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निदेशक का कार्यालय
OFFICE OF THE DIRECTOR
असम एवं नागालैण्ड जी.डी.सी.
ASSAM & NAGALAND G.D.C.
निधि भवन, दवितीय तल
NIDHI BHAWAN, 2ND FLOOR
गुवाहाटी - 781029 (असम)
GUWAHATI- 781029 (ASSAM)

No. 507 / 15-L-2

Dated 17-06-2021

TENDER

SUB: HIRING OF VEHICLES WITH DRIVERS FOR FIELD DUTIES IN AND AROUND ASSAM AND NAGALAND.

On behalf of the President of India, the office of the Director, Assam & Nagaland GDC, Guwahati invites sealed tenders in single bid system on the prescribed proforma for hiring of vehicles with drivers for field duties in and around Assam and Nagaland state for the season 2021-2022.

1. PARTICULARS OF THE TENDER:-

(a)	Designation and address of the authority inviting tender	The Director, Assam & Nagaland GDC, Survey of India, Nidhi Bhawan, 2 nd Floor, Lalmati, NH 37, Guwahati - 781029, Assam.
(b)	Type and number of vehicles required	Vehicles with Driver : Bolero / Tata Sumo / Innova / Qualis / Scorpio or any similar Diesel driven vehicle. Total Nos. of Vehicles : Four (4) and total no. of vehicles may be increased or decreased depending upon the actual requirement of the field work.
(c)	Year of manufacture	Not earlier than six years from the date of publishing of Tender.
(d)	Minimum Km run	2500 Km per vehicle per calendar month
(e)	Condition of the vehicles	Vehicles offered should be in roadworthy and good working condition particularly in respect of (a)Engine (b)Body (c)Paint (d)Upholstery (e)Tyres (f) Clutch (g) Brake (h) Gearbox etc.

(f)	Office in respect of which the vehicles will be hired	:	The Director, Assam & Nagaland GDC, Survey of India, Nidhi Bhawan, 2nd Floor, Lalmati, NH 37, Guwahati - 781029, Assam.
(g)	Approximate period of hiring of vehicles	:	Upto 09 months starting from July 2021 to March 2022, which may be further extended for a period upto 06 months, depending upon the workload.
(h)	Diesel, oil and lubricant	:	All to be born by supplier of vehicle services.
(i)	Availability of vehicle	:	Vehicles will be deployed in the field irrespective of day / night / weather conditions. Drivers along with Vehicle will have to stay in the field mandatorily till the completion of field work making their own arrangements (Fooding and Lodging). Most of the field areas are remote, hilly and forest covered.
(j)	Area of field duty	:	Working areas would be in and around Assam and Nagaland State.
(k)	Last date and time of receiving tenders	:	12-07-2021 (1200 hrs)
(l)	Date and time of opening the tenders	:	13-07-2021(1100 hrs)
(m)	Minimum Reversed Price	:	Rs. 18,00,000/- Bidder must quote price more than this amount otherwise bid may be rejected.
(n)	Total number of pages of tender document	:	10

2. SCOPE OF THE WORK AND ELEGIBILITY CRITERIA FOR DRIVERS:-

Vehicle will be required for carriage of Survey of India officials / staff / authorized personnel's with stores, instruments, luggage etc. required to carry out field survey work in the areas in and around Assam and Nagaland State.

All the vehicles are to be provided with qualified Drivers. The Drivers should be of Indian Nationality, male with more than 18 years of age and minimum 8th pass with sound health and vision.

The drivers of the vehicle must have valid commercial driving license for both plain and hilly areas (photocopies must be submitted at the time of inspection).

The drivers should be ready to drive the vehicle in the areas across Assam and Nagaland as per the requirement of officials of Assam & Nagaland GDC, Survey of India, Guwahati, Assam.

