

**DIRECTORATE OF RESEARCH (VETY)
ASSAM AGRICULTURAL UNIVERSITY
KHANAPARA, GUWAHATI 781 022**

NOTICE INVITING QUOTATION (NIQ)

NIQ No. : 99/DRV/702/2023-24/176; Dated : 26.04.2023

Quotation request for Engagement of hired vehicle service provider agency for Directorate of Research (Vety), Assam Agricultural University, Khanapara Campus

**Directorate of Research (Vety)
Assam Agricultural University, Khanapara, Guwahati, Assam, India
PIN 781022
Email: dr_vety@aau.ac.in**

Directorate of Research (Vety)
Assam Agricultural University, Khanapara, Guwahati, Assam, PIN 781022
E-mail : dr_vety@aau.ac.in

NOTICE INVITING QUOTATION (NIQ)

For Engagement of Hired vehicle service provider Agency(s) for Assam Agricultural University, Khanapara Campus, Guwahati, Assam

NIQ No. 99/DRV/702/2023-24/176

Dated : 26.04.2023

Sealed quotations accompanied with an Demand Draft of Rs.300/-(Rupees three hundred) only drawn in favour of the Director of Research (Vety) payable at SBI Khanapara are invited from registered / authorized travel agencies / Car rental agencies for providing various categories of hired vehicle for official tours of the officers/ scientists/ faculties etc. of Faculty of Veterinary Science, A.A.U., Khanapara. The detail terms and conditions may be collected from the office of the undersigned during office hours or may be downloaded from www.aau.ac.in or www.vetbifg.ac.in . The quotation will be received up to 18th May, 2023 during office hours. The undersigned reserve all right to accept/reject any/all quotations without assigning any reason thereof.

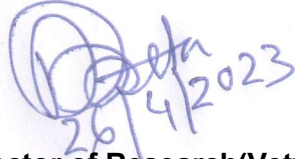
Sd/-
Director of Research(Vety),
AAU, Khanapara, Guwahati

Memo No. 99/DRV/702/2023-24 /177-184

Dated: 26.04.2023

Copy forwarded for information and necessary action to:

- 1 The Secretary to the Hon'ble V.C, AAU, Jorhat.
- 2 The Registrar, AAU, Jorhat -13
- 3 The Comptroller, AAU, Jorhat -13
- 4 The Professor i/c, AKMIT Cell, AAU, Jorhat/Khanapara. He is requested to upload the bid document in University Website.
- 5 The Advertising Manager, The Assam Tribune Pvt. Ltd. and the Niyomiya Barta. He is requested to publish the IFB in the esteemed daily and submit the bill in triplicate with the paper cut to the office of the undersigned for payment.
- 6 Office copy


Director of Research(Vety),
AAU, Khanapara, Guwahati

NIQ No. 99/DRV/702/2023-24/176

Dated : 26.04.2023

NOTICE INVITING QUOTATION (NIQ)

Terms and Conditions

1. Faculty of Veterinary Science, Assam Agricultural University, Khanapara Campus is seeking quotations from registered/authorized travel agencies /car rental agencies for engaging hired vehicle service provider(s) for official tours of the officers/ scientists/ faculties etc of Faculty of Veterinary Science, Assam Agricultural University, Khanapara, Guwahati, Assam
2. The Quotation shall be submitted in a sealed envelope addressed to “Directorate of Research (Vety), Assam Agricultural University, Khanapara, Guwahati” on or before 18th May, 2023 during office hours. The sealed envelope should be super scribed as “Quotation for Engagement of Hired Vehicle Service Provider(s) for Faculty of Veterinary Science, Assam Agricultural University, Khanapara, Guwahati, Assam” A soft copy of the quotation typed in MS Word document (Times New Roman 12 Pt) must be submitted in CD / Pen Drive.
3. The Assam Agricultural University shall not be held liable for any delay in the receipt of Quotations. A Bidder requiring any clarification of the NIQ document may visit the office for the same.
4. Eligibility: A Bidder-
 - (a) Shall not participate in more than one Quotation;
 - (b) Shall not have conflict of interest as defined in the State Govt’s Procurement Regulations; and
 - (c) Should not have been
 - (i) Temporarily suspended or debarred by AAU or any other Govt. organization in compliance with the State Govt’s anti-Corruption Guidelines; or
 - (ii) Blacklisted or suspended by, AAU, Central or any State Government Departments in India.
5. **Clarification:** A prospective bidder/Agency requiring any clarification may visit the office before the closing date and time of quotation submission to get clarifications on the quotation.
6. **Amendments or corrigendum to the NIQ document:** The bidders/Agencies are advised to periodically browse the website- <http://www.aau.ac.in> and <http://www.vetbifg.ac.in> till **seven (7) working days before the closing date** of this Quotation for any amendments or corrigendum issued in connection with this Quotation.
7. Please take note of the following requirements and conditions pertaining to providing the above mentioned service:
8. Contract may be awarded to the Agency having submitted a quotation representing the best value for money, i.e. lowest-priced technically-compliant of the proposed offers.
9. **The Quotation shall comprise the following documents:**
 - a) Name, address, e-mail, telephone along with a note on the ownership and organizational structure & core business area of the firm;
 - b) Document (s) to demonstrate that the agency is in the business for the last **5** years.
 - c) Document (s) relating to details of similar nature of services executed during the last **5** years with State/Central Governments/PSUs/reputed private organizations, supported by Work Orders etc.;

