



## **RED RIVER TOURS & TRAVELS**

(A unit of Assam Tourism Development Corporation Ltd.)

(EOI No. ATDC.3397/2022 date: 11/04/2022)

### **SHORT NOTICE INVITING EOI FOR EMPANELMENT OF TRAVEL AGENTS FOR HIRING OF VEHICLE**

Sealed technical proposal are invited from interested, eligible and experienced Travel agency for the following work:-

Sl. No.	Work	Last date for submission	Date of opening	If any queries or discussion, contact
1.	EOI for empanelment of Travel Agents for Hiring of vehicle	05/05/2022 1.00 PM.	05/05/2022 2.00 PM.	Manas Hazarika M: +917896060722 Email: redrivertravels@gmail.com

Details, terms and conditions for the above work can be downloaded from website: [assamtourisonline.com](http://assamtourisonline.com).

Managing Director  
Assam Tourism Development Corporation Ltd.



## **RED RIVER TOURS & TRAVELS**

(A unit of Assam Tourism Development Corporation Ltd.)

(EOI No. ATDC.3397/2022 date: 11/04/2022)

### **DETAILED NOTICE INVITING EOI FOR EMPANELMENT OF TRAVEL AGENTS FOR HIRING OF VEHICLE**

#### **Introduction**

Red River Tours and Travels, a unit of Assam Tourism Development Corporation Limited, Guwahati invites sealed Expression of Interested (EOI) For Empanelment of Hiring of Vehicle from reputed experienced Travel agents.

#### **Critical Information**

Sl.No.	Information	Details
1.	Advertisement Date	13/04/2022
2.	Detailed document available in website	13/04/2022
3.	Place, Time and Date of Pre-Bid Meeting	Asom Paryatan Bhawan (4 <sup>th</sup> Floor), A. K. Azad Road, Paltan Bazar, Guwahati – 8  25/04/2022 2.00 PM.
4.	Last date for submission of written queries for clarifications	26/04/2022 2.00PM.
5.	Release of response to clarifications	27/04/2022 2.00PM.
6.	Last date (deadline) for receipt of proposals	05/05/2022 3.00PM
7.	Addressee and Address at which proposals in response to EOI notice are to be submitted:	Red River Tours and Travels, A Unit of ATDC Ltd., Asom Paryatan Bhawan (2 <sup>nd</sup> Floor), A. K. Azad Road, Paltan Bazar, Guwahati – 8
8.	Contact Person for queries	Manas Hazarika, Administrative Officer, ATDC Ltd. & i/c Red River Tours & Travels Asom Paryatan Bhawan (4 <sup>th</sup> Floor) A. K. Azad Road, Paltan Bazar, Guwahati – 8 M: +917896060722 Email: redrivertravels@gmail.com

## **Terms of Reference & Scope of Work**

Red River Tours & Travels, A unit of Assam Tourism Development Corporation Ltd. is an organization of Govt. of Assam invites sealed quotations for hiring of vehicle for tourism purpose. The details of requirements is given below:-

<b>Sl. No.</b>	<b>Type of vehicle</b>
1.	Swift Dezire & equivalent
2.	Mahindra Scorpio & equivalent
3.	Toyota Innova & equivalent
4.	Toyota Innova Crysta
5.	Traveler 14 / 17 / 26 seater
6.	Traveler 14 seater
7.	Toyota Fortuner
8.	Any other special vehicle

### **General Conditions**

1. The empanelment will be valid for a period of two years and Managing Director, ATDC Ltd. reserves the right to cancel the empanelment at any time without assigning any reasons thereof. If the services of the agencies are found satisfactory after the expiry of two years, the contract can be further extended for a further period of one year.
2. Performance of the agency will be reviewed periodically and those agencies whose performance is not satisfactory may be taken off from the empaneled list.
3. The agency should provide copies of their Registration, PAN, GST nos. wherever applicable.

### **Eligibility Criteria**

Bidder shall include the following information and document with their bid: -

1. a) Copies of original documents defining the legal status, place of registration and principal place of business; written power of attorney of the signatory of the bid to commit the bidder.  
b) The agency must be registered under Assam Tourism.
2. Total monetary value of similar services performed during each of the last 5 (five) years.
3. Experience in similar nature of services of the last five years and detail of services (similar nature of service order and service completion certificate should be furnished along with bid).