3. TERMS AND CONDITIONS: -

- 1) Tender documents can be downloaded from our website www.surveyofindia.gov.in or can be collected from the office of The Director, Assam & Nagaland GDC, Survey of India, Nidhi Bhawan, 2nd Floor, Lalmati, NH 37, Guwahati – 781029 during working hours of the office.
- 2) Earnest Money Deposit (EMD) of Tender is Nil.
- 3) Tender should be submitted under sealed cover only.
- 4) Tender should be addressed to **The Director, Assam & Nagaland GDC, Survey of India, Nidhi Bhawan, 2nd Floor, Lalmati, NH 37, Guwahati- 781029** and not by name or not to any other addressee and can be dropped in this office Tender Box in our address:- The Director, Assam & Nagaland GDC, Nidhi Bhawan, 2nd floor, Lalmati, NH 37, Guwahati- 781029.
- 5) Tender should reach within the specific time and date to the addressee by 1200 hrs on or before 12-07-2021. The tenders will be opened on 13-07-2021 at 1100 hrs. The sealed envelope containing tender must be inscribed with **“TENDER FOR HIRING OF VEHICLES WITH DRIVERS FOR FIELD DUTIES IN AND AROUND ASSAM AND NAGALAND”**.
- 6) The tender shall remain valid for 90 days from the opening date of tender.
- 7) **The Director, Assam & Nagaland GDC, Survey of India, Guwahati reserves the right to reject or accept any Tender without assigning any reason thereof.**
- 8) **No price variation is acceptable during the validity period.**
- 9) **The rates quoted by the Tenderer should be firm and final till completion of the contract period. Hiring charges should include diesel, cost of repairs of the vehicles (supplied), all taxes leviable by the Central / State Government(s) / Toll taxes / Check post fee, Inter State move expenditure and driver’s pay and allowances including his lodging, fooding, boarding etc. and also including overall GST.**
- 10) The firm should be registered with an appropriate Govt. Agency and must possess valid Registration certificate.
- 11) The tenderer should have valid **GST** Registration and **PAN / TAN** Number.
- 12) Tenderer having good track record, manpower capacity and relevant experience as said above are only eligible to apply and preference would be given accordingly under the extant rules.
- 13) Successful tenderer shall ensure that sufficient cash is available with the drivers all the times to meet essential contingent expenditure and urgent repairs.
- 14) Vehicles should be **Diesel driven** only.
- 15) It will be the responsibility of the tenderer to place the vehicle(s) for inspection if called for at his cost.

- 16) The vehicles offered for hiring should have necessary RTO clearance and should be registered as Commercial Vehicle. The Director, Assam & Nagaland GDC, Survey of India will not be responsible for any RTO regulatory matters relating to the registration of vehicles.
- 17) Survey of India shall not be responsible for any claim that arises due to damages or injuries, pilferage to the tenderer's vehicle(s) / property under any circumstances while the vehicle(s) is / are engaged on Survey of India duty.
- 18) Vehicles must have valid registration certificate at least for One year from the date of commencement of Contract. **(Photocopy must be submitted while supplying the Vehicles).**
- 19) Vehicles must have valid comprehensive insurance policy at least for One year from the date of commencement of Contract. **(Photocopy must be submitted while supplying the Vehicles). If expired, it is to be renewed, well before by the Tenderer.**
- 20) Vehicles must have necessary permit for running in the areas of field duty at least for One year from the date of commencement of Contract. **(Photocopy must be submitted while supplying the Vehicles).** Apart from the states mentioned earlier viz. Assam and Nagaland the vehicle must have permits for other North Eastern states also which have to be crossed to reach the area of work from Guwahati.
- 21) The tenderer must submit a declaration / undertaking to the effect that the vehicles being offered for hire are not involved in any accident / dispute / court case etc.
- 22) Vehicles must have valid fitness throughout the field work for at least one year from the date of commencement of Contract. **(Photocopy must be submitted while supplying the Vehicles).**
- 23) Repair of the vehicle(s) to be carried out by the contractor immediately during the period of hire or replacement is to be provided within 24 hours. **Otherwise three times of the proportional cost would be deducted from the hiring charges / claims.**
- 24) Due to illness of driver or not performing the duty as per orders of SOI officials, the tenderer himself provide suitable replacement of driver within 24 hours. **Otherwise three times of the proportional cost would be deducted from the hiring charges / claims.**
- 25) In the event of any accident or damages while the hired vehicle is on Survey of India duty, Survey of India shall be completely free from any liability of any nature connected with the accident or damages. The tenderer himself will be fully and exclusively responsible for any damage to the vehicle(s) or any injury to driver or any other person in his employment including any third party claims. However, if damage or loss is incurred to Survey of India Instruments / Equipments / Stores and / or its employees as a result of any accident or any other reason involving failure of vehicle(s) / driver, the tenderer shall reimburse the same on demand and without any demur, the compensation / damages.

