



लोकप्रिय गोपीनाथ बरदले क्षेत्रीय मानसिक स्वास्थ्य संस्थान

तेजपुर: असम: पिन: ७८४००१

LGB REGIONAL INSTITUTE OF MENTAL HEALTH

(An Autonomous body under Ministry of Health and Family Welfare, Govt. of India)

Website: www.lgbrimh.gov.in, e - Mail: mail@lgbrimh.gov.in

Post Box No. 15:: FAX No. (03712) 233623

TEZPUR:: 784001 :: ASSAM

No. LGB/NAZ/1404/24-25/P-I/479

Dated :- 30-01-2026

E-TENDER NOTICE

Online e-tenders i.e. two bid systems (Technical and financial) are invited through the e-procurement portal <http://eprocure.gov.in/cppp> by the Director, LGBRIMH from interested firms/suppliers / travel agencies /dealers / company etc. for providing of vehicles on rental service on as and when required basis to LGBRIMH, Tezpur for one year from the date of Award of Contract(AOC).

CRITICAL DATE SHEET

Milestones	Start Date	Start Time	Last Date	Last Time
Tender Publishing	31-01-26	6:00 PM	-	-
Tender Download	31-01-26	6:00 PM	16-02-26	3:00 PM
Pre-Bid Meeting	06-02-26	11:00 AM	06-02-26	01:00 PM
Bid Submission	31-01-26	6:00 PM	16-02-26	3:00 PM
Technical Bid Opening	17-02-26	3:30 PM	-	-

Sd/-
Director
LGBRIMH



লোকপ্ৰিয় গোপীনাথ বৰদলৈ শ্ৰেণীয়া মানসিক স্বাস্থ্য সংস্থান

তেজপুৰ: অসম: পিন: 784001

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Sl no	<i>Terms & Conditions for Submission</i>
1.	<p>Online e-tenders i.e. two bid systems (Technical and financial) are invited through the e-procurement portal http://eprocure.gov.in/cppp by the Director, LGBRIMH from interested firms/ suppliers / travel agencies /dealers / company etc. for providing of vehicles on rental service on as and when required basis to LGBRIMH, Tezpur for one year from the date of Award of Contract(AOC).</p> <p>Instructions for submission of bids</p> <p>a. Physical Documents: EMD (if applicable) and all hardcopies of uploaded documents.</p> <p>b. E-bid Cover-I: will contain the Technical Bids consisting of following in a single PDF file in the following sequence:-</p> <ul style="list-style-type: none">(i) Scanned copy of EMD or proof of EMD exemption.(ii) Scanned copy of proof of MSME enlistment (if applicable)(iii) Scanned copy of duly filled as per annexure –I(iv) Scanned copy of a declaration by the proprietor of the firm, in case, the firm is proprietorship. In case of partnership firm, a scanned copy of partnership deed duly registered by the Register of Firms. Incorporation certificate in case of company.(v) Scanned copy of statement of financial status (Annual turnover of last three years certified by CA)(vi) Scanned copy of recent non-conviction/ non-blacklisting certificate.(An affidavit on non-judicial stamp paper of Rs.100/- duly notarized by notary public)(vii) Scanned copy of updated Income Tax return documents for the financial year 2024-25.(viii) Scanned copy of PAN Card and GST registration certificate.(ix) Scanned copy of duly filled as per annexure III, VI(x) Scanned copy of valid Registration certificate issued by the competent authority or NOC from appropriate/competent authority.(xi) Undertaking of the agency/firm confirming the availability of adequate vehicle required for deployment at LGBRIMH, Tezpur.(xii) Experience certificates (if any) <p>c. E-bid Cover-II: Financial bid packet will be submitted as Cover II and will consist of following:- Financial bid in the form of “BOQ” (BILL OF QUANTITIES) only. Financial bid will be submitted online only. Kindly fill up the colored cells. If a firm quotes NIL charges/consideration, the bid shall be treated as unresponsive and will not be considered.</p>
2.	<p>The Period of contract: - One year or as decided by the Institute from the award of contract or may be extended as per Institute’s requirement.</p>

3.

