

**GOVERNMENT OF INDIA
NORTH EASTERN COUNCIL SECRETARIAT
SHILLONG-793003**

No.NEC/NAZ/05/2017

Dated, Shillong the 19th May, 2017.

Subject:- Invitation for hiring of vehicles in connection with the 66th NEC meeting to be held on 29th May 2017 in New Delhi.

The North Eastern Council Secretariat, Ministry of Development of North Eastern Region, Nongrim Hills, Shillong – 793003 invites quotations from established and reputed Taxi operators registered with RTO , Delhi for supply of vehicles on hiring basis in connection with the 66th Plenary Meeting of the North Eastern Council to be held on 29th May, 2017 at Pravasi Bhartiya Kendra, 15-A,Rizal Marg, Chanakyapuri, New Delhi - 110021.

The sealed quotations superscribed **“Quotation for supply of vehicles on hiring basis.”** should be addressed to the Director (Administration), NEC Secretariat and should reach Shri Mihir Dey, In-Charge NEC Guest House, Plot No.18, Chanakyapuri, New Delhi-21 on or before 26th May, 2017 by 1400 hrs. Contact No.: (011) 24102502/24104978.

The quotations will be opened on the same day at 1415 hrs in the NEC Guest House, Plot No.18, Chanakyapuri, New Delhi-21 in the presence of such bidders who wish to be present.

The terms and conditions and Proforma for submitting the tender are enclosed as Annexure – I, Annexure – II and Annexure – III.

The detailed tender documents can be viewed at NEC website www.necouncil.gov.in

NEC reserves the right to reject any or all tenders without assigning any reasons thereof.

(E. Swer)
Director (Admn.)

Copy to:-

1. The In-charge, NEC Guest House, Plot No.18, Chanakyapuri, New Delhi-21 for information and necessary action. He will put up this tender notice in the Notice Board at NEC Guest House, Plot No.18, Chanakyapuri, New Delhi-21. He may make wide circulation of the above Tender Notice to all the reputed firms.
2. SA, NIC-NEC, NEC for uploading the tender in the NEC Website.

Subject :- Invitation for tenders for supply of vehicles on hiring basis in connection with the 66th NEC meeting to be held on 29th May 2017 in New Delhi.

The NEC Plenary meeting is a high level meeting of the North Eastern Council Secretariat where the Hon'ble Union Minister of State (IC) for DoNER and Ex-officio Chairman, NEC, Hon'ble Governors and Hon'ble Chief Ministers of all the 8 (eight) NE States including senior officers from NE State Governments, various Central Ministries attend the Meeting. This year the 66th NEC Plenary Meeting is scheduled to be held on 29th May, 2017 (starting at 0900 hrs) at Pravasi Bhartiya Kendra, 15-A, Rizal Marg, Chanakyaपुरी, New Delhi – 110021.

Considering the stature of the meeting, NEC Secretariat is planning to hire an agency for the following services:-

Sl.No.	Types of Vehicles	Estimated Requirement	Remarks
01.	Innova	08 No.	However the actual requirement may increase or decrease.
02.	Swift Dzire	08 Nos.	

The rate quoted should clearly be mentioned both in figures as well as in words against each type of vehicle. The rate quoted should be inclusive of service tax and all other taxes as applicable. No alteration of rates will be entertained thereafter on the basis of the increase in the market rate.

Once the work order is issued, to the selected firm, they shall supply the required numbers of vehicles per day as demanded. Under no circumstances, the NEC authority shall be made responsible in case of any lapse on their part. Further, it may be clearly noted that once the selected firm is approved and vehicle were requisitioned from them, he/she has to ensure that the vehicle so detailed with NEC will not be changed or withdrawn under any circumstances without intimation this Secretariat or in case this Secretariat desires to change any type of vehicle, substitute has to be provided by the firm within 2 hours of notice. Further, the vehicles to be provided should not be older than 2014 model.

NEC reserves the right to cancel any or all quotations or to accept the quotation in part whatsoever without assigning any reason.