4. Key personnel available and proposed to be engaged for management and supervision of the service.
5. a) Bidder should submit balance sheet, profit and loss account and Audit Reports for the last three years.  
b) Average Annual Financial turnover during the last 3 years, ending 31<sup>st</sup> March of the previous financial year, should be not least INR 1.50 crore value.
6. Bank Solvency Certificate not more than 3 months old.
7. Authority may seek reference from the bidder's bankers / department.
8. Information regarding any litigation in which the bidder is involved, the parties concerned and disputed amount, type of dispute and should be submitted along with quotation.
9. Undertaking / Declaration of Safety rule-regulations and safety appliances.
10. Court fee stamp of INR 8.25 (rupees eight and paise twenty five) only to be fixed with the bid document without which no bid will be considered for acceptance.
11. The participating bidders shall submit the EOI processing fee INR 5,000.00 in the form of Demand Draft / Banker's Cheque of any Nationalized Bank pledge in favour of Managing Director, Assam Tourism Development Corporation Ltd. payable at Guwahati. Bidders submitting DD/Bankers cheque and submit the same along with bid in original.
12. Bid must be accompanied by Bid Security Money of INR 5.00 lakh drawn in favour of Managing Director, Assam Tourism Development Corporation Ltd. Guwahati – 8. Security Money will have to be in any one of the form of Bank Guarantee (BG) and shall have valid for 45 days beyond the validity of the bid (i.e. 180 days +45 days = 225 days from the date of submission of quotation) (Banker cheque / DD will not accepted) and submit the same along with bid in original.

**Submission of bid: -**

1. The bidders are to be submitted in one single cover super scribing details of the Bid viz. name of the work, tender notice number & tender opening date.
2. Bidders must submit Bid containing document duly filled in, all required documents for technical qualification, Bid Security Deposit in proper form and Cost of Tender document in proper form.
3. Sealed Bid must be delivered to the Managing Director, Assam Tourism Development Corporation Ltd., Guwahati – 8 on or before 15:00 hrs. on 05/05/2022 and the Bid will be opened on the same day at 15:30 hrs. in the presence of the bidders or their authroised representatives, who wish to attend. If the office happens to be closed on the date of receipt of the bid as specified, the bid will be received and opened on the next working day at the same time & venue.

## **Terms and Conditions:**

1. The liability under section of Motor Vehicle Act 1968 and IPC causing death or permanent disability developed by the vehicle supplied by the agency, the hiring authority has no responsibility and will not entertain any claim in this regard under the provision of the law.
2. Assam Tourism Development Corporation (ATDC) reserves the right to disqualify such agency who has a record of not meeting contract obligations against earlier contract entered into with other Government organizations.
3. All liability under any Act or Statue shall be of the agency and under no circumstances Office of Managing Director, ATDC / Red River Tours and Travels will assume responsible.
4. The agency shall assign the job of driving of hiring vehicles to experienced **drivers** having appropriate license and also assume full responsibility for the safety and security of officers / officials as well as essential store items while running the vehicle by ensuring safe driving. Office of Managing Director, ATDC/ Red River Tours and Travels shall have no direct or indirect liability arising out of such negligent, rash and impetuous driing which is an offence under Section 29 of IPC and any loss caused to Office of Managing Director, ATDC Ltd. have to be suitably compensated by agency.
5. The agency shall not be engaged any driver below the age of **18 years**.
6. **TDS** applicable will be deducted from the payable amount of the bill.
7. The agency shall **abide with** all local/municipal/state/central laws and regulations.
8. Payment of all kinds of **Government taxes or duties** for supplying vehicles in Assam will be liability of the agency.
9. Tampering of meter reading, vehicle usage timing, overwriting of summary/log book sheets and misbehavior by the driver while on duty shall be viewed seriously and may lead to even **cancellation** of the contract at the discretion of the Managing Director, ATDC Ltd.
10. Vehicles up keep shall be in good condition along with good and clean seat cover etc. Vehicles so hired may inspected by user or nay officer of ATDC.
11. In case of **night halt**, only the night halt charges will be paid and the same should not be counted for duty hours.
12. **Accuracy of Meter Reading:** The accuracy of meter reading should tally with the actual distance of run at any instant and controlling / authorized officer shall have full power to check up the meter correctness and to take action to recover the actual loss to Office of Managing Director, ATDC Ltd.
13. **Penalties:** The vehicle is to be made available at any time as and when required (including Sundays and public holidays).
14. **Validity of Bid:** 180 days from the date submission of quotation.