- 26) In case of major breakdown / accident of any vehicle the replacement of the same must be provided by the contractor within 24 hours of such breakdown / accident, **Otherwise three times of the proportional cost would be deducted from the hiring charges / claims.**
- 27) Successful tenderer will have to submit the Security deposit / Performance Security @ 5% of the Tender value in the shape of an A/c payee Demand Draft / Fixed Deposit Receipt from a Commercial Bank in favour of **"E. & A. O., Assam & Nagaland GDC, Survey of India"** payable at **Guwahati** within period of **7 days** after awarding of contract.
- 28) The tenderer should furnish a certificate to the effect that **"All the Terms and Conditions of the tender document have been understood by him and he is ready to abide by the same without any variation"**.
- 29) In case of payment of hiring charges is to be made for a period less than one calendar month, the payment will be made on pro-rata basis for number of days the vehicle is used. The same is to apply with respect to deductions (if any), in cases of absent of driver, breakdown of vehicles, as per the conditions mentioned in the preceding paras.
- 30) **Payment will be made to the successful tenderer by the Director, Assam & Nagaland GDC, Survey of India, Guwahati on calendar monthly basis only after successful completion of field duties for that period. The claim along with the requisite documents are to be submitted promptly within the First week of the next month, succeeding the calendar month for which claim is being made.**
- 31) **Income tax TDS as applicable will be deducted by the office from each bill as applicable for which necessary PAN is required to be provided. Self Attested photocopy needs to be submitted.**
- 32) **GST TDS @ 2% will be deducted by the office from each bill for which necessary GST registration number is required to be provided. Self Attested photocopy needs to be submitted.**
- 33) **Payment of actual GST, income tax and others taxes are responsibility of bidder himself.**
- 34) **The Vehicles should mandatorily have FASTag for easy movement of vehicle from toll gates. Toll charges are included in price itself.**
- 35) All vehicles offered for hire shall be placed at the disposal of The Director, Assam & Nagaland GDC, Survey of India, Guwahati.
- 36) The Car diaries of the vehicles will have to be maintained by the driver. It shall be his sole responsibility to get the Car diaries signed by the Survey of India officer using the vehicle. Monthly statement is to be prepared for payment at the end of the month. After the expiry of hired period the Car diaries duly signed shall be deposited with the Director, Assam & Nagaland GDC, Survey of India, Guwahati.

- 37) The number of vehicles demanded by the Survey of India should be supplied at once on the specified date, at the Office of the Director, Assam & Nagaland GDC, Survey of India from where they will have to move to the areas of field duty, as named in Para1(j) above.
- 38) The contractor shall not sublet, transfer or assign the contract or any part thereof to any other party.
- 39) **The contractor will provide the required vehicles for a shorter period also, in case of requirements of field duties as per the requirement of this office and payment will be made for this shorter period on pro-rate / proportionate basis only.**
- 40) The contractor shall be contactable at all times and messages sent by mobile phone or e-mail or special messenger from this office shall be acknowledged immediately on receipt, on the same day. The service provider shall strictly observe the instructions issued by the Department in fulfilment of the contract from time to time.
- 41) Driver provided by the tenderer will have no claim for Govt. Job under any circumstances, as it is purely on Contractual / hiring basis.
- 42) In case of any dispute arising out of non-observance of any Terms and Conditions, as stipulated in this tender document, the Director, Assam & Nagaland GDC, Survey of India, will be Arbitration Authority and his decision will be final and binding on both the parties.
- 43) The following documents or photocopies thereof will have to be invariably submitted by the successful contractor at the time of signing the agreement with the Director, Assam & Nagaland GDC, Survey of India, Guwahati.
- i) Registration Certificates of Vehicles.
 - ii) Valid Comprehensive Insurance covers policy in respect of each vehicle.
 - iii) Road Permit for the vehicles in the area of field duty and other states which are required to be crossed to reach the area of duty.
 - iv) Valid Commercial Driving License of the drivers of the vehicles.
 - v) Non-pollution certificates for the vehicles from the Govt. Approved agency.
 - vi) Purchase details of the vehicles.
 - vii) Valid fitness certificate of the vehicle.
- 44) In addition to the above, other Certificates / undertakings as mentioned in the above paras of this tender document, as applicable.
- 45) Tender must be specific and shall not contain any evasive terms and conditions.

4. DOCUMENTS TO BE SUBMITTED ALONG WITH THE TENDER DOCUMENTS :-

The following documents are to be provided by the tenderer at time of submission of complete filled up of the tender documents.

- i) GST registration certificate.
- ii) Tender Acceptance Letter as per **Annexure 'I'**.
- iii) Details of Firm as per **Annexure 'II'**.
- iv) Undertaking for non-blacklisting firm and non-registration of criminal case.

- v) GST / PAN / TAN number.
- vi) Affidavit regarding correctness of information furnished with bid document.