CRITICAL DATE SHEET

Milestones	Start Date	Start Time	Last Date	Last Time
Tender Publishing	31-01-26	6:00 PM	-	-
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Bid Submission	31-01-26	6:00 PM	16-02-26	3:00 PM
Technical Bid Opening	17-02-26	3:30 PM	-	-

If due to any exigency, the due date for opening of the Bids is declared a closed holiday, the Bids will be opened on the next working day at the same time or on any other day/time as notified.

<i>Sl no</i>	<i>General Conditions</i>
1.	<p><u>Process of submission of online bid:</u></p> <p>The bidders are requested to submit the soft copies of their bid electronically on the CPP portal using valid Digital Signatures (DSC).</p> <ol style="list-style-type: none"> a) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (http://eprocure.gov.in/cppp). b) The bidders will be required to choose a unique username and assign a password for their accounts and are advised to register their valid email address and mobile numbers as part of the registration process. c) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India with their profile. Only one valid DSC should be registered by a bidder. d) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token. e) Bidder should take into account any corrigendum published on the tender document before finally submitting their bids in the CPP portal (http://eprocure.gov.in/cpp). f) Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid. g) Bidder should log into the site and upload their bids on or before the bid submission time. h) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document. i) Bidder has to select the payment option as “offline” to pay the EMD as applicable and enter details of the instrument. j) A standard BOQ file in Excel format has been provided with the tender document to be filled by all the bidders. Bidders are requested to note that they should necessarily submit their financial bids in the exact format provided and no other format is acceptable. The BOQ filename must not be changed and if in any case the BOQ is found to be modified by the bidder the bid will be rejected. k) The server time (which is displayed on the bidders’ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission. l) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for the tender. Bidder can contact via email id: lgbetender@gmail.com. m) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. n) Pre-bid meeting shall be held on <u>03/11/2025</u> at MS Conference Room, Administrative Building at 11:00 AM to clarify any queries of the tender.
2.	<ol style="list-style-type: none"> a) L1 bidder evaluation will be done on the basis of total aggregate value wise evaluation of quoted rates.
3.	<p><u>EMD/ PERFORMANCE SECURITY</u></p> <ol style="list-style-type: none"> a) Bidder should submit EMD of Rs 10,000/- (Rupees Ten Thousand Only/-) in the form of DD/FDR/BG drawn in favor of Director, LGBRIMH, Tezpur, Assam payable at Tezpur, failing which the tender shall not be considered for acceptance and will be summarily rejected.

Cash, cheque or any other mode of payment will not be accepted at all. The EMD deposited against previous tender cannot be adjusted or considered for this tender. No interest will be payable on the EMD/BID security. The EMD of the approved bidder will be released only after the concerned firm deposits necessary performance security. **The DD/FDR/BG of EMD should reach LGBRIMH before the last date of opening of technical bid.**

- b) Performance security equivalent to 5% of the total cost of the contract value shall have to be deposited by the successful bidder in the form of DD/FDR/BG drawn in favor of Director, LGBRIMH, payable at Tezpur. Performance security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the supplier including warranty obligations. The same amount will be released after fulfillment of contractual obligations and no interest shall be payable thereof.
- c) Tender Number, its due date and complete address of the firm should also be clearly written on the BACK SIDE OF THE DEMAND DRAFT SO AS TO ENSURE safe return of the demand draft to the unsuccessful or successful tenders as the case may be.
- d) EMD of unsuccessful bidders will be returned in due time.

4.

SIGNING OF BID:-

- a) The bid is liable to be ignored if incomplete information is given or documents asked for are not dully filled or furnished.
- b) Individual signing the bid or other documents concerned with the bid must specify whether he signed as :
 - a) A sole proprietor of the firm, or constituted Attorney of such proprietor.
 - b) A partner of the firm, if it is a partnership concern, in which case, he must have legal authority to sign, answer and admit to refer dispute to arbitration.
 - c) Constituted Attorney if it is a company.

