



**ASSAM STATE BIODIVERSITY BOARD
ARANYA BHAWAN, 2nd FLOOR
PANJABARI, GUWAHATI-781037
www.asbb.gov.in**

No. ABB/Vehicle/ 2012/292

Telephone No. +91 70990 10729 (O)

Email: assambioboard@gmail.com

Date: 16/11/2024

NOTICE INVITING QUOTATION (NIQ)

Sealed quotations are invited from interested registered Travel Agencies for providing vehicles for official use of the Assam State Biodiversity Board, Aranya Bhawan, 2nd Floor, Panjabari, Guwahati-781037 from time to time tours within Assam.

Please quote rates for:

- i. Small Vehicles (Swift Dezire/Xcent)
- ii. Medium Vehicles (Innova/ Scorpio/ Bolero/ Creta etc.)
- iii. Special Vehicle (Small bus like traveler etc.)

The quotation shall be addressed to “The Member Secretary, Assam State Biodiversity Board, Aranya Bhawan, 2nd Floor, Panjabari, Guwahati-37”.

Last date for receipt of quotations is 28th November 2024 up to 2.00 PM. The same will be open on same day at 4.00 pm.

TERMS & CONDITIONS TO BE FOLLOWED BY THE BIDDER

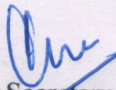
1. Complete sealed quotations to be submitted in the prescribed format at **Annexure-I** and **Annexure-II** and shall be addressed to “**The Member Secretary, Assam State Biodiversity Board, Aranya Bhawan, 2nd Floor, Panjabari, Guwahati-37**”.
2. Assam State Biodiversity Board (ASBB) shall not be responsible for any postal delay in receipt of quotations. For evaluation/ selection of the quotations, decision of the evaluation committee shall be final. No correspondence in this regard will be entertained. The undersigned reserves the right to reject quotations deemed non-responsive. Conditional quotations will not be accepted.
3. The vehicle provided should be kept neat and clean and in good running condition and should be provided with neat and clean seat covers/towels.
4. The office hiring the vehicles shall not be responsible for any damages or loss caused to the hired vehicles or loss of life/injury made to any person or damages to any property on account of used hired vehicle in any manner whatsoever. The bidder shall be responsible for all such litigations.
5. The driver should be well conversant with traffic rules/regulations and should be well behaved, gentle and obedient in nature.
6. The bidder should ensure that the drivers are medically fit to drive for long durations and long distance cover.

7. The contract will be valid for a period of one year from the date of execution of the agreement. The same may be extended further for another term if found services satisfactory.
8. Validity of the quoted rates will be valid for a period of one year from the date of signing the agreement. Escalation of rates will not be entertained due to hike of fuel price, lubricant oil or any other reasons thereof.
9. Any dispute whatsoever will be confined and settled within the jurisdiction of Gauhati High Court, Guwahati only.
10. The Board reserves the right to accept or reject all the offers received against this notice.
11. It shall be the responsibility of the bidder to provide a good driver and the salary of the driver shall be borne by the owner.
12. In case of breakdown of hired vehicle during tour for any reasons whatsoever a replacement vehicle of the same or a better model shall be provided by the bidder.
13. In case of night halt and any other cases where driver needs to wait, the expenses whatsoever needs to be provided by the bidder.
14. The vehicle should report on duty for a minimum of 30 minutes in advance of beginning of journey. In case the vehicle does not report on time, the authority will be at liberty to reject the agreement and may engage vehicle from other sources.
15. Payments will be made after submission of bill mentioning clearly the fixed rate of the vehicle per day and K.M. rates as per the quoted rates. Taxes at applicable rates should be added separately. Necessary tax deduction will be made at the time of payment.
16. No advance payment will be made for providing vehicles.
17. Any variation in the number of vehicles requires by the user shall not form a basis of any dispute regarding the rates quoted by the service provider in the tender. The rate quoted by the tenderer shall be applicable irrespective of the volume of work.
18. The vehicles provided shall not be more than 2 years old from the initial date of registration and should be in good running condition during the period of contract.
19. If the services are found to be unsatisfactory, the office shall give one month notice and terminate the agreement.
20. In case the service provider intends to withdraw the services of his vehicle and terminate the agreement, it shall be mandatory upon him to provide one month prior notice before such withdrawal of service and termination of agreement.
21. If either the driver or the vehicle is not found suitable then they shall change immediately on receiving instruction from ASBB, if three written complaints are received against the driver or vehicle from any officer, then ASBB would have the

right to hire a vehicle from the market for that purpose and that additional cost incurred by the ASBB will be borne by the contractor.

- 22. A daily record indicating time and mileage for each vehicle shall be maintained by the agency.
- 23. If the contractor violates any of the terms mentioned in the contract, the office reserves the right to terminate the contract.
- 24. All The Rates Should Be Quoted In Indian Rupees (INR).

Date: 16.11.24
Place: Gauwahati


Member Secretary
Assam State Biodiversity Board

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ANNEXURE I

GENERAL INFORMATION TO BE FILLED BY THE BIDDER

1. Name of the Travel Agency.....
.....
.....
2. Name & Address of the Proprietor/Partner:.....
.....
.....
3. Contact Number of the Travel Agency:.....
4. Trade License No.:.....
5. PAN of the Proprietor/Firm:.....
6. GST No:.....
7. Commercial Permit No:.....
8. Turnover of last 2 Financial Years:.....

Documents to be furnished:

- i. In case of partnership firm, a copy of the Partnership Deed
- ii. List of Names, Age, ID & Address proof of Drivers
- iii. DL No. and Validity of Drivers
- iv. Updated Trade License
- v. PAN card copy of the Travel Agency
- vi. GST Registration Certificate of the Travel Agency
- vii. Valid Road permit within Assam
- viii. Bank Account details of the Travel Agency

* We have carefully read and understand the terms and conditions of the NIQ and agree to abide by these in letter and spirit.

*I/We hereby declare that M/s....., has never been blacklisted either indefinitely or for a particular period of time by any State/ Central Government Department or Agency/PSU.

*Certified that the above information submitted is true to the best of my knowledge and belief and nothing has been concealed thereof"

Seal & Signature of the Bidder

Note: All the documents submitted should be duly sealed and signed.

ANNEXURE II
TABLE TO BE FILLED BY THE BIDDER

SL No	Model of Vehicle	Registration No. of Vehicle	Mode of fuel consumption	Insurance No. & Validity	Fixed Rate per day excluding Fuel Cost	Rate of fuel consumption/Mileage/Liter in plain areas	Rate of fuel consumption/Mileage/Liter in hill areas	Night Halt rate

TERMS & CONDITIONS TO BE FOLLOWED BY THE BIDDER

- a. The officer hiring the vehicles shall not be responsible for any damages or loss incurred to the hired vehicles or loss of property made to any person or damages to any property on account of use of hired vehicle in any manner whatsoever. The bidder shall be responsible for all such liabilities.
- b. The driver should be well conversant with traffic rules/regulations and should be well behaved, gentle and obedient in nature.
- c. The bidder should ensure that the drivers are medically fit to drive for long durations and long distance cover.

Seal & Signature of the Bidder