

GOVERNMENT OF ASSAM  
CHIEF MINISTER SAMAGRA GRAMYA UNNAYAN YOJANA  
(A Society of Govt. of Assam)

**NOTICE INVITING QUOTATION (NIQ) FOR PROVIDING VEHICLES ON  
HIRE BASIS**

**AT**

**Mega Mission Society - Chief Minister Samagra Gramya Unnayan Yojana  
(MMS-CMSGUY), GUWAHATI-781022**

**TEL: +91-9127807106**

**WEBSITE: <http://www.mmscmsguy.assam.gov.in>**

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**EMAIL: [ceocmsguy@gmail.com](mailto:ceocmsguy@gmail.com)**

**ADVT. NO. CEO/MMS-CMSGUY/33/2017/299    DATED: 17.11.2018**

**LAST DATE OF SUBMISSION: 12.12.2018**

## **NOTICE INVITING QUOTATION (NIQ) FOR PROVIDING VEHICLES ON HIRE BASIS**

Mega Mission Society-Chief Minister Samagra Gramya Unnayan Yojana (MMS-CMSGUY), invites sealed quotations affixed with non-refundable court fee stamp of Rs. 8.25/- (Rupees eight and twenty-five paise only/-) from experienced, reputed and professionally well-equipped individuals/firms/agencies/service providers for providing of vehicles within Assam on daily and monthly hire basis to this Society.

The last date for receipt of quotation is 2.00 pm of 12.12.2018, which shall be opened on 15.12.2018 at 3 p.m. If that day happens to be a holiday, the quotations would be opened on the next working day. The interested individuals/firms/agencies/service providers may download the detailed NIQ document from the website [www.mmscmsguy.assam.gov.in](http://www.mmscmsguy.assam.gov.in). The service providers should submit all the supporting documents in response to the detailed NIQ prescribed in the website.

The Chief Executive Officer, Mega Mission Society-Chief Minister Samagra Gramya Unnayan Yojana reserves the right to accept or reject any one or all quotations without assigning any reasons whatsoever.

Financial Adviser

MMS-CMSGUY

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CEO, MMS-CMSGUY

## **A. Scope of Work & Special Terms and Conditions**

1. The scope of work includes providing vehicle service including driver on daily/monthly basis to be used for the official purpose of MMS-CMSGUY on need basis.
2. The vehicle to be provided for hiring should not be older than three (3) years.
3. The Service Provider should press into service only good quality diesel driven vehicles and in perfect running condition.
4. The vehicle should have valid commercial registration with up to date insurance, fitness certificate, permit as the case may be. All taxes and duties pertaining to the vehicle including insurance, road tax, entry tax etc., are to be borne by the Service Provider.
5. The driver will be provided by the Service Provider and driving license of the driver must be up to date. Periodic servicing of the vehicle and all repair/maintenance charge including cost of lubricants shall be the responsibility of the Service Provider.
6. The hiring rate should be quoted excluding cost of fuel. In addition, the rate per km for running of the vehicles should be quoted.
7. Rates should be quoted inclusive of all taxes.
8. POL will be provided by the Service Provider.
9. The hired vehicle shall be used in any location within Assam as well as in neighboring states as and when required.
10. The engagement and employment of drivers and payment of remuneration to them including daily allowances, if any, is the sole responsibility of the Service Provider.
11. In case of vehicles rented on monthly basis, if the vehicle is sent for repairs/maintenance, then alternate vehicle is to be provided for the particular period. The safety, security and maintenance of the vehicle are the sole responsibility of the Service Provider. The Society shall not be responsible for any accident, theft, loss or damage etc., to the vehicle or driver provided during the course of deployment of vehicles. In no circumstance, the Service Provider may claim for compensation due to accident, theft, any untoward incident like riots etc. or any other eventuality.

