

**(Group-C)**

**Terms and conditions for submission of Quotation/Expression of Car Hiring in the Assam Legislative Assembly Secretariat.**

The interested of the Firm holder/Individuals/parties etc. required to submit the following documents along with the Quotation/Expression of Interest.

1. Firm Registration Number.
2. PAN Card.
3. Copy of latest Trade Licence Certificate.
4. G.S.T. up-to-date with No.
5. Saving Bank A/C No..... of the Firm holder/Individuals/parties etc. of any Public Sector Bank.
6. Earnest money of Rs.10,000.00 (Rupees ten thousand) only in the form of FD/NSC/IPO etc. to be pledged in favour of Principal Secretary, Assam Legislative Assembly Secretariat.
7. Selected firm/individuals/parties shall have to deposit security money of Rs.50,000.00 (Rupees fifty thousand) only in the form of FD/NSC etc. to be pledged in favour of Principal Secretary, Assam Legislative Assembly Secretariat.
8. Up to date Annual Income Tax return statement for the last 3(three) years.
9. Financial viability certificate from any Public Sector Bank.
10. The service of the firm/parties/individuals etc. will initially be awarded for one year.
11. The services of the firm/ individual/parties may be extended for a maximum period of two years in deserving cases/satisfactory performances.
12. Parties are mandatory to present at the time of opening day of the Quotation/Expression of Interest.
13. Party should furnish present correspondence address with telephone/ Mobile No.
14. The Firm/Bidder must not have been blacklisted by the Government/ Ministry/ Department/PSU, nor should they have been debarred from dealing with any Public Department.
15. All disputes shall be subject to the jurisdiction of the Gauhati High Court, Assam.
16. The Assam Legislative Assembly Secretariat is not bound to accept the lowest rate of any tender and reserves the right to accept or reject any or all tender without assigning any reason thereof. The Assam Legislative Assembly Secretariat also reserves the right to cancel the contract before its expiry if the services for any reason is found to be unsatisfactory.
17. ***A declaration to the effect that he/she is capable of issue of car hiring within short span of time or as and when necessary even on credit.***
18. ***Rate should be submitted as per prescribed format.***
19. ***A declaration to the effect that he/she is willing and capable of rendering services at the rate offered by the Assam Legislative Assembly Secretariat.***
20. ***Experience certificate of Car Hiring indicating Annual turn over from any Govt. Offices/Non-Govt. reputed private organizations etc.***

Sd/-  
Secretary, In-Charge,  
Assam Legislative Assembly.