



पत्रांक : मेघना मंडल/JE (HQ)/08/2018/ 763-67

दिनांक/Dated 17/10/2019

(कोटेशन आमंत्रण सूचना) Notice Inviting Quotation

भारत के राष्ट्रपति की ओर से अधिशासी अभियंता, मेघना मंडल, केंद्रीय जल आयोग, सिलचर (असम)-788006, द्वारा नीचे दिए गए विवरण के अनुसार "मेघना मंडल, केंद्रीय जल आयोग, सिलचर के अंतरगत दिनांक 06.11.2019 से 31.03.2020 तक के लिए किराए पर निरीक्षण वाहन की भर्ती" कार्य के लिए कोटेशन आमंत्रित किये जाते हैं। इच्छुक प्रतिष्ठित फर्में संलग्न निर्धारित प्रपत्र में अपनी कोटेशन बंद लिफाफे में दिनांक 24.10.2019 को 11:00 बजे तक कार्यालय अधिशासी अभियंता, मेघना मंडल, केंद्रीय जल आयोग, सिलचर (असम)-788006 में जमा कर सकती हैं। कोटेशन उसी दिन 15:00 बजे इच्छुक कोटेशनदाताओं या उनके प्रतिनिधि की उपस्थिति में खोली जाएगी / For and on behalf of the president of India, Executive Engineer, Meghna Division, Central Water Commission, Silchar, invites the sealed quotations for the work of "Hiring of Inspection Vehicle under Meghna Division, CWC, Silchar-06 for the period from 06.11.2019 to 31.03.2020". Interested reputed firms may fill attached sheet and submit in sealed envelope to O/o Executive Engineer, Meghna Division, CWC, Main Link Road, Opp lane-2, Silchar, Cachar, Assam-788006 by 24.10.2019 (upto 11:00 Hrs). Sealed quotations will be opened on 24.10.2019 at 15:00 Hrs in presence of quotationers or their authorized representative.

कार्य का विवरण / Description of Works	अनुमानित लागत / Estimated Cost (INR)	कोटेशन जमा करने की अंतिम तिथि एवं समय / Last date & time for receiving quotation	कोटेशन खुलने तिथि एवं समय Date & Time for opening quotation	कार्य की अवधि /Period of Work
Hiring of Diesel 4WD SUV Vehicle with Driver (with POL) with engine cubic capacity between 2000cc to 2500cc, BS-IV complaint and ground clearance not less than 180 mm for the official duties local at Dharmanagar (Tripura) & Silchar (Assam) and out of station, North Eastern states (Assam, Meghalaya, Tripura, Manipur, Mizoram, Nagaland, Arunachal Pradesh) including all charges i.e. repairs, maintenance and POL etc.	1,98,892/-	24/10/2019 11:00 Hrs.	24/10/2019 15:00 Hrs.	06.11.2019 to 31.03.2020



सामान्य निर्देश /General Instructions :

- 1) पूर्ण रूप में कोटेशन "कार्यालय अधिशासी अभियंता, मेघना मण्डल, मीडब्ल्यूसी, लिंक रोड-1, विपरीत लेन-2, सिलचर (असम)-788006" में 24.10.2019 को 11:00 बजे या उससे पहले तक पहुंचना चाहिए। कोटेशन खुलने का समय उसी दिन 15:00 बजे है एवं खुलने के समय उपस्थित रहने की इच्छा रखने वाले फर्मों के प्रतिनिधि की उपस्थिति में खोला जाएगा / The quotation in full should reach the "O/o the Executive Engineer, Meghna Division, CWC, Link road-1, opposite lane-2, Silchar (Assam)-788006." at 11:00 hrs on or before 24.10.2019 and will be opened on 24.10.2019 at 15:00 hrs in the presence of the representative of the firms who wish to be present at the time of opening.
- 2) धरोहर राशि रुपये 4000/- (वापसी योग्य शुल्क) का एकाउंट पेयी डिमाण्ड ड्राफ्ट या सावधि जमा रसीद (एफडीआर), भारतीय स्टेट बैंक, सिलचर में भुगतानित, जो कि अधिशासी अभियंता, मेघना मंडल केंद्रीय जल आयोग सिलचर-788006 के पक्ष में किसी भी राष्ट्रीयकृत बैंक से निर्गत हो / **Rs. 4,000/- (Refundable) as Earnest Money Deposit (EMD) of tender shall be deposited only in the prescribed form of **Crossed Bank Demand Draft/ FDR of Scheduled Bank**, in favour of the Executive Engineer, Meghna Division, CWC, Silchar- 788006 , CWC payable at SBI Silchar**

