



EXPRESSION OF INTEREST (Eoi)
FOR
EMPANELMENT OF TRAVEL AGENCIES/VENDORS
FOR HIRING OF VEHICLES ON DAILY/MONTHLY BASIS

By

Assam Electricity Grid Corporation Limited
Registered Office: (First Floor), Bijulee Bhawan
Paltanbazar; Guwahati -781001

Eoi No: AEGCL/MD/HR/Vehicle Policy/2023/37

Dated:29/07/2023

PHONE: 0361-2739520
Web: www.aegcl.co.in



ASSAM ELECTRICITY GRID CORPORATION LIMITED
OFFICE OF THE MANAGING DIRECTOR

Regd. Office : (FIRST FLOOR), BIJULEE BHAWAN, PALTANBAZAR; GUWAHATI - 781001

CIN: U40101AS2003SGC007238GSTIN: 18AAFCA4973J9Z3

PHONE: 0361-2739520 Web: www.aegcl.co.in

No: AEGCL/MD/HR/Vehicle Policy/2023/37

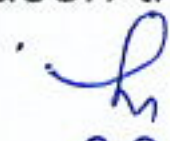
Dated: 29/07/2023

Expression of Interest (Eol)

1. For and on behalf of the Managing Director, Assam Electricity Grid Corporation Limited (AEGCL), the General Manager (HR), AEGCL invites Eol for empanelment from registered travel agencies/vendors for hiring of vehicles on Daily/Monthly basis for official use on need basis at O/o The Managing Director, AEGCL, Bijulee Bhawan, Paltanbazar, Guwahati-781001. Interested and eligible agencies/vendors may submit to this office following the information given below:

IMPORTANT INFORMATION		
SL No	Particulars	Details
1	Eol start date & time	01/08/2023 12:00 hrs.
2	Last date & time of submission of Eol	16/08/2023 14:00 hrs.
3	Date & time of opening of Eol	17/08/2023 12:00 hrs.
4	Venue for Opening of Eol	Office Chamber of CGM(O&M), CAR 1st Floor, Bijulee Bhawan, Paltanbazar, Guwahati
5	Bid validity	180 days
6	Bid document price	₹500 (Rupees Five Hundred) only
7	Earnest money deposit	₹10,000 (Rupees Ten Thousand) only

2. The Eol may be submitted by hand or sent by registered post to the "The General Manager (HR), O/o The Managing Director, AEGCL, 1st Floor, Bijulee Bhawan, Guwahati-781001 superscripting on the envelope "Expression of Interest (Eol) for Empanelment of Travel Agencies/Vendors for Hiring of Vehicles on Daily/Monthly basis; Not to be opened before _____ at ____PM."
3. The office shall not be held responsible for late delivery/loss in transit/ any damage in case of submission of the bid document by the bidders. AEGCL reserves the right to accept or reject any or all bids either in part or in full without assigning any reason thereof.



29/07/23
General Manager (HR), i/c
AEGCL

Memo No: AEGCL/MD/HR/Vehicle Policy/2023/37(a)

Dated: 29/07/2023

Copy to:

1. The PS to the Managing Director, AEGCL, Bijulee Bhawan, Paltanbazar, Guwahati-1. For kind information of the Managing Director, AEGCL.
2. The AGM (IT), O/o the MD, AEGCL for uploading in the websites i.e. www.aegcl.co.in, etc.
3. AM (PR), O/o the MD, AEGCL 1st Floor, Bijulee Bhawan: For publication in newspapers:-
 - a. The Assam Tribune and
 - b. Niyomiya Barta.
4. Office copy.


29/7/23
General Manager (HR), i/c
AEGCL

SECTION I

SCOPE OF WORK

The scope of work for this EoI is to provide vehicles of different categories to AEGCL on monthly / daily basis within and outside Guwahati on need basis as per terms & conditions specified herein.

1. **Service:** Provision of registered vehicles with licensed drivers on hiring basis for transportation primarily within the State of Assam and if need be, any destination of Meghalaya, Nagaland, Manipur, Mizoram, Arunachal Pradesh and Tripura.
2. **Duty hours:** The vehicles will be under the possession of AEGCL for 24x7 duty as and when required.
3. Vehicles that are proposed to be provided on monthly basis to AEGCL (excluding daily basis) must not be older than 2 (Two) years as on date of signing the agreement and must not be older than 5 (Five) years at any point of time.

