Notice Inviting Quotation

Sealed quotation along with an IPO/D.D. of Rs. 20/- (Rupees twenty ) or Court fees of Rs. 8.25 only (non refundable) in favour of Director, ASTEC Council, G.S. Road, Guwahati-781005 is invited from Guwahati based Registered Travel Agency, able to provide different type of vehicles, to be hired from time to time by ASTEC & AEDA .

The quotations will be received upto 2.00 P.M. of 28th Dec., 2015. The same will be opened on the same day at 3.00 P.M. in presence of all bidders.

Director ASTEC reserves the right to accept any offer that would be advantageous to the office or reject all offers without assigning any reason thereof and not binding to accept the lowest rate.

Terms and Conditions to be followed by the Bidders

1. The Quotation should be submitted in the prescribed format enclosed as Annexure-I.

2. Proof/evidence Copy of Govt. registration Number, PAN No. & 15 digit service Tax registration No., are to be enclosed along with the Quotation. Otherwise quotation will be rejected.

3. Rate should be quoted inclusive of all applicable taxes such as TDS, Assam VAT, service tax and other duties etc. Applicable taxes will be deducted at source against which, necessary tax deduction certificates will be issued as and when required. Other expenditure like car parking charge etc. will be borne by this office against submission of original payment receipt/ vouchers.

4. Validity of quoted rate/rates will be valid for a period of one year from the date of signing of an agreement. Escalation of rate will not be entertained due to hike of fuel price, lubricated oil or any other reason etc.

Contd.... 2/P
5. Bidders must have at least three own new vehicles of which registration number should not be more than one year as on 01.12.2015. (Evidence to be attached along with the quotation)

6. Bidders must have at least 5 (five) years of experience in this field. Evidence like work order etc. are to be attached.

7. Selected bidder will be liable to confirm supply of vehicles, within one to three hours of intimation depending on urgency of requirement. If the vehicle is not placed at the disposal of the authority within stipulated time, the bidder will be treated as incompetent and may lead to cancellation of the prevailing order without assigning any reason thereof and may lead to forfeit of the security money.

8. At least 3 (three) running telephone/cell phone numbers in service should be mentioned in the tender paper.

9. 10 (ten) hours duty per day is compulsory and overtime will be admissible only after 10 (ten) hours of continuous service. No overtime charges will be given in case of Night halt.

10. At the time of reporting for duty, the initial starting kilometer reading of the vehicle will be counted from ASTEC office which will be verified by the competent person and on completion of each journey/tour, separate bill of vehicle is to be submitted.

11. Director ASTEC reserves the right to cancel the agreement with prior notice, if the services of the supplier is not found satisfactory or due to negligence of duty of the driver or any other reason which may affect the course of journey

12. Any dispute whatsoever, will be confined and settled within the jurisdiction of Gauhati High Court only.

Contd....3/p
13. Selected bidder will have to deposit a sum of Rs. 10,000/- (ten thousand) only as security deposit by way of Demand draft in favour of Director, ASTEC payable at Guwahati which will be retained by this office till the expiry of the work contract.

14. Bidders have to quote rates against all vehicles (as per our prescribed format) failing which quotation will be rejected without any notice thereof.

15. In the case of vehicles hired under monthly basis. The approved party is to be kept in the office premises i.e. car parking area at avoid any misuses.

Copy to :-

1. Notice Board, ASTEC & AEDA
2. Nodal officer, Website, ASTEC— for information and necessary action
3. All Heads i/c, ASTEC & AEDA
4. Dy. F.A.O., ASTEC

[Signatures]
Director
ASTEC
09.12.15

[Signatures]
Director
ASTEC
09.12.15
ANNEXURE-I

QUOTATION FOR HIRING OF VEHICLES

1. Name & address of Bidder/Agency :
   Telephone/Mobile Nos
2. Govt. Registration No. :
   (Copy of Regn. To be furnished)
3. PAN No. :
4. Service Tax Registration No :

<table>
<thead>
<tr>
<th>Type of vehicle (A/C)</th>
<th>Local Rate (daily) (Ghy city) Rs.</th>
<th>Out-side Rate (daily) Rs</th>
<th>Per KM rates Local duty Rs</th>
<th>Per KM outside duty Rs</th>
<th>Airport pickup &amp; dropping Rs</th>
<th>Over time (per hour beyond 10 hrs) Rs</th>
<th>Night Halt per night (Rs)</th>
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<td>Indica / Swift</td>
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* MONTHLY BASIS

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<th>Monthly Rates</th>
<th>Rates per K.M.</th>
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<tbody>
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<td>Indica/ Swift (A/C)</td>
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<tr>
<td>Indigo/ Swift Dzire</td>
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</table>

N.B. : 1. Rates should be quoted inclusive of applicable taxes and other duties
2. Over time will not be entertained in case of night halt.
3. For monthly basis :
   a) No Over time / Night Halt (Local) Charges will be paid.
   b) Vehicle will have to be kept inside the office premises of ASTEC

Date : (Signature of the Bidder with seal )