NOTE:-

** In case of (b), a copy of the Partnership Deed, General Power of Attorney, in each case, duly attested by a Notary Public, as affidavit on a stamp paper to the effect that all the partners admit execution of the partnership agreement and authority of the general power of attorney should be furnished.

** In case of partnership firm, where no authority to refer disputes concerning the business or the partnership has been conferred on any such partner, the bid and all other related documents must be signed by every partner of the firm.

TERMS OF SUPPLY :-

5.

- a) **Liability for late service delivery & Non service delivery:-** No trip cancellation fee will be paid by the Institute. If the vendor/service provider fails to provide vehicle service in timely manner then penalty may be imposed on the firm by the Institute's authority as deemed necessary.
- i. Denial/ Non-availability of vehicles / Non- availability of designated vehicles/ replacement of such vehicles without prior notice during the contract period will attract a penalty of Rs. 1,000/- per day per instances.
- ii. In case the service provider fails to provide the vehicles (partly or whole) within the stipulated time as and when required, LGBRIMH shall be at liberty to get the service of vehicle from other available sources at the cost of the defaulting service provider. The additional expenditure so incurred for getting the service shall be borne by the defaulting service provider in addition to forfeiture of security money deposit and if he fails to compensate the entire loss and if the security money deposits are not sufficient, action may be taken to realize the loss as per the law of the land.
- b) It will be the responsibility of the bidder/service provider to ensure safe transportation of the user to the destination address.
- c) **No payment shall be made for any trip cancellation.**
- d) The supplier/service provider will be liable to present bill after completion of indented service and payment will be made accordingly.

6.	<p><u>RIGHT OF ACCEPTANCE :-</u></p> <p>a) Director, LGBRIMH, reserves the right to reject/accept any or all tenders without assigning any reasons thereof and also have the right to place order on one or more firms. No correspondence will be entertained.</p> <p>b) The quantity shown in the Annexure-II may be increased or decreased to an extent depending upon the actual requirement of the institute.</p> <p>c) If the bidder gives false statement on any of the above information, the firm / supplier will not be considered and their tender shall be deemed to be rejected and the security deposited will be forfeited.</p> <p>d) It will be prerogative of the institute to place the service order for the whole lot / item or in piecemeal basis depending upon the requirement of the institute.</p>
7.	<p><u>AGREEMENT:-</u></p> <p>An agreement will have to be executed on non judicial stamp paper of Rs.100 /- duly notarized by notary public by the successful bidder with the institute authority in the format (Annexure IV) prescribed by the institute.</p>
8.	<p><u>REJECTION OF THE TENDER :- Terms & Conditions</u></p> <p>The Bid will be rejected due to any of the reason or reasons mentioned below:-</p> <ol style="list-style-type: none"> 1. Non-submission of Scanned copy of EMD or proof of EMD exemption or the hard copy of EMD. 2. Non-submission of Scanned copy of proof of MSME enlistment (if applicable) 3. Non-submission of Scanned copy of a declaration by the proprietor of the firm, in case, the firm is proprietorship. In case of partnership firm, a scanned copy of partnership deed duly registered by the Register of Firms. Incorporation certificate in case of company to be submitted. 4. Non-submission of Scanned copy of statement of financial status (Annual turnover of last three years certified by CA) 5. Non-submission of Scanned copy of recent non-conviction/ non-blacklisting certificate. .(An affidavit on non-judicial stamp paper of Rs.100/- duly notarized by notary public) 6. Non-submission of Scanned copy of updated Income Tax return documents for the financial year 2024-25. 7. Non-submission of Scanned copy of PAN Card and GST registration certificate. 8. Non-submission of Scanned copy of duly filled annexure I, III, 9. Non-submission of Scanned copy of valid Registration certificate issued by the competent authority or NOC from appropriate/competent authority. 10. Non-submission of Scanned copy of Undertaking of the agency/firm confirming the availability of adequate vehicle required for deployment at LGBRIMH, Tezpur.
9.	<p><u>DISPUTE ADJUDICATION:-</u></p> <p>In case of any dispute the same shall be mitigated as per provision of the tender and territorial jurisdiction shall be within the limit of the Tezpur District Court.</p>