4. TYPES OF VEHICLES:

1. TOYOTA INNOVA CRYSTA.
2. MAHINDRA MARAZZO
3. MAHINDRA SCORPIO.
4. MAHINDRA BOLERO CLASSIC B6 DIESEL.
5. MAHINDRA BOLERO CLASSIC B4 DIESEL.
6. MARUTI SWIFT DZIRE VXI / TATA TIGOR XM/HYUNDAI AURA S.
7. MARUTI SWIFT DZIRE LXI / TATA TIGOR XE/HYUNDAI AURA E.
8. MARUTI WAGON R VXI/ MARUTI CELERIO VXI/TATA TIAGO XT (O).
9. MARUTI EECO.
10. MAHINDRA BOLERO CAMPER.

SECTION II
BID SUBMISSION FORM

(This form is to be submitted using the official letterhead of the agency/firm)

To,

The General Manager (HR),
Assam Electricity Grid Corporation Ltd,
Bijulee Bhawan, Paltanbazar,
Guwahati-781001

Ref: EOI No _____ dated _____

Sub: Eol for Empanelment of Travel Agencies/Vendors for Hiring of Vehicles on Daily/Monthly basis.

Sir,

I/We, the undersigned, hereby submit our Eol involving Technical Bid;
In submitting the Eol, I/we hereby declare that:

1. Having read the Eol in its entirety and services to be provided, I/we, offer to participate in providing vehicles on daily/monthly hired basis to AEGCL in conformity with the terms and conditions specified in the bid and have no reservations whatsoever.
2. I/We offer to provide service in conformity with the Eol document and in accordance with the specifications specified in the document.
3. My/Our Eol shall be valid for the period of 180 days from the deadline fixed for its submission.
4. I/We meet the eligibility requirements and have no conflict of interest. I/We am/are not participating in more than one Eol in the bidding process and I/we have not been suspended or debarred or blacklisted by any Central Government/State Government/PSU, etc. in India.
5. I/We hereby certify that I/we have taken steps to ensure that no person acting for us or on our behalf will engage in any type of corrupt, fraudulent, collusive, coercive, or obstructive practices, and we will strictly observe all the laws against fraud and corruption in force in India including, "Prevention of Corruption Act, 1988 (including any modifications thereafter).
6. I/We understand that you are not bound to accept any Eol you may receive and may also empanel more than one agency for the stated services under this Eol.
7. I/We hereby declare that particulars furnished herewith are true and correct as per my/our knowledge and belief. In the event of any particulars are found to be false, I/we shall be liable to such consequences/lawful actions as AEGCL wish to take.

Signature

(Name, Designation of Authorized
Signatory with Seal)

SECTION III

BIDDER'S INFORMATION

(This form must be submitted using official letterhead of the agency)

Bid Identification No: _____ Dated: _____

SL. No.	Particulars	Details to be filled
1.	Name of the Bidder	
2.	Address of the Bidder	
3.	Whether Individual/Firm/Company/ Proprietary Concern	
4.	Name of the sole Proprietor/Managing Partner etc	
5.	Particulars of the Authorized Signatory of the Bidder	Name:
		Designation:
		Mobile Number:
		E-mail id:
6.	Registration under competent authority for providing vehicles on hire. (Copy of evidence of Registration)	
7.	Trade License No.	
8.	GST Registration No.	
9.	PAN Card No.	
10.	Experience of providing vehicles in last three years in the Govt sector (State or Central Govt Deptt Undertakings, Boards, Mission etc) or in Public/Private Sector Companies. (Work order to be submitted along with the bid)	
11.	CA certified Minimum Average annual turnover of Rs. 15.00 Lakhs during the last three completed financial years i.e. 2020-21, 2021-22, 2022-23. Photocopy of Audit reports or Annual turnover statement (certified by CA) & Income Tax Return (ITR) of last three financial years (2020-21, 2021-22, 2022-23) to be submitted along with the bid.	
12.	Self-certification of non-blacklisting of firm and non- registration of criminal case.	
13.	Recent passport size photograph (1) one copy	
14.	In case of light vehicle, supplier must have at least 3 (three) vehicles registered in his/her name/ or in favour of his/her firm against which he/she is submitting the Bid (List of vehicles with copy of RC must be submitted with the bid).	
15.	In case of Partnership Firm, Limited Company etc. the following documents need to be attached, Certificate of incorporation, partnership deed, Authorization letter to participate in the bid, Board resolution for authorization etc.	

