

# **TENDER DOCUMENT**

**FOR**

**HIRING OF VEHICLE ON YEARLY AND CALL BASIS FOR  
MEGHALAYA BASIN DEVELOPMENT AUTHORITY, SHILLONG  
C/O MEGHALAYA STATE HOUSING FINANCING CO OPERATIVE  
SOCIETY COMPLEX, NONGRIM HILLS**

**SHILLONG-793003**



**1. Background:** Integrated Basin Development & Livelihood Promotion Programme (IBDLP) is the flagship programme of the Government of Meghalaya (GoM). The programme envisages interventions around the themes of Enterprise/Livelihoods promotion, Natural Resources Management, Knowledge Management and good Governance.

The Meghalaya -Basin Development Authority (MBDA) provides leadership and support to various institutions and facilitates a platform for convergence and co-ordinated action.

## **2. Scope of Work**

- a) The vehicle on call basis or yearly basis will generally be required by the Meghalaya Basin Development Authority (MBDA) for its official work and carrying officers/consultants to Government Offices/Departments and field tour within the State or outside the State. The different types of litigation free vehicles will be required during financial year 2017-18 .
- b) **The L2 and L3 agencies can also give their consent to provide the said vehicle at lowest(L1) approved price after the finalization of tender and before signing of contract. However, the first priority for booking vehicle will be given the selected L1 agency only for the said vehicle.**
- c) The agency should provide vehicles to MBDA as and when required basis only on getting the telephonic requisition from the authorized Officials of MBDA.
- d) The Bids will be evaluated excluding taxes.

## **3. Bid Validity**

- a) The tender shall be remained valid for a period not less than 45 days from the last date of submission of tender.

## **4. Period of Contract**

- a)The contract period will be for a period of one year (from the date of contract). The contract will be renewed on yearly basis on successful execution of service.
- b) The authority reserves the right to terminate the Contract without assigning any reason thereof, at any time during currency of contract by giving 7 days' notice. In the event of any such termination of the contract, the Travel Agent shall only be entitled to the entire amount for services actually provided under the Contract till the termination of Contract, subject to deductions if any under the terms of Contract and no other claims can be allowed or considered.
- c)In case of failure by the Travel Agent to fulfil his contractual obligations, the MBDA reserves the right to rescind the Contract.

## **5. Eligibility requirements**

- a) Previous Work order of providing vehicles on monthly or call basis to any Government /PSU/PSB's for at least 12 months in total during last three years **(Copy of Work Order or copy of agreement/contract to be enclosed).**
- b) Proof of GST/Service Tax registrations **(proof to be enclosed).** *(The bidder has to submit the certificate issued by the competent authority of the location from where they are bidding)*
- c) Average annual turnover during the last 3 years, i.e., Financial Year 2013-14, 2014-15, 2015-16 , should be at least Rs 5 Lakhs. **(proof to be enclosed).**
- d) Income Tax returns of last 3 years i.e., for Financial Year 2013-14, 2014-15, 2015-16 **(proof to be enclosed).**
- e) Photocopy of PAN Card of the proprietorship / partnership firm / company allotted by Income Tax

Authorities along with registration details. (*proof to be enclosed*).

- f) The Travel Agency should have its own operation office at Shillong. -
- g) The bidder must undertake that their agency has not been blacklisted by any Govt. Dept. /Public Sector Undertaking/Autonomous Body and must submit the Format, attached with this Tender document namely Annexure -III with proper seal and signature of the authorized Signatory.
- i) The bidder shall furnish the above documents to establish the bidder's eligibility. In absence of any of the above documents, bid will be outrightly rejected and same will be treated as non-responsive bid. (Please refer to the annexure -II)

***Please note: These above eligibility requirement documents should be in the separate sealed envelope naming "Technical Bid" with proper page numbering, seal & signature and indexing.***

***The Financial Bid (Fin-1 & Fin-2) should be in the separated sealed envelope naming "Financial Bid" with proper page numbering, seal & signature and indexing.***

h) **Running & Maintenance of vehicle supplied on fixed monthly charges.**

- a) The drivers and the vehicles to be provided under this contract shall not be changed without prior intimation to MBDA.
- b) He should also be willing to undertake duty during late/early hours and on holidays. However, the Vehicle shall be made available to MBDA on any day and as and when required. The agency should make necessary alternate arrangements to provide rest/leave to the drivers, and shall be responsible for payment of their salary and other statutory dues if any.
- c) Normal maintenance kit, first aid box, torch with 3 cell battery and umbrella shall be always made available within the vehicle by the Travel Agency along with vehicle documents.
- a) The vehicle shall be kept in good running conditions at all times by the agency. Purchase of fuel, lubricants, spares etc. will be arranged by the agency. Maintenance repair frequent check up, servicing, overhauling, payment of wages to Driver etc. will be the responsibility of the agency and no claim whatsoever on this will be entertained. If the vehicle is sent to garage or filling station, agency shall not claim for these empty trips as well as the time involved for the purpose. The Travel Agency should provide the Fitness Certificate of the Vehicle.

