

**North Eastern Institute of Ayurveda and Homoeopathy (NEIAH)**  
**(An autonomous Institute under the Ministry of AYUSH)**  
**Government of India**  
**Mawdiangdiang, Shillong, Meghlaya-793018**

**Advt. No.3-91/2017/NEIAH/SHG/BUS/**

**Dated: 28. 12.2018**

**TENDER NOTICE FOR TRANSPORT SERVICES/AMBULANCE**

1) The Director, North Eastern Institute of Ayurveda and Homoeopathy, an autonomous Institution under the Ministry of AYUSH, Govt. of India invites sealed tenders for transport for hiring of 1 (one) student/staff bus, 1 (one) Ambulance and 1 (one) Staff car services for daily /monthly basis in the office of NEIAH, Shillong (number of vehicles may be more depending upon the actual requirement).

2) Interested companies/firms/agencies may submit their bids accompanied by a Tender Fee of **Rs. 500/-** (Non refundable) and **EMD of Rs. 10,000/- (for each vehicle )** in the form of Bank Draft in favour of Director, North Eastern Institute of Ayurveda & Homoeopathy(NEIAH), Shillong and other documents specified at Annexure -I in sealed envelopes duly filled in along with EMD should be submitted on or before **21<sup>st</sup> January, 2019 up to 03:00 PM** and addressed to the **Director, North Eastern Institute of Ayurveda & Homoeopathy, Mawdiangdiang, Shillong – 793 018**. The envelope should bear the superscription “Tender for Transport Services”. The bids shall be opened at **04:00 PM on 21<sup>st</sup> January, 2019** in presence of the tenderers- or their authorized representatives who may wish to be present.

3) The bidders must fill up Annexure-I and attach supporting documents and should quote unconditional rates in **Annexure-II** only. The bidders must read all the instructions and terms and conditions of this document carefully before submitting the bid.

**ELIGIBILITY CRITERIA**

1) The contracting agency/firm/company should be based at Shillong or having its office in Shillong.

2) The contracting agency/firm/company should have the minimum experience of three years as on the day of submission of their tender in the field of providing staff bus/ vehicles/ambulance on hire basis to any Public Sector Undertaking (PSU), Govt. Organization, educational institution, or any other reputed private organization, etc. The tenders of the contracting agency/firm/company with inadequate/irrelevant experience as mentioned above are liable for rejection.

3) The contracting agency/firm/company should have minimum annual turnover of **Rs. 1.00 crore/-** and above in each of last three financial years i.e. 2015-2016, 2016-17 & 2017-18 in providing passenger vehicles on hire basis.

4) The contracting agency/firm/company should have minimum 10 passenger vehicles registered as tourist vehicles on its own name having valid tourist permit (Copies of the tourist vehicle registration certificates & Insurance policies to be attached).

5) The contracting agency/firm/company should submit Technical Bid & Financial Bid in separate sealed Envelopes super scribing “Technical Bid” and “Financial Bid” as the case may be.

- 6) The Technical Bid should accompany a Demand Draft of **Rs 10,000 /- (Rupees Ten Thousand only) for each vehicle** drawn on any nationalized Bank in the Name of “Director, NEIAH, Shillong ” payable at Shillong towards Earnest Money Deposit (EMD) and tender document fee of Rs. **500/- (Non- refundable)** in the form of DD/Pay order of any nationalized bank in the Name of “Director, NEIAH, Shillong ” to be enclosed along with Technical Bid. Tender received without EMD & Tender Fee or lesser amounts will be summarily rejected.
- 7) The contract shall be initially for a period of one year and may be extended for a further period subject to satisfactory performance at the discretion of the competent authority of NEIAH, Shillong on the same terms and conditions or with some addition/ deletion/ modification for a further period of maximum up to 3 years.
- 8) The tender shall be signed by the authorized person and his / her full name and status be indicated below the signature along with official stamp of the contracting agency/firm/company.
- 9) Team of NEIAH, Shillong shall visit the clients of the eligible bidders to receive on the spot information regarding the quality of services provided, etc.
- 10) The tenders of the contracting agency/firm/company not in possession of valid statutory sanction / registration / permit are liable for rejection.
- 11) The contracting agency/firm/company shall not be allowed to transfer, assign, pledge or sub-contract its responsibilities, rights and liabilities under this contract to any other agency without prior written consent of NEIAH, Shillong.
- 12) The contracting agency/firm/company shall get suitable instructions from the Designated Official of NEIAH, Shillong and shall provide the services promptly as per requirement. The contracting agency/firm/company should be in a position to supply additional vehicles on short notice as and when required.