I/We hereby declare that the information furnished above are true and correct. I/We am/are also attaching the copies of license/ authorization documents claimed above.

Signature _____
(Name, Designation of Authorized _____
Signatory with Seal)

SECTION IV

GENERAL TERMS & CONDITIONS

1. The vehicle offered shall be registered in the State of Assam and in good condition and must have pollution & fitness certificate from competent authority.
2. **Period of Contract:** The contract shall be for a period of 3 (Three) years. AEGCL reserves the right to terminate the contract with selected bidder within the contract period at any stage, if the service is not found satisfactory. The contract period may be extended with revised rates in proportion with the Change of "Consumer & Fuel Price Index" considering the year 2023 as the Base Year keeping terms and conditions same.
3. **Disqualifications:**
 - a) Bidders who have been blacklisted or otherwise debarred by AEGCL/APDCL/APGCL or Central /State Govt or any Central/State PSU/Statutory Corporations for any failure to comply with the terms and conditions of any contract or for violations of any Statute, Rule or administrative instructions.
 - b) The contract entered into by the Bidder with AEGCL or Central /State Govt. or any Central /State PSU/Statutory Corporations has been terminated before the expiry of the contract period for breach of any terms and conditions at any point of time during the preceding five years.
 - c) The Earnest Money deposit /Bid Security deposit of the Bidder has been forfeited or adjusted against any damages/compensation payable, in the case of any contract entered into by the Bidder with AEGCL or Central/State Govt. or any Central/State PSU/Statutory Corporations, during the preceding five years.
 - d) The Bidder, its proprietor/any of its partners/Directors/Members of its Governing body has been at any time, convicted by any court for any offence and sentenced to imprisonment for a period of three years or more for an Offence involving moral turpitude.

4. ESSENTIAL DOCUMENTS TO QUALIFY TECHNICALLY:

The Bidder must mandatorily submit the following documents to be eligible for participating in the bid:

- a) Name of State/Central Govt Deptt/Board/Mission/PSU to which the agency has provided/providing vehicle hiring services since past three years (i.e. FY 2020-21, 2021-22, 2022-23); (enclose work orders).
- b) Annual average turnover for last three financial years should be minimum Rs. 15.00 Lakhs (Rupees Fifteen Lakhs) for each of the three preceding financial years (i.e. FY 2020-21, 2021-22, 2022-23); [enclose audited statement of Chartered Accountant and ITR (Income Tax Return)].
- c) Registration certificate of the firm/company/proprietary concern from the competent authority.
- d) Up-to-date Trade license; (enclose copy).
- e) PAN no. details; (enclose copy).
- f) GST no. details; (enclose copy).
- g) Bank account details; (enclose copy of bank details).
- h) Bid document cost of Rs.500/- (Rupees Five Hundred only); enclose the Demand Draft (DD).
- i) Bid Security of Rs. 10,000/- (Rupees Ten Thousand only); enclose the Demand Draft (DD).
- j) Non-Blacklisted Declaration as per Appendix-1; (enclose statement on Agency's letterhead).

- k) A recent passport size photograph.
- l) A list of vehicles owned by the bidder as per appendix 2. (enclose Registration Certificate, Insurance, any other relevant documents)
- m) In case of Partnership Firm, a copy of the partnership agreement, or general power of attorney duly attested by a Notary Public, should be furnished on stamped paper duly sworn or affirmed by all the partners admitting execution of the partnership agreement or the general power of attorney.
- n) In case of Limited Company, certificate of incorporation, Authorization letter to participate in the bid, Board resolution for authorization to be furnished.

5. Maintenance of Log Sheet:-

- a) The vehicle supplier/travel agent must provide log sheet to the driver of all vehicle which are placed on duty to AEGCL as per requisition.
- b) The driver of the vehicles shall maintain the log sheet and must ascertain that the log sheet is duly filled and signed by the Officer/Staff using the vehicle on daily basis.
- c) The vehicle supplier/travel agent must ascertain that the odometer of the vehicle is working properly. In case, the km reading is found to be faulty or inaccurate, a penalty of Rs.1000/-(Rupees One thousand) only shall be imposed and the vehicle will have to be replaced.

