



**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; email: [spd@arias.in](mailto:spd@arias.in), website: [www.arias.in](http://www.arias.in)

No. ARIASS/APART/Veh. Hiring/20/2015/Pt-III/9

Dated Guwahati the 29<sup>th</sup> August, 2019

**Request for Quotation (RFQ) for Hiring of Vehicles**

The State Project Director, ARIAS Society invites sealed quotations from interested and eligible firms/agencies for hiring of vehicles for official use on daily basis. Bidders may submit their quotations complete in all respect to the office of the undersigned latest by **2.00 p.m. on 06-09-2019**. Detailed RFQ may be downloaded from the website [www.arias.in/procurements.html](http://www.arias.in/procurements.html)

State Project Director, ARIAS Society



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No. ARIASS/APART/Veh. Hiring/20/2015/Pt-III/8

Dated Guwahati the 29<sup>th</sup> August, 2019

**Request for Quotation (RFQ) for Hiring of Vehicles**

1. The Government of Assam (GoA) through the Government of India (GoI) has received a loan of US\$ 200 million from the World Bank (WB) for implementation of the Assam Agribusiness & Rural Transformation Project (APART). The objective of APART is to add value and improve resilience of selected agriculture value chains, focusing on smallholder farmers and agro-entrepreneurs in the targeted districts of Assam. The Assam Rural Infrastructure and Agricultural Services (ARIAS) Society now intends to apply a portion of the loan for **hiring of vehicles on daily basis for official use**.
2. Quotation should be addressed to **"The State Project Director, ARIAS Society, Agriculture Complex, Khanapara, G.S. Road, Guwahati- 781022 (Assam)."**
3. Quotations shall be submitted as per the proforma given at **Section II, III & V** along with supporting documents as mentioned in the bid document with a copy of the RFQ signed and placed in a sealed envelope, clearly marked as **"QUOTATION FOR HIRING OF VEHICLES FOR THE OFFICE OF THE STATE PROJECT DIRECTOR, ARIAS SOCIETY."** The name of the bidder, address and contact no. should be mentioned on the reverse of the sealed envelope.
4. All pages of the quotation shall be signed and stamped by the authorized person to indicate that the bidder has agreed to all terms and conditions of the quotation. Overwriting, alterations, if any, in the quotation should be signed by the authorized signatory.
5. Quotation not accompanied by specified documents, self declarations, signatures may be rejected by the office as non-responsive and may not be evaluated further.
6. GST and other levies payable by the bidder under the contract shall be shown separately and included in the total price.
7. Your quotation should reach this office latest by **02.00 P.M. on 06-09-2019**. Quotations received after due date and time shall be summarily rejected.
8. We look forward to receiving your quotations and thank you for your interest in this project.

  
State Project Director, ARIAS Society

## SECTION I

### SCOPE OF WORK

1. Bidders are invited to quote their daily rates against the vehicles (including driver) as mentioned below.

<b>Sl. no.</b>	<b>Type of Vehicle</b>
1	Maruti Swift (AC)
2	Maruti Swift Dzire (AC)
3	Indigo CS
4	Accent (AC)/Toyota ETIOS (AC)
5	Honda City (AC)
6	Bolero (AC)
7	Scorpio/Mahindra Xylo (AC)
8	Innova/Crysta (AC)
9	TATA Safari (AC)
10	Toyota Fortuner (AC)
11	Traveler Bus (17 seater) (AC)
12	Traveler Bus (26 seater) (AC)

**SECTION II**

**BID FORM**

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

RFQ No.: No. ARIASS/APART/Veh. Hiring/20/2015/Pt-III/8 dated Guwahati the 29<sup>th</sup> August, 2019.

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 in two parts, namely:
  - (a) Technical Part, and
  - (b) Financial Part
2. In submitting Quotation, we make the following declarations:
  - (a) **No reservations:** Having read 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 quotation and have no reservations whatsoever;
  - (b) **Conformity:** We offer to provide service in conformity with the RFQ document and in accordance with the specifications specified in the RFQ document;
  - (c) **Quotation Validity Period:** Our Quotation shall be valid for the period of 45 days from the deadline fixed for submission of the Quotation;
  - (d) **Eligibility:** We meet the eligibility requirements and have no conflict of interest. We are not participating in more than one quotation in this bidding process and 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:** We hereby certify that 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:** 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 the 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 State Project Director, ARIAS Society wish to take.

