

No.PD/NERLP/2009-10/6 (Pt)/96
North East Livelihood Promotion Society
Ministry of DoNER, Govt. of India

Regional Project Management Unit.

House No.102, Dilip Huzuri Path

PO - Assam Sachibalaya, Dispur

Guwahati-781006

Dated: 06/02/2018

To,

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Dear Sir/Madam,

Sub: Invitation of quotation for hiring of vehicles.

You are invited to submit your most competitive quotation for hiring of vehicles on monthly/ daily rental basis in the Regional Project Management Unit, North East Rural Livelihood Project at Guwahati.

Brief Description &Eligibility:

- NELPS intends to avail services of a reputed and experienced Travel Agency for hiring of vehicles on monthly& daily rental terms (as required from time to time) in Regional Project Management Unit, North East Rural Livelihood Project.(Details are as attached). The initial duration of the contract shall be for a period of one year. The contract may be renewed for further periods on mutually agreeable terms.
- The Travel Agency should be registered with the appropriate authority and must have GST Registration No., Trade License and Income Tax Permanent Account Number with at least 3 years of experience in providing similar services to reputed Organizations/ Institutions.
- The Agency shall have to provide the vehicle with driver having valid driving license and insurance. The Agency should own at least three vehicles in good condition (which are not more than 2 years old). At least two vehicles should be available for on call duty with per day cost basis. The Agency has to provide details of the three vehicles owned by the agency with the details namely Registration Certificate (RC), insurance etc. Further the Driving License of the drivers to be enclosed herewith.
- One vehicle should be supplied for rental on a monthly basis which should preferably be a new one (white colored) but not older than a year on the date of agreement. The supplied vehicle shall be for whole time and will be under the disposal of RPMU.
- The Agency shall be responsible for paying all expenses related to repair, maintenance, fees, taxes raised by local authorities. However, the toll tax, if any, shall be reimbursed on production of receipt. Agency should maintain a regular log book for the vehicle placed.

Bid Price

- (a) The financial quote for the rate offered should be mentioned separately for daily/monthly basis and monthly basis as per the format attached.
- (b) All duties, taxes and other levies payable by the supply contractor under the contract shall be included in the total price and should be shown separately.
- (c) The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to change/ adjustment on any account.

Validity of Quotations

Quotation shall remain valid for a period of not less than 30 days after the deadline date specified for submission.

Evaluation of Quotations:

The Client shall evaluate and compare the quotations determined to be substantially responsive, i.e., which are properly signed and confirm to the terms and conditions. The quotations would be evaluated separately for each item.


Award of Contract

The Client will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price for both monthly and daily rental basis.

- (a) Notwithstanding the above, the Client reserves the right to accept or reject any quotation and to cancel the bidding process and reject all quotations at any time prior to the award of the contract.
- (b) The bidder whose bid is accepted will be notified of the award of the contract by the Client prior to the expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the offer order.
- (c) Payment shall be made on monthly basis within 15 days from receipt of bill along with log sheet record.

You are requested to provide your offer on or before 20th February up to 15:00 hrs. Quotations will be opened on the same day at 15:30 hours in the presence of the Bidders or their representative who choose to attend in the Office of NELPS, Ministry of DoNER, Regional Project Management Unit, House No.102, Dilip Huzuri Path, Guwahati-781006

We look forward to receiving your quotations and thank you for your interest in this project


Chief Operating Officer,
NERLP, Guwahati.

FORMAT OF QUOTATION
(In letterhead of Supplier with seal)

Date _____

To:
The Project Director,
Regional Project Management Unit,
North East Rural Livelihood Project,
House No – 102, Dilip Huzuri Path,
Guwahati – 781006.

(A) Monthly rental (10 hours) per day

Sl.	Type of vehicle	Rent per month	Fuel Charges/KM	OT/ Hours (beyond 10 hours)
1	Sedan vehicle (like Swift Dezire/TATA indigo/FORD Fiesta or equivalent, pls specify)			
2	Bolero(or equivalent, pls specify)			

(B) Daily rental

Sl.	Type of vehicle	Rent per day	POL Charges/km	OT (beyond 10 hours)	Night halt charges
1	Swift Dezire (or equivalent, pls specify)				
2	Maruti Ciaz (or equivalent, pls specify)				
3	Indigo(or equivalent, pls specify)				
4	Bolero/Scorpio (or equivalent, pls specify)				
5	XUV (or equivalent, pls specify)				
6	Innova (or equivalent, pls specify)				
7	TATA Safari (or equivalent, pls specify)				
8	Hondo City (or equivalent, pls specify)				

We agree to provide hiring of the vehicles in accordance with description/specifications for a total contract price schedule given in Quotation above. We confirm that the above offer is valid for 1 year.

We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in fraudulent or corrupt practices.

Signature of Supplier

Name: -----

Full address for communication

Contact No: -----

(Seal)