6. Taxes & Duties:

- a) Payment of any Govt. Tax / Duty for plying the vehicle shall be liability of the Vehicle supplier.
- b) Other taxes like Goods & Service Tax (GST) are to be shown separately in the Bills and will be paid by the vehicle supplier.
- c) Deduction of tax at source shall be made as per provisions of law, as applicable from time to time.

7. Bid Security:

- a) The Bidders shall have to submit Bid security of Rs. 10,000/- (Rupees Ten Thousand) only in the form of Demand draft from a nationalized bank drawn in favour of "the Managing Director, AEGCL". The Bid Security will be returned to unsuccessful Applicants within 30(thirty) days from the date of finalization of award of work order. Bid Security to the Successful Bidder will be released on submission of Performance Security at the time of execution of the agreement.
- b) AEGCL shall not be liable to pay any interest on the Bid Security and the same shall be interest free.
- c) In case the Bidder modifies their offer after submitting the Tender, for any reason whatsoever during the Tendering process, or any of the information furnished by them is found to be incorrect/ false or backs out after quoting the rates, the aforesaid amount of Bid Security will be forfeited by AEGCL.

- d) In case of MSME Bidders with valid UDYAM registration under the tendered category of services shall be exempted from Bid security amount. However, this facility is applicable only for proprietorship firms and won't be applicable for JV.

8. Placing of Indent:

Vehicle along with Driver has to be placed as and when required, upon giving information of the same within 2 (two) hours. The requisition for vehicle over telephone shall be considered as notice.

9. Breakdown of Vehicles:

- a) In case of Breakdown of Vehicle within Guwahati, the vehicle shall be replaced within maximum of 3 (three) hours. If for a particular vehicle the number of breakdown exceeds three times in a month, the vehicle shall be withdrawn and replaced with another one.
- b) In case of Breakdown outside Guwahati, Vehicle have to be replaced within the shortest possible time, failing which the user will hire an alternate vehicle for which the hiring charge of the alternate vehicle will be deducted from the supplier's Bill.
- c) No cost will be borne by user for repairing of vehicle used for journey.
- d) In case the Selected Bidders fails to provide requisite vehicle on duty as per requisition submitted, the vehicle supplier shall be liable for penalty which shall be equal to the cost incurred by AEGCL for such alternate vehicle.

10. Force Majeure:

If any time ,during the continuance of the contract, the performance in whole or in part by either party of any obligation under the contract is prevented or delayed by any reason of any war, hostility , acts of the public enemy, civil commotion, sabotage, fire, natural calamities like landslides, flood etc. explosion, epidemic/quarantine restriction, strike, lockout, or act of God(hereinafter referred to as events) provided notice of happenings, of any such eventuality is given either party to the other within 10 days from the date of occurrence thereof, neither party shall by reason of such events be entitled to terminate the contract nor shall either party have any claim for damages against the other in respect of such non-performance or delay in performance under the contract.

11. POL (Petroleum Oil & Lubricants):

The POL will be provided by the Selected Bidder for all vehicles on hire and they shall have to place vehicles with sufficient POL.

12. Maintenance Cost & Insurance:

The Selected Bidder shall bear the all maintenance cost & insurance of the vehicle.

13. Payment to the drivers:

Timely payment to the drivers shall be the responsibility of the selected bidder(s). The bidder(s) shall ensure payment to the drivers within 10th of every month and the acknowledgement/payment receipt from the drivers must be submitted by 15th of every month by the selected bidder(s) failing which AEGCL will be at liberty to terminate the contract.

14. Amendment to the Bid document:

At any time prior to the deadline for submission of proposal, the AEGCL may for any reason, whether at its own initiative or in response to clarifications requested by an Applicant, modify the Bid document by the issuance of Addendum/Amendment/Corrigendum and posting it on the website www.aegcl.co.in. In order to afford the Applicants, a reasonable time for taking an amendment into account, or for any other reason, AEGCL may, in its sole discretion, extend the last date of submission.