Additional Terms & Conditions

1. Rate of rented vehicles should be reasonable and similar to market rate.
2. Vehicles are based on the requirement of Institute which may increase or decrease. Institute will not provide any advance payments.
3. The provided vehicles should have valid and up to date Registration certificate, Insurance, PUCC, Vehicle fitness, Taxi permit etc.
4. The right to reject all or any of the bids and to split up the requirements or relax any or all the above conditions without assigning any reason is reserved with the Institute. For any corrigendum and addendum please check the official website (www.lgbrimh.gov.in) regularly.
5. Sub-letting/Sub-contract of work is not allowed.
6. The bidders should clearly mention all charges or taxes (GST, Carriage etc. including toll fees, parking fee) in the financial bid. Nothing extra after submission of the bid will be considered.
7. The vehicles shall be supplied within the time specified as and when required.
8. Vehicles should be in excellent running condition. It would be the responsibility of the agency/firm to check the antecedents of the driver engaged with the hired vehicles and ensure that drivers conduct are good and do not cause any kind of hassle to the officials using the vehicles.
9. Repair & Maintenance: All repair and maintenance will be sole responsibility of the agency/firm. In case of breakdown or any problem, the service provider will have to arrange for another vehicle within 1-2 hours.
10. Charges not mentioned in the financial bid shall not be paid.
11. The successful bidders shall have to sign the deed of agreement as per the prescribed format.
12. The Director, LGBRIMH, Tezpur, has the right to cancel any or all the tenders without showing any reasons thereof.
13. All legal matters will be within the Tezpur jurisdiction.
14. Taxes as applicable should be clearly mentioned in the financial bid.
15. Payment will be done after satisfactory performance and completion of the service.
16. The successful bidder shall be solely responsible and liable for the vehicles to be provided and LGBRIMH, Tezpur shall not have any liability and responsibility on this account.
17. In case of any disputes the same shall be mitigated as per provision of the tender and territorial jurisdiction shall be within the limit of the Tezpur District Court.
18. The owner/bidder solely will be held responsible for any:
 - i. Damage caused to the car due to any accident or natural calamity.
 - ii. For any court case or compensation arising out of the vehicle and its driver.

- iii. Any tax or charges that may be levied by the state/central govt. and/or for parking etc.
 - iv. Traffic Rule violation by the driver.
19. All the expenses related to fuel, drivers' fee, toll tax, GST, parking fee, etc is to be included in the financial bid.
 20. Details of required vehicles and date/time will be notified, as and when required.
 21. The drivers of the supplied vehicles must have a valid driving license, should not have any criminal case against him.
 22. The drivers of the supplied vehicles should not be addicted (to any tobacco products). He should have a mandatory mobile connection with him.
 23. The vehicle provided by the bidder should be proper and clean.
 24. The dedicated driver for the vehicle must possess driving experience of not less than 5 years.
 25. The vehicles should be equipped with an emergency medical kit, fire extinguisher etc.
 26. The contract for providing of vehicle service on rental service basis as and when required will be for **12 months** from the date of award of contract. It may be extended for a further period as may be found necessary.
 27. Near Relative: The bidder should not be an employee of LGBRIMH and should not have any near relative working in LGBRIMH, Tezpur.
 28. Unless other aim specified in the terms & conditions of the tender documents, for pre-mature termination of this agreement, one month notice will be required from either side in writing.
 29. In case of any dispute pertaining to providing of vehicles on rental service on as and required basis, the matter shall be referred to the Director, LGBRIMH, and his decision will be final and binding on the bidder.
 30. The Director, LGBRIMH will not recognize any association of Traders and in case any negotiation/ bargaining is necessary with regard to the clarification of the terms and conditions of license or modifications thereto for which negotiations should be sought by the bidder alone and no collective representation/ bargaining will be entertained. The decision of the Director, LGBRIMH in this regard shall be final and binding.
 31. Denial/ Non-availability of vehicles /Non-availability of designated vehicles/ replacement of such vehicles without prior notice during the contract period will attract a penalty of Rs. 1,000/- per day per instances.
 32. The Bidder shall submit an undertaking in the prescribed format (Annexure- III) along with the Technical bid.