- d) IT returns of the last **3** financial years.
- e) GST Registration Certificate and returns of the last 3 financial year.
- f) Have in-house expertise on the vehicle rentals and management including necessary infrastructure facilities.
- g) The qualified bidder may have to sign a contract agreement with the Director of Research (Vety), AAU, Khanapara on N.J. stamp paper of Rs 100 as per approved terms and conditions.
- h) All duties, taxes and other levies payable under the contract shall be shown separately.
- i) The Prices should be quoted in Indian Rupees only.
- j) The Agency must ensure all necessary documents like registration/ Insurance / Driver's license / Road permits etc. are valid and up to date.
- k) Expenses towards food/ lodging of the driver shall be borne by the Agency
- l) All maintenance / repair cost during hiring period shall be borne by the Agency.
- m) The vehicle should be in tip- top conditions.
- n) All vehicles must be presented in a neat and clean condition.
- o) The Agency shall have to entertain request for placement of vehicle at short notice.
- p) The A.A.U. under no circumstances shall be liable for any loss / damage to vehicle / driver, arising out of negligence/ rush driving/ accident / natural calamities or any other act which may cause injury / damage / death either to vehicle / driver or any other third party

10. **Validity of Quotation:** Quotation shall remain valid for a period not less than 90 days after the deadline date specified for submission.

11. **Signing of Quotations:** The name and position held by each person signing the quotation and related documents must be typed or printed below the signature.

- a) **Preparation and Submission of Quotation:** Quotation shall be addressed to "The Director of Research, Assam Agricultural University, Khanapara, Guwahati-785013, Assam
- b) Quotations shall be submitted as per the formats given at Annex-I, Annex-II along with other supporting documents as mentioned above (refer to para 7 & 9) with a copy of the NIQ signed in each and every page and placed in a single sealed envelope, clearly marked with the Reference above, the name of the Bidder and the Implementing Agency along with the soft copy of the quotation in MS Word document (Times New Roman 12 Pt) in CD/Pen Drive.
- c) Quotation can be submitted in person on or before the due date and time specified in the Quotation Notice. Alternatively, bidder can submit the quotation by registered post so as to reach the above address on or before the due date and time specified in the quotation.
- d) Quotation received after due date and time will not be considered and the office shall not be liable or responsible for any postal delays.
- e) Quotation shall be signed by the Bidder or a person duly authorized by the Bidder. All pages of the bid shall be signed and stamped by the authorized person to indicate that the bidder has agreed to all terms and conditions of the quotation. Overwriting, alterations, if any, in the Quotation should be signed by the authorized signatory.
- f) Quotation not accompanied by specified documents, self declarations, signatures may be rejected by the office as non-responsive and may not be evaluated.
- g) All duties, taxes and other levies payable by the bidder under the contract shall be shown separately and included in the Total price.

12. **Evaluation of Quotation:**

- a) The Director of Research (Vety), Assam Agricultural University, Khanapara, Guwahati shall evaluate and compare the Quotations determined to be substantially responsive, i.e. which,
 - i. Are properly signed and sealed;

- ii. Have submitted the required documents and meet the criteria specified;
- b) The quotation that complies with all of the specifications, requirements and offers the lowest price, as well as all other evaluation criteria indicated, shall be selected. Any offer that does not meet the requirements shall be rejected.

