

**Regional Project Management Unit.**  
House No.102, Dilip Huzuri Path  
PO - Assam Sachibalaya, Dispur  
Guwahati-781006  
Dated: 08/11/2017

To,

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Dear Sir/Madam,

Sub: Invitation of quotation for hiring of vehicles.

You are invited to submit your most competitive quotation for hiring of vehicles on monthly/ daily rental basis in the Regional Project Management Unit, North East Rural Livelihood Project at Guwahati.

Brief Description & Eligibility:

- NELPS intends to avail services of a reputed and experienced Travel Agency for hiring of vehicles on monthly & daily rental terms (as required from time to time) in Regional Project Management Unit, North East Rural Livelihood Project. (Details may be obtained from office). The initial duration of the contract shall be for a period of one year subject to extension for a further term subject to satisfactory performance.
- The Travel Agency should be registered with the appropriate authority and must have GST Registration No., Trade License and Income Tax Permanent Account Number with at least 3 years of experience in providing similar services to reputed Organizations/ Institutions.
- The Agency shall have to provide the vehicle with driver having valid driving license and insurance. The Agency should own at least two vehicles in good condition (which are not more than 2 years old).
- The supplied vehicle should preferably be a new one (white colored) but not older than a year on the date of agreement. The supplied vehicle shall be for whole time and will be under the disposal of RPMU.
- The Agency shall be responsible for paying all expenses related to repair, maintenance, fees, taxes raised by local authorities. However, the toll tax, if any, shall be reimbursed on production of receipt. Agency should maintain a regular log book for the vehicle placed.

Bid Price

- (a) The financial quote for the rate offered should be mentioned separately for daily/monthly basis separately as per the format attached.

- (b) All duties, taxes and other levies payable by the contractor under the contract shall be included in the total price and should be shown separately.
- (c) The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to change/ adjustment on any account.

### **Validity of Quotations**

Quotation shall remain valid for a period of not less than 30 days after the deadline date specified for submission.

### **Evaluation of Quotations:**

The Purchaser shall evaluate and compare the quotations determined to be substantially responsive, i.e., which are properly signed and confirm to the terms and conditions. The quotations would be evaluated separately for each item.


### **Award of Contract**

The purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price

- (a) Notwithstanding the above, the purchaser reserves the right to accept or reject any quotation and to cancel the bidding process and reject all quotations at any time prior to the award of the contract.
- (b) The bidder whose bid is accepted will be notified of the award of the contract by the Purchaser prior to the expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the purchase order.
- (c) Payment shall be made on monthly basis within 15 days from receipt of bill along with log sheet record.

You are requested to provide your offer on or before 21st November, 2017 at 15:00 hrs. Quotations will be opened on the same day at 15:30 hours in the presence of the Bidders or their representative who choose to attend in the Office of NELPS, Ministry of DoNER, Regional Project Management Unit, House No.102, Dilip Huzuri Path, Guwahati-781006

We look forward to receiving your quotations and thank you for your interest in this project



**Chief Operating Officer,**  
NERLP, Guwahati.

**FORMAT OF QUOTATION\***  
**(In letterhead of supplier with seal)**

Date \_\_\_\_\_

To:  
The Project Director,  
Regional Project Management Unit,  
North East Rural Livelihood Project,  
House No – 102, Dilip Huzuri Path,  
Guwahati – 781006.

(A) Monthly rental (10 hours)

Sl.	Type of vehicle	Rent per month	Fuel Charges/KM	OT/ Hours (beyond 10 hours)
1	Indica (or equivalent, pls specify)			
2	Swift (or equivalent, pls specify)			
3	Scorpio (or equivalent, pls specify)			
4	Bolero (or equivalent, pls specify)			
5	XUV (or equivalent, pls specify)			
6	Innova (or equivalent, pls specify)			

(B) Daily rental

Sl.	Type of vehicle	Rent per day	POL Charges/km	OT (beyond 10 hours)	Night halt charges
1	Swift (or equivalent, pls specify)				
2	Scorpio (or equivalent, pls specify)				
3	Bolero (or equivalent, pls specify)				
4	XUV (or equivalent, pls specify)				
5	Innova (or equivalent, pls specify)				

We agree to provide hiring of the vehicles in accordance with description/specifications for a total contract price schedule given in Quotation above. We confirm that the above offer is valid for 1 year.

We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in fraudulent or corrupt practices.

Signature of Supplier

Name: -----

Full address for communication

Contact No: -----

(Seal)