TERMS AND CONDITIONS FOR HIRING OF VEHICLES

1. The sealed tender documents should be delivered to the NEC Guest House, Plot No.18, Chanakyapuri, New Delhi-21 by 1400 hrs on 26th May, 2017. Tender Documents can be downloaded from www.necouncil.gov.in.
2. While all efforts have been made to avoid errors in drafting of the tender documents, the agencies/bidders are advised to check the same carefully. No claims whatsoever on account of any errors in the tender documents shall be entertained.
3. Each page of the tender document must be stamped and signed by the person or persons submitting the tender in token of his/her/their having acquainted himself/herself/themselves and accepted the entire documents including various conditions of contract. Any Bid with any of the documents unsigned and unstamped is liable to be rejected at the discretion of the Competent Authority of NEC Secretariat. **NO PAGE SHOULD BE REMOVED/DETACHED FROM THIS BIDDING DOCUMENT.**
4. All bidders are hereby explicitly informed that conditional offer or offers with deviations from the conditions of Contract, the bids not meeting the minimum eligibility criteria, Bids not accompanied with EMD of requisite amount/format, or any other requirements, stipulated in the tender documents are liable to be rejected.
5. Tenders have to be accompanied by Earnest Money Deposit (EMD) of Rs.2500/- (Rupees two thousand and five hundred) only in the form of Demand Draft/Pay Order. The DDs/POs should be drawn in favour of DDO, NEC, Shillong payable at Shillong. Bids without EMD will be summarily rejected.
6. Successful agency/bidder will have to submit Performance Security equal to 10% of the bid value as Performance Security in the form of Bank Guarantee /Term Deposit Receipt (TDR) in favour of DDO, NEC payable at Shillong valid for a period of 45 days beyond completion of contract.
7. Bidders shall not be permitted to withdraw their offer or modify the terms and conditions thereof. In case the bidder fails to observe and comply with the stipulations made herein or backs out after quoting the rates, the aforesaid EMD shall be forfeited.
8. No claim shall lie against the NEC Secretariat, Government of India in respect of erosion in the value of interest on the amount of EMD or security deposit.
9. The EMD shall be forfeited :

- (i) If the bidder withdraws his bid during the period of bid validity specified by the bidder in the bid form; or
- (ii) In case of successful bidder, if the bidder
 - (a) Fails to furnish required performance security in accordance with the terms of tender document within the time frame specified by the North Eastern Council Secretariat.
 - (b) Fails or refuses to honour his own quoted prices for the services or part thereof.

10. VALIDITY OF BIDS

- (i) Bids shall remain valid and open for acceptance for a period of 45 days from the last date of submission of bids.
- (ii) In case North Eastern Council Secretariat calls the bidder for negotiation then this shall not amount to cancellation or withdrawal of original offer which shall be binding on the bidder.

11. PREPARATION OF BIDS

- 11.1 Bid should be prepared as per the instructions given in the Tender document along with valid EMD of requisite amount.

Documents comprising the Bid

- a) Bid submission duly signed and printed on Agency/Bidder letter head.
- b) Copy of tender document duly signed and stamped on each page.
- c) Earnest Money Deposit of Rs.2500/- (Rupees two thousand five hundred)only.
- d) Pan Card must be enclosed.
- e) Service Tax Registration Certificate
- f) Proof of valid Service Tax payment

12. The Agency/Bidder should submit the complete proposal with rates in breakup of each and every item.

13. Bids received after the specified date and time for receipt of bids would not be entertained.

14. Bids incomplete in any form will be rejected out rightly.

15. Any enquiry after submission of the bids would not be entertained.

16. The rates quoted by the successful bidder shall remain valid for a period of 45 days from the date of opening of the bid.

17. Vague, incomplete or quotations by fax, telex, telegram would not be entertained and summarily rejected.

18. The Competent Authority of North Eastern Council Secretariat, Government of India reserves the right to reject any or all tenders without assigning any reasons thereof and

accept and award any or part or full contract to any successful agency(s) at its discretion and this will be binding on the bidders.

19. The Competent Authority of North Eastern Council Secretariat, Government of India may terminate the contract if it is found that the agency(s) is black listed on previous occasions by any of the Central Ministries/Department of Government of India.

20. INDEMNITY

- 20.1 The selected agency(s) shall completely indemnify and hold it harmless for all claims, demands, damages, actions, costs and charges to which NEC may become subject, or which it may have to pay or be held liable therefore, by reason of any injury to persons, reputation or property suffered or sustained by any agency or employee of this office or arising out of any activity or negligence or omission of the agency(s).

21. ARBITRATION

- 21.1 All disputes and differences arising out of or in any way concerning or relevant to the contract shall be referred to the sole arbitration of any person nominated by the Competent Authority of North Eastern Council Secretariat, Government of India, Shillong. There should be no objection to any such appointment on grounds that the arbitrator so appointed is a Government Servant, that he had to deal with matters to which this indenture relates or that in the course of his duties as such government servant, he has expressed views on all or any of the matters in dispute or difference. The award of the arbitrator so appointed shall be final and binding on the parties of the Agreement.

ANNEXURE – III

**FORMAT FOR FINANCIAL BID FOR HIRING OF VEHICLES IN CONNECTION WITH THE 66TH NEC
MEETING TO BE HELD AT NEW DELHI ON THE 29TH MAY, 2017**

VEHICLE TYPE	PARTICULARS	PRICE QUOTED (in figures) Inclusive of Service Tax and other taxes as applicable	PRICE QUOTED (in words) Inclusive of Service Tax and other taxes as applicable
Innova	Fixed Hiring Charges Per Vehicle Per Day .		
Innova	Charge per KM running (Average running estimated at 100 KM per day per vehicle. However the actual KM running per day may increase or decrease.)		
Swift Desire	Fixed Hiring Charges Per Vehicle Per Day .		
Swift Desire	Charge per KM running (Average running estimated at 100 KM per day per vehicle. However the actual KM running per day may increase or decrease.)		

Signature and date of the Authorized person of the firm

Name of the Firm with

Seal _____

Contact No. and address of the

Firm _____
