



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)

Agriculture Complex, Khanapara, G.S. Road, Guwahati-781022 (Assam, India)
Tel: +91 361-2332004, email: spd@arias.in, website: www.arias.in

No. ARIAS-13019/3/2023-APART-ARIAS/522

Dated Guwahati the 06th May' 2023

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 for 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	
Date of publishing of RFQ document	09 th May' 2023
Last date & time for submission of RFQ	23 rd May' 2023 at 2:00 P.M. (14:00 hrs IST)
Time & date for opening of RFQ	23 rd May' 2023 at 2:15 P.M. (14:15 hrs IST)
Venue for opening of RFQ	Assam Rural Infrastructure and Agricultural Services Society, Agriculture Complex, Khanapara, G.S. Road, Guwahati- 781022
Quotation Validity	60 days from the last date of submission of Quotation
Availability of RFQ document online	http://www.arias.in/procurements.html

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. (14:00 hrs IST) on 23rd May' 2023**. Quotations will be opened on the same day, i.e., **02:15 P.M. (14:15 hrs IST) on 23rd May' 2023**. Quotation received after due date and time shall be summarily rejected.
5. In the event of the specified date for the submission of quotations being declared a holiday for the Purchaser, the quotations will be received upto the appointed time on the next working day.
6. We look forward to receiving your Quotation.

Signed by Akash Deep

Date: 08-05-2023 13:13:48

(Akash Deep, 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) TOYOTA INNOVA CRYSTA
- 2) MG HECTOR (*Diesel Automatic*)
- 3) MAHINDRA XUV700 (*Diesel Automatic*)
- 4) TOYOTA INNOVA HYCROSS (*Automatic*)
- 5) MAHINDRA SCORPIO (ONLY S10; S11 MODEL OR HIGHER) (*Automatic*)
- 6) MAHINDRA BOLERO
- 7) MARUTI SUZUKI GRAND VITARA
- 8) MARUTI SUZUKI ERTIGA
- 9) HYUNDAI CRETA
- 10) MARUTI SWIFT DZIRE
- 11) HONDA CITY
- 12) TRAVELLER (17 SEATER)
- 13) MAHINDRA BOLERA PICK-UP VAN
- 14) TATA NEXON EV PRIME
- 15) MAHINDRA XUV400 EV
- 16) MG ZS EV

**** Note: All vehicles should have AC**

SECTION II

QUOTATION FORM

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

No. ARIAS-13019/3/2023-APART-ARIAS/522

Dated Guwahati the 06th May' 2023

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 on Rate Contract Basis for Daily/Monthly Use

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 60 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

No. ARIAS-13019/3/2023-APART-ARIAS/522

Dated Guwahati the 06th May' 2023

(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	Address: Mobile number: 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 (i.e. 2021-22; 2020-21, 2019-20, 2018-19 & 2017-18)	1) 2) 3) etc.
7)	Make & number of cars owned/held under rent by the agency as on date	Make: Nos.
8)	Annual Turnover (in Rs.)	FY 2019-20: FY 2020-21: FY 2021-22:
9)	Particulars of the Authorized Signatory of the Bidder	Name: Designation: Mobile number: E-mail id:
10)	Updated Trade License	
11)	PAN no. details	
12)	Valid GST no. details	
13)	Bank 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 for 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 eighteen (18) months 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 i.e., vehicle models should be on or after 1st April, 2021.
- (iii) Vehicles should have AC.**
- (iv) 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.
- (v) The agency shall be responsible for providing vehicles with driver and also without driver if written instruction is made to the selected agency.
- (vi) Vehicles should be registered with the D.T.O. and shall have up-to-date insurance.
- (vii) Vehicle should be provided to the ARIAS Society on priority basis and no explanation due to other exigencies whatsoever shall be entertained.
- (viii) The rate of the hired vehicles shall be fixed for a period of eighteen (18) months. 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.
- (ix) 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.
- (x) The driver shall always wear mask whilst on duty and should be fully vaccinated.
- (xi) 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.
- (xii) 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.
- (xiii) 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.

- (xiv) The driver employed by the Agency should hold valid driving license and should be 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.
- (xv) **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.**
- (xvi) Vehicles may be required on Sundays & other government holidays and also beyond the normal working hours.
- (xvii) The vehicles should have permit to ply in the entire state of Assam.
- (xviii) 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*).
- (xix) 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) for the driver. However, no accommodation for the driver will be provided by the ARIAS Society.
- (xx) 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.
- (xxi) Agency will be responsible for drivers lodging, boarding and any other expenses during duty hours.
- (xxii) **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*).
- (xxiii) 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.
- (xxiv) 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.
- (xxv) For abnormally low bids, the performance security amount shall be increased proportionately.**
- (xxvi) SPD, ARIAS Society reserves the right to enter into parallel Rate Contract with more than one agency for the purpose of hiring of vehicles.
- (xxvii) **SUBMISSION OF QUOTATIONS:** The Quotation should be put inside a sealed envelope superscripted as 'Hiring of Vehicles on Rate Contract Basis for Daily/Monthly Use'.
- (xxviii) Bidders should write agency's names, contact details, etc. on the reverse of the envelopes.
- (xxix) This Quotation with stamp & signature along with all self attested supporting documents shall be part of the TECHNICAL BID.
- (xxx) 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. 2021-22, 2020-21, 2019-20, 2018-19, 2017-18); *(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 2017-18); *(enclose work orders)*
- (iii) Average Annual Turnover for each of the last three (3) Financial Year should be Rs. 40.00 lakhs (Rupees Forty Lakh) (FY 2019-20; 2020-21 & 2021-22); *(enclose audited statement of Chartered Accountant **with valid UDIN No.**)*
- (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) Valid 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 eighteen (18) months 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. **Hiring of Vehicle on Monthly Basis:** *(Monthly vehicle hiring rate) + (charges for 2000 kms.)* shall be calculated.
- b. **Hiring of Vehicle on Daily Basis inside Guwahati city:** *(Daily vehicle hiring rate) + (charges for 200 kms.) + (extra charges per hour beyond 10 hrs)* shall be calculated.
- c. **Hiring of Vehicle on Daily Basis outside Guwahati city:** *(Daily vehicle hiring rate) + (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 for the driver will be paid if such incidence occurs.
- e. Payment shall be made on actual kilometers run by the vehicle.

