



भारत सरकार/GOVERNMENT OF INDIA

केंद्रीय जल आयोग/CENTRAL WATER COMMISSION

अधिकासी अभियन्ता कार्यालय/OFFICE OF EXECUTIVE ENGINEER

मेघना अन्वेषण मंडल/MEGHNA INVESTIGATION DIVISION

MSHFC Society Ltd Building, 4<sup>th</sup> Floor, Nongrim Hills, Shillong, East Khasi Hills, Meghalaya, Pin-793003

No. MID/JE(HQ)/NIQ/2017-18/ 914-17

Dated: 7th July'2017

**NOTICE INVITING QUOTATION**

Dear Sir,

Sealed quotations superscribed on the envelope as quotation for "Quotation for Providing Motor vehicle along with driver services for Meghna Investigation Division, CWC, Shillong" as per enclosed format for quotation, are invited on behalf of the "President of India" by the undersigned from the reputed firms / contractors as per details, terms and conditions given below:

**Name of the Work: Providing Motor vehicle along with driver (without fuel) for Meghna Investigation Division, CWC, Shillong**

**Estimated Cost: 1,62050/- (Rupees one lakh sixty two thousand fifty) only**

**Period of Contract: Six months**

**TERMS & CONDITIONS**

**1) The Eligibility Criteria is as follows:**

- a) The Agency should be registered with the Labour enforcement Departments and should deal with the Labour Department directly and shall comply with all the requirements of Minimum Wages Act 1948, Central Labour (Regulation and Abolition) Act, 1970, contract Labour ((Regulation and Abolition) Central Rules 1971 and child Labour (Prohibition and Regulation) Act, 1986 and other statutory law/ Acts applicable for the service.
- b) The firm should have registration for EPF, ESI and registration from labour commissioner.
- c) The firm should have registered to provide driver /Man power with Central/State Govt.
- d) The firm should have minimum 3 years experience in the business of providing vehicle along with