33. The successful bidder must maintain a log book/sheet for each vehicle provided as per Annexure-V.
34. The contractor shall send the vehicles for periodical servicing at his own cost. LGBRIMH, Tezpur will not pay any mileage run for such servicing nor any deduction be made for the duration involved in such servicing. The cost of lubricants, repairs, maintenance, taxes, insurance, etc. will be to the contractor's liability.
35. It will be the responsibility of the service provider to take care of the drivers allotted to LGBRIMH, Tezpur, if any health related situation/emergency arises during the contract period. LGBRIMH, Tezpur will not be liable to provide any treatment in such cases.
36. Billing will be from garage to garage with the overriding condition that dead mileage would not be more than 5 kms one way.
37. Only such agency/firm may apply whose taxis have been duly authorized by the concerned RTO for use as public transport.

TECHNICAL BID (Organization details)

Sl. No.	Description	Particulars
1.	Tender No.	
2.	Name of the work	
3.	Name of the Bidder/Firm/Company/Agency	
4.	Address	
5.	Name of the proprietor and contact person of firm/agency	
6.	Aadhar Card (certificates to be attached)	
7.	Name of the authorized representative	
8.	Contact No.	
9.	Email:	
10.	GST No. (certificates to be attached)	
11.	PAN No. (certificates to be attached)	
12.	Bank Details (Bank name, A/c number, IFSC code) (Photocopy to be attached)	
13.	EMD details	
14.	Experience certificate (if any)	

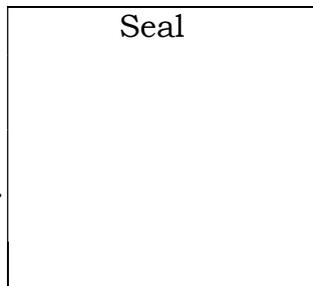
Declaration by the tenderer:-

I / we hereby declare that I / we before signing this tender have read and fully understood all the terms & conditions contained herein and undertake myself / ourselves to abide by them.

I /We further declare that the information/ documents furnished above are true and correct and any I / we undertake that any discrepancy (ies) found on later occasion, will liable me /us any action as deemed fit by the LGBRIMH, Tezpur.

Date.....

Place.....



Name.....

Designation.....

Address.....

FINANCIAL BID

(To be submitted in BOQ sheet in Financial Bid/not to be submitted with Technical Evaluation documents)

SL No.	Vehicle Type	Rates Including GST, toll, fuel, driver accommodation, fee, food, taxes etc.	
		Base Fare Tezpur Local (within 80 km radius of LGBRIMH per day)	Rate per KM above 80 km & upto 100 km
1.	Innova (Crysta) (AC)		
2.	Honda Amaze/ Swift Dzire/ Etios (AC)		
3.	Ertiga (AC)		
4.	26 Seater Traveller (Non-AC)		
5.	26 Seater Traveller (AC)		
6.	40 Seater Bus (Non-AC)		
7.	40 Seater Bus (AC)		
SL No.	Vehicle Type	Rates Including GST, toll, fuel, driver accommodation, fee, food, taxes etc	
		Base Fare Outstation Tezpur (100 to 400 km per day)	Rate per KM above 400 km
1.	Innova (Crysta) (AC)		
2.	Honda Amaze/ Swift Dzire/ Etios (AC)		
3.	Ertiga (AC)		
4.	26 Seater Traveller (Non-AC)		
5.	26 Seater Traveller (AC)		
6.	40 Seater Bus (Non-AC)		
7.	40 Seater Bus (AC)		
Night Halt Charges		Per night outstation Tezpur	

- Travel distance = Originating point to destination and back to originating point

Total Amount Rs.

