



STATE CHILD PROTECTION SOCIETY, ASSAM

(An Assam Government Organisation)

46, Survey Bus Stop, Beltola, Guwahati-28

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No. SCPS (G) 305/2016-17/81

Dtd. Guwahati the 29th Jan, 2018

SHORT NOTICE INVITING TENDER

Sealed tenders from the GST registered Travel Agencies/Firms are invited for empanelment for providing vehicles as and when required to the Office of the Member Secretary, State Child Protection Society, Assam. The Tender Document along with terms and conditions may be collected from the website- www.scpsassam.org

The last date and time of submission of tender document is 8th February 2018 to State Child Protection Society, Assam, House No. 46, Survey Bus Stop, Beltola, Guwahati-28 on all the working days during office hours.

Member Secretary
State Child Protection Society, Assam

Memo No. SCPS (G) 305/2016-17/81-A

Dtd Guwahati the 29th Jan, 2018

Copy forwarded for information to:

1. The Principal Secretary to the Govt. of Assam, Social Welfare Deptt, Dispur & Chairperson SCPS, Assam for information
2. The Director, Director of Social Welfare, Uzan Bazar, Guwahati-01 for information
3. Notice Board, Director of Social Welfare, Uzan Bazar, Guwahati-01 for information
4. Notice Board, State Child Protection Society, Assam, Guwahati-28
5. Notice Board of the Office of Deputy Commissioner, Kamrup Metro, Guwahati-01
6. Office file

Member Secretary
State Child Protection Society, Assam

Short Notice Inviting Tender (NIT) for Hiring of Vehicle

State Child Protection Society, Assam invites sealed quotations in prescribed format from eligible bidder(s) having a fleet of 10 or more vehicles owned or leased with an experience of 2 years or above to render services to the Office of the Member Secretary, State Child Protection Society, Assam, Survey Bus Stop, Beltola, Guwahati - 781028, as and when required.

The bidder is requested to submit sealed and signed quotation on or before 3.00 on **8th February, 2018** in the Office of the “Member Secretary, State Child Protection Society, Assam, Survey Bus Stop, Beltola, Guwahati — 781028”.

Terms & Conditions for Hiring of Vehicle:

1. All vehicles provided by the agency should be manufactured on or after 2013.
 2. Insurance: Comprehensive. In case of Third party insurance, all mishaps will be fully at vendor's risk.
 3. The vehicle will be hired on daily basis as and when required. Bidders shall quote their rates on per day basis.
 4. The agency/vendor shall provide experienced professional drivers, who will be responsible to report for duty with the vehicle at the prefixed station within the stipulated time unless otherwise specified. The driver will have to sign Log-Book at arrival as proof of his reporting for duty.
 5. Logbook will be maintained and signed by the driver and the officer using the vehicle. KM for fuel charges will be counted from pick up point to destination.
6. Supplier/owner of the vehicle shall be responsible for the all types of repair, servicing and maintenance of the vehicle.
 7. SCPS shall not have any liability arising out of any accident while the car is in use by the SCPS. SCPS shall not be liable to pay damages/consumption to the owner/Driver or any other person who may be affected by the accident.
 8. Claim for escalation of rate due to any reason during the validity of contract period, if any, will not be entertained.
 9. Driver with capricious, erratic, arrogant attitude or alcohol addiction should be replaced immediately; otherwise the contract will be terminated at any time.
 10. The bidders whose rates will be accepted shall have to execute a formal agreement with the Member Secretary, State Child Protection Society, Assam.
 11. The vehicle at times will have to undertake journey for long hours in other districts and make night halts. The driver of the car shall be prepared to

halt with his own arrangement and cost. All the cost of the driver is to be paid by the vendors whether journey is within Guwahati or outside Guwahati.

12. The vehicle should be in good condition, road worthy and comfortable. If any petty repair is to be made while in tour and the officer concerned using the vehicle pays for cost of repair, the same will have to be paid by the vendor.
13. During the hiring period, if vehicle breaths down, the vendor should provide replacement immediately, failing which, the difference in the hire charge for another vehicle will have to be borne by the vendor.
14. SCPS reserves the right to extend the validity of contract with the supplier beyond the expiry of contract period at the same terms & conditions and rate under mutual agreement by both the sides.
15. The rate is to be quoted both in figures and in words without any overwriting. Any correction therein must have to be attested with the signature of the owner(s)/ Quotationer(s).
16. No advance payment is permissible. Payment will be made once in a month. All payments are subject to deduction of all applicable Government Taxes / Duties for which a certificate of deduction in prescribed form will be issued to the vendor.
17. Bill/ invoice shall be raised only after the completion of the tour. SCPS, after through scrutiny shall release the payment, if found appropriate. In case, anything stated in the invoice found to be inappropriate, SCPS reserves the right to rectify the same and release payment accordingly.
18. All disputes are subject to exclusive jurisdiction of competent court and forum in Guwahati, Assam only.
19. Late and delayed offer will not be considered.
20. Sealed quotations should be marked “Quotation for Hiring of Vehicle for State Child Protection Society, Assam”
21. All necessary documents to be submitted with seal and signature;
 - a. Forwarding letter
 - b. Details of bidder in format prescribed in Annexure – 1
 - c. Quotation in format prescribed in Annexure – 2
 - d. Supporting documents-
 - i. Valid Trade License
 - ii. Valid Service Tax Registration Certificate
 - iii. Incorporation Certificate in case of Company
 - iv. PAN Card
 - v. GST Registration Certificate, etc.

ANNEXURE 1

1	Name of the Bidder Fir/ Company Address wit Contact Number & Email ID	
2	Name of the Proprietor/ Partner/ Director signing the tender with Contact Number & Email ID	
3	Number of vehicle owned/ leased	
4	Income Tax – PAN No. (Attach Copy)	
5	Service Tax Reg. No./ GSTIN No (Attach Copy)	
6	Bank Account Details:	
	Bank Name	
	Account Number	
	Type of Account	
	IFSC Code with Branch Name	

This tender for empanelment should be signed by the authorized signatory verifying that all the details furnished in the application are true and correct to the best of his/ her knowledge and that in case of furnishing any false information of suppression of any material information, the tender shall be liable for rejection.

Seal & Sign of Authorized Signatory

Annexure II

Sl No.	Vehicle Type	Local (Within Guwahati)		Outside Guwahati		
		Per day Fixed Rental Charges (AC)	Fuel Charges Per KM	Per Day Fixed Rental Charges (AC)	Fuel Charges Per KM	Night Halting Charges
1	Sedan (Specify make & model)					
2	Hatchback Cars (Specify make & model)					
3	Scorpio					
4	Innova					
5	Xylo					
6	Traveller 16 Seater					
7	Bus (Ultra)					

Make separate rows and columns if necessary to provide further information.

Seal & Sign. Of Authorized Signatory