15. **EOI Process Fee:** INR 5,000.00 in the form of DD/ Banker's Cheque pledge in favour of Managing Director, Assam Tourism Development Corporation Ltd. payable at Guwahati and submit with quotation in original.
16. **Bid Security:** INR 5.00 lakhs in the form of FDR/ BG pledge in favour of Managing Director, Assam Tourism Development Corporation Ltd. payable at Guwahati validity up to 225 days from the date of submission of quotation and submit with quotation in original.

**Additional terms and conditions for monthly hiring basis:**

17. The agency shall send the vehicle for periodical servicing at the cost of the agency. Office of Managing Director, ATDC Ltd. will not pay any mileage run for such servicing. The cost of lubricants, repairs, maintenance, taxes, insurance etc. will be to the agencies liability. When the vehicle is sent for the serving then for that day any other vehicle of same or higher type is to be provided up to the satisfaction of the user.
18. Regular checking of meter by the designated transport authority may be done by the agency and copy of the requisite certificate is to be produced in every three months to the Office of Managing Director, ATDC Ltd. In addition to this the certificate may be demanded as and when the user feels the need.
19. The vehicle may be used anywhere in the territorial jurisdiction of Assam and even outside the jurisdiction as per the need basis. The vehicle engaged by the Office of Managing Director, ATDC Ltd. is considered to be associated with the office.
20. Change of vehicle with similar type or higher will be allowed during break down of contract vehicle and with written approval of controlling officer.
21. The driver shall be provided working mobile phones at the cost of the agency, so as to enable the office of the Managing Director, ATDC Ltd. to contact them as and when required, during the period of contract. In case, it is not possible to contact the driver, due to any reason, then the same will be intimated to the agency. It will be the responsibility of the agency to make alternate arrangement of the driver and vehicle.
22. In case of non-availability of vehicles due to break down or any other reasons vehicles have to be replaced by other vehicles (of similar type or higher) immediately or within not more than one hour. In case of non-availability of suitable vehicle (of similar type or higher) within one hour, a penalty upto INR 500.00 may be imposed in addition to deduction on pro-rata basis for the period.

Managing Director  
Assam Tourism Development Corporation Ltd.

**QUALIFICATION INFORMATION**

**FOR HIRING OF VEHICLE**

**(The information to be filled in by the Bidder in the following pages will be used for purposes of post qualification).**

1. For Individual Bidders 1.a) Constitution or legal status of Bidder	:	..... Name:- ..... Full Address:-..... ..... Mobile No.: ..... E-mail i.d.: ..... Website: ..... Fax No.: .....
1.b) Place of Registration	:	.....
1.c) Principal Place of Business	:	.....
1.d) Power of Attorney of Signatory of Bid:	:	.....
2. Copy of Registration with Assam Tourism	:	.....
3. Turnover (Attach Certificate from Chartered Accountant)	:	2016-17 Rs..... 2017-18 Rs..... 2018-19 Rs..... 2019-20 Rs..... 2020-21 Rs.....

4. Service performed as agencies of a similar nature (hiring of vehicle) over the last five years with list of clients.

Sl. No.	Name of the Employer	Description of Service	Contract No.	Value of Contract (In Rs.)	Date of Issue of work order
<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	<i>6</i>

5. Existing Commitments and on-going works for hiring of vehicle:

Description Services	Place & State	Contract No.	Name & Address of Employer	Value of Contract (In INR)
<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>

6. Qualifications and experience of key personnel required for administration: -

Position	Name	Qualification	Year of Experience	Years of Experience in the Proposed position
<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>

7. Financial reports for the last five years: balance sheets, profit and loss statements, auditor's reports copies.

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8. Information on litigation history in which the agencies is involved.

Order Party	Employer	Cause of Dispute	Amount Involved	Remark showing present status
<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>

9. The agencies responsible for Accommodation & Transportation anywhere within the State / Nation .....

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- 10. Copy of Registration under Assam Tourism .....
- 11. Profile of the agencies .....
- 12. Copy of PAN CARD.....
- 13. Copy of GST Regd. certificate .....
- 14. Copy of Trade License .....
- 15. Other documents if any .....
- 16. EOI processing fees INR 5,000.00 (Non-Refundable) in the form of .....
- No. .... Date .....
- 19. Bid Security: INR 5.00 lakhs in the form of .....
- No. ....Date .....

| Seal & Signature of the Bidder |