

**BID DOCUMENT FOR SELECTION OF  
AGENCY/FIRM FOR PROVIDING  
SERVICE OF VEHICLE ON HIRING BASIS**

**SAMETI(CSS-ATMA), ASSAM  
DEPARTMENT OF AGRICULTURE**

**EXPRESSION OF INTEREST (EOI)/NOTICE INVITING QUOTATION (NIQ )**

No: CSS –ATMA/SAMETI/Assam/12/2022-23/...

Date: ...-05-2022

Director of SAMETI (State Agricultural Management and Extension Training Institute) Assam on behalf of Director of Agriculture and SNO, CSS-ATMA, Assam invites Sealed Quotation affixing Court fee of Rs 8.25 from interested credible Bidder/Firm/Agency for providing the service of vehicle on monthly/daily hiring basis.

The EOI document may be downloaded from the SAMETI Portal [www.sameti.assam.gov.in](http://www.sameti.assam.gov.in) from 03-05-2022. The submission of quotation will start from 03-05-2022 and close by 2:00 PM of 11-05-2022. The quotations will be opened at 3:00 PM of 11-05-2022.

Sd/-

Director SAMETI

Assam, Khanapara, Guwahati-22

Tender Notice: CSS –ATMA/SAMETI/Assam/04/2020-21/10 Dated: 18-02-2021

1. Issue of Tender document : From **3<sup>rd</sup> May,2022** to **11<sup>th</sup> May 2022** up to 2:00 PM
2. Start date & Time of Submission: **From 11:00 am of 3<sup>rd</sup> May,2022** of Tender
3. Last Date and Time of Submission of tender : Up to 2:30 PM of **11th May 2022**
4. Date & Time for opening of tender Technical Bid (envelop-A) : **11th May 2022** at 3:00pm
5. Venue : Office of the Director, SAMETI, Assam, Khanapara, Guwahati-22
6. Date & Time for opening Of Commercial Bid (envelop-B) : After the process of Technical Bid evaluation (It is for technically eligible bidders only).
7. Address for Correspondence : Office of the Director, SAMETI, Assam, Khanapara, Guwahati-22

**Sd/-**  
**Director,SAMETI**  
Assam, Khanapara

## CHAPTER-I

### A. INTRODUCTION

State Agricultural Management and Extension Training Institute **SAMETI**, is a state level institute and has been declared as the Nodal Agency for funding the ATMA model of Agricultural Extension system in the State, with responsibility to receive grants-in-aid for Extension programmes, disburse it to the ATMAs, and monitor the progress of the programme and submit feed backs to the State and Central Governments in addition to implementation of State Level activities under the scheme. SAMETI has been assigned the role of local facilitator for training needs and other support services. The institute has been declared as the State Nodal Agency for the Scheme Support to State Extension Programme for Extension Reforms. Considering the operational flexibility, the institute (SAMETI) is taken as implementation partner of different State & Centrally sponsored schemes under Department of Agriculture Assam. Therefore, SAMETI along with ATMA often need to arrange exposure visit, training, workshop, seminar etc. at district, State & interstate level and hence the need of this tender emerges in order to arrange logistics.

### B. GENERAL TERMS AND CONDITION

1. The tender is consisting of “Two Bid’ documents. The technical bid should contain all the relevant information and desired enclosures in the prescribed format .The financial bid should contain only commercial document. In case, any bidder encloses the financial bid within technical bid, the same shall be rejected summarily.
2. The Tenders should be typewritten and there should not be any overwriting or cutting. The name and signature of bidder’s authorized person should appear on each page of the application. All pages of the tender document shall be numbered and submitted as a package along with forwarding letter on agency’s letter head.
3. SAMETI being the State Nodal Agency for the Centrally Sponsored Scheme “**Support to State Extension Programme for Extension Reforms**” and implementation partner for State & Centrally sponsored schemes of the Directorates requires the services of reputed, well established and financially sound Agency/ Firm to provide services of Vehicle on daily/monthly hiring basis for the office purpose as SAMETI imparts off campus training and frequent field visit to monitor the extension works at fields
4. Each intending bidder should submit only one quotation.
5. The contract for providing the services is likely to commence from a date to be specified and would continue for a period of one year. The period of the contract may be further extended for a year depending on satisfactory performance of the agency. The SAMETI, however, reserves right to cancel the service provider after one year.