15. Signing of Bid:

The signatory signing the Bid shall state in what capacity he is/they are, signing the Bid, e.g. as Sole Proprietor of the firm, or as a Secretary/Manager/Director etc., of a Limited Company. In case of a Registered Partnership firm, the names of all partners shall be disclosed and the tender shall be signed by all the partners or by their duly constituted attorney, having authority to bind all the partners in all matters pertaining to the contract. In case of limited company, the names of all the Directors shall be mentioned, and a copy of the Resolution passed by the Company authorizing the person signing the tender to do so on behalf of the company along with a copy of the Memorandum and Articles of Association of the Company. The Power of Attorney shall be signed by all the partners in the case of a partnership concern and by the person who by his signature can bind the company in the case of a limited company.

16. Special Terms & Conditions

- a) The Bidder/ Supplier should be able to provide Car driven on specific fuel in accordance with the directives/ guidelines issued from time to time by courts/ State Govt. / Govt. of India/ NGT or any other statutory body.
- b) In circumstances, the hired vehicle is involved in an accident resulting in loss or damage to property or life with respect to vehicle driver, a 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 AEGCL shall have no responsibility whatsoever and will not entertain any claim in this regard under the said provision of the law. This will also include award given by Motor Accident Claim Tribunal (MACT) or any other court or competent authority and the agency /Selected Bidder will be liable to pay any such award or compensation for damages caused to life and property by vehicle.
- c) The engagement and employment of drivers and payment of remuneration to them as per existing provisions of various labour laws and regulations is the sole responsibility of the Selected Bidder.

- d) The Selected Bidder shall assign the job of driving of the offered hired vehicles only to qualified experienced and licensed drivers for ensuring safe driving and assuming full responsibility for the safety of the officers / staff while on vehicle. AEGCL shall have no direct or indirect responsibility arising out of any kind of negligent, rash and impetuous driving which is an offence under IPC and any resultant loss/damage caused to the officers/staff have to be compensated by the vehicle supplier.
- e) The Selected Bidder shall send the vehicle for periodic servicing with one replacement at his own cost
- f) The Selected Bidder shall have the responsibility for arrangement of food and accommodation of the driver. AEGCL will not bear any cost for providing accommodation and food during the period for which the vehicle is hired.
- g) Any legal dispute arising out is subjected to Guwahati Jurisdiction only.
- h) All vehicles supplied shall have insurance cover and payment of such insurance will be the liability of the Selected Bidder.
- i) AEGCL reserves right to counter against the price quoted by the L1 Bidder (s).
- j) In case the date fixed for opening of Bids is subsequently declared as holiday, the Bids will be opened on next working day, time and venue remaining unaltered.
- k) The Bidders shall have to submit two sets (one original & one copy) of duly stamped & signed hard copies of the Bid data sheet and other documents as specified in the Bid.
- l) The Selected Bidder must keep all the supplied vehicles in neat and clean condition during the contract period.
- m) In the event of award of the contract and prior to execution of the contract the Bidder shall be required to submit copies of the Registration Certificate and comprehensive insurance Policies of the vehicles being offered for hire and particulars with photograph of the drivers dedicated to each vehicle. He shall also be required to produce the vehicles in the office of the undersigned for the physical verification /inspection.
- n) The Bidder shall comply with all statutory provisions Rules/Regulations/Instructions that may be applicable and incidental to the services offered under this contract.
- o) It is the responsibility of the Selected Bidder to maintain updated documents in all the supplied vehicles.

17. Bid Validity Period:

Bids shall remain valid for a period of 180 (One Hundred & Eighty) days from the date of opening of Bids.

18. Modification and Withdrawal of Tenders:

No modification and withdrawal will be allowed after submission of Bids. In case of withdrawal, Bid Security will be forfeited.

19. Bid Opening:

AEGCL shall open Bids in the presence of Bidders or their authorized representatives who wish to be present at the time of opening of Bids on due date. Authorization letter to this effect shall be submitted by the Bidder before they are allowed to participate in the Bid opening.

20. Evaluation:

- a) Bidders who have submitted the valid Bid security and Bid cost as per requirement shall be considered for further evaluation. Absence of these may lead to summary rejection of the Bid.
- b) AEGCL shall evaluate the Bids to determine whether they are complete, whether any computational errors have been made, whether documents have properly signed and whether Bids are generally in order.
- c) If there is discrepancy between words and figures of the amount found then words shall prevail prior to detailed evaluation, the Department will determine the substantial responsiveness of each Bid to the Bid document. A substantially responsive Bid is one, which confirms to all the terms & condition of Bid documents without material deviation. A Bid determined as substantially non-responsive will be rejected by AEGCL.