**Other conditions:**

- 1) The contracted firm must be having at least 10 vehicles in its name. The documentary evidence viz. photocopies of Registration Certificate and Fitness Certificates of vehicles owned by the firm must be submitted.
- 2) The bidders must enclose the list of Central Govt. Ministries/ Departments/other Govt. Offices/ Undertakings/MNCs to whom the firm is presently rendering the services for providing vehicle with documentary proof and their full details like address, name of contact person etc.
- 3) An undertaking must be submitted to the effect that the firm has not been blacklisted by any of the Govt. Offices.
- 4) The firm must be having at-least 3 years experience in the field and a copy of the registration of the firm for running the business, issued by appropriate authority may be enclosed.

5) Copy of last 3 years service tax paid by the firm must be enclosed with the Technical bids as proof.

6) Earnest Money Deposit of **Rs. 10,000** /- (Rupees Ten Thousand) **for each vehicles** to be deposited in the form of bank draft drawn in favour of Director, NEIAH payable at Shillong. Tender/Quotations received without EMD shall summarily be rejected.

7) The EMD of un-successful bidder shall be refunded after finalization of contract. The EMD of the successful bidder shall be refunded after receipt of Performance Security.

8) The bidder must quote for each item of work in the prescribed proforma enclosed as Annexure-II. Rates once quoted shall be final and binding on the firm until the expiry of the contract. Taxes, levies and any other charges should be indicated separately.

9) If need arises for revision of rates due to hike in Petrol/Diesel prices the contracted firm shall take up the matter with the Institute and the matter would be resolved by mutual negotiations. The decision of the Institute shall be final in this regard.

10) The duty point and terminating point in most cases will be at **Mawdiangdiang**, Shillong and mileage and time will be calculated accordingly. In cases where the duty point and /or terminating point are not the afore-mentioned address, it shall be the registered address of the firm.

11) The parking/toll charges/interstate charges will be borne by the contracted firm, which would be paid to the contracted firm on production of receipts along with the relevant bills.

**General Instructions:**

a) The vehicle to be provided should be commercial Vehicle having the Permit to operate in North Eastern Region and other mandatory valid documents i.e. Registration certificate, Insurance policy including 3<sup>rd</sup> party cover, Pollution Control Certificate etc.

b) The vehicle provided should not be more than 3 years old and in good mechanical condition with proper upholstery. The vehicle should be well maintained with sufficient fuel and running spares.

c) The contracted firm should be in a position to provide vehicles/additional vehicles on short notices as and when needed.

d) The firm should be able to provide vehicle on Saturday, Sunday, and other Holidays whenever the need arises.

**The Drivers to be deputed by the successful bidder:-**

- i) Must have at least 3 years experience and having capability of managing road side breakdown. He should be holding a valid driving license and medically fit. He should carry all the essential documents of the vehicle i.e. Registration, Insurance policy, Pollution Control Certificate etc. while performing the duty. He should be in possession of proper Identity card.
- ii) Must be in proper uniform, to be provided by the contractor while on duty and the Institute shall not bear any expenditure on providing the uniform to the drivers and its maintenance.
- iii) Should be well-mannered and fully conversant with the routes of Shillong.
- iv) Should be equipped with active mobile phone facility. In case of any inconvenience to the officer to be travelling in the vehicle due to non-availability of driver on mobile phone, the officer shall have the liberty to hire another transport. The amount incurred on hiring of transport in such a situation will be recovered from the contracted firm. .
- e) The contract shall be awarded for a period of **one year** from the date of commencement. If the services of the firm are found to be satisfactory, the contract can be extended/ renewed for further period with mutual consent.
- f) The owner/representative of the firm must be available on either landline telephone or mobile phone.
- g) The contracted firm should be in a position to provide standby vehicle in case of any breakdown. In case of breakdown of the vehicle provided by the contractor, all expenses shall be borne by the contracted firm only for arranging substitute vehicle at the point of breakdown. If the firm fails to provide vehicle at the break down point, charges from the point of break down to destination are to be borne by the firm only, which would be deducted from the bill of the contracted firm.
- h) The cost of fuel, repairs and maintenance of car, insurance charges, mobile phone charges and salary of the driver etc shall be borne by the bidder.
- l) Once the contract is awarded, the rates offered by the contracted firm shall be valid for a period of one year from the date of commencement of contract and no change in rates shall be accepted during the contract period.

j) Compensation and connected expenses for any casualty or injury or damage to life and/or property arising as a result of accident/riots/theft/ any other reason, whatsoever, shall be the liability of the firm and fully borne/paid by the firm only.

