

**GOVERNMENT OF INDIA
NORTH EASTERN COUNCIL SECRETARIAT
NONGRIM HILLS: SHILLONG – 793 003**

No. NEC/NAZ/8/2018

Dated, Shillong the 22nd February, 2019

**NOTICE INVITING TENDER FOR HIRING OF VEHICLE FOR USE IN
NEC SECRETARIAT, SHILLONG**

For and on behalf of President of India, sealed Tenders are invited for hiring of 1 (one) MUV/SUV vehicle against Departmental condemned vehicle for use in the NEC Secretariat, Shillong. The detailed terms and conditions can be downloaded from the website www.necouncil.gov.in or can be taken from the Nazarat Section (Room No. 305), NEC Secretariat, Nongrim Hills, Shillong (Phone No. 0364-2522651) on any working day before 21/03/2019.

The interested Firms are requested to submit their Tender documents in the prescribed Quotation form duly signed and affixed with a Court Stamp of Rs.20/- (Rupees Twenty) only in a sealed cover addressed to the Deputy Secretary (Admn.), NEC Secretariat, Shillong. The Sealed Tenders may be dropped in the Tender Box placed at Room no. 305, NEC Secretariat, Nongrim Hills, Shillong-793003. The last date of receipt of Tender is 22/03/2019 up to 17:00 hrs. The Technical Bid shall be opened on 25/03/2019 at 15:00 hrs. in the NEC Video Conference Hall, Nongrim Hills, Shillong. The tenders/quotation received incomplete and/or filled after due date and time shall be summarily rejected. The parties who wish to be present at the time of opening of Tender/quotation may present themselves or through their authorized representatives with an authority letter. Vehicle offered for services may also be required to be produced to find out the condition thereof after opening of Technical bid. NEC Secretariat, Shillong reserves the right to accept or reject any or all tenders without assigning any reasons thereof.

Sd/-

(L. Beimopha)
Deputy Secretary (Admin.)
NEC Secretariat, Shillong.

ANNEXURE "A"

TERMS AND CONDITIONS

1. Separate sealed Technical bid as shown in Annexure 'B' and Financial bid as shown in Annexure 'C' should be duly filled up and kept in the single sealed envelope and super scribed with **"Tender for Hiring of Vehicles"**. The separate technical and financial bids should be clearly marked "Technical Bids" or "Financial Bids" on their respective envelopes. The technical bid will be opened on 25/03/2019 at 1500 hrs. in the NEC video conference, NEC Secretariat, Shillong before the Tender Committee and Tenderers, if present. The Financial bid of only technically qualified bidders will be opened and the date and time for opening of Financial bid will be intimated to the technically qualified bidders in writing.

Type of vehicle required to be supplied.

Sl. No.	Category	Type of Vehicle	Number of Vehicles required
1.	Vehicles to be used up to 30/31 days in a month for maximum 2500 Kms. in a month	MUV/SUV	01

2. Every bidder (s) shall have to deposit Rs.10,000/- (Rupees Ten thousand) only as Earnest Money along with the Technical Bid in the form of Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee from any of the Commercial Banks in favour of DDO, NEC Secretariat, Shillong, which will be released to the bidder (s) on finalization of the contract without any interest. Bids received without earnest money will be summarily rejected.
3. Driver/POL/Diesel and maintenance/repairs will be provided and done by the firm respectively.
4. The contract for the above vehicle shall be valid from the date of signing of Agreement.
5. The tenderer should be duly registered with concerned Central/State Govt. authorities and should be a well-established Taxi agency/firm (hereinafter referred to as the agency/firm). Such vehicle providers should also submit details of other such Govt. organization to which they have extended similar service in the recent past as well as the present.
6. The agency/ firm should have sufficient numbers of vehicles with them. In case of breakdown of vehicle or non-availability of driver at any time, the firm shall provide substitute vehicle/ driver as the case may be within 12 hrs.
7. The vehicle to be provided should be in excellent working condition and must not be older than 2 years. Applicant Contractor should mention the year of manufacture of the vehicle. The vehicle should be kept neat and clean and in perfect running condition with clean interiors and proper upholstery.

8. The Bidder (s) shall not be permitted to withdraw their offer or modify the Terms & Conditions thereof. In case the bidder fail to observe and comply with the stipulation made herein or back out after quoting the rates, the aforesaid earnest money deposit shall be forfeited.
9. The bid shall be valid and open for acceptance of the Competent Authority of NEC for a period of 90 days from the date of opening of the Financial Bid.
10. The Bidder shall not be authorized to sublet or transfer the contract to any other party.
11. Financial bids of only those bidder(s) will be opened who qualify in the Technical bids.
12. Lowest bidder will be considered taken on the basis of rates quoted by the bidder in Financial bids.
13. In case the condition of the vehicle is not found to be satisfactory, they shall be returned for immediate replacement. In case no replacement is provided on time, the Deputy Secretary (Admin.), NEC Secretariat, Shillong would have a right to hire the vehicle from the market and additional cost incurred by the Deputy Secretary (Admin.), NEC Secretariat, Shillong will be borne by the agency/firm. In case, neither a substitute vehicle is provided nor a vehicle is hired by the Department, proportionate contract charges are liable to be deducted from the contract charges payable.
14. NEC reserves the right to accept or reject any or all bids without assigning any reasons. NEC also reserves the right to reject any bid which in its opinion is non-responsive or violating any of the conditions/specifications without any liability to any loss whatsoever it may cause to the bidder in the process.

ANNEXURE- 'B'
(TECHINICAL BID)

1.	Name, address, telephone/mobile no. of the tenderer i.e. the Applicant Contractor	
2.	Permanent Account number (PAN) (Photocopy to be attached).	
3.	Goods & Services Tax Registration No. (Photocopy to be attached).	
4.	Numbers of years of experience of running a fleet of vehicles on hiring basis (Documentary proof to be attached)	
5.	Model and year of manufacture of vehicle	
6.	Trading License for Non-Tribal bidders (photocopy to be attached)	
7.	Previous and present experience of supplying vehicles to Central Govt./ State Govt. organization for last 3 (three) Financial year (Documentary proof to be attached)	

Signature along with Stamp of the Firm

Mobile No. _____

ANNEXURE - 'C'
(FINANCIAL BID)

(A)

Type of Vehicle	Quantity	Rate per month
MUV/SUV	01 No.	Rs. _____
	GST	Rs. _____
	Total Per Month	Rs. _____

Signature along with Stamp of the Firm

Mobile No. _____