## **B. Eligibility Criteria**

1. The Vehicle offered on hire basis should be registered in the State of Assam with commercial registration.
2. The Vehicle that are proposed to be provided on monthly hire basis must not be older than 3 years as on date of submission of quotation.
3. The Service Provider should submit copy of Registration Certificates of Vehicles. In case of newly purchased Vehicle and if it is without registration papers, Sale Certificate from dealer should be submitted.
4. The Service Provider should submit copy of PAN Card.
5. The Service Provider should submit valid and up to date Trade License.
6. The vehicle offered must have valid insurance certificate fulfilling provisions of Motor Vehicles Act etc.
7. The Service Provider should submit copy of GST Registration Certificate
8. The Service Provider should have experience in providing vehicles to the Govt Sector (State and Central Govt Dept., Undertakings, Boards, Mission, etc.) or in Public/Private Sector Companies (Copy of Work Order to be submitted).

9. The Service Provider's Annual Turnover derived from hiring of vehicles should not have incurred financial loss in the last three financial years.
10. The Service Provider should not have been blacklisted by any Central/State Government/PSU.
11. The Service Provider should submit non-refundable court fee stamp of Rs.8.25/- (Rupees eight and twenty-five paise only/-)

**C. Submission Guidelines:**

1. Applications in prescribed format along with supporting documents are required to be submitted in sealed envelope on or before the last date of submission i.e., 12.12.2018. Conditional applications are not allowed and would be summarily rejected.
2. Application for NIQ shall be submitted as per proforma attached to this document and sent to the office of the **Chief Executive Officer, Mega Mission Society - Chief Minister Samagra Gramya Unnayan Yojana** super scribing the following lines:

**“NOTICE INVITING QUOTATION FOR PROVIDING VEHICLES ON HIRE BASIS”  
ADVT. NO. CEO/MMS-CMSGUY/33/2017/299 DATED: 17.11.2018**

**To**

**The Chief Executive Officer,**

**Mega Mission Society - Chief Minister Samagra Gramya Unnayan Yojana**

**Mission Secretariat: Building of Officers Training Institute**

**Veterinary Complex, G.S. Road, Khanapara,**

**Guwahati -781022, Assam, India**

**From: M/s**

**Contact No.:**

**Email ID:**

**D. General Instructions**

**1. Standard Information**

All communications including the submission NIQ in sealed envelopes should be addressed to **The Chief Executive Officer, Mega Mission Society - Chief Minister Samagra Gramya Unnayan Yojana, Mission Secretariat: Building of Officers Training Institute, Veterinary Complex, G.S. Road, Khanapara, Guwahati-781022.**

Offer in the NIQ shall remain valid for a period of 120 days from the last date of submission of the NIQ. The NIQ document must contain the following:

1. Covering Letter (**Annexure I**)
2. Quotation Proforma (Call Basis) (**Annexure II**)
3. Quotation Proforma (Monthly Basis) (**Annexure III**)
4. Details of Service Provider (**Annexure IV**)
5. Format for Essential Eligibility (**Annexure V**).

## **2. PERIOD OF SERVICE:**

- The selected Service Provider shall be engaged initially for one (1) year from the date of signing of the Agreement and is extendable for further period (maximum three years) on the basis of performance and mutually agreed terms and conditions.
- Throughout the period of service, the Service Provider may update any sensitive data supplied at the time of application.
- In case of unsatisfactory services, MMS-CMSGUY reserves the right to cancel the service contract with short notice without assigning any reason whatsoever.
- Performance of the Service Provider will be reviewed periodically.

## **3. Arbitration & Applicable laws:**

All disputes and differences arising out or concerning the work shall be subject to the sole arbitration of CEO, CMSGUY or his nominee. The decision of the arbitration shall be final & binding on both the parties. The service will be interpreted under Indian Laws and disputes adjustable within the jurisdiction of Gauhati High Court.

## **4. CRITERIA FOR EVALUATION**

The evaluation will be done on L1 basis subject to fulfillment of essential eligibility criteria.