9) Each bidder shall submit **only one bid**. However, **bidders may choose to quote for any 1 (one) or all of the vehicles as per the price bid at Section V**

10) VALIDITY OF BID: Bid shall remain valid for a period not less than 60 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 eighteen (18) months 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. ARIAS-13019/3/2023-APART-ARIAS/522

Dated Guwahati the 06th May' 2023

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 on Rate Contract Basis for Daily/Monthly Use

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 60 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.

NOTE: Bidders may submit their rates for any 1 (one) or all of the vehicles as per the tables below:

TABLE A: Rate of Hiring of Vehicles on Monthly Basis (inclusive of all taxes)

Sl. no.	Type of Vehicle (all vehicles should have AC)	Monthly vehicle hiring rate (inclusive of all taxes) (2000* kms for the purpose of evaluation)	Charges @ per km (inclusive of all taxes)
1)	Toyota Innova Crysta		
2)	MG Hector (<i>Diesel Automatic</i>)		
3)	Mahindra XUV700 (<i>Diesel Automatic</i>)		
4)	Toyota Innova Hycross (<i>Automatic</i>)		
5)	Mahindra Scorpio (Only S10; S11 Model or Higher) (<i>Automatic</i>)		
6)	Mahindra Bolero		
7)	Maruti Suzuki Grand Vitara		
8)	Maruti Suzuki Ertiga		
9)	Hyundai Creta		
10)	Maruti Swift Dzire		
11)	Honda City		
12)	MG ZS EV		
13)	Tata Nexon EV Prime		
14)	Mahindra XUV400 EV		

TABLE B: Rate of Hiring of Vehicles on Daily Basis within Guwahati city (inclusive of all taxes)

Sl. no.	Type of Vehicle (all vehicles should have AC)	Daily vehicle hiring rate for within Guwahati city (inclusive of all taxes) (200* kms for the purpose of evaluation)	Extra charges @ per hour beyond 10 hrs. (inclusive of taxes)	Charges @ per km (inclusive of all taxes)
1)	Toyota Innova Crysta			
2)	MG Hector (<i>Diesel Automatic</i>)			
3)	Mahindra XUV700 (<i>Diesel Automatic</i>)			
4)	Toyota Innova Hycross (<i>Automatic</i>)			
5)	Mahindra Scorpio (Only S10; S11 Model or Higher) (<i>Automatic</i>)			
6)	Mahindra Bolero			
7)	Maruti Suzuki Grand Vitara			
8)	Maruti Suzuki Ertiga			
9)	Hyundai Creta			
10)	Maruti Swift Dzire			
11)	Honda City			
12)	Traveller (17 Seater)			
13)	Mahindra Bolera Pick-Up Van			

TABLE C: Rate of Hiring of Vehicles on Daily Basis outside Guwahati city (inclusive of all taxes)

Sl. no.	Type of Vehicle (all vehicles should have AC)	Daily vehicle hiring rate for outside Guwahati city (inclusive of all taxes) (300* kms for the purpose of evaluation)	Extra charges @ per hour beyond 10 hrs. (inclusive of taxes)	Charges @ per km (inclusive of all taxes)
1)	Toyota Innova Crysta			
2)	MG Hector (<i>Diesel Automatic</i>)			
3)	Mahindra XUV700 (<i>Diesel Automatic</i>)			
4)	Toyota Innova Hycross (<i>Automatic</i>)			
5)	Mahindra Scorpio (Only S10; S11 Model or Higher) (<i>Automatic</i>)			
6)	Mahindra Bolero			
7)	Maruti Suzuki Grand Vitara			
8)	Maruti Suzuki Ertiga			
9)	Hyundai Creta			
10)	Maruti Swift Dzire			
11)	Honda City			
12)	Traveller (17 Seater)			
13)	Mahindra Bolera Pick-Up Van			

*kms. indicated for the purpose of evaluation.

Note 1: For evaluation purpose of Hiring of Vehicle on Monthly Basis: (Monthly vehicle hiring rate) + (charges for 2000 kms.) (inclusive of all taxes)

Note 2: For evaluation purpose of Hiring of Vehicle on Daily Basis within Guwahati city: (Daily vehicle hiring rate) + (extra charges per hour beyond 10 hrs.) + (charges for 200 kms.) (inclusive of all taxes)

Note 3: For evaluation purpose of Hiring of Vehicle on Daily Basis outside Guwahati city: (Daily vehicle hiring rate) + (extra charges per hour beyond 10 hrs.) + (charges for 300 kms.) (inclusive of all taxes)

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

Note 5: Payment shall be made on actual kilometers 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)

No. ARIAS-13019/3/2023-APART-ARIAS/522

Dated Guwahati the 06th May' 2023

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 on day of 2023 *[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)	Startingkm.	Closing km.	Total km. travelled	Description of Journey	Signature of official