

RASHTRIYA MADHYAMIK SIKSHA ABHIJAN, ASSAM  
Guwahati.

BID DOCUMENT FOR PROVIDING VEHICLES POL (Petroleum Oil)

(to be used for Vehicle POL (Petroleum Oil)  
tenders by the ELIGIBLE firms)

Bid No. RMSA/Esstt/Vehicle Hire Tenders/132/2011  
Date : 06-01-12

Rs. 500/-

Address for communication

Office of the Mission Director  
RASHTRIYA MADHYAMIK SIKSHA ABHIJAN, ASSAM  
Guwahati-19.

Details:-

1	Date of commencement of issue of Bid documents	06-01-12
2	Last date and time for purchase of Bid documents	25-01-12 upto 2 PM
3	Last date & Time for submission of Bids	27-01-12 upto 2 PM
4	Date & Time of opening of the Technical Bids	27-01-12 upto 3 PM
5	Date & Time of opening of the Financial Bids	Will be intimated to the qualified bidders by the Purchaser on the day of opening of the Technical Bid or on any subsequent days either through fax or through letter.
6	Place of issue of Bid Document, Bid submission, and opening of and Financial Bids	Office of the Mission Director Rashtriya Madhyamik Siksha Abhijan, Assam, Kahlipara, Guwahati -19
7	Bid Security/Earnest money	Rs. 10,000/-

*JL Barne*  
Officer on Special Duty  
RMSA, Assam

### Guidelines-

1. Tenderers are advised to carefully study the Tender Documents before quoting their rates.
2. Before submitting, each page of the tender may be sealed and signed by the tenderer.
3. Cost of tender documents Rs. 500/- (Rupees Five hundred) only Non-refundable.
4. All entries should be made in ink. Overwriting will not be accepted.
5. The bidder should be registered as travel agent/transport agent under Registration Act.
6. The bidder must be a registered travel agent/transport agent under Service Tax of Central Excise Department.
7. The light vehicles POL (Petroleum Oil, herein after termed as POL) that are proposed to be provided must be of good quality.
8. The Bidder shall have to submit audited turn-over with minimum Turnover of Rs 15 lakhs for each year for last 3 year.
9. The Bidder/Bidder's firm must have a qualifying experience of working in at least 5 years Govt. Department/in any public sector undertaking.
10. Bid security/Earnest money may be submitted for an amount of Rs. 10,000/- in the form of demand draft from a Nationalised Bank, drawn in favour of Mission Director, RMSA, Assam, Kahilipara, Guwahati-19.
11. The bidder/bidder's firm must not be blacklisted/terminated out of turn by any Govt. Department/by any PSU/Govt. Societies etc. in the past.
12. Submit the Financial Bids in sealed envelopes containing of bid security and court fee stamp alongwith the detailed terms and conditions.
13. Financial Bid will have to be furnished in as separate sealed envelope.
14. The envelope containing the Bid and the Bid Security/Earnest money will be opened on the specified date and time in presence of Bidders or their authorised representative. In the event of the date specified for bid receipt and opening being declared as a holiday for Rashtriya Madhyamik Siksha Abhijan, Assam, the due date for submission and opening of bids will be the following working day at the appointed time.
15. Requirement of vehicle POL may differ depending on the nature of requirement and on the nature of visit.
16. Telephonic Requirement should be considered as notice.
17. For regular requirement one day in advance.

SELECTION PROCEDURE:

The tenderer who have quoted lowest rates shall be automatically selected if their rates are found rational and reasonable.

PERIOD OF CONTRACT:

The contract will be for a period of 1(one) year or will be as per agreement subject to satisfactory performance of the authority, the agreement may be extended under same rates, terms and conditions. The authority also reserved the right to discontinue the term of agreement at any time, if not pleased with performance.

TAXES AND OTHER DUTIES:

- a) Payment of any Govt. TAX/DUTY for providing vehicle POL shall be liability of the agent.
- b) SERVICE TAX, if any, should be quoted as extra and same will have to be added to the bills.
- c) INCOME TAX will be deducted from the POL providing bills as per INCOME TAX NORMS/RULES

POL (Petroleum Oil) Expenses:

The selected bidder shall have to provide sufficient fund to the driver of the vehicle in use to meet the expenditure for POL required for each separate journey.

SPECIAL TERMS AND CONDITIONS:

In this event the hired vehicle is involved in an accident resulting in 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 time to time and IPC, the hiring authority shall have no responsibility whatsoever and will not entertain any claim in this regard under the said provision of the Law.

BID VALIDITY PERIOD:

Bids shall remain valid for a period of 45 days from the date of opening of bids.

PRICE SCHEDULE:

- a) Bids Price shall have to be quoted as per Annexure. In the bidders letter pad/quotation should be submitted in financial bid.
- b) Bidder can quote for LMV and HMV vehicles both or can quote in either LMV or HMV also as per their choice/preferences.
- c) The price quoted by the bidder shall remain fixed during the entire period of contract as per agreement.

SECURITY DEPOSIT/ EARNEST MONEY:

Successful tenderers would submit the security deposit within 15 days of the acceptance of the offer letter. The bidder shall have to submit bid security of Rs. 10,000/- in the form of Demand Draft from a Nationalized Bank drawn in favour of MISSION DIRECTOR, RASHTRIYA MADHYAMIK SIKSHA ABHIJAN, ASSAM, KAHILIPARA, GUWAHATI-19. No interest is payable on security deposit. Security deposit would be refunded on the after 6 months of the satisfactory completion of the contract and on written request from the contractor duly accompanied by original cash receipt issued by RMSA, Assam.

**SIGNING OF AGREEMENT:**

Successful tenderers would be required before undertaking the contract, to execute a standard agreement within 15 days from the date of issuance of offer letter; failing second party will be the liable.

**PARTICULARS OF FIRM'S CONSTITUTION:**

1. Please tick in the correct relating to Your Firm/Organization.:-

- a) Proprietorship Firm
- b) Partnership Firm
- c) Private Limited Company
- d) Public Limited Company
- e) Any Other.

2. If Proprietorship -

- a) Name of the Proprietor :
- b) Address :- .....
- .....

3. If Partnership Firm :-

a) Name of the Partners with Address :-

- 1. -----
- 2. -----
- 3. -----
- 4. -----

b) Whether the Partnership deed Registered:                      Yes/No.

c) Date of Registration and Authority: - .....

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**MISSION DIRECTOR, RMSA, ASSAM, RESERVES THE RIGHT TO ACCEPT OR REJECT ANY BID WITHOUT ASSIGINGIN ANY REASON THEREOF.**

Officer on Special Duty,  
RMSA, Assam