## **5. DISCLAIMER**

- a. This NIQ document does not purport to contain all the information that each applicant may require and accordingly is not intended to form the basis of any investment decision or any other decision to participate in the tendering process for the selection of the Service Provider for the proposed contract. Each applicant should conduct his own investigations and analysis and check the accuracy, reliability and completeness of the information in this document and obtain independent advice from appropriate sources.
- b. Neither the NIQ document nor anything contained herein shall form a basis of any contract or commitment whatsoever. Successful applicant will be required to acknowledge in the Contract Agreement that he has not relied on or been induced to enter such agreements by any representation or warranty, save as expressly set out in such an agreement.

- c. While the NIQ document has been prepared in good faith, no representation or warranty, express or implied, is or will be made, and no responsibility or liability will be accepted by MMS-CMSGUY & its employees or advisors or agents as to or in relation to the accuracy or completeness of the NIQ document or any other oral or written information made available to any applicant or its advisors at any time and any liability thereof is hereby expressly disclaimed.
- d. Neither MMS-CMSGUY nor their employees shall be liable to any applicant or any other person under any law including the law of contract, distort, the principles of restitution or unjust enrichment or otherwise for any loss, expense or damage which may arise, or be incurred, or suffered, in connection with this NIQ document, or any matter that may be deemed to form part of this NIQ document, or the award of the contract, or any other information supplied by or on behalf of MMS-CMSGUY or their employees or applicants or otherwise arising in any way from the selection process for the award of the contract for the Consultancy.
- e. No extension of time will be granted under any circumstances to any applicant for submission of its application on the grounds that the applicant did not obtain a complete set of the NIQ document.
- f. MMS-CMSGUY is not bound to accept any or all the Proposals & reserves the right to reject any or all the applications received without assigning any reasons. No applicant shall have any cause for action or claim against MMS-CMSGUY or its officers, employees, successors or assignees for rejection of his application.
- g. Failure to provide information that is essential to evaluate the applicant's qualifications or to provide timely clarification or substantiation of the information supplied, may result in disqualification of the applicant.
- h. MMS-CMSGUY or its authorized officers / representatives / consultants / advisors reserve the right, without prior notice, to change or modified the procedure for the selection of the Successful applicant or terminate discussions and the delivery of information at any time before the signing of any Agreement for the contract, without assigning reasons thereof.
- i. This NIQ document is not transferable.

**ANNEXURE-I**

**Covering Letter Format (on the letter head of the Service Provider)**

**Reference:**

**Date:**

**TO,**

**CHIEF EXECUTIVE OFFICER**

**Mega Mission Society - Chief Minister Samagra Gramya Unnayan Yojana**

**Mission Secretariat: Building of Officers Training Institute,**

**Veterinary Complex, G.S. Road, Khanapara, Guwahati 781022**

**Subject: NIQ for providing vehicles**

Sir,

With reference to the subject and your Advertisement No. .... dated .....,  
I/we, having understood its contents, obligations and requirements, hereby submit my/our application  
for providing vehicle services at M/s. Mega Mission Society - Chief Minister Samagra Gramya  
Unnayan Yojana. All documents as required in your instructions are provided and enclosed herewith for  
your kind perusal.

I/we have carefully perused the instructions to the applicants and understand that MMS-CMSGUY  
reserves the right to with hold my application for providing services without assigning any reason  
whatsoever.

I /we shall submit additional documents wherever necessary for by MMS-CMSGUY. I/we also declare  
hereby that all documents and information furnished hereby are true to the best of my knowledge.

I/we also declare that I/we have not been blacklisted by any Central/State Government/PSU.

**Authorized Signature with Seal**

**Name:**

**Designation:**

**Service Provider's Name:**

**Date and Place:**

**ANNEXURE-II**

**I. Rate of Vehicle (For Full day) including driver's wages, taxes etc. on call basis**

<b>Sl. No</b>	<b>Vehicle Type Preferably as mentioned below</b>	<b>Hiring Charges per day (in Rs.)</b>	<b>Rate for running per km (in Rs.)</b>
<b>1</b>	<b>Toyota Innova</b>		
<b>2</b>	<b>Indigo/Swift-Dzire/Ford-Fiesta/Etios/Verna or similar other Sedan class car</b>		
<b>3</b>	<b>Indica/Swift/Eeco/Wagon R or similar other class of vehicles</b>		