i) **Use of vehicle for monthly and as and when reqd. basis**

- b) The Agency shall be responsible for proper behaviors of all the drivers and persons employed by them and allocated for MBDA. Without prejudice to the generality of above, the agency shall be bound to prohibit and prevent any employee from being intoxicated while on duty, trespassing or acting in any way detrimental or prejudicial to the interest of MBDA.
- c) The agency should have a provision to take bookings 24 x 7
- d) The Kilometers covered by the vehicle from travel agency to MBDA and back shall not be included in the Contract and for billing purpose.
- e) The vehicles & the drivers shall report in time at the designated place & at the designated time on a regular basis, duly fuelled and in sound running condition.
- f) The drivers detailed on vehicles assigned for MBDA duty should be well versed with the roads / routes and traffic regulations in Meghalaya.

- g) The Travel Agency would provide drivers with mobile phone.
- h) The drivers shall possess valid driving License, should be at least matriculate, well behaved and punctual. The driving License, should be more than 2 years old and driver should not be rude and careless behavior, knowledge of safety and security, free from any alcoholic- narcotics addition and will not have any past accident history or any pending legal issue against the driver.
- i) The travel agency shall be required to change/replace the driver(s) in case not found suitable. The drivers should extend all normal courtesy (such as greeting, opening/closing door etc.) towards the user(s) and should present themselves for duty in a neat and clean appearance.
- j) The Travel Agency shall provide replacement of the vehicle immediately (within reasonable time) in case of breakdown or any other problem.
- k) The Travel Agency shall be solely responsible for the staff deployed on the vehicles and for any untoward situation occurring during the course of duty.
- l) MBDA is not responsible on any accident / any kind of damage to the vehicle during the use of the same by MBDA. During the period of contract no request shall be entertained for any hike in the tender/accepted rates due to any reason.

j) **Other Conditions:**

- a) The vehicle must be in good running condition (Below 1 year of Registration)
- b) **In case of local travel vehicle on call basis, the minimum hours per day will be treated as 12 hours from the time of reporting, if the vehicles run more than 12 hours in a day, additional payment will be paid to the travel agency on proportionate basis and if the local tour is less than 6 hours in a day, 80% of the total hiring charges will be paid to the travel agency, which is excluding fuel charges.**
- c) **In case of long tour vehicle on call basis MBDA, will pay detention charges Rs. 45 per hours for first 8 hours and if detention exceeds more than 8 hours the charge will Rs. 50 per hours. Apart from this MBDA will pay Rs. 300.00 as night halt charges during out station tour, which is exclusively meant for the drivers boarding and lodging.**
- d) **The Officers of MBDA who will be in tour will not be liable to pay any amount to the driver's fooding and lodging.**
- e) In case of tour vehicle, the agencies will pay the toll/entry taxes or parking charges etc. and that will be reimbursed by MBDA on production of original bills.
- f) The travel agencies should submit their price as per the format attached at Annexure-II for monthly vehicles & in Annexure-III for tour vehicles.
- g) The monthly vehicles can be used in all working days and holidays in case of urgency.
- h) The normal working hours of monthly vehicles will be from 9 am to 7.00 pm and may be more in certain exceptional cases.
- i) MBDA will hire the monthly vehicles based on its requirement
- j) Travel within Shillong or its nearby towns will be treated as local travel and in case mileage cover exceeds beyond 250 KM per day, it will be treated as long tour and payment will be made accordingly as per L1 approved rate.