धरोहर राशि जमा न करने पर कोटेशन पर कोई विचार नहीं किया जायेगा / Those failing to submit EMD payments, their quotations will not be considered.

Note:

Those agencies registered as MSME unit with NSIC under its single point registration scheme will be granted various facilities as per the prevailing provisions of the ministry of MSME.

- 3) सफल बोलीदाता को सक्षम प्राधिकारी द्वारा कोटेशन की स्वीकृति की अधिसूचना के बाद 15 दिनों के भीतर कार्य की स्वीकृत राशि का 5 प्रतिशत की दर से निष्पादन सुरक्षा के रूप में जमा कराना होगा तथा यह कार्य की पूर्ण अवधि के पूरा होने की तारीख (31.03.2020) से 30 दिनों की अवधि के लिए वैध रहना चाहिए। निष्पादन सुरक्षा आपूर्तिकर्ता को बिना किसी ब्याज के कार्य की अवधि समाप्त होने के पश्चात वापस कर दी जाएगी।
निष्पादन सुरक्षा को एकाउंट पेयी डिमाण्ड ड्राफ्ट या सावधि जमा रसीद (एफडीआर), भारतीय स्टेट बैंक, सिलचर में भुगतानित, जो कि अधिशासी अभियंता, मेघना मंडल केंद्रीय जल आयोग सिलचर-788006 के पक्ष में किसी भी राष्ट्रीयकृत बैंक से निर्गत हो, के रूप में प्रस्तुत किया जा सकता है।
यदि सफल कोटेशनदाता अनुबंध दायित्वों को पूरा नहीं करता है, तो निष्पादन सुरक्षा को जब्त किया जा सकता है।
/ The successful bidder shall furnish performance security deposit at the rate of 5% of the accepted value of work within 15 days after notification of the award and it should remain valid for a period of 30 days beyond the date of completion of work (i.e. 31.03.2020). Performance Security will be refunded to the supplier without any interest, whatsoever, after completion of work.
Performance security may be furnished in the form of account payee Demand Draft in favour of Executive Engineer, Meghna Division, CWC, Silchar- 788006 payable at Silchar or Fixed Deposit Receipt / **FDR of Scheduled Bank**, in favour of the Executive Engineer, Meghna Division, CWC, Silchar- 788006, CWC payable at SBI Silchar.
Performance security is liable to be forfeited in case successful tenderer does not fulfill contract obligations.
- 4) पूर्ण रूप से भरी सीलबंद कोटेशन को कोटेशन प्राप्त करने के लिए निर्धारित तिथि और समय से पहले कार्यालय अधिशासी अभियंता, मेघना मंडल, केंद्रीय जल आयोग, में लिंक रोड, विपरीत लेन नंबर 2, सिलचर, कछार, असम-788006 में रखे टेंडर बॉक्स में डाला जा सकता है अथवा पंजीकृत डाक / स्पीड पोस्ट द्वारा भेजा जा सकता है। निर्धारित समय के बाद किसी भी कोटेशन पर विचार नहीं किया जाएगा / Quotation may be dropped in the

Tender box kept in the O/o Executive Engineer, Meghna Division, CWC, Main Link Road, Opp lane-2, Silchar, Cachar, Assam-788006 or may be sent by the registered post/speed post to reach on or before the date and time stipulated for receiving the quotation. No quotation will be entertained after the stipulated time.