C. **ELIGIBILITY CRITERIA:**

The Bidder must fulfil the following eligibility conditions and must also submit documentary evidence in support of fulfilling these terms and conditions while submitting the technical Bid

- i) The bidder must be income tax assessee for the last three years i.e.,2018-19 ,2019-20 & 2020-21
- ii) The bidder should have a valid GST registration.
- iii) The Bidder should have at least Rs 50 lakhs turnover per year during the last 3 years.
- iv) The Bidder should have adequate financial resources to undertake the contract.
- v) The Bidder should have experience in executing at least Three (3) similar kind of works in any State Govt/Central Govt organisation.
- vi) The bidder should not be currently blacklisted/ineligible to participate for bid due to corrupt/fraudulent or any other unethical business practices. Self-declaration to the effect in the form of affidavit must be submitted along with the bid.
- vii) The bidder should have valid labour licence.
- viii) The bidder should have adequate nos of vehicle and manpower to execute the work

D. **Detail of the Work:**

- i) The successful Bidder will have to provide service of hired vehicle on daily or monthly basis as and when SAMETI issues any order.
- ii) The vehicle that would be provided for monthly hiring basis should not run more than 20,000KM at the time of first order.
- iii) The Bidder should bear all the responsibility of fueling the vehicle , Salary and other allowance of Driver.
- iv) The Bidder should have the responsibility of maintenance of the vehicle.
- v) The bidder should have the responsibility of payment of Toll duties during any journey.

E. **MODE OF SUBMISSION OF TENDER:**

- i) Bid document may be downloaded from [www.sameti.assam.gov.in](http://www.sameti.assam.gov.in). The Bid submitted by the Bidder shall be in two parts as mentioned below. The documents and details shall be submitted in the sealed box to be kept at SAMETI office, Khanapara, Guwahati-22.
- ii) **Submission of Bid Document:**  
Offer should be made in two parts namely technical bid and commercial bid and in the format given in the bid document. Each offer should be placed in separate sealed envelope super scribed as technical Bid or Commercial Bid as the case may be followed by the title mentioned above against tender notice .Name of the bidder and contact number with address should also be written on the envelop. Tender will be accepted only from those who have submitted both technical & commercial Bid. All correspondence should be with the Director, SAMETI, Assam.

- a) Tender should be addressed to the **Director, SAMETI, Assam**. Tender consisting of the above two covers should be sealed in a cover and should be dropped in the sealed box to be kept at the office of the **Director, SAMETI, Assam**.
- b) The Technical bid prescribed should be filled in original and should be sealed in a separate cover. The technical bid should be super scribed as Technical Bid (envelope-A).
- c) The Commercial bid prescribed should be filled in original with amount quoted both in figures and words. The commercial bid should be super scribed as Commercial Bid (envelope-B). The Bid must be unconditional and in the format given in the tender document.
- d) Both the Technical bid and Commercial bid should then be put in a single sealed cover and super scribed as -"Tender for selection of Agency/Firm for the service of Vehicle on hiring basis-SAMETI(CSS-ATMA),Assam" (Name of the Bidder).
- e) The price quoted shall be inclusive of all taxes, duties and other charges.

F. **DETAILS TO BE FURNISHED:**

- i) All particulars must be furnished as asked for in the prescribed technical and commercial bid document.
- ii) The rates should be clearly indicated both in words and figure. Whenever there is discrepancy, the rate indicated in words shall apply.
- iii) The bidder should avoid overwriting.