- k) In case of break down, the agency will provide a substitute vehicle of same or equivalent make.
- l) The agency shall be fully responsible, in case of any damage of vehicle and/or third party occurred during the travel period.
- m) In case of local and outstation travel, KM coverage will be started from the travel agency office (e.g. from Shillong as mentioned in the tender) and will be closed at the door step of the officers/guests, who will use the vehicle.
- n) Each bidder shall submit only one quotation & alternative or conditional offer shall not be accepted and the tender will be rejected summarily.
- o) Tenders received after the stipulated date and time or through email/fax shall not be accepted.
- p) The order will be placed with the lowest responsive bidder to supply the vehicles on hiring basis.
- q) If the travel agencies did not execute the order or violate the terms and conditions, the agency will be blacklisted from this organization.
- r) Any effort by a bidder to influence the purchaser in its decision on bid evaluation or placement of purchase order may result in rejection of the bidder's offer.
- s) Notwithstanding, anything contained as above MBDA reserves the right to accept or reject any or all bid (s) and cancel the bidding process at any time without assigning any reasons for such act to the bidders

k) **Statutory Laws**

- a) The Agency will comply with all statutory provisions of law and keep MBDA indemnified against all actions arising due to or act of the Agency/ his employees. The Driver of the vehicle provided should have valid professional D.L. with badge as provided in the M.V. Acts.
- b) The Vehicle should have all valid documents like RC Book, 1st Party Comprehensive Insurance, and Permits etc. in updated conditions for inspection of MBDA Officials at any time.
- c) The agency must have valid Registration Certificate, Insurance Certificate, Fitness Certificate, valid Contract Carriage Permit, Proof of up to date tax payment etc.
- d) The travel agency shall ensure that the vehicles provided will be free from all types of Govt. levies e.g. Regd. Fee, valid permit, Road Tax, Insurance, Pollution Control Certificate and if any applicable statutory obligation.
- e) Agency shall have valid Permit as per Statutory Provisions.
- f) Agency shall comply with all relevant Rules and Regulations of Motor Vehicle Act applicable at present and may be enforced from time to time.
- g) During the Contract period if the vehicle is seized or detained or requisitioned by Government Authorities for non compliance of relevant act/statutory requirement etc. or for any reason whatsoever penalty/compensation shall only be payable by the Agency besides the liability to provide for alternative vehicles without any loss.

l) **Compensation and Penalty**

- a) In case of non-reporting of the vehicles, the Agency shall provide replacement of an equally good vehicle immediately, failing which MBDA will treat the vehicle not on job for the aforesaid period.

b) For vehicles to be provided on as and when required basis, if the agency fails to provide the vehicles as enumerated in the Agreement/ Order, the MBDA reserves the right to get the vehicles through other Agencies at the risk and cost of the Travel without prejudice to the liability for termination and other consequences.

m) **Employment Liability**

a) The agency shall be solely and exclusively responsible for engaging or employing Drivers. All employees engaged by the agency shall be on their pay roll. The MBDA will have no liability what so ever concerning the remuneration of the Driver(s) of the agency or of the payment of the owner(s) of the Vehicle. The agency shall make regular and full payment of all wages to its drivers. The agency shall be directly responsible for any disputes arising between them and the drivers indemnified against losses, damages or claims arising thereof including any workmen's compensation etc.

b) In case of non-fulfilment of any obligations under the Contract or law, the Officer-in-charge reserves the right to withhold payments due to the agency. The agency shall at his own expenses carry and maintain such Insurance with reputed Insurance Company/Companies as may be required under any Law or Regulation.

n) **Maintenance of log book for vehicles to be provided on fixed monthly charges basis.**

a) Log Book should be maintained by the Agency to record details of use of Vehicle(s), which is to be countersigned by the Officer-in-Charge of the MBDA on daily basis.

b) The Travel Agency shall ensure perfect functioning of speedometer and horn in all vehicles (the agency shall arrange to repair/replace the speedometer if its not functioning within 24 hours of any day without fail.

c) The Agency shall further submit relevant Log Books within the first week of following month for verification.

o) **Payment of Bills**

a) The payment shall be made by cheque or through Direct Account Transfer or RTGS, if the bills are complete in all respects and are found in order.

b) For the vehicles provided on fixed monthly charges basis, the Bills are payable once in a month. The Travel Agency is required to submit the monthly Bills along with the Log Book of the vehicles and any other, relevant documents by 7th of the succeeding month and the payment shall be released within 14 days from the date of submission of Bill in order.

c) For the vehicles to be provided on call basis, Bills shall be submitted every month. Under normal circumstances, payment will be made within 15 days from the date of submission of Bill.

d) Statutory deduction as per the Govt. rules/Tax law shall be deducted from the bills of the Agency.

- e) MBDA will release all relevant taxes so claimed in the bill to the agency while settling the hire charges bill of a period. But the agency has to provide proof of deposit of such taxes while preferring the subsequent bill to MBDA.
- f) Overwriting on the duty slip as well as the bill shall not be accepted

p) **Jurisdiction**

Any legal dispute arising out of this assignment is subject to Shillong, Meghalaya jurisdiction only.

