



**OFFICE OF THE STATE LEVEL NODAL AGENCY  
WATERSHED DEVELOPMENT COMPONENT  
PRADHAN MANTRI KRISHI SINCHAYEE YOJANA(WDC - PMKSY), ASSAM**  
NODAL DEPTT: SOIL CONSERVATION, GOVT. OF ASSAM  
3<sup>rd</sup> Floor, BhumiSangrakshanBhawan, R.G. Baruah Road, Guwahati-781005  
E-mail ID: assamslnaiwmp@gmail.com

No.SLNA/WDC-PMKSY/21/2023/1

Dated Guwahati the 8<sup>th</sup> August, 2023

**SHORT NOTICE INVITING QUOTATION**

Sealed quotations are hereby invited from the registered Travel Agency/ Firm to provide vehicle with driver for hiring under State Level Nodal Agency (SLNA), WDC-PMKSY, Assam as per the following format:

Sl. No.	Type of Vehicle	Monthly Hiring Charges (in Rs.)			Fuel Charges per K.M. (in Rs.)
		Base Price	Taxes	Total	
1.	Toyota Innova				

All quotation duly sealed must be addressed to the Chief Executive Officer, SLNA, WDC-PMKSY, Assam, 3<sup>rd</sup> Floor, Bhumi Sangrakshan Bhawan, R.G. Baruah Road, Guwahati-5 and should reach by 16<sup>th</sup> August, 2023 up to 4:00 PM and which will be opened on the same day at 4:30 PM.

Quotation should be submitted along with copy of PAN Card and GST Registration Certificate.

**General Terms & Conditions:**

1. The Vehicle to be provided should not more than 6 (six) months old (not run more than 15000 km) and vehicle with damaged body due to accidents etc. will not be acceptable.
2. The contract for hiring of vehicle will be for a period of 1 (one) year or as per agreement which will be extended on satisfactory performance/ services.
3. In case of breakdown of the vehicle, alternative vehicle of same model should be provided within one hour of reporting.
4. The repairing charges including minor and major shall be borne by the firm. In respect of changing of tyre, etc., the cost of the new tyres shall be borne by the firm.
5. The vehicle should be properly insured, so that the firm can claim damages from Insurance Company in case of accident, etc.
6. The firm shall have to comply with all liabilities of Transport Department namely Registration, Road Tax, Insurance, etc.
7. The Insurance should be up-to-date and a Xerox copy of Insurance document is to be submitted to SLNA.
8. The agency has to maintain proper records to show the mileage travelled by the vehicle. The Driver shall maintain duty chart (Log Book) and get signature of the officer or his personal staff for each duty.
9. Driver should have a valid driving license. He must follow traffic rules and other regulations prescribed by the Government from time to time. Drivers should be familiar with all important routes in the State including places in the Neighbouring States.
10. Driver must always be in clean clothes, must be courteous and well-mannered and should always carry a mobile phone for easy contact. Driver must not have any criminal record.
11. The SLNA, reserves the right to terminate the contract at any stage, without assigning any reason whatsoever.
12. The undersigned is not bound to accept the lowest rate quoted by the quotationer.
13. Payment will be made through PFMS (online payment) only on submission of bill. All taxes as applicable shall be deducted at sources.
14. The car rental firm shall execute an agreement in non-judicial stamp paper with the Chief Executive Officer, SLNA, WDC-PMKSY, Assam abiding by the terms and conditions.

  
**Chief Executive Officer**  
**SLNA, PMKSY-WDC, ASSAM**

Memo No.SLNA/WDC-PMKSY/21/2023/1-A

Dated Guwahati the 8<sup>th</sup> August, 2023

Copy to:

1. PS to Additional Chief Secretary to the Govt. of Assam, Soil Conservation Department and Chairman, SLNA, WDC-PMKSY, Assam, Dispur for favour of his kind information.
2. Website of SLNA/ <https://sppp.assam.gov.in/>

  
**Chief Executive Officer**  
**SLNA, PMKSY-WDC, ASSAM**