

**NOTICE INVITING TENDER**

Sealed tenders affixing non-refundable court fee stamp of Rs. 8.25 (Rupees eight and paise twenty five) only are invited from intending vehicle owners, registered travel agencies for empanelment of owners/agencies for providing different types of vehicles on hire basis to the office of the Deputy Commissioner, Dhemaji as per vehicle wise rates of Annexure-I. The tenders will be received in the office of the undersigned till 20<sup>th</sup> June, 2021 up-to 2.00 P.M. and will be opened on the same day at 3.30 P.M. in presence of vehicle owners/agencies under the following terms and conditions.

**TERMS AND CONDITIONS:**

1. The scope of work for this tender is to provide vehicles of different categories to the Office of the Deputy Commissioner, Dhemaji on daily basis/half day basis/monthly basis, as and when required for use on local as well as outside duties.
2. The tender will not be valid without court fee stamp.
3. Each individual/Agency has to enclose the following duly attested copies
  - I. 2 copies of Passport photo of the individual/Agency.
  - II. GST Registration/Clearance Certificate.
  - III. Trade License and Income Tax clearance Certificate,
  - IV. PAN card & Bank Account details.
4. The contract will be initially awarded for a period of one year or will be as per agreement, subject to satisfactory performance and use to the Authority. The agreement may be extended by another year on the same rates, terms and condition.

The Authority also reserves the right to discontinue the term of agreement at any time, if it is not pleased with the performance.
5. Vehicles alongwith driver has to be placed, as and when required, on giving information of the same within one hour. Information/requisition for vehicle over telephone should be considered as notice.
6. The individual/travel agent has to provide Log Sheet to the drivers of all vehicles which are placed on duty as per requisition. The driver of the vehicle shall have to keep the log sheet in the vehicle and must ascertain that the Log Sheet is duly filled and signed by the officer/staff using the vehicle. The owner/agent should ensure that the odometer of the vehicle is working properly. In case of KM reading is found to be faulty on checking, a penalty of Rs.500/- shall be imposed and the vehicle will have to be replaced.
7. The payment of any Govt.Tax/Duty for plying the vehicle shall be the liability of the travel agent. Parking charges, if any, may be claimed by the owner/agent producing the parking slip duly initiated by the user. Income Tax as may be applicable will be deducted from hire charge of the bills as per Income Tax Norms.
8. All vehicles must have up-to-date and valid insurance coverage and a copy of the same must be available along with a copy of the Registration Certificate with the driver of the vehicle.
9. In case of break-down of vehicles, vehicles have to be replaced within one hour. If for a particular vehicle, the number of break-down exceeds three times in a month, the vehicle shall be withdrawn. No cost will be borne by the user for any repairing of vehicle used for the journey.
10. In circumstances where the hired vehicle is involved in an accident resulting to loss or damage to property or life with respect to vehicle, driver, passenger or any third party as per the liability under relevant sections of Motor Vehicle Act, 1986 as amended from time to time, and the IPC and other relevant Acts and Rules in force, the hiring authority shall have no responsibility whatsoever and will not entertain any claim in this regard

under the said provision of the law. This will also include award given by Motor Accident Claims Tribunal (MACT) or any other Court or component authority, and the Agency will be liable to pay any such award or compensation for damages caused to life and property by the vehicle.

11. The engagement and employment of drivers and payment of wages to them as per existing provision of various labour laws and Regulations is the sole responsibility of the Agency and any breach of such laws or regulations shall be deemed to breach of this contract.
12. The owner/agent shall assign the job of driving of the offered hired vehicles only to qualified, experienced and licensed drivers for ensuring safe driving and assuming full responsibility for the safety of the officers/staff while on the vehicle. The Authority shall have no responsibility arising out of such negligent, rash and impetuous driving which is an offence under IPC and any resultant loss/damage caused to the officials/staff have to be compensated by the owner/agent.
13. The owner/agent shall have the responsibility for arrangement of food and accommodation of the driver. Authority will not bear any cost for providing accommodation and food during the period for which the vehicle is hired. The drivers must ensure that the vehicles are neat and clean while placed for duty, both interior and exterior.
14. Notwithstanding any other provisions made in the contract, the undersigned reserves the absolute right to terminate the contract forth with if it is found that continuation of the contract is not in public interest. The contractor will not be eligible for any compensation or claim in the event of any such cancellation. If at any later date, it is found that the documents and certificates submitted by the contractor are forged or have been manipulated, the work order issued to the contractor shall be cancelled and the contractor is liable for action as appropriate under the extant laws. Empanelment of agencies shall stand cancelled in case the agency violates any of the terms and conditions.
15. The payment of bill for hired vehicles will be made only on availability of fund or after receipt of fund from the Govt. of Assam.
16. In case of tenders received after stipulated date & time, such quotation will not be entertained.
17. The undersigned reserves the right to accept any or to reject all the tenders without assigning any reason whatsoever.

-Sd-

Deputy Commissioner,  
Dhemaji.

Dated Dhemaji 31<sup>st</sup> May, 2021

Memo No. DN.4/2021/ 1 - -A

Copy to :-

1. The District Information and Public Relation Officer, Dhemaji for information and wide publication.
2. The President/Secretary, Chambers of Commerce and Industries, Dhemaji.
3. All local intending firms for information and necessary action.
4. Office notice board.

  
Addl. Deputy Commissioner,  
Dhemaji

**Annexure-I**

Sl. No.	Vehicle Type	Rate (In Rs.)		
		Daily	Half Day	Month Wise
1	Toyota Innova Crysta			
2	Tata Safari			
3	Renault Lodgy			
4	Mahindra Marrazo			
5	Mahindra Scorpio			
6	Mahindra Bolero			
7	Mahindra TUV			
8	Tata Sumo			
9	Maruti Ertiga			
10	Maruti Omni Van			
11	Maruti Alto			
12	Hindustan Motors Ambassador			
13	Tata Indica			
14	Maruti Suzuki Gypsy			
15	Tata Winger			
16	Force Traveller (26 Seater)			
17	Ultra Bus			
18	Truck (1109) (Goods Carrier)			
19	Truck (Big) (Goods Carrier)			
20	Bolero Pickup			

  
 Additional Deputy Commissioner  
 Dhemaji