

SHORT NOTICE

**Expression of Interest (EoI) for Supply of Diesel
North Eastern Institute of Ayurveda and Homoeopathy (NEIAH), Shillong**

**Please send/submit separate Annexure-A (Technical Bid) and
Annexure-B (Financial Bid) in separate envelop along with relevant document.**

Sl. No.	Stage	Start Date & Time
1.	EoI No.	1-17/2011-23/NEIAH/SHG/ESTT/PART-I
2.	EoI issue date	31/12/2024
3.	Pre bidding inspection or clarification	For clarification, one can visit the office on any working day during office hours.
4.	Last Date of submission	15 days from the date of publication of the EOI in The Shillong Times Newspaper
5.	Date & Time of Opening	16/01/2025 at 11:00 AM



North Eastern Institute of Ayurveda and Homoeopathy, Shillong

Mawdiangdiang, Shillong - 793018 (Meghalaya)

SHORT NOTICE

Expression of Interest (EoI) for

Supply of Diesel

Terms & Condition of the Tender

The North Eastern Institute of Ayurveda and Homoeopathy (NEIAH), Shillong, invites Expression of Interest (EOI) from qualified and experienced agencies for the supply and delivery of diesel for the DG sets in the Institute's premises. The selected agency will be responsible for the transportation of diesel and the refilling of the Institute's storage facilities.

Scope of Work

1. **Supply of Diesel:** 1. The proposals received from only authorized, licensed and franchised fuel filling stations/pumps of Bharat Petroleum Corporation Limited (BPCL)/Hindustan Petroleum Corporation Limited (HPCL)/Indian Oil Corporation Limited (IOCL)/O India Limited (OIL)/any other Public Sector (CPSE) Oil Marketing Companies (hereinafter referred to as "Agency") shall only be considered.
2. The supplied diesel Fuel (petro diesel) shall mandatorily meet the BIS specified Indian Standard "IS 1460:2017 (Automotive diesel fuel Specification (Sixth Revision))" read with subsequent amendments, governing the properties and standards etc, of diesel fuels. In case the supply of oil/ Diesel is not as per required Standard, NEIAH will not pay any amount of oil /Diesel used in operation and will seek damage of loss to NEIAH in its generators / Power supply system due to poor quality of Oil/ Diesel, NEIAH has the right to get sample checked by NABL accredited third party lab for testing.
3. The Agency shall be required to supply and deliver the diesel fuel for the amount/quantity/volume (in litres) as requisitioned by NEIAH, in its requisition letter. The quantity/volume of the Diesel Fuel, deemed to have been supplied to NEIAH, shall be as is measured at delivery site (NEIAH Campus) and certified by the electrician on duty.
4. The Agency shall be required to supply and deliver the diesel fuel at the percentage discount as quoted on the retail selling price of diesel for that particular day (date of requisition by NEIAH). The requisition shall be sent to the agency by NEIAH. Rate shall be as per the price on date of requisition. The Agency shall be required to quote the percentage of discount in the "Financial Bid Proforma".
5. The diesel shall be supplied and delivered by the fuel filling stations/pump at its own cost, means, cartage and by its own arrangements at the indicated/pre decided location within the campus of the North Eastern Institute of Ayurveda & Homoeopathy, Government of India located at Mawdiangdiang, Shillong, PIN-793018.
6. The filling stations shall provision and facilitate requisite tools, equipment/utilities, as may be required/necessary at the time of delivery for safe, efficient and loss free transfer and storage of the supplied diesel.
7. The diesel supplied shall be of the highest grade and quality. The NEIAH may at its discretion arrange for independent testing and analysis of the supplied diesel/stock diesel at pump, by authorized and accredited laboratories, as and when felt necessary and the station has to facilitate and assist in the same. Alternately, the NEIAH may seek and demand for submission of quality check reports of the stocked/supplied diesel,

from the station, of test analysis carried out by independent, accredited and certified test laboratories, the expense for which shall be borne by the filling station.

Eligibility Criteria

1. The agency must have a valid Trading License issued by the Khasi Hills Autonomous District, (KHADC).
2. The agency must submit the Permanent Account Number.
3. The agency must have a minimum of three years of experience in operating a fuel station.
4. The agency must comply with all relevant safety and environmental regulations.
5. The agency must submit a valid license issued by the District Administration to operate the fuel station.

Submission of EOI

Interested agencies are requested to submit their EOI along with the following documents:

1. Company Profile
2. Trading License issued by the Khasi Hills Autonomous District, (KHADC)
3. Relevant Experience (with supporting documents)
4. Financial Capacity (audited financial statements for the last three years, 2021-22, 2022-23 & 2023-24)
5. Proposed Service Charge (inclusive of transportation and refilling)
6. Valid license issued by the District Administration to operate the fuel station.
7. Any other relevant documents

