

**North East Livelihood Promotion Society**  
Ministry of DoNER, Govt. of India  
House No. 2, Six Mile, GS Road, Guwahati – 781022

No. PD/NERLP/2009-10/6/Vol II/1313

Date: 23.10.2013

To,

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Dear Sir/Madam,

Sub: Invitation for quotation for hiring of vehicles in NERLP Office.

1. You are invited to submit your most competitive quotation for providing hiring service of Vehicle as under :

Brief Description Specifications & eligibility:

- NERLP desires to avail services of a reputed and experienced travel agency to hire 1 (one) vehicle on monthly basis and also on daily basis (as per requirement from time to time) for office use. (Details may be obtained from office).
  - The travel agency should be registered and must have Service Tax No, Sales Tax No and Income Tax Permanent Account Number with at least 3 years of experience in providing similar services to reputed organizations/ institutions. The Agency will have to provide vehicle with driver having valid driving license and insurance. The Agency should have at least two vehicles in good condition (not more than 2 years older).
  - 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 all the vehicles given on monthly/day to day basis.
2. Regional Project Management Unit of North East Rural Livelihoods Project has received fund from Ministry of DoNER, towards the cause of Project Implementation and Intents to apply a part of this fund to eligible payments under the contract for which this invitation of quotation is issued.

3. **BID PRICE**

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

4. **VALIDITY OF QUOTATION:** Quotation shall remain valid for a period of not less than 30 days after the deadline date specified for submission.

5. **EVALUATION OF QUOTATIONS:** The purchaser shall evaluate and compare the quotations determined to be substantially responsive i.e. which are properly signed: and confirm to the terms and conditions and specifications.

The quotations would be evaluated for all the items together/ would be evaluated separately for each item.

6. **AWARD OF CONTRACT:** The purchaser 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.

- a. Notwithstanding the above, the purchaser 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 Purchaser prior to the expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the purchase order.

7. Payment shall be made on monthly basis within 15(fifteen) days from receipt of bill.

8. You are requested to provide your offer on or before 04/11/2013, 1500 hours. Quotations will be opened in the presence of the Bidders or their representatives who choose to attend at 1515 hours on 04/11/2013 in the office of the NELRP, Guwahati

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

This has the approval of competent authority.

Project Manager (Administration)  
NELPS, Guwahati  
G.S Road, Six Mile,  
Guwahati-22  
Phone: 0361-2331233 /Fax: 0361-2331277

**FORMAT OF QUOTATION**  
**(In letterhead of supplier with seal)**

No.

Date\_\_\_\_\_

To :

(A) Rate for Local Duty (with in greater Guwahati)

Ser No	Type of vehicle	Rent per day	Rent per month	Fuel Charges/km	OT (beyond 12 hour)
1	TATA Indica (Non-AC)				
2	TATA Indica (AC)				
3	Scorpio				
4	Bolero				
5	Innova				

(B) Rate for Outstation Duty (beyond Guwahati)

Ser No	Type of vehicle	Rent per day	Rent per month	POL Charges/km	OT (beyond 12 hour)
1	TATA Indica (Non-AC)				
2	TATA Indica (AC)				
3	Scorpio				
4	Bolero				
5	Innova				

**Please indicate clearly all taxes chargeable (VAT, Service Tax) for the services.**

We agree to provide hiring of the vehicles in accordance with the 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: -----

Contact No : -----

(Seal)