**Note: Evaluation will be done separately for each type of vehicle for both hiring vehicle on monthly and call basis.**

- In case of Monthly hiring - Work Order will be placed to the concerned L1 (lowest quoted monthly charges among all the agencies excluding fuels) separately for each vehicle.
- In case of Hiring vehicle on call basis (Tour within 250 km) -Work order will be placed to the concerned L1 (lowest quoted Vehicle Charge per day for 12 hours) separately or each vehicle.
- In case of Hiring vehicle on call basis (Outstation Tour) -Work order will be placed to the concerned L1 (lowest quoted rate per running Km) separately for each vehicle.
- In case of tie in the rates quoted by the agency, the firm having higher turnover will be given first preference.

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**Technical Bid**  
**(In Separate Sealed Envelope)**  
**(On the letter head of Travel Agency)**

Annexure-I

**Organizational Profile of the Travel Agencies.**

Sl. No.	Particulars	Compliance
1	Name of the Travel Agency	
2	Registered Office (Complete Address with Tel./Mob. No. and Email ID)	
3	Name of the Proprietor/Partners etc.	
4	Year of Registration	
5	GSTIN/ Service Tax Registration No.	
6	PAN No. of Agency or Proprietor	
7	Name of the Govt. or any other Institutions to whom vehicle supplied earlier on monthly basis	
8	Year and Period of Supply (Monthly)	
9	No. of Vehicle Supply (Monthly only)	
10	Approx. Bill per Year	
11	No. of Vehicles under Travel Agency possession	
13	Name of the Govt. or any other Institutions to whom vehicle supplied earlier (Tour vehicles)	
	NB: Please enclosed all the relevant documents like Previous order copies, GST/Service Tax Registration No. etc.	

This is to certify that the above information's and figures are based on facts and records and if any deviation noticed at any point of time, the tender shall be cancelled, agency will be blacklisted form this organization and order will be cancelled.

**Signature of the Travel Agency**  
**Business Address**  
**Name:**

**Ph. /Mob. No. ....**

**Email id:.....**

**Service Tax No.....**

**Date: .....**

(Seal of the Travel Agency)

## Enclosure of Technical bid

### Annexure-II

**Document to be enclosed in the Technical Bid (Please attach this sheet with the Technical Bid)**

Sl. NO	Document Enclosed	Enclosed Yes/No	Page No
1.	Agency's own operation office at Shillong. <b><i>(proof to be enclosed).</i></b>		
2.	Previous Work order of providing vehicles on monthly or call basis to any Government /PSU /PSB's for at least 12 months in total during last three years <b><i>(Copy of Work Order or copy of agreement/contract to be enclosed).</i></b>		
3.	Proof of GST/Service Tax registrations <b><i>(proof to be enclosed).</i></b> <i>(The bidder has to submit the certificate issued by the competent authority of the location from where they are bidding)</i>		
4.	Average annual turnover during the last 3 years, i.e., Financial Year 2013-14, 2014-15, 2015-16, should be at least Rs 10 Lakhs. <b><i>(proof to be enclosed).</i></b>		
5.	Income Tax Returns of last 3 years i.e., for Financial Year 2013-14, 2014-15, 2015-16 <b><i>(proof to be enclosed).</i></b>		
6.	Photocopy of PAN Card of the proprietorship / partnership firm / company allotted by Income Tax Authorities along with registration details. <b><i>(proof to be enclosed).</i></b>		
7.	Undertake that their agency has not been blacklisted by any Govt. Dept. /Public Sector Undertaking/Autonomous Body and must be submit the Format, attached with this Tender document namely Annexure -III with proper seal and signature of the authorized Signatory.		