The Agency/Firm is required to maintain a car diary/log book giving details of duties duly sign by the authorized user of the institute. Bill will be raised by the firm/Agency on monthly basis. Copy of the log of duties performed will be attached to the bills.

k) The TDS u/s 194 of the IT Act, 1961 if applicable will be deducted at the time of making payment.

### **3) Penalty Clause:**

i) If the firm fails to provide the vehicle in time after confirmation of booking or deny providing the vehicle, the firm would be liable to pay an appropriate compensation on each occasion and the same would be deducted from the bills submitted by the firm.

ii) In case of any misbehavior or uncivilized attitude on the part of driver, reported by the officer/user of the Institute, a penalty of **Rs 500/- (Rupees Five Hundred only)** shall be imposed on the firm on each occasion.

### **4) Security Money:**

i) The successful bidder shall have to deposit Performance Guarantee of Rs. **25,000/- (Rupees Twenty Five Thousand only) for each vehicle** which must be deposited in the form of Bank Draft/Bank Guarantee in the name of Director, NEIAH payable at Shillong within 10 days of intimation of the approval by the Institute. The security money shall be refunded to the contracted firm after satisfactory completion of contract.

ii) EMD/Security money may be forfeited at any time in the following circumstances and the decision of Director, NEIAH in this regard shall be final and binding on the firm:-

a) If the firm violates any of the Terms and Conditions of this Bid Notice.

b) If the services provided by the firm are found to be unsatisfactory.

c) If the firm declines to continue providing services.

d) Bidders may please quote their unconditional rates strictly in the enclosed **Annexure-II**. The authorized signatory of the contracted firm should sign on each page in confirmation of the acceptance of the conditions mentioned in tender; otherwise, the bid shall be liable to be rejected.

Overwriting and cuttings must be avoided. The authorized signatory should countersign any insertion/ cutting/overwriting otherwise the bid shall be liable to be rejected.

e) All the disputes which may arise at any time relating to the contract shall be settled in Shillong, Jurisdiction only.

f) The bidders are required to give declaration as per **Annexure-I**.

g) The Director, NEIAH reserves the right to accept or reject any bid in full or in part or reject any or all bids without assigning any reason thereof. The decision of the Institute in this regard shall be final and binding on the firm.

**2. The following documents are to be enclosed with the quotation:**

i) Registration certificate/ Valid Trading license issued by competent authority of Government of Meghalaya.

ii) The proof of Income Tax paid for the last three years or Income tax exemption certificate.

iii) Copy of PAN, either in name of the firm or the proprietor.

iv) Documents supporting financial standing.

v) Details of experience

vi) Undertaking must be submitted to the effect that the firm has not been blacklisted by any of the Govt. Offices.

vii) Copy of last 3 years service tax paid by the firm

**Director, NEIAH**

## Annexure –I

## PROFORMA OF TECHNICAL BID - (COVER - A)

(To be placed in a Separate Sealed Cover)

Sl. No	Description	Details furnished by the Bidder
1	Name of Company/Firm/Agency	
2	Name of Owner/Partners/Directors	
3	Full Particulars of the Office	
	Address	
	Telephone No.	
	Email	
4	Registration Details:	
(a)	Copy of Firm/Agency's Registration No	
(b)	PAN/GIR NO.	
(c)	Service Tax Registration. No	
5	Full Particulars of the Bankers of the Company/Firm/Agency, with full Address/Tel. No.	
(a)	Name of the Bank	
(b)	Address of the Bank	
(c)	Telephone No	
(d)	Email ID	
6	Annual Turnover of the Company/Firm/Agency for the last 3 years (With Proof)	
	2016	
	2017	
	2018	
7	Experience in the field for the last 3 Years (with Proof)	
8	Details of Tender Fee	
(a)	Amount	
(b)	DD No.	
(c)	Drawn on Bank	
(d)	Valid up to	
9	Details of Earnest Money	
	Amounts (Rs.)	
	DD No. and Date	
	Drawn on Bank	
	Valid up to	

Signature of the Owner/Managing Partner/ Director of the Firm

Date:

Name:

Place:

Address/Tel. No.

Firm's Seal:

**Annexure-II**

**FINANCIAL BID - PART II (A)**

**Basic rates (excluding applicable taxes) in rupees for hiring following vehicles on monthly basis**

Sl No	Type of Vehicle	8 hrs and 40 kms	Charge for extra hours	Charge for extra KMs	Outstation minimum 200 kms
1	Staff Bus (32 Seater)				
2	Ambulance (TATA SUMO)				
3	Staff Car (Innova)				

Date:-----

Place:-----

Signature of the Owner/Managing Partner/  
Director of the Firm

Name:

Address/Tel. No.

Firm's Seal: