



Guwahati Biotech Park

Technology Complex, IIT Guwahati
Guwahati- 781 039

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GBP/ 4.14/2014-15/2396

Date: 18.9.2014

SHORT NOTICE INVITING QUOTATION

Short Notice inviting sealed quotations are invited from individuals/registered firms/travel agencies for providing vehicles (A.C/Non A.C as listed below) on monthly basis to be used for the official purpose of Guwahati Biotech Park on need basis.

Type of vehicle	Rate to be quoted for Monthly Basis	
	A.C.	Non A.C.
Indica		
Ford Ikon		
Ford Fiesta		
Verna		
Etios		
Swift Dzire		
Honda City		
Accent		
Elantra		
Indigo		
Innova		
Scorpio		
Xylo		
Tavera		
Tata Sumo		
Bolero		

The quotation needs to be submitted on or before 2 p.m. up to 26/9/2014 at Guwahati Biotech Park Office, Technology Complex, IIT Guwahati. The quotations will be opened on the same day at 3 p.m. in presence of the tenderers.

Terms and Conditions

1. The tenderers shall quote the rate of vehicles for monthly basis.
2. The quoted rate should be inclusive of all taxes and tax will be deducted at source while payment.

3. The PAN No. of individuals/registered firms/travel agencies must be furnished in the quotation including VAT Registration Certificate.
4. Any repairing charges of the vehicles are to be borne by the tenderer.
5. Vehicle must be insured up to date.
6. The driver will be provided by the tenderer and driving license of the driver must be up to date.
7. The provided vehicle must be of good condition
8. The authority reserves the right to accept and reject any quotation without assigning any reason thereof.
9. The vehicle will be hired only on need basis that too at the discretion of the Guwahati Biotech Park office and mere selection does not entitle for placement of work order. In case of some official duties, where separate guidelines are fixed for hiring vehicles, the selected Individual/ Firm/Travel Agencies under this quotation notice will not be given work order for such duties and no claim in this regard will be entitled.
10. POL will be provided by this office.
11. Rates approved will be valid for 1(one) year from the date of acceptance of this offer.
12. In case if the L1 tenderer fails to provide the required vehicle then this office is at liberty to hire from L2 tenderer at rate fixed for L1 and in case L2 tenderer fails to provide, this office may hire from L3 tenderer at L1 rate and so on and it shall be binding on all concerned.
13. In case of urgency and any other exigencies, this office serves the right to hire vehicles from open market by-passing the Individuals/ Firms/ Travel Agencies selected through this tender and it shall be binding on all concerned.

(Dr. J. Balaji, IAS)
Chief Executive Officer
Guwahati Biotech Park