanapara, Guwahati- 781022 for a period of one (1) year from the date of contract agreement.

2) This RFQ is not an offer by the ARIAS Society but an invitation to receive responses from the eligible bidders.

3) CONDITIONS FOR BIDDERS:

- (i) The Agency must have a registered office in Guwahati under Shops & Establishments Act and/or any other applicable laws and conform to all such rules of DTO Guwahati/rules of the state government.
- (ii) Vehicles should be in excellent running condition and should not more than two (2) years old.
- (iii) Maintenance/cleanliness of the vehicle shall be borne by the selected agency. The car must be kept clean (interior & exterior) and periodically serviced. Weekly sanitization of the car should be ensured.
- (iv) The agency shall be responsible for providing vehicles with driver and also without driver if written instruction is made to the selected agency.
- (v) Vehicles should be registered with the D.T.O. and shall have up-to-date insurance.
- (vi) Vehicle should be provided to the ARIAS Society on priority basis and no explanation due to other exigencies whatsoever shall be entertained.
- (vii) The rate of the hired vehicles shall be fixed for a period of one (1) year. However, the SPD, ARIAS Society may extend contract period for another year subject to satisfactory performance of the selected agency(ies) in which case there shall be no increase of contract amount and no changes to the terms and conditions.
- (viii) Driver of the car should have at least five (5) years of driving experience with up-to-date valid driving license. He should know the roads of the city and outside the city thoroughly.
- (ix) The driver shall always wear mask whilst on duty and fully vaccinated.
- (x) It would be the responsibility of the selected agency to check the antecedents of the drivers engaged with the hired vehicles and ensure that drivers' conduct are clean and do not cause any kind of hassle to the officials of ARIAS Society using the vehicles.
- (xi) In case of misbehavior by driver, such driver shall have to be removed from the service. The agency will have to ensure that such driver shall not get re-appointment with other car dealing with the ARIAS Society.
- (xii) The driver should mandatorily have mobile phone. The driver engaged should not be out of communication by switching off mobile phone. However, while driving, the driver should strictly avoid attending to mobile phones.

- (xiii) The driver employed by the Agency should hold valid driving license, is well behaved and conversant with the rules and regulations of traffic. **The driver shall report to the user on time and maintain punctuality during duty hours.** The driver shall not consume alcoholic drink or other addictive substances while on duty.
- (xiv) **The selected vendor shall indemnify SPD, ARIAS Society and hold harmless & all claims, damages, losses, cause of action, liabilities in each of any untoward incidents.**
- (xv) Vehicles may be required on Sundays & other government holidays and also beyond the normal working hours.
- (xvi) The vehicles should have permit to ply in the entire state of Assam.
- (xvii) Record of the actual KM run by the vehicle shall be maintained in the log book on daily basis duly signed by the driver and the official using the vehicle (*sample log sheet is given at Annexure I*).
- (xviii) In case of outstation visit, the vehicle may have to stay overnight and charges will be paid for the night halt @ Rs 500/- (Rupees Five Hundred only). However, no accommodation for the driver will be provided by the ARIAS Society.
- (xix) Parking charges, municipal taxes, night halt charges, if any, will be paid by the ARIAS Society at the time of payment of the monthly bills.
- (xx) Agency will be responsible for drivers lodging, boarding and any other expenses during duty hours.
- (xxi) **A Bid Security for an amount of Rs. 5,000/- (Rupees Five Thousand only)** in the form of Demand Draft (DD) issued by nationalized/scheduled bank in favour of the "State Project Director, ARIAS Society" payable at Guwahati with 30 (thirty) days validity beyond the bid validity period is to be submitted along with the TECHNICAL BID (*the Bid Security will be returned to unsuccessful bidders after signing of the contract with the successful bidders*).
- (xxii) **The Bid Security may be forfeited:**
- a. if a Bidder makes any statement which turns out to be false/incorrect at any time prior to signing of Contract;
 - b. if the successful Bidder fails to accept Work Order and/or sign the Contract with the ARIAS Society or furnish Performance Bank Guarantee within the specified time period as per Letter of Intent to Award.
- (xxiii) The successful agency shall have to submit a **Performance Bank Guarantee (PBG) of Rs. 20,000/- (Rupees Twenty Thousand) only in the form of Fixed Deposit Receipt (FDR)** at the time of signing of the Contract with the State Project Director, ARIAS Society. If there is extension of the contract period, the PBG shall have to be extended accordingly.
- (xxiv) SPD, ARIAS Society reserves the right to enter into parallel Rate Contract with more than one agency for the purpose of hiring of vehicles.
- (xxv) **SUBMISSION OF QUOTATIONS:** The Quotation should be put inside a sealed envelope supercribed as 'Hiring of Vehicles on Rate Contract on Daily/Monthly Basis for Official Use'.
- (xxvi) Bidders should write agency's names, contact details, etc. on the reverse of the envelopes.
- (xxvii) This Quotation with stamp & signature along with all self attested supporting documents shall be part of the TECHNICAL BID.

(xxviii) Bidders are requested to obtain clarifications, if any, by email (email id: spd@arias.in) prior to closure of the bid submission.

4) ESSENTIAL DOCUMENTS TO QUALIFY TECHNICALLY: The bidder must mandatorily submit the following documents in the TECHNICAL BID to prove its eligibility:

- (i) Date of commencement of business (the firm must be in tour and travel business for the past 5 years (i.e. 2020-21, 2019-20, 2018-19, 2017-18 & 2016-17); *(enclose appropriate document)*
- (ii) Name of state government/semi-government/corporation/PSU to which the agency has rendered/rendering similar services since the past 5 years (i.e. from 2016-17); *(enclose work orders)*
- (iii) Average Annual Turnover for each of the last three (3) Financial Year should be Rs. 40.00 lakhs (Rupees Forty lakhs) (FY 2017-18; 2018-19 & 2019-20); *(enclose audited statement of Chartered Accountant)*
- (iv) License to supply vehicles on hired basis; *(enclose relevant govt. permission)*
- (v) Up-to-date Trade License; *(enclose copy)*
- (vi) PAN no. details; *(enclose copy)*
- (vii) GST no. details; *(enclose copy)*
- (viii) Current Bank Account; *(enclose copy of bank details)*
- (ix) Bid Security of Rs. 5,000/- (Rupees Five Thousand) only; *(enclose original Bid Security drawn from bank)*
- (x) Non-Blacklisted Declaration as per Section VI *(enclose statement on the Agency's letterhead)*

5) EVALUATION OF BIDS: The purchaser shall evaluate the TECHNICAL BIDS based on the following factors:

- (i) Technical bids are substantially responsive as per the terms & conditions laid down in the document;
- (ii) are properly sealed & signed;
- (iii) The Bids will be evaluated vehicle-wise;
- (iv) Evaluation of the FINANCIAL BID shall be carried out for each type of vehicle based on monthly and daily rates (within and outside Guwahati city) and contract will awarded accordingly.**

6) INCOMPLETE DOCUMENTS: Failure to furnish information required in this RFQ or submission of Bid not responsive to this RFQ will be at the Bidder's risk and responsibility and the same may finally lead to rejection of Bid.

7) BID PRICE

- (i) Bidder should submit the bid price as per **SECTION V** of the Bid.
- (ii) Rates should be quoted for all vehicles mentioned in the RFQ. Incomplete bid will be rejected.
- (iii) Corrections, if any, shall be made by crossing out, initialing, dating and rewriting. Corrections done with correction fluid shall also be duly attested.
- (iv) The rates quoted should be inclusive of taxes.

- (v) The rates quoted by the bidder shall be fixed for one (1) year and also for the subsequent year, if any extension is given and shall not be subject to adjustment/modification on any account.
- (vi) The prices shall be quoted in Indian Rupees only.

8) FORMULA TO EVALUATE FINANCIAL BIDS: In order to arrive at the lowest rate, the formula which shall be applied is:

- a. **Vehicle on Monthly Rate:** *(Vehicle rate) + (fuel charges for 2000 kms.)* shall be calculated.
- b. **Vehicle on Daily Rate** (inside Guwahati city): *(Vehicle rate) + (fuel charges for 200 kms.) + (extra charges beyond 10 hrs. per hour)* shall be calculated.
- c. **Daily Rate** (outside Guwahati city): *(Vehicle rate) + (fuel charges for 300 kms.) + (extra charges per hour beyond 10 hrs.)* shall be calculated.
- d. **Night Halt Charges:** Fixed night halt charges @ Rs. 500/- (Rupees Five Hundred) per night will be paid if such incidence occurs.

9) Each bidder shall submit only one bid.

10) VALIDITY OF BID: Bid shall remain valid for a period not less than 45 days after the deadline date specified for Bid submission.

11) AWARD OF CONTRACT:

- (i) The purchaser will award the contract to the bidders whose bid has been determined to be substantially responsive and who has offered the lowest evaluated quoted price.
- (ii) Notwithstanding the above, the purchaser reserves the right to accept or reject any bid and to cancel the bidding process and reject all bids at any time prior to the award of the contract.
- (iii) The bidder whose bid is accepted will be notified of the award of the contract by the authority prior to the expiration of the bid validity period. The terms of the accepted offer shall be incorporated in the award of contract.