- 5) अनुमानित निविदा लागत वास्तविक आधार पर 06 नवम्बर, 2019 से 31 मार्च, 2020 तक की अवधि के लिए काम पर रखने के लिए वैध है और कोटेशन राशि मासिक / दैनिक समर्थक अनुपात के आधार पर घटाई जाएगी, जो 06 नवम्बर, 2019 से भर्ती के समय से देरी पर आधारित है / The Estimated Cost is valid for hiring for the period from 06th November, 2019 to 31st March, 2020, on actual basis and actual amount would be reduced on monthly/daily pro-rata basis, based on the delay in hiring beginning from 06th November, 2019.
- 6) कोटेशन के साथ संलग्न सभी दस्तावेजों/प्रमाण-पत्रों पर कोटेशनदाताओं के स्वप्रमाणित हस्ताक्षर होना अनिवार्य है अन्यथा कोटेशन पर विचार नहीं किया जायेगा / All documents / certificates attached with the quotation are required to be self attested by the quotationer, otherwise the quotation will not be considered.
- 7) कोटेशन के लिए निमंत्रण, अनुलग्नक में दिए गए निर्देशों के अनुसार और शर्तों की पूर्ति के अधीन है / The Invitation to quotation is subject to fulfilment of instructions and conditions as per Annexure-I.

दीपांकर
13/11/19

दीपांकर दास / Dipankar Das
अधिशासी अभियंता / Executive Engineer
भारत के राष्ट्रपति की ओर से / For and behalf of President of India

प्रति सूचनार्थ / Copy for information

- 1) अधीक्षण अभियंता (समन्वय), वी वी ओ, केंद्रीय जल आयोग, शिलांग / Superintending Engineer (C), B&BBO, CWC, Shillong.
- 2) अधीक्षण अभियंता, मेघना परिमंडल, केंद्रीय जल आयोग, सिलचर / Superintending Engineer, Meghna Circle, CWC, Silchar.
- 3) सहायक लेखा अधिकारी, मेघना मंडल, केंद्रीय जल आयोग, सिलचर / Assistant Account Officer, Meghna Division, CWC, Silchar.
- 4) कनिष्ठ अभियंता (मु), मेघना मंडल, केंद्रीय जल आयोग, सिलचर इस आशय से की निविदा आमंत्रण सूचना को केंद्रीय जल आयोग की वेबसाइट तथा CPP पोर्टल पर अपलोड कर दें / Junior Engineer (HQ), Meghna Division, CWC, Silchar with a direction to upload Notice Inviting Tender on CWC website and CPP Portal.
- 5) सूचना पट्ट, मेघना मंडल, केंद्रीय जल आयोग, सिलचर / Notice Board, Meghna Division, CWC, Silchar.

नियम एवं शर्तें /Terms and conditions:

