



Pollution Control Board, Assam

(Department of Environment & Forests, Government of Assam)

অসম প্ৰদূষণ নিয়ন্ত্ৰণ পৰিষদ

(অসম চৰকাৰৰ বন আৰু পৰিৱেশ বিভাগ)

NABL Accredited Testing Laboratory : Certificate No. TC-11384



No. WB/G-848/Pt-II/21-22/20

Dated Guwahati, the 27th June, 2023

Quotation Notice for hiring of Vehicle

Quotation in sealed cover is hereby invited from the owners or their authorized agents for providing 1 (one) Nos. of Maruti Swift Dezire or equivalent sedan for office use of the Pollution Control Board, Assam, Bamunimaidam, Guwahati.

Quotation in sealed cover addressed to the Member Secretary, Pollution Control Board, Assam, Bamunimaidam, Guwahati-21 should reach the office of the undersigned by speed post/courier/registered post or may be dropped in tender box on or before 04.07.2023 upto 2.00 P.M on all working days between 10.00 A.M to 5.00 P.M after the date of publication of this quotation Notice. Quotation received after stipulated date & time will be summarily rejected.

On the top of envelop, "Quotation for hiring of vehicle for Pollution Control Board, Assam, Bamunimaidam, Guwahati.21" and Quotationer's full name and address with phone number are to be mentioned. Quotations will be opened on 04.07.2023 at 3.00 P.M. Quotationers or their authorized representatives may remain present during opening of the quotations.

The detailed terms and conditions along with prescribed format for quoting rates may be seen at www.pcbassam.org. Interested bidders may quote their rates in the prescribed format. Rate quoted in other format will not be entertained and will be rejected.

Terms and Conditions:-

1. The vehicle should be in good condition and the year of manufacturing not earlier than 2021.
2. The rate should be quoted for " Per month detention charge and road mileage as per Kilometre" both in figures and word in the format for items Rate **(Annexure-I)**
3. The rate of over time per hour should be mentioned separately in Annexure-I.
4. The acceptance of the quotation will be at the discretion of the authority based on the lowest rate quoted.
5. No insurance charge or any other charges including maintenance cost is admissible.
6. The initial contract shall be for a period of 6(six) months subject to satisfactory services. In case of satisfactory service the contract period may be extended further on manual consent. If the selected bidder during the pendency of the contract period is unable to provide vehicle in exceptional circumstance he/she will give at least 15 days written notice intimating his/her inability. If the authority decides to terminate the agreement, 15days written notice shall be given expressing the decision of the authority.
7. The vehicle should have valid Registration, Copies of GST Registration Certificate of the Agency, Copies of Tax Clearance Certificate, registration Number & Valid Insurance and Pollution under control Certificate are to be submitted along with the quotation otherwise quotation will be rejected.
8. The Vehicle should be placed for duty within 7 days from the date of issue of the supply order.
9. Copy of the "Power of Attorney" in respect of the vehicle should be submitted, if the vehicle is not owned by the Quotationer himself/herself.

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Head Office : Bamunimaidam, Guwahati - 781021, Assam : India.

Phone : 0361-2652774 & 2550258; Website : www.pcbassam.org; E-mail : membersecretary@pcbassam.org
Regional Offices at : Dibrugarh, Golaghat, Sivasagar, Tezpur, Guwahati, Kamrup, Bongaigaon, Nagaon & Silchar.