12) PERIOD OF CONTRACT: The period of engagement with the ARIAS Society shall be for one (1) year from the date of signing of contract and the successful agency(ies) is/are bound to provide vehicle for the period. The contract period may be further extended with mutual consent upto one (1) year on rendering satisfactory services without changing existing agreed norms. However, the purchaser may terminate the contract at any point of time on account of unsatisfactory service giving a notice thereof.

13) REPAIRS AND MAINTENANCE: All repairs and maintenance will be the sole responsibility of the agency.

14) FUEL: The fuel shall be provided by the agency. The use of oil or other consumables will also be provided by the agency.

15) NON-ASSIGNMENT: The bidder shall not, at any time, assign, sub-let or make over the contract or the benefit thereof or any part thereof to any person or persons whatsoever.

16) PENALTY CLAUSE:

- (i) In case of breakdown or any problem the provider will have to arrange for another vehicle within 1-2 hours, failing which **penalty of Rs. 500/- (Five Hundred) only per incident** will be levied and deducted from bills without further notice.

(ii) In case of failure to provide vehicles satisfactorily even after repeated warnings in writing, **Performance Bank Guarantee (PBG) shall be forfeited.** The purchaser shall have the right to nullify the contract & enter into rate contract with other agency.

17) LAWS GOVERNING THE CONTRACT & JURISDICTION: The contract shall be governed by the laws in force in India. In the event of any dispute, such dispute would be subject to the courts in Guwahati only.

18) PAYMENT TERMS:

- a. The payment will be made on monthly basis from the date of submission of invoice of the previous month duly supported by duty slips/log sheets countersigned by concerned official.
- b. **Payment shall be made on the actual km. run by the vehicle.**

SECTION V

(This proforma must be submitted using official letterhead of the agency only)

PRICE BID

No. ARIASS/APART/Veh.Hiring/20/2015/Pt-III/40 dated Guwahati the 8th October, 2021

Our reference no.....dated.....

To,

The State Project Director
Assam Rural Infrastructure and Agricultural Services (ARIAS) Society
Agriculture Complex, Khanapara, Guwahati- 781022.

Sub: Request for Quotation (RFQ) for Hiring of Vehicles.

Sir,

1. I/We, the undersigned, hereby submit the financial part of our Quotation. In submitting our Financial Part, we make the following additional declarations:

(a) Our quotation shall be valid for the period of 45 days from the deadline fixed for the quotation submission;

(b) I/we have thoroughly read and understood all the terms and conditions as contained in the RFQ and agree to abide by them.

Rate of Vehicles on Daily/Monthly Basis (inclusive of all taxes)

Sl. no.	Type of Vehicle	Monthly vehicle rate (2000* kms for the purpose of evaluation)	Daily vehicle rate		Extra charges beyond 10 hrs. per hour	Fuel charges @ per km
			Within Guwahati city (200* kms for the purpose of evaluation)	Outside Guwahati city (300* kms for the purpose of evaluation)		
1)	INNOVA CRYSTA (AC)					
2)	MARUTI SWIFT DZIRE (AC)					
3)	BOLERO (AC)					
4)	SCORPIO (AC)					
5)	HONDA CITY (AC) (DIESEL)					

**kms. indicated for the purpose of evaluation.*

Note 1: For evaluation purpose of Vehicle on Monthly Rate: (Vehicle rate) + (fuel charges for 2000 kms.)

Note 2: For evaluation purpose of Vehicle on Daily Rate (within Guwahati city): (Vehicle rate) + (fuel charges for 200 kms.) + (extra charges per hour beyond 10 hrs.)

Note 3: For evaluation purpose of Vehicle on Daily Rate (outside Guwahati city): (Vehicle rate) + (fuel charges for 300 kms.) + (extra charges per hour beyond 10 hrs.)

Note 4: Night Halt charges shall be fixed @ Rs. 500/- per night.

Note 5: Payment shall be made on actual km. run by the vehicle.

Yours faithfully,

(Authorized Signature)

Name & Title of Signatory _____

Date _____

SECTION VI
UNDERTAKING

(This must be submitted in the official letterhead of the agency)

To:

The State Project Director
Assam Rural Infrastructure and Agricultural Services (ARIAS) Society
Agriculture Complex, Khanapara, Guwahati- 781022

Sub: Undertaking for not being blacklisted.

Sir,

This is inform you that my/our travel agency
(name of the agency) has not been blacklisted by Central/State Government/PSU or any other organization
and there has been no litigation with any Government or other agencies.

Yours faithfully,

.....
(Authorized Signature)

Name of Signatory _____

In the capacity of _____ *[insert legal capacity of person signing the RFQ]*

Dated onday of2021 *[insert date of signing]*

Annexure 1

Sample log details

Employee Name	Designation	Date of Start Journey	Date of End Journey	Night Halt, if any (Yes/No)	Starting km.	Closing km.	Total km. travelled	Description of Journey	Signature of official