***Those firm which fulfill all the above eligibility criteria only their financial bids will be opened. Non-enclosure of any of the above document by the firm will be rendered as disqualification in their technical bid and their financial bid will not be opened. {refer to para 5 (ii)}***

***Please ensure proper page numbering with seal & signature in all pages and indexing of the tender document.***

**To be enclosed with Technical Bid**

**Annexure -III**

**Declaration**

**Date:.....**

**To whom so ever it may be concern**

I/We hereby solemnly take oath that I/We am/are authorized signatory in the firms/Agency/ Company and - hereby declare that "Our firms/ Agency/Company/Organization do not face any sanction or any pending - disciplinary action from any authority against our firms/ Agency/ Company /Organization or partners." - Further, it is also certified that our firm has not been blacklisted by any government in past. - In case of any further changes which effect of this declaration at a later date; we would inform the society - accordingly. -

Authorized Signatory  
(with seal)

**In Separate sealed envelope both together (Fin-1& Fin-2)**  
**“Financial Bid”**  
**(Fin-1)**  
**(On the letter head of Travel Agency)**

**Annexure-IV**

<b>PRICE FORMAT FOR HIRING OF VEHICLE ON MONTHLY BASIS</b>			
<b>Sl. No.</b>	<b>Types of Vehicles</b>	<b>Monthly hiring Charge to be quoted by the agency (excluding fuels and taxes) in INR</b>	<b>Minimum HSD* Average Mileage (Km/per Lit)</b>
1.	Swift Dzire (AC)		12
2.	Swift Dzire (Non AC)		14
3.	Bolero, 4WD (AC)		8
4.	Bolero, 4WD (Non AC)		10
5.	Innova (AC)		12
6.	Innova (Non AC)		14

We agree to provide the hiring vehicles on monthly basis (within 3 years old) as per the terms and condition mentioned in the tender documents and rates mentioned above for a period of one year from the date of signing of the contract/receipt of the order from MBDA and also agree that the price will remain unchanged during the period. The monthly charge is inclusive of driver's salary, vehicle maintenance charges etc.

**Signature of the Travel Agency**

**Business Address**

**Name:.....**

**Ph. /Mob. No. ....**

**Email id:.....**

**GST No.....**

**Date: .....**

(Seal of the Travel Agency)

**Note : The Agency must comply to the Minimum High Speed Diesel (HSD)\* Average Mileage (Km/per Lit) for the vehicle to be hired on monthly basis**

**Financial Bid  
(Fin-2)  
(On the letter head of Travel Agency)**

Annexure-V

<b>PRICE FORMAT FOR HIRING OF VEHICLES ON CALL BASIS</b>				
Sl. No.	Types of Vehicles	Local Tours (within 250 KM per day)		Out Station Tours with fuel and lubricant
		Vehicle Charge per day (Rs.) (12 hours) excluding taxes	<b>Minimum HSD Average Mileage (Km/per Lit)</b>	Rate per Running KM (Rs.) excluding taxes
1.	Swift Dzire (AC)		12	
2.	Swift Dzire (Non AC)		14	
3.	Bolero, 4WD (AC)		8	
4.	Bolero, 4WD (Non AC)		10	
5.	Innova (AC)		12	
6.	Innova (Non AC)		14	

We agree to provide the hiring vehicles for local and out-station tours (within 3 years old vehicles) as per the terms and condition mentioned in the tender documents and rates mentioned above for a period of one year from the date of signing of the contract/receipt of the order from MBDA and also agreed that the price will remain unchanged during the period.

**Signature of the Travel Agency  
Business Address**

Name:.....

Ph. /Mob. No. ....

Email id:.....

GST No.....

Date: .....

(Seal of the Travel Agency)

**Note : The Agency must comply to the Minimum HSD Average Mileage (Km/per Lit) for vehicle to be hired for Local Tour**

**(On the letter head of Travel Agency)  
To be enclosed with Technical bid  
Draft letter for submission of tender**

Ref No. ....

Dated:.....

To

**The Executive Director  
Meghalaya Basin Development Authority  
C/o Meghalaya State Housing Financing Co-operative Society Complex  
Nongrim Hills, Shillong-793003**

**Sub:- Submission of Tender for supply of vehicle on monthly and call basis.**

**Ref: Your tender No. \_\_\_\_\_ Dated \_\_\_\_\_**

Dear Sir, -

With reference to the subject cited above, I am to submit herewith the most competitive tender for providing - vehicles on monthly and call basis to MBDA as per the terms and conditions mentioned in the tender - documents.

The documents enclosed are; -

- a) Travel Agency Profile as per the prescribed format in **Annexure-I.**
- b) Enclosure for Technical Bid as per prescribed format in **Annexure-II.**
- c) Declaration by the firm that it has not been black listed, as per the prescribed format - in **Annexure-III**
- d) Rate for monthly vehicles as per the prescribed format in **Annexure-IV**
- e) Rate for Tour Vehicles as per the prescribed format in **Annexure-V**

Yours Sincerely, -

(Mr. >.....(Name of the Proprietor) -

M/s .....(name of the Travel Agency) -

(Seal of the travel agency) -