Yours faithfully,

(Authorized Signature)

Name & Title of Signatory \_\_\_\_\_

In the capacity of \_\_\_\_\_ *[insert legal capacity of person signing the Letter of Quotation]*

Name of the Bidder \_\_\_\_\_

Address \_\_\_\_\_

Telephone no. \_\_\_\_\_ email id. \_\_\_\_\_

Dated on \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ *[insert date of signing]*

### **SECTION III**

#### **BIDDER'S PROFILE**

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

<b>Sl. no.</b>	<b>Essential information to qualify technically</b>	<b>Documents to be submitted</b>
1.	Name of the Agency/Firm	Self certified registration certificate.
2.	Status of the firm	Self certified document of proof of Proprietorship/ Partnership/any other.
3.	Complete address of the Firm with telephone, mobile no., email id.	Information in the Agency's letterhead.
4.	Name of the Proprietor/Managing Partner/ etc. (as the instance may be)	Self certified valid document.
5.	Date of commencement of business	Self certified valid document.
6.	Name of organization(s) to which the Agency/Firm is providing vehicles at present	Self certified copy of Work Order(s) from concerned organization(s).
7.	License to supply vehicles on hire	Relevant self certified document.
8.	PAN no.	Self certified copy of PAN card.
9.	GST no.	Self certified up-to-date copy of GST certificate.
10.	Any other related document/information which the firm desires to inform ARIAS Society in relation to the RFQ	

**NB:** Documents to be submitted serially as per the listed table above.

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.

Yours faithfully,

(Authorized Signature)

Name & Title of Signatory \_\_\_\_\_

In the capacity of \_\_\_\_\_ *[insert legal capacity of person signing the Letter of Quotation]*

Name of Bidder \_\_\_\_\_

Address \_\_\_\_\_

Telephone no. \_\_\_\_\_ email id. \_\_\_\_\_

Dated on \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ *[insert date of signing]*

## SECTION IV

### TERMS & CONDITIONS

**1. ELIGIBILITY CRITERIA:** The eligibility criteria, among others, include:

- (i) Vehicles should be on commercial registration only.
- (ii) The agency should have atleast 3 years of experience in the tour and travel business and providing vehicles on hire to the state government/semi-government/corporation/commercial establishments.
- (iii) **The participating bidders shall have to accept the pre-defined rates as shown under Price Bid at Section V.**

**2. CONDITIONS FOR SUCCESSFUL BIDDER:**

- (i) Vehicles should be in excellent running condition and not more than three (3) years old. Maintenance/cleanliness of the vehicle will be borne by the vehicle provider.
- (ii) Vehicles shall be hired directly from the participating firms/agencies only.
- (iii) The vehicle agency shall be responsible for providing drivers with the vehicles.
- (iv) Vehicles should be registered with the D.T.O. and has insurance up-to-date.
- (v) In case of break-down or any problem, the provider of the vehicle will have to arrange for another vehicle within 2-3 hours, **failing which a penalty of Rs. 500/- (Rupees Five Hundred)** only per day will be levied and deducted from bills without further notice.
- (vi) Vehicle should be provided to the ARIAS Society on priority basis. In case of failure, similar penalty will be levied as per point no. 2 (v) above.
- (vii) The driver should have at least three (3) years of driving experience with up-to-date valid driving license.
- (viii) It would be the responsibility of the Agency/Firm 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.
- (ix) Vehicles may be required on Sundays & other government holidays and also beyond the normal working hours for which extra charges cannot be claimed.
- (x) The vehicles should have permit to ply in the entire state of Assam.
- (xi) Record of the actual KM run by the vehicle shall be maintained in the log book on daily basis duly signed by the drivers and the official/authorized person using the vehicle as per **ANNEXURE-I**.
- (xii) The driver should have mandatorily mobile phone for connection. The driver engaged should not be out of communication by switching off mobile phone.
- (xiii) In case of outstation visit, the vehicle may have to stay overnight and charges will be paid for the night halt. However, no accommodation for the driver will be provided by the ARIAS Society.
- (xiv) Parking charges, municipal taxes, if any, will be paid by the ARIAS Society at the time of payment of the monthly bills.
- (xv) Agency will be responsible for drivers lodging, boarding and any other expenses during duty hours.
- (xvi) The successful bidder will have to submit a Performance Bank Guarantee of Rs. 25,000/- (Rupees Twenty Five Thousand) only at the time of signing of the Contract with the ARIAS Society.