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10. The successful Quotationer shall make the vehicle available with a driver throughout for official purposes everyday.
11. The driver should have valid driving license and the concerned driver should maintain a Log Book in respect of the journey undertaken.
12. The successful Quotationer will be liable for any kind of loss, damage, breakage etc. of the vehicle and keep the vehicle plying in all occasions and in case the vehicle will be required to be withdraw from service temporarily, a vehicle of same type should be placed to avoid interruption of services, failing which the department will hire vehicle and the hiring cost will be deducted from his/her bill.
13. Payment will be made through RTGS/NEFT/Cheque after submission of Bill in duplicate along with relevant up-to date log book duly signed by the concerned official.
14. No enhancement of rates within the validity period of the contract shall be entertained.
15. An amount of Rs.5,000.00 (Rupees five thousand) only should be deposited as Earnest Money Deposit (EMD) in favour of " The Member Secretary, Pollution Control Board, Assam" in the form of Demand Draft (DD) from any nationalized Bank along with the Quotation, otherwise the quotation will be rejected. If the successful quotationer fails to provide the vehicle within the stipulated period, the earnest money deposited along with the quotation will be forfeited. In the event of withdrawal of the vehicle by the successful bidder within the contractual period, the earnest money will also be forfeited. However, the amount of earnest money of the successful bidder will be released on successful completion of the contract period. The earnest money of the unsuccessful bidders will be released after 1(one) week from the date of finalization of the quotation.
16. The log book should be signed on the day of duty mentioned in date, kilometre reading and reporting and departure time. Journey should be certified by the officer who is availing the vehicle for journey mentioning kilometre reading and time of commencement and end of Journey. Bill claim against the journey not dully certified by the concerned official will not be paid.
17. The successful quotationer shall have to enter into an agreement based on the terms and conditions.
18. The undersigned reserves the right to cancel or accept the tender without assigning any reason. The successful quotationer shall have no right to claim any compensation for such cancellation.
19. (a) The rate quoted by the bidder shall be deemed to be inclusive of the GST sales and other levies, duties royalties, cess etc. that the bidder will have to pay for the performance of the contract. The office will perform such duties in regards to the deduction of such taxes at source as per applicable law.
(b) In addition to deduction of Income Tax, GST and other such levies, duties royalties, cess, will be deducted from the bill of the bidder(s) as notified by the Government, from time to time. Any revision or amendment in the tax pattern either State/ Central Government or Local Bodies shall also be applicable.

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Phone : 0361-2652774 & 2550258; Website : www.pcbassam.org; E-mail : membersecretary@pcbassam.org
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Lifestyle for
Environment

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20. The quotation is for providing minimum 1(one) no's of Maruti Swift Dezire or equivalent sedan vehicles.
21. The duty area of vehicle will be generally within Kamrup(M) district area but as per requirement it shall be required to perform its duty in all parts of the State including night stay as per requirement. Additional charge for night stay will be provided as per quoted Rates.
22. Any change in vehicle or driver will only be allowed in exceptional circumstance and that shall be with the prior information to the authority.
23. All pages of this Quotation Notice should be signed & sealed at right bottom corner and submitted along with the quotation otherwise the quotation shall be rejected.
24. All matters relating to this quotation Notice and subsequent supply order are subject to the courts situated at Guwahati.

Yours faithfully,

Encl: As Stated.


(Shantanu Kr. Dutta)
Member Secretary

Memo No. WB/G-848/Pt-II/21-22/20-A

Dated Guwahati the 27th June, 2023

Copy to:

1. P.A. to the Chairman, PCBA for kind appraisal of the Hon'ble Chairman.
2. Deputy Manager, F&A PCBA for information and necessary action.


(Shantanu Kr. Dutta)
Member Secretary

ANNEXURE-I

FORMAT FOR ITEM RATES FOR HIRING OF VEHICLE BY
POLLUTION CONTROL BOARD, ASSAM. BAMUNIMAIDAM, GUWAHATI-21
Email: membersecretary@pcbassam.org

1. Name and address of the bidder:-
2. Pan :-
3. GST No:-
4. Contact No:-
5. Adhar No:-
6. Email id:-
7. Quoted Rate:-

SL.No	Types of Vehicle	Detention Charge per Month Including 1000KM running Charge	Running Charge Per KM(in Rs) For additional running Beyond 1000KM/month	Overtime Charge per hour (in Rs) beyond normal duty hours.	Night halting Charge/night (in Rs)
1	2	3	4	5	6
	Swift Dezire or equivalent swdan				

I have gone through the terms and conditions stipulated in the quotation notice and agree to provide the vehicle to the Pollution Control Board, Assam.as per the rates mentioned, abiding all the terms and conditions.

Place:-

Signature with Seal

Date:-