5. PAYMENT TERMS :-

- a) Payment to the service provider will be made on monthly basis (calendar month) by the office after deduction of TDS / penalty / other.
- b) Payment will be made on the pro-rata basis of actual service of vehicles provided by the Agency after reducing the non-availability of vehicle days due to breakdown etc. from the calendar month days.
- c) The bill raised against each vehicle will be countersigned by the respective Detachment officer of Survey of India.
- d) The payment will be made on the basis of actual number of vehicles utilized.
- e) Payment will be made to the service provider / agency on monthly basis (calendar month) only through e-payment gateway.
- f) Calculation for vehicle run as specified in para 1(d) use will also be calculated based on pro-rata only and no extra payment shall be made for vehicle use up to specified / pro-rata calculated Km use of vehicle.
- g) For over and above run as specified in para 1(d) / pro-rata Km run calculated, which ever is the case may be, will be made @ of half of rate calculated if rate quoted by tenderer is divided by minimum run km as specified in para 1(d).

Ex. If the tenderer has quoted rate for one vehicle for one month including all taxes and charges as Rs. 50,000/-

Then for extra km run rate = $50,000 / 2500 / 2 = \text{Rs. } 10 \text{ per Km}$

6. TAXES :-

Taxes at source as per applicable laws will be deducted from each bill for which necessary PAN and GST, is required to be provided. Self-attested photocopy needs to be enclosed along with the tender documents.

Encl: Annexures I & II



(ROHIT AGRAWAL)
Superintending Surveyor
DIRECTOR (Current Duty)

Distribution:

- 1. Surveyor General of India, Dehradun
- 2. Addl. S. G.(NEZ), Shillong
- 3. Director, Meghalaya & Arunachal Pradesh GDC
- 4. Director, T.M.Mz. GDC, Silchar.

} It is requested to display the tender notice on their Notice Boards.

ACCEPTANCE LETTER

(To be given on Company Letter Head)

Date.....

To
The Director
Assam & Nagaland GDC
Survey of India, Guwahati – 781029.

**SUB: HIRING OF VEHICLES WITH DRIVERS FOR FIELD DUTIES IN SURVEY OF INDIA –
ACCEPTANCE OF TERMS AND CONDITIONS OF TENDER.**

Dear Sir,

I / We hereby certify that I / we have read the entire terms and conditions of the tender documents all pages i.e. from Page No. 1 to 10 (including all documents like annexure(s), etc), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.

I / We do hereby undertake that in the event of acceptance of our bid, we will provide the services as stipulated in the tender document on rates quoted by our form and that we shall perform all the incidental services.

If our tender offer is accepted, I / we will submit a Bank Guarantee / Security deposit for a sum of 5% of the Contract Value as performance security for due performance of the Contract within 7 days of award of contract.

I / We hereby agree to abide by this Tender offer for 1(One) year and the same shall remain binding upon us and may be accepted at any time before the expiry of that period.

I am / We are aware that you are not bound to accept the lowest or any offer you may receive and also aware that, you (i.e. The Director, Assam & Nagaland GDC, Survey of India, Guwahati) reserves the right to reject any or all tenders without assigning any reason.

My / Our offer for the Tender is given below: –

Our Offer Price is Rs. _____ Per Month Per Vehicle (A)

Total Offer Price is Rs. _____ (A x 4 vehicle x 9 months)

In words (Rupees _____ only)

Date:

(Signature of the Tenderer)
with Name, Address, Telephone No.
along with Rubber Stamp

PROFORMA : DETAILS OF THE FIRM

SL. No.	PARTICULARS	TO BE FILLED BY THE TENDERER
1.	Name of the Agency	
2.	Date of Establishment of the Agency	
3.	Name of the contact person, Mobile number and detailed office address of the agency with office telephone no.	
4.	Bank account detail for e-payment	Account No. Account type Name of Account holder Name of Branch Address of the Branch IFSC Code MICR No.
5.	GST / PAN / TAN No. (Copy to be enclosed along with the tender documents)	

Date:

(Signature of the Tenderer)
 with Name, Address, Telephone No.
 along with Rubber Stamp

SURVEY OF INDIA

TENDER NOTICE

The Director, Assam & Nagaland GDC, Survey of India, Guwahati invites Sealed Tenders for Hiring of Vehicles with Drivers for field duties in and around Assam and Nagaland state (4 no. of vehicles) from the interested reputed firms as per the schedule.

Date of start of sale	21-06-2021(10:00 AM)
Last date of submission	12-07-2021(12:00 PM)
Tender Fee	Nil
Earnest Money Deposit	Nil

Tender documents can be downloaded from our website www.surveyofindia.gov.in or can be collected from the office of The Director, Assam & Nagaland GDC, Survey of India, Nidhi Bhawan, 2nd Floor, Lalmati, NH 37, Guwahati – 781029 during working hours of the office.

-sd-
DIRECTOR