Total Amount in Words Rs.

Date :

Signature of firm/agency

Name: _____

Designation: _____

Firm/Agency Name: _____

Contact No. : _____

Undertaking

Tender No.

Date.....

Name and address of the Firm:

To,

The Director
LGB Regional Institute of Mental Health
Tezpur, Dist, Sonitpur, Assam- 784001

Sir,

I/We the undertaking certify that I/We have gone through the terms and conditions mentioned in the tender documents and hereby undertake to agree and comply with them in its entirety.

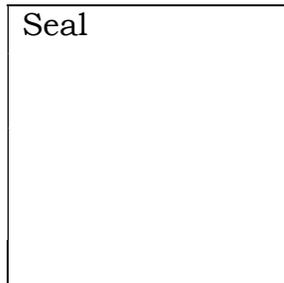
I /We further declare that the information/ documents furnished above are true and correct and any I / we undertake that any discrepancy (ies) found on later occasion, will liable me /us, any action as deemed fit by the LGBRIMH, Tezpur.

I/We understand that in case of breach of any of the terms and conditions committed on my/our part, the contract for providing of vehicles on rental service basis as and when required will be liable to be terminated.

Signature of the Bidder.....

Date.....

Place.....



Name.....

Designation.....

Address.....

.....

DEED OF AGREEMENT

An AGREEMENT made on BETWEEN LGBRIMH, Tezpur, herein after called the Director, which expression shall include its successor and assignees of the FIRST part and M/s. Herein after called the “CONTRACTOR” which expression shall include his heirs, executors his heirs, executors, administrators and legal representative of the SECOND part.

TERMS AND CONDITIONS OF THE AGREEMENT FOR PROVIDING OF VEHICLES ON RENTAL SERVICE ON AS AND REQUIRED BASIS AT LGBRIMH, TEZPUR, WILL BE AS UNDER.

1. The contractor shall be responsible for providing of vehicles on rental service on as and required basis within the contract period.
2. The contractor has to employ adequate number of drivers in order to maintain efficiency and standard desired by the LGBRIMH, Tezpur. All persons engaged by the contractor shall be the contractor’s own employee and they will claim no privileges from LGBRIMH, Tezpur. The contractor will be directly responsible for the administration of his employees in regard to general discipline, conduct and courteous behavior towards the user in general.
3. The contractor will get all his drivers medically examined from approved Registered Medical Practitioner recognized by the Indian Medical Council to be free from communicable diseases in addition to general fitness and will also ensure that drivers on duty are properly dressed. The contractor will also ensure that neat and clean dress is provided to his staff.
4. Very high standards of hygienic and cleanliness shall be maintained in the vehicles provided by the contractor.
5. Unless other aim specified in the terms & conditions of the tender document, for pre-mature termination of this agreement, one month notice will be required from either side in writing.
13. In case of any dispute pertaining to providing of vehicle on rental service on as and when required basis, the matter shall be referred to the Director, LGBRIMH, Tezpur and his decision will be final and binding on the contractor.
14. The contractor has a mere permission only to provide hired vehicles on as and when required basis in the LGBRIMH, Tezpur during contract period and nothing contained in this document shall be constructed as devolution of right and interest over the LGBRIMH, Tezpur premises or any part thereof and shall not give rise to any legal title or to the contractor.
15. The successful contractor shall have to pay **5% of total contract value** in the form of DD/BG/FDR as Performance Security in favor of The Director, LGBRIMH, Tezpur. The Security Deposit shall be released only after 2 months from the date of expiry of the contract after deducting outstanding dues, if any subject to satisfactory of work. The Director, LGBRIMH reserves the right to recover any statutory dues or other dues from the Security Deposit.
16. The contractor shall employ only such drivers above 18 years of age as such shall have good character well behaved and skillful in their business.