- (xvii) The car/vehicle should be maintained regularly and properly by the Contractor and should have clean interior and exterior.
- (xviii) The driver assigned duty with the vehicle should not be changed unless it is very urgent or unavoidable.
- (xix) The driver employed by the Agency/Firm hold valid driving license, are well behaved and conversant with the rules and regulations of driving. The driver shall report to the user on time and maintain punctuality during duty hours. The driver shall not consume alcoholic drink while on duty and attend mobile phone while driving.
- (xx) The ARIAS Society reserves the right to enter into Contract with more than one Agency/Firm for the purpose of hiring of vehicles.

### **3. ESSENTIAL DOCUMENTS:**

The bidder must mandatorily submit the following documents with the quotation:

- (i) GST Registration Certificate.
- (ii) Up-to-date valid Trade License.
- (iii) PAN Card.
- (iv) Bank details.
- (v) Experience Certificate/Work Order for supplying vehicles on hiring to reputed organizations.

### **4. BID PRICE**

- (i) Bidder should submit the bid price as per **SECTION V** of the Quotation.
- (ii) Rates should be quoted for all vehicles mentioned in the quotation. Incomplete quotation 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) All taxes/duties payable by the bidder will be extra.
- (v) The rates quoted by the bidder shall be fixed for the duration of the contract (2 years) and shall not be subject to adjustment/modification on any account.
- (vi) The prices shall be quoted in Indian Rupees only.

5. Each bidder shall submit only one quotation.

6. **VALIDITY OF QUOTATION:** Quotation shall remain valid for a period not less than 45 days after the deadline date specified for submission.

### **7. EVALUATION OF QUOTATIONS:**

The purchaser shall evaluate and compare the quotations determined to be substantially responsive which:

- (i) are properly signed;
- (ii) confirm to the terms and conditions and specifications.
- (iii) The bidder quoting the lowest rate (L1) may not be the successful bidder if it fails to fulfill technical criteria. Conditional discounts shall not be taken into account for price comparison.
- (iv) The Quotations will be evaluated vehicle-wise.

**8. AWARD OF CONTRACT:**

- (i) 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 quoted price.
- (ii) 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.
- (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 quotation validity period. The terms of the accepted offer shall be incorporated in the award of contract.

**9. PERIOD OF CONTRACT:**

The rate will be fixed for a period of two (2) years from the date of signing of contract and the successful bidder(s) is/are bound to provide vehicle at the agreed rates during this 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 one month notice.

**10. CONTRACT:**

The successful bidder will have to enter into a Contract within seven (7) days from the date of receipt of the award of contract. However, the State Project Director, ARIAS Society reserves the right to cancel the Agreement at any time.

**11. 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.

**12. PENALTY CLAUSE:**

- (i) In case of breakdown or any problem the provider will have to arrange for another vehicle within 2-3 hours, failing which penalty of Rs. 500/- (Five Hundred) only per day will be levied and deducted from bills without further notice.
- (ii) In case of failure to provide vehicles, Performance Bank Guarantee (PBG) will be forfeited and the bidder will be liable for disqualified to participate in any tender under ARIAS Society for the next 3 years.

**13. 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.

**14. PAYMENT TERMS:**

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 officers.

**SECTION V**

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

**PRICE BID**

RFQ No.: No. ARIASS/APART/Veh. Hiring/20/2015/Pt-III/.... dated Guwahati the 29<sup>th</sup> August, 2019.

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 against Daily Basis (excluding all taxes)**

Sl. (A)	Type of Vehicle (B)	Rate for 8 hrs/80 kms. (C)*	Rate for per km. beyond 80 kms. (D)**	Rate for per hour beyond 8 hrs. (E)**	Rate for night halt charges. (F)**
1.	Maruti Swift (AC)		7.25	50	500
2.	Maruti Swift Dzire (AC)		7.25	50	500
3.	Indigo CS (AC)		7.25	50	500
4.	Accent (AC)/Toyota ETIOS (AC)		9.50	50	500
5.	Honda City (AC)		D- 10.50 P- 16.00	100	500
6.	Bolero (AC)		9.25	50	500
7.	Scorpio (AC)/ Mahindra Xilo (AC)		9.25	50	500
8.	Innova (AC)/Crysta (AC)		9.25	50	500
9.	TATA Safari (AC)		9.25	50	500
10.	Toyota Fortuner (AC)		14.00	100	500
11.	Traveler Bus- 17 seater (AC)		12.50	100	500
12.	Traveler Bus- 26 seater (AC)		14.50	100	500

*\* To be filled up by bidders; \*\*Rates against D, E, F are fixed as shown above.*