- 1) The rates are to be quoted F.O.R. destination inclusive of packing forwarding, freight, insurance, if any, at the office of the Executive Engineer, Meghna Division, CWC, Silchar.
- 2) The rates should be inclusive of all local taxes such as Service Tax etc **except Goods and Services Tax (GST) which shall be paid separately as per rule and prevailing rates.**
- 3) Rates of GST should be clearly mentioned as applicable.
- 4) **The vehicle shall be run for local at Dharmanagar (Tripura) and Silchar (Assam) for which no Night halt charge will be paid.** For outside journey (other than Silchar & Dharmanagar) to CWC sites located in North Eastern states (Assam, Meghalaya, Tripura, Manipur, Mizoram, Nagaland, Arunachal Pradesh) night halt charge will be paid to agency as per approved rate of quotation.
- 5) The rate of works should be quoted both in figures as well as in words.
- 6) The quotation number with date of its opening has to be clearly mentioned on the top of the quotation and sealed cover.
- 7) Any correction in the quotation should be clearly attested by the authorized person.
- 8) The undersigned reserves the right to cancel/reject in part or full of any/all the quotation without assigning any reason and without any financial involvement from either side.
- 9) Normal duty hours shall be from 9.00 A.M to 6.00 P.M; however, during emergencies or any other circumstances, the driver shall work beyond duty/ working hours for which no extra payment shall be paid by the Department. The welfare part of the driver shall be taken care of by the agency.
- 10) Any fine due to traffic shall be liability of the contractor. Nothing extra shall be paid by the department.
- 11) During the contract period security of vehicle provided shall be the responsibility of contractor. The contractor shall provide fire extinguisher for fire fighting in the vehicle at his own cost.
- 12) Any person who is in government service or any employee of the department shall not be a partner directly or indirectly with the service provider.
- 13) In the event of any dispute or differences arising out of this contract, the same shall be referred to the sole arbitration of the EE, MD, CWC, Silchar, Assam whose decision shall be final and binding.
- 14) Engineer-in-charge shall not provide any residential accommodation to the drivers/ helpers engaged with the vehicle (s) hired and the contractor shall make their own arrangement for stay of the persons engaged by them for the work.
- 15) It must be ensured that the vehicles are not emitting excessive/ harmful pollutants into the atmosphere and are within the permissible limits. Vehicle shall obtain Pollutant under control (PUC) certificate from the authorized agencies.
- 16) If the office is not satisfied with the performance of the driver/vehicle, then alternative driver/vehicle is to be provided by the contractor/agency immediately.

- 17) Request for any advance payment will not be entertained.
- 18) Payment shall be made monthly on **actual basis** and necessary all taxes as applicable recoveries/ deductions will be made from the running Bill.
- 19) Payment will generally be made through RTGS/online on production of bills as per actual (**proportionate for partial month**) and if payment is to be made by Demand Draft, the bank charges will be deducted.
- 20) Name & address of A/c payee to whom tax deducted at source may be paid shall be mentioned along with the bill.
- 21) Only those firms having PAN/TIN/GST clearance certificate etc. can be eligible to submit their quotation.
- 22) Any quotation, which does not comply with the above guidelines, runs the risk of being rejected.
- 23) In case of any dispute, the decision of The Executive Engineer, Meghna Division, CWC Silchar shall be final and binding on all concerned.
- 24) The agency/contractor shall deploy the vehicle like Bolero, equivalent like Scorpio, Xylo etc. The make of the vehicle should be of the year 2018 or later and it should be registered within the state.
- 25) The vehicle shall be provided by the agency/contractor for local at Dharmanagar (Tripura) and Silchar (Assam) as well as outside journey to CWC sites located in North Eastern states (Assam, Meghalaya, Tripura, Manipur, Mizoram, Nagaland, Arunachal Pradesh) as and when required.
- 26) In case of any breakdown or disruption due to any reason, the vehicle shall be replaced by a substitute vehicle on the spot immediately by the agency/contractor and no extra charges shall be payable for that. In case the agency/contractor fails to provide equivalent arrangement in the department / officer will make alternate arrangement at the cost of agency/contractor.
- 27) The contract will be terminated by giving 15 days prior notice in case the services are not satisfactory.
- 28) Entry tax/Permit tax, to enter other states shall be borne by the agency/contractor.
- 29) Once rates quoted by the agency/contractor shall be final, nothing extra shall be paid on account of rate increase of fuel, lubricant etc.
- 30) All expenditure involve in connection with petrol / Diesel / pollution check, repair and maintenance of vehicle, road taxes, insurance and any other incidental expenditure shall be borne by the agency including all government levies and challans (if any).
- 31) The vehicles shall be kept neat & clean and in good working condition maintained well during contract period.
- 32) The drivers shall be well mannered with good behaviour and should have a valid driving license with him.
- 33) The agency/contractor should ensure that the driver carries all the necessary documents like Registration certificate, insurance paper, PUC certificate etc. with him.
- 34) The distance Milo meter of vehicle shall be accurate.

- 35) The rate shall be quoted inclusive of all taxes including service tax/GST. Nothing shall be paid extra.
- 36) The Agency/contractor shall comply with the government / RTO rules and regulations government notifications before deployment of vehicles, including all RTO formalities for operating the hired vehicle.
- 37) The agency/contractor shall be responsible for safety and security of vehicle and shall also be responsible for compensation and damages due to any dispute between the agency/contractor and its staff. Department shall not be responsible for any dispute between the agency and its staff.
- 38) The payment shall made monthly basis either by cheque or demand draft on production of bill /challan in triplicate of duly verified/signed by the authorized officer. Deposit of EPF, ESI and etc. in respect of driver engaged shall be responsibility of agency/contractor.
- 39) The driver shall be in neat & clean uniform and should not be drunk at all times while on office duty.
- 40) The vehicle shall be run as per the schedule of the trips/timings, route and as directed by the Engineer-in-charge or the work from time to time either by return notice / telephone /mobile.
- 41) The vehicle shall be in good running condition through-out the contract period. The duration of local duties at site and outside trips etc. shall be as per instructions issued by the Engineer-in-charge of work.
- 42) The contractor shall compensate and make good all damages or loss of property or personnel injury to the passengers or to any other third party as a result of road accidents or on account of whatsoever cause while operating these vehicles.
- 43) The contractor shall ensure that the driver engaged by him to drive the vehicle, fulfill and fully comply with the requirement of Motor Vehicle Act ,1988 and other statutory provisions.
- 44) When the driver of the vehicle is not available due to the being on leave, due to sickness or otherwise, contractor will arrange another driver immediately.
- 45) Once rates quoted by the agency/contractor shall be final, nothing extra shall be paid on account of rate increase of fuel, lubricant etc.
- 46) The firm/contractor/agency must have valid PAN, Service Tax/ GST Registration Number, latest ITCC (enclose copy of Income Tax Return filed for FY 2017-18) at the time of submission of tender.
- 47) The contractor /Agency should be registered with Labour Commission, EPF, ESIC and should have a valid certificate from Labour Commissioner, EPF and ESIC (Copy of the same shall be enclosed).
- 48) The liability under relevant sections of Motor Vehicle Act 1968 and IPC causing death or permanent liability developed in the vehicle supplied by the contractor, the hiring authority has no responsibility of whatsoever and will not entertain any claim in this regard under the provision of the law.

- 49) The engagement and employment of drivers and payment of wages to them as per existing provisions of various labour laws and regulations is the sole responsibility of the contractor and any breach of such laws or regulations shall be deemed to be breach of this contract.
- 50) The contractor shall assign the job of driving of hired vehicles only to qualified experienced licensed driver and also assume full responsibility for the safety and security of the officers/officials as well as essential store items while running the vehicle by ensuring safe driving.
- 51) The attested copy of driving license of the driver should be submitted during the contractual period.
- 52) The Executive Engineer, Meghna Division, CWC, Silchar and his representative shall have no direct or indirect liability arising out of such negligent, rash and impetuous driving which is an offence under section 29 of IPC and any loss caused to Executive Engineer, Meghna Division, CWC, Silchar and his representative, have to be suitably compensated by contractor.
- 53) The responsibility of safety & security of the vehicle during the contract period shall be of the contractor and the department will not be responsible for any loss or damage of the vehicle in any case including while on duty within the premises of the Department or while on tour to out stations.
- 54) The meter reading should tally the actual distance of run at any instant and authorized officer shall have full power to check up the meter for its correctness and to take action accordingly
- 55) **Responsibility for payment of wages to Driver :-**
- a) A contractor (Employer) shall be responsible for payment of wages to M.V. Driver employed by him and such wages shall be paid before the expiry of such period as may be prescribed.
 - b) The Contractor shall have to issue an appointment order in favour of the person employed by him as MV Driver, giving full details of minimum wages to be paid, his employee code, ESI & EPF account No, Service tax (GST) etc on his letter head.
 - c) The Contractor shall have to issue identity card in favour of the person employed by him as MV Driver, in prescribed format.
 - d) Executive Engineer, Meghna Division, Central Water Commission, Silchar has been nominated a representative from department side is authorized to be present at the time of disbursement of wages by the contractor and it shall be the duty of such representative to certify the amounts paid as wages in such manner as may be prescribed.
 - e) It shall be the duty of the contractor to ensure the disbursement of wages in the presence of the authorized representative i.e. EE, MD, CWC, Silchar.
 - f) The monthly wages of the driver shall be made regularly by the agency, even if bill payment delays from department. Such payment/wages will not be paid from department.
 - g) The Monthly rate for vehicle per Km is inclusive of all maintenance, servicing, cost of spares & lubricants, salary, EPF, ESI, ST & other benefits to the driver/manpower deployed, charges