17. The Director, LGBRIMH will not recognize any association of Traders and in case any negotiation/ bargaining is necessary with regard to the clarification of the terms and conditions of license or modifications thereto for which negotiations should be sought by the bidder alone and no collective representation/ bargaining will be entertained. The decision of Director, LGBRIMH, Tezpur, in this regard shall be final and binding.
18. The contractor shall comply with any other instructions which may be issued from time to time by the Director, LGBRIMH and any other advisories issued by the Govt. of India, State and District Administration on the subject should strictly be adhered from time to time.
19. Vehicles are based on the requirement of Institute which may increase or decrease. Institute will not provide any advance payments.
20. The provided vehicles should have valid upto date Registration certificate, Insurance, PUCC, Vehicle fitness, Taxi permit etc.
21. Sub-letting/Sub-contract of work is not allowed.
22. The vehicles shall be supplied within the time limit specified as and when required.
23. Vehicles should be in excellent running condition. It would be the responsibility of the agency/firm/contractor to check the antecedents of the driver engaged with the hired vehicles and ensure that drivers conduct are good and do not cause any kind of hassle to the officials using the vehicles.
24. Repair & Maintenance: All repair and maintenance will be sole responsibility of the agency/firm/contractor. In case of breakdown or any problem, the service provider/contractor will have to arrange for another vehicle within 1-2 hours.
25. The successful contractor shall be solely responsible and liable for the vehicles to be provided and LGBRIMH, Tezpur shall not have any liability and responsibility on this account.
26. The owner/contractor solely will be held responsible for any:
 - v. Damage caused to the car due to any accident or natural calamity.
 - vi. For any court case or compensation arising out of the vehicle and its driver.
 - vii. Any tax or charges that may be levied by the state/central govt. and/or for parking etc.
 - viii. Traffic Rule violation by the driver or for over speeding, etc.
27. Denial/ Non-availability of vehicles /Non-availability of designated vehicles/ replacement of such vehicles without prior notice during the contract period will attract a penalty of Rs. 1,000/- per day per instances.
28. The Tender Document No....., which is annexed to this agreement, shall form part and parcel of this Agreement and integral part of this agreement.
29. For any arbitration or legal matters, the jurisdiction shall be at Tezpur only.

In the presence of witness:

- 1.....
- 2.....

Signature of the Purchaser or his/her nominee
(With seal)

In the presence of witness:

- 1.....
- 2

Signature of the Contractor
(With seal)

Sample Log book/Sheet details to be maintained by the firm/agency for each vehicle

Vehicle No:

Month:

SL No	Official Name	Date of travel	Designation	Trip Details	Signature of Officer
1.					
2.					
3.					
4.					
5.					

Checklist

Annexure-VI

Sl. No.	Documents to be submitted along with the techno-commercial bid	Attached page no.	
		From	to
1.	Scanned copy of EMD or proof of EMD exemption		
2.	Scanned copy of proof of MSME (if applicable)		
3.	Scanned copy of duly filled as per Annexure –I		
4.	Scanned copy of a declaration by the proprietor of the firm, in case, the firm is proprietorship. In case of partnership firm, a scanned copy of partnership deed duly registered by the Register of Firms. Incorporation certificate in case of company to be submitted.		
5.	Scanned copy of statement of financial status (Annual turnover of last three years certified by CA)		
6.	Scanned copy of recent non-conviction/ non-blacklisting certificate.(An affidavit on non-judicial stamp paper of Rs.100/- duly notarized by notary public)		
7.	Scanned copy of updated Income Tax return documents for the financial year 2024-25.		
8.	Scanned copy of PAN Card and GST registration certificate.		
9.	Scanned copy of duly filled annexure III, VI		
10.	Scanned copy of valid Registration certificate issued by the competent authority or NOC from appropriate/competent authority.		
11.	Undertaking of the agency/firm confirming the availability of adequate vehicle required for deployment at LGBRIMH, Tezpur.		
12.	Experience Certificates (if any)		