G. **OPENING OF THE TENDER AND EVALUATION THEREOF :**

The tenders received within the specified time will be opened in the office of the Director, SAMETI, Assam by the Tender Committee in presence of the attending bidders or his/ her authorised representative at 3:00 pm on **11<sup>th</sup> May, 2022**. The technical bid will be opened in the first instance and evaluated and the list of technically qualified bidders will be prepared. The Commercial/Financial bids of the technically qualified bidders will alone be opened and evaluated by the same committee. In the Financial Bid/Commercial bid evaluation, the total quoted rate (inclusive all taxes and duties) against each of the Vehicle will be considered for comparing the commercial/Financial bids i.e. for monthly hiring basis, sum of quoted rate up to 3000KM and rate per KM after exceeding 3000KM & for daily hiring basis, sum of quoted rate up to 100 KM and rate per KM after exceeding 100KM . The Financial Bid for Group A and Group B will be evaluated separately .The decision of the committee will be final in this regard.

#### **H. Period of Validity of Bids**

Bids shall remain valid for **45** days after the deadline for submission of bids prescribed by the Purchaser. **A bid valid for a shorter period shall be rejected by the Purchaser as non-responsive.** In case of extension of the bid validity period, purchaser will seek extension from bidders in writing

I. **Price Validity** : Selected price shall be valid initially for one year from the date of signing of contract and may be extended for another one year based on quality of the service.

#### **J. AGREEMENT** :

- i) The Successful bidder shall execute an agreement for the fulfilment of the contract on Rs. 100/- Non Judicial stamp in the model form enclosed within 10 days from the date of acceptance of the tender/offer. The incidental expenses of execution of agreement shall be borne by the successful bidder, hereafter the successful bidder will be referred to as Service Provider.
- ii) The conditions stipulated in the agreement should be strictly adhered to and violation of any of the conditions at any stage will entail termination of the contract without prejudice to the rights of the Director, SAMETI and recovery of any from the Service Provider.

#### **K. PAYMENT**

Subject to the receipt of fund from Govt., the payment to the firm will be made time to time taking reference to the work order issued by the Authority.

#### **L. PENALTY AND TERMINATION FOR NON FULFILMENT OF CONTRACT:**

- The final acceptance of the tender would be entirely vested with the Director, SAMETI, Assam. After the acceptance of the tender/offer by the Director, SAMETI, Assam the bidder shall have no right to withdraw his tender or claim higher price.
- Tenders with incomplete information are liable for rejection. The Authority reserves the right to cancel/reject any or all tenders at any time without assigning any reason thereof and bidders shall have no claim/ protest in any forum in this regard. The decision of the Authority as regard to the issue related to the tender will be final

#### **M. EVALUATION of TECHNICAL BID:**

The EOI proposal of the agencies meeting the eligibility criteria(Format A&B) shall be evaluated. The decision of Tender Committee will be final.

## Chapter-II

### SCOPE OF WORKS

#### 1) Group-A

Description of Service	Type of Vehicle	Name of vehicle	Remarks
1. Supply of Vehicle on monthly hiring basis	Sedan	Maruti Suzuki Dezire	
		Hyundai Verna/Honda City	
	SUV	Toyota Innova	
		Mahindra Scorpio	

#### 2) Group-B

Description of Service	Type of Vehicle	Name of vehicle	Remarks
1. Supply of Vehicle on daily hiring basis	Sedan	Maruti Suzuki Swift Dezire/Dezire	
		Hyundai Verna/Honda City	
	SUV	Toyota Innova	
		Mahindra Scorpio/XUV	
	Bus	33 seater	
	Traveller	22 seater	

## FORMAT-A

(The relevant documents has to be arranged serially as per the order mentioned below for the ease of scrutiny)

1	Name of the Organization	
2	Address of the Registered Office of the organization with telephone nos. & mail id	
3	Legal status/ entity of the agency (Whether the agency is a Proprietorship/ Partnership or Private Ltd. Company)	(Attach photocopy of the registration certificate of the firm/ company/Agency)
4	Year of Establishment	
5	Name of Authorized Signatory(in capital letters)	
6	Specimen signature of the authorized signatory	
7	GST No.	Attach photocopy of GST registration certificate issued)
8	PAN	(Attach Photocopy of PAN)
9	Latest Income Tax Filing Certificate	(Attach photocopy of the, 2018-19, 2019-20 & 2020-21 (income tax filing certificate)
10	Whether all documents submitted signed by the authorized signatory of the organization (Yes/ No)	
11	Turnover (2018-19, 2019-20 & 2020-21)& P/L document	Attach document
12	Balance Sheet	Attach document

## DECLARATION

I/ we hereby certify that the terms and conditions given with the tender notice have been read carefully and acceptable to me/ us and that the information furnished above is full and correct to the best of on/ our knowledge. I/ we hereby declare that our organization has not been blacklisted/ debarred by any organization till date. I/ we understand that in case any information submitted by us in this EoI are found to be false at any stage, our Firm/ Agency will be blacklisted/ debarred by you and will not have any dealing with your organization in future.

Place:

(Signature and seal of the authorized signatory)

Date:

(Seal)

**FORMAT B**

(To be furnished in the letter head of the Agency)

**Name of the Clients for which Similar kind of work is executed**

- A) Govt. of Assam Organization:**
- 1) .....
  - 2).....
  - 3).....

(Attached additional sheets if the space provided is insufficient)

(Photocopies of the **empanelment letter/ agreement/ work order** etc. from the Organizations **in support of** the above mentioned organizations are to be submitted **Serially** in the order as mentioned above for **ease of scrutiny**)

Place

(Signature of the authorized signatory)

Date

(Seal)

**FINANCIAL BID FORMAT/ FORMAT OF QUOTATION FOR GROUP-A**

To,

The Director,SAMETI,  
Assam, Khanapara,Guwahati-22

Sir,

I/we hereby Submit the EOI for as Service Provider for providing Service for Vehicle on monthly hiring basis for Office purpose /field visit as per the terms & Condition given in this bid document to the Director, SAMETI, Assam . The rates are quoted in the prescribed format given below inclusive of taxes and all other duties

**1. Group A : Quotation for Service of Vehicle on Monthly Hiring Basis**

S.No	Particular	Quoted Rate in figure (Rs)		Total quoted rate	Total Quoted Rate in word (Rs)
		Up to 3000 KM	Rupees/KM after exceeding 3000KM		
A	Monthly Hiring Basis	A	B	(A+B)	
1	<b>Sedan</b>				
i	Maruti Suzuki Dezire				
ii	Hyundai Verna/Honda City				
2	<b>SUV</b>				
i	Toyota Innova				
ii	Mahindra Scorpio				

**We hereby agree to supply the above mentioned items in accordance with the terms and conditions of the bid documents at above mentioned rates.**

**SIGNATURE OF THE BIDDER WITH SEAL**

**FINANCIAL BID FORMAT/ FORMAT OF QUOTATION FOR GROUP-B**

To,

The Director, SAMETI,  
Assam, Khanapara, Guwahati-22

Sir,

I/we hereby Submit the EOI for as Service Provider for providing Service for Vehicle on daily hiring basis for Office purpose /field visit as per the terms & Condition given in this bid document to the Director, SAMETI, Assam . The rates are quoted in the prescribed format given below inclusive of taxes and all other duties

**Group B : Quotation for Service of Vehicle on Daily Hiring Basis**

S.No	Particular	Quoted Rate in figure (Rs)			Total Quoted rate in word (Rs)
		Up to 100 KM	Rupees/KM after exceeding 100 KM	Total quoted rate	
A	Daily Hiring Basis				
		A	B	(A+B)	
1	<b>Sedan</b>				
i	Maruti Suzuki Swift Dezire/Dezire				
ii	Hyundai Verna/Honda City				
2	<b>SUV</b>				
i	Toyota Innova				
ii	Mahindra Scorpio/XUV				
	Grand Total				
3	<b>Bus/Traveller</b>				
i	Bus (33 Seater)				
ii	Traveller(22 Seater)				

**We hereby agree to supply the above mentioned items in accordance with the terms and conditions of the bid documents at above mentioned rates.**

**SIGNATURE OF THE BIDDER WITH SEAL**