Terms and Conditions

1. **Service Charge:** Agencies should quote only for the service charge, which will include the transportation of diesel to the NEIAH premises and the refilling of the Institute's storage tanks. The cost of diesel itself will be borne by NEIAH.
2. **Contract Period:** The contract shall be valid for one year, with the possibility of extension based on performance and mutual agreement.
3. **Payment Terms:**
 - i. No advance payment will be made by NEIAH for any supply, whatsoever.
 - ii. The payment will be made to the agency maximum within 30 calendar days from the date of receipt of tax invoice from the agency.
 - iv. Supplier will be responsible for any leakage, spillage, loss on transit/cartage/delivery. If found, then payment will be paid as per actual quantity found at site.
 - v. Payment will be made only after satisfactory delivery and inspection of material by NEIAH, Shillong, as certified by the NEIAH Official.
4. **Compliance:** The agency must adhere to all relevant laws, regulations, and safety protocols during the transportation and refilling process.
5. **Termination:** NEIAH reserves the right to terminate the contract with immediate effect in case of any breach of terms, substandard service, or violation of any applicable law.
6. **Liability:** The agency will be liable for any damage caused to NEIAH property or personnel during the execution of the contract.
7. **Legal Jurisdiction:** The agreement shall be deemed to have been concluded in Mawdiangdiang, Shillong, Meghalaya and all obligations hereunder shall be deemed to be located at Shillong, Meghalaya and Court within Shillong, Meghalaya will have Jurisdiction to the exclusion of other courts.
8. **Deadline for Submission:** The EOI must be submitted in a sealed envelope, clearly marked "Expression of Interest for Supply of Diesel to NEIAH, Shillong," to the undersigned within 21 days from the date of publishing of the EOI in the News paper.

ANNEXURE A

Criteria for Technical Bid

Sl. No.	Particulars	Documents to be attached Wherever applicable.		
		Yes	No	Page no.
1.	Name, Address, Email ID and Phone number of the firm/agency.			
2.	Name, Designation and telephone no. of the authorized person.			
3.	Permanent Account Number			
4.	Copy of Agency / firm / company registration certificate with Government.			
5	Trading License issued by the Khasi Hills Autonomous District, (KHADC).			
6	Audited financial statements for the last three years, 2021-22, 2022-23 & 2023-24			
5.	EOI Documents with seal & sign of the bidder with acceptance of term & conditions of the tender.			

Declaration:

This is to certify that I/We before signing this job assignment have read and fully understood all the terms and conditions contained in the document and undertake myself/ourselves to strictly abide by them.

Signature of the officer with name, designation, seal and date

ANNEXURE B
FINANCIAL BID
(to be submitted on official organisation letter head)

To,
The Director,
NEIAH Shillong
Mawdiangdiang, Shillong-793018

Subject: Sub Financial bid proposal for empanelment for a period of three (3) years for door step delivery and supply of Diesel Fuel, on as and when required basis for North Eastern Institute of Ayurveda & Homoeopathy - Reg.

Sir,

Vide this proposal. We offer a fixed and maximum percentage (%) based discount as stated below, on the total charge/cost to billed for payment of dues towards us from NEIAH, for each instance of valid supply of diesel fuel made to the institute in response to formal received requisition/indent from NEIAH.

Sl .No	Material Description	Discount (%) per Litre offered (in number)	Discount (%) per Litre offered (in words)
A	B	C	D
1	Supply and door step delivery of Diesel Fuel (petro diesel) to North Eastern Institute of Ayurveda & Homoeopathy		

Note:

- i. Diesel prices are subject to Govt. notification and shall be applicable as per prevailing rate at the time.
- ii. For discount, vendor has to mention in % age which will be fixed for entire period of contract.

2. Declaration by the Bidders: This is certify that I/We before signing this Bid have read and fully understood all the terms and conditions contained herein and undertake myself/ ourselves to abide by them.

(Signature of authorized signatory)
(Full name of authorized signatory)
Official Seal of Agency _____

Date:
Place

Note:

i. Highest discount offered by a bidding agency, from amongst all for a particular Public Sector OMC (BPCL/HPCL/IOCL/OIL/other CPSE OMC), will be considered L1-1 bidder for empanelment from that particular OMC

ii. In the event of multiple (more than one) technically qualified H-1 bidder emerging:

a. In case there is a tie, the bidder with higher net experience in months of supplying Fuel i.e. Diesel or Petrol a Central Government Ministry/Department/Authority/Board/Institute/Commission/Office/Bureau/Director ate/etc. will be selected.

b. The bidder shall quote discount over retail selling price for diesel.

c. The prices of diesel are subject to public sector Oil Company's (Manufacturer) notification and shall be applicable as per prevailing rate in Meghalaya at the time of delivery.

d. Bidder shall submit a copy of such notification from time to time along with the bill.

**Expression of Interest for Supply of Diesel at North Eastern
Institute of Ayurveda and Homoeopathy, Shillong**

The Expression of Interest (Eoi) is hereby invited on behalf of the Institute from the interested Agency/firm/supplier for supply and refilling of diesel for the DG sets in the premises of the Institute. Interested Agency/firm/supplier can download the documents from the Institute website (www.neiah.nic.in) and submit their offers in the format dully filled and signed along with required enclosures and documents. The Eoi is to be submitted on or before 15 days from the date of publication of the EOI in The Shillong Times Newspaper in a sealed envelope, superscribed "Eoi for Supply of Diesel at NEIAH, Shillong," addressed to the **Deputy Director, North Eastern Institute of Ayurveda and Homoeopathy, Shillong.**

s/d

Deputy Director, NEIAH