21. Award of Empanelment:

- a) AEGCL will select bidders (Travel agencies/vendors) whose bid has been determined to be technically responsive.
- b) Notwithstanding the above, AEGCL reserves the right to accept or reject any bid and to cancel the bidding process and reject all bids at any time prior to the award of empanelment.
- c) The bidder whose bid is qualified in techno-commercial criteria(s) will be notified by the authority and financial quotes will be invited from those bidders. The terms of financial offer shall be incorporated therein. The final selection for empanelment of Travel Agencies/Vendors shall be done after evaluation of financial bids.
- d) It may be noted that during the period of empanelment, AEGCL shall have the right to issue Work Order to any one of the empanelled agency/vendor at the L1 price that have shown satisfactory service over the period or could provide vehicles at short notice irrespective of the agency/vendor that has become the lowest bidder. All empaneled bidders are bound to abide by the condition.

22. Performance Security:

The successful Bidder must have to deposit Performance Security in the form of Fixed Deposit Receipt (FDR) for an amount of Rs.1,00,000/- (Rupees One Lakh) only at the time of signing of the Contract with AEGCL. The performance security will be released within 3 (three) months after expiry of Contract/termination of Contract and shall carry no interest.

If the Bidder fails or neglect any of his obligations under the contract it shall be lawful for AEGCL to forfeit either whole or any part of Performance Security furnished by the Bidder as compensation for any loss resulting from such failure.

23. Signing of Agreement:

The Successful Bidder (s) will be intimated to sign the agreement and accordingly the Bidder/Bidders will have to sign the same. The contract will be effective for 3(three) years from the date of signing of agreement. Cost of execution of agreement shall be borne by the selected bidder. On satisfactory completion of the contract the appropriate authority may decide to extend the contract further.


24. Payment Terms:

- a) Monthly bills shall be submitted in duplicate to the authority specified in the contract within 10th of the following month and the bill must be accompanied with the following:
- Duty slips duly signed by the user.
 - Acknowledgement of Payment to the driver for the previous month.
- No arrear bills shall be considered for payment in any cost.
- b) Payment shall be made within 15 days from the date of submission of invoices.
- c) No payment shall be made in advance nor shall any loan from any Bank or Financial Institution be recommended on the basis of the order of award of work.

25. Termination of Contract:

- a) Notwithstanding any other provisions made in the contract, AEGCL reserves the absolute right to terminate the contract forthwith if it is found that continuation of contract is not in public interest. The Selected Bidder/ Bidders will not be eligible for any compensation or claim in the event of any such cancellation.
- b) If at any later date, it is found that the documents submitted by the Bidder are forged or have been manipulated, the work order issued to the Selected Bidder (s) shall be liable to be cancelled and will be liable for action under extant laws.
- c) If the Bidder fails to arrange the supply of any or all of the vehicles within the period (s) specified in the Contract.
- d) If the Bidder fails to perform any other obligation(s) under the Contract.
- e) In case of breach of any of terms and conditions mentioned above, AEGCL will have the right to cancel the work order without assigning any reason therefore and nothing will be payable by AEGCL in that event and Security deposit shall also stand forfeited.

The Undersigned reserves the right to accept or reject any or all Bids without assigning any reason thereof.


29/7/23

General Manager (HR), AEGCL

Appendix-1

UNDERTAKING

(This must be submitted in the official letterhead of the agency)

To,

The General Manager (HR),
Assam Electricity Grid Corporation Ltd,
Bijulee Bhawan, Paltanbazar,
Guwahati-781001

Sub: Undertaking for clean track record.

Sir,

This is to inform you that my/our travel agency.....
(Name of the Agency) has not been blacklisted by Central/State Government/PSU or any
other organization and there has been no litigation with any Government or other
agencies.

Signature

(Name, Designation of Authorized
Signatory with Seal)

Appendix-2

Particulars of the vehicles available with the Bidder (Minimum 3 nos. of vehicles of the types required under this tender or equivalent)

SL NO	Make	Model	Registration No

Signature

(Name, Designation of Authorized Signatory with Seal)