towards Road Tax/SRT/TP, Insurance and other statutory levies as applicable to all parties concerned agencies.

56) Penalties :- penalties will be imposed in case of following conditions:

- a) In case, the vehicle and driver provided by the Agency/contractor does not report at the reporting address as per the scope of work at prescribed reporting time, a penalty of Rs. 400/- shall be imposed on each such occasion.
- b) In case of breakdown of a vehicle during journey or after reporting for the duty, a penalty of Rs. 200/- shall be imposed for each such occasion. In such cases, the vehicle is to be replaced by a suitable vehicle or faulty vehicle is to be repaired within one hour of breakdown failing which an additional penalty of Rs. 100/- shall also be imposed.
- c) In the cases of breakdown of vehicles, if the suitable vehicle as replacement or repaired vehicle as in clause-56 (b) is not provided even after one hour from the breakdown then controlling officer shall have the liberty to wait for another one hour period during which suitable vehicle will be provided by the contractor or abandon the vehicle/journey at once depending upon situation and circumstances. If the vehicle/journey is abandoned or no vehicle is provided within two hours of breakdown then a deduction equal to pro-rata amount for that day shall be made from the monthly bills, however Kilometre run from reporting place up to the breakdown place shall be counted in the total Kilometre run by the vehicle for that month.
- d) In case the meter is found tampered with, a penalty of Rs 2000/- shall be levied, and shall render the Contractor liable to any or all of these sanctions which can be forfeiture of its performance security, imposition of liquidated damages and/or termination of the contract.
- e) If any loss to government properties/materials shall occur due to negligence of duties, it shall be responsibility of Agency/contractor and Agency/contractor shall have to pay or recovered from the bills for losses as per decision of Engineer-in-charge. The amount of losses shall be determined by department and shall be binding on the Agency/contractor. No claims of Agency in this respect shall be entertained.

SCHEDULE OF QUANTITIES

Name of work:- Hiring of Inspection vehicle including POL with driver under Meghna Division, CWC, Silchar.

Sl. No.	Description of Work	Unit	Quantity	Quoted Rate (INR)		Quoted Amount (INR)
				In Figure	In Words	
1.	Hiring of Diesel 4WD SUV Vehicle with Driver (without POL) with engine cubic capacity between 2000 cc to 2500 cc, BS-IV complaint and ground clearance not less than 180 mm for the official duties at local . Dharmanagar (Tripura) & Silchar (Assam) and out of station in North Eastern States (Assam, Meghalaya, Tripura, Manipur, Mizoram, Nagaland, Arunachal Pradesh) including all charges i.e. repairs, maintenance and POL etc.	Month				
2.	Vehicle running rate per Km (inclusive of POL cost etc)	Km	1000			
3.	Night halt charge	Nos.	5			
	Hire charge of Vehicle for 1 month inclusive of all local taxes (excluding GST)					
	Hire charge of Vehicle for the period from 06.11.2019 to 31.03.2020 inclusive of all local taxes (excluding GST)					
	Total Amount in words:					
	GST rate					