**Authorized Signature with Seal**

**Name:**

**Designation:**

**Service Provider's Name:**

**Date and Place:**



**ANNEXURE-III**

**I. Rate of Vehicle including remuneration of Driver and other taxes for hiring on monthly basis.**

<b>Sl. No.</b>	<b>Vehicle Type Preferably as mentioned below: -</b>	<b>Hiring Rate Per Month (In Rs)</b>	<b>Rate for running per km (in Rs.)</b>
<b>1</b>	<b>Toyota Innova</b>		
<b>2</b>	<b>Indigo/Swift-Dzire/Ford-Fiesta/Etios/Verna or similar other Sedan class car (Diesel)</b>		
<b>3</b>	<b>Indica/Swift/Eeco/Wagon R or similar other class of vehicles</b>		

Note: The driver shall be paid at the rate of Rs. 300 per night for outstation halt.

**Authorized Signature with Seal**

**Name:**

**Designation:**

**Service Provider's Name:**

**Date and Place:**

**ANNEXURE-IV**  
**DETAILS OF SERVICE PROVIDER**

1.	<b>Name of the Service Provider:</b>	
2.	<b>Address for Correspondence:</b>	
3.	<b>Contact Person:</b>	
4.	<b>Contact Details: Telephone No. &amp; Fax No. Email Address: Website:</b>	
5.	<b>Firm Registration No.:</b>	
6.	<b>Permanent Account No. (PAN):</b>	
7.	<b>GST No.:</b>	
8.	<b>Experience in Govt./Semi Govt./PSU</b>	
9.	<b>Annual Turnover for the last three financial years</b>	
10.	<b>Bank Details:</b>	
11.	<b>Self-certification that the Service Provider has never been blacklisted by any Govt. organization</b>	
12.	<b>Any other details</b>	

**Note: Documents in support of all the points must be submitted as enclosures.**

**Declaration:**

1. I/We hereby declare that the particulars given above are true and correct to the best of my/our knowledge and belief. I/we agree that in case any of the particulars given above are found incorrect, my/our service shall be liable to be rejected.
2. I / We also hereby declare that all matters related to MMS-CMSGUY shall be treated as confidential and no information shall be passed on to any unauthorized person without written permission of the Competent Authority.
3. Mr. .... whose signatures are appearing below, is / are the authorized representative(s) of the firm.

**Authorized Signature with Seal**

**Name:**

**Designation:**

**Service Provider's Name:**

**Date and Place:**

**ANNEXURE-V**

**Format for Essential Eligibility Criteria**

<b>Eligibility Criteria</b>				
<b>Sl. No.</b>	<b>Particulars</b>	<b>Status</b>		<b>Supporting Document (Specify Pg. No. if submitted)</b>
		<b>Yes</b>	<b>No</b>	
1.	Should be registered in the State of Assam with commercial registration.			
2.	Must not be older than 3 years as on date of submission of quotation.			
3.	Submit copy of Registration Certificates of Vehicles. In case of newly purchased Vehicle and if it is without registration papers, Sale Certificate from dealer should be submitted.			
4.	Should submit copy of PAN Card.			
5.	Should submit valid and up to date Trade License.			
6.	Must have valid insurance certificate fulfilling provisions of Motor Vehicles Act etc.			
7.	Should submit copy of GST Registration Certificate			
8.	Should have experience in providing vehicles to the Govt Sector or in Public/Private Sector Companies (Copy of Work Order to be submitted).			
9.	Should not have incurred financial loss in the last three financial years.			
10.	Should not have been blacklisted by any Central/State Government/PSU. (Self-declaration Certificate)			
11.	Submission of non-refundable court fee stamp of Rs.8.25/- (Rupees eight and twenty-five paise only/-)			

**Note: NIQ not submitted in this format will be summarily rejected.**

**Authorized Signature with Seal**

**Name:**

**Designation:**

**Service Provider's Name:**

**Date and Place:**