



No.CSB/MSSO/Hiring vehicle/2023-24

Date: 05.10.2023

TENDER NOTICE

Sub: - inviting rate quotation for hiring of vehicles for official purposes – reg.

This Institute invites sealed rate quotations for hiring of commercial vehicles with commercial name plate/ board having National Permit. The quotation should be submitted in the given format enclosed in Annexure-I and addressed to the Director, Muga Eri Silkworm Seed Organization (MESSO), Central Silk Board, Khanapara, Guwahati-22 super-scribing "**Quotation for hiring of vehicles**" and sent by post/drop box to reach this office on or before 26.10.2023 up to 2.00 pm which will be opened at 3.00 pm on the same day. If the quotation opening day happens to be holiday, the quotations will be opened on the next working day at 3.00 p.m. The quotations received after the due date and time will be summarily rejected. The terms and conditions of the quotation are indicated below.

1. The vehicle should be registered as taxi or public transport vehicle.
2. The owner of the vehicle should have valid documents and the vehicle should be in smooth running condition.
3. In no circumstances, the office will be responsible for any damage or disorder, loss/ eventuality of the vehicle due to accident or riot, theft, loss of life, natural calamities, etc. during journey period.
4. In the event of cease of vehicle by the authority concerned during hired period in any reason, the travel agency is responsible to either provide alternative vehicle immediately to complete the journey or agency will not be entitled to claim any charges for such half done journey.
5. The Driver should have valid driving license and not addicted to alcohol or any other intoxicating drugs and has no pending cases of accident in any police station. The Drivers should be well dressed/wearing proper uniform as recommended by the Transport Authority. They should also be well mannered as well as well experienced having proper Driving License.
6. During the hiring period, it is mandatory that deployed vehicles must be kept cleaned and in good condition with sufficient fuel etc.
7. Validity: The rate should be valid for minimum 12 months from the date of approval.
8. TDS and other statutory levies will be deducted from the bill at source as per rule.
9. The copies of valid registration certificate, PAN Card, GST Number, Income Tax clearance certificate and particulars of Bank Account with IFSC Code, should be submitted with quotation.
10. The agency should ensure that the hired vehicle is covered under 1st party Insurance.
11. The vehicle will have to be placed immediately on receipt of the formal orders/telephonic message from this office.

12. Payment will be made only after submission of bill in duplicate with duty slip indicating initial & final Kilometers reading with user's signature. TDS will be deducted from the bill as per norms.
13. The offer for supply of vehicle will be terminated at any point of time by this office, if service provided by your agency is not found satisfactory and the terms & conditions are not fulfilled.
14. The concerned bidder can obtain the reason for rejecting his bid, bidding process and bidding conditions, if he chooses to do so by giving a request in writing.
15. The Director reserves the right to accept or reject any or all the quotations without assigning any reason whatsoever

Handwritten signature
05/10/2023
Director

Copy to:

1. To all the parties as per the List Enclosed (Annexure-II)
2. Smt. Leima Devi, Asstt. Director (Comp) for uploading in MESSO Website/CPPP/C.O., CSB website.
3. The District Transport Officer, Guwahati, with a request to display in the Notice Board for wide publicity.
4. Notice Board, MESSO, Guwahati.

Handwritten signature
Director

Format for submission of the rate for hiring the vehicle for official purposes at MESSO, Guwahati

Type of vehicle	Within Guwahati/ Kamrup district		Outside Guwahati/ Kamrup district			Airport drop /pick up (Rs.)
	Fixed rate per day (Rs)	Extra cost per km (Rs.)	Fixed Rate per day (Rs.)	Extra cost per km (Rs.)	Night Halt charge, if any (Rs.)	
Innova (AC)						
Scorpio (AC)						
Bolero (AC)						
Maruti Swift Dzire (AC)						
Maruti Swift (AC)						
Tata Indigo (AC)						
Tata Safari Dicor (AC)						
Pick up Van						
Safari Non AC						
Safari AC						
Traveller 18 & 26 seater						
Deluxe Bus 35 seater						
Deluxe Bus 42 seater						
Mini Truck						

Rate should be quoted excluding GST showing separately. Rate should be quoted including the cost of the driver

Place:

Date:

Authorized signatory