



**REQUEST FOR PROPOSAL TO HIRE VEHICLE FOR DIPHU MEDICAL COLLEGE & HOSPITAL, Govt. of Assam**

**SECTION I**

**SCOPE OF WORK**

Bidders to quote monthly rate for the type of vehicle as mentioned below for the purpose of hiring on monthly basis:

- 1) TOYOTA INNOVA

\*vehicles should have AC

**SECTION II**

**BIDDER'S PROFILE**

*(This form must be submitted using official letterhead by the bidder as a part of technical document)*

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 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	1) 2) Etc.
7	Updated Trade License or NOC for 6 <sup>th</sup> schedule bidders.	
8	PAN no. details	
9	GST registration	
10	Bank Details	
11	Vehicle Insurance, Vehicle Registration Certificate(RC) , Pollution certificate Driving License of Drivers	

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 III

#### GENERAL TERMS & CONDITIONS

- (i) Vehicles should be in excellent running condition and should not more than five (5) years old i.e., vehicle registration should be on or after 1st August, 2018.
- (ii) Vehicles should have AC.
- (iii) The Bid should be submitted in two part i.e. technical bid and financial bid. All the Technical Bid will be scrutinized, by the technical evaluation committee to check all relevant documents for their authenticity and the Tenderer whose Technical tenders are accepted will be qualified for financial evaluation.
- (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.
- (vi) Vehicles should be registered with the D.T.O. and shall have up-to-date insurance and pollution.
- (vii) The rate of the hired vehicle shall be fixed for a period of twelve (24) months.
- (viii) Driver of the car should have at least three (3) years of driving experience with up-to-date valid driving license. He should know the roads of the city and outside the city thoroughly.
- (ix) 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 using the vehicle.
- (x) In case of misbehaviour 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 organisation.
- (xi) 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.
- (xii) 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.
- (xiii) Vehicles may be required on Sundays & other government holidays and also beyond the normal working hours. In case of outstation visit, the vehicle may have to stay overnight and charges will be for the night halt for the driver will be from agency side.
- (xiv) The vehicles should have permit to comply in the entire state of Assam and North East India.
- (xv) 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**).
- (xvi) Parking charges, municipal taxes, toll tax or any other charges will be from agency side.
- (xvii) Agency will be responsible for drivers lodging, boarding and any other expenses during duty hours.





### ESSENTIAL DOCUMENTS TO QUALIFY TECHNICAL BID:

The Bidder must mandatorily submit the following documents in the TECHNICAL BID to prove its eligibility:

- (i) Experience of similar services of 2 years in State or central Government/Semi Government/Corporation/PSU/Autonomous Council. (enclose work orders)
- (ii) Up-to-date Trade License; (enclose copy)
- (iii) Bidders belonging to tribes/communities from 6<sup>th</sup> (Sixth) Schedule areas need to submit NOC from Autonomous Council or from competent authority in lieu of Trade License.
- (iv) PAN no. details; (enclose copy)
- (v) GST Registration details; (enclose copy)
- (vi) Bank Account; (enclose copy of bank details)
- (vii) Vehicle Insurance, Vehicle Registration Certificate (RC), Pollution Certificate Driving License of Drivers (enclose Copies).
- (viii) Bid Security as EMD of Rs. 5,000/- only (refundable) and tender fee of Rs. 500/- (non refundable) in the form of demand draft in favour of Principal-cum-Chief Superintendent, Diphu Medical College & Hospital, Diphu (enclose original draft)
- (ix) Non-Blacklisted Declaration in Rs. 100 Stamp paper duly signed by notary public in original.
- (x) Affidavit in Rs.100 Stamp Paper that tender is to be enclosed original duly signed by notary public.

### BID PRICE:

- (i) Bidder should submit the bid price as per format below
- (ii) Rates should be quoted for vehicle mentioned in the RFQ. Incomplete bid will be rejected.
- (iii) The rates quoted should be inclusive of taxes.
- (iv) The prices shall be quoted in Indian Rupees only.
- (v) The rate should be under Rs. 50000/- per month inclusive of all taxes and driver charges.

Bidders have to submit their rates for the vehicle in separate envelop as part of financial document:

**TABLE A: Financial Bid or Rate of Hiring of Vehicles on Monthly Basis (inclusive of all taxes)**

Sl. No	Type of Vehicle (vehicle should have AC)	Monthly vehicle hiring rate including driver charges	GST as applicable	Amount inclusive of all taxes including driver charges
1	Toyota Innova			

**Note:** Payment shall be made after submission of bills by the agency as per availability of financial sanction and fund. The bill should be submitted by the agency on or before 5<sup>th</sup> day of every month.



**REPAIRS AND MAINTENANCE:** All repairs and maintenance will be the sole responsibility of the agency.

**FUEL:** The fuel shall be provided by the medical college and hospital authority.

**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.

**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.

**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 Diphu only.

**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 official.

*Annexure I*

**Sample log details**

Employee Name	Designation	Date of Start Journey	Date of End Journey	Starting km	Closing km.	Total km. travelled	Description of Journey	Signature of Driver	Signature of official