13. Award of contract:

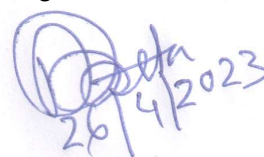
- a) The Director of Research (Vety), Assam Agricultural University, Khanapara, Guwahati will award the contract to the bidder/agency whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price.
- b) Notwithstanding the above, the AAU reserves 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.
- c) The bidder whose quotation is accepted will be notified of the award of the contract by the Director of Research (Vety), Assam Agricultural University, Khanapara, Guwahati prior to the expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the order.

14. Performance Security:

- a) Within 7 days of receiving letter of acceptance, the successful bidder shall submit the Performance Security in the form of Demand Draft from any Nationalised Bank, drawn in favour of "Director of Research (Vety), Assam Agricultural University, Khanapara, Guwahati-781022" for an amount of Rs 20,000(Rupees Twenty Thousand Only) payable at SBI, Khanapara (9945)
- b) The Performance Security furnished by the successful bidder will be retained by the AAU up to 6 months of continued vehicle rental services. On satisfactory performance of the agency during the period, the performance security shall be returned to the successful bidder. However, the Performance Security instrument held by the office till it is returned to the successful bidder will not earn any interest. Failure of the successful bidder to furnish Performance Security within the stipulated period shall constitute sufficient ground for annulment of award and the Director of Research (Vety), AAU may award the contract to the next eligible bidder.

15. Payments:

- (a) All payments to the successful bidder shall be made by Cheques/Account Transfer only.
- (b) All taxes (including GST, etc.) shall be dealt with as per the Govt. laws
- (c) No advance payment will be considered for providing car rental service by the agency.

A handwritten signature in blue ink, followed by the date "26/4/2023" written in blue ink.

**Director of Research(Vety),
AAU, Khanapara, Guwahati**

FORMAT FOR SUBMISSION OF QUOTATION

(This Form must be submitted only using the Agency's Official Letterhead).

Our Reference: No..... Dated.....

To:

**The Director of Research (Vety),
Assam Agricultural University,
Khanapara, Guwahati- 781022, Assam.**

Subject:

Sir,

1. We, the undersigned, hereby submit our Quotation for hired vehicle.

(a)Our Quotation shall be valid for the period of 90 days from the deadline fixed for the Quotation submission;

(b)I/We have thoroughly read and understood all the terms and conditions as contained in the NIQ and agree to abide by them.

Sl.	Description of vehicle	Hiring Rate per day (Rs)	Rate/Km (Rs)	Drivers' Allowance (in case of Outstation Trip Only)	Overtime (for extra duty of more than 14 hrs in case of local hiring only)
01	Maruti Alto, Hyundai i10, Maruti swift or any other similar type of vehicle)	i. Local:	i.Local:		
		ii.Out station:	ii.Out station:		
		iii.Hilly States of NE:	iii.Hilly States of NE:		
02	Maruti Swift Dezire, Tata Indigo, Toyota Etios or any other similar type of vehicle)	i. Local:	i. Local:		
		ii. Out station:	ii. Out station:		
		iii.Hilly States of NE:	iii.Hilly States of NE:		
03	Toyota Innova, Mahindra Marazzo, Mahindra Xylo, Tata Safari, Mahindra Scorpio, Mahindra Bolero or any other similar type of vehicle)	i.Local:	i.Local:		
		ii.Out station:	ii.Out station:		
		iii.Hilly States of NE:	iii.Hilly States of NE:		
04	Innova Crysta or any other similar type of vehicle)	i.Local:	i.Local:		
		ii.Out station:	ii.Out station:		
		iii.Hilly States of NE:	iii.Hilly States of NE:		
05	Toyota Fortuner, Ford Endeavour, KIA Carnival or similar type of vehicles	i.Local:	i.Local:		
		ii.Out station:	ii.Out station:		
		iii.Hilly States of NE:	iii.Hilly States of NE:		
06	Tata DI, Bolero Pick up Van or any other similar type of vehicle)	i.Local:	i.Local:		
		ii.Out station:	ii.Out station:		
07	Traveller 17 Seater	i.Local:	i.Local:		
		ii.Out station:	ii.Out station:		
		iii.Hilly States of NE:	iii.Hilly States of NE:		

08	Traveller 26 Seater	i.Local:	i.Local:		
		ii.Out station:	ii.Out station:		
		iii.Hilly States of NE:	iii.Hilly States of NE:		

Yours faithfully,

Authorized Signature

Name & Title of Signatory _____

In the capacity of *[insert legal capacity of person signing the Letter of Quotation]*

Name of Bidder _____

Address _____

Dated on _____ day of _____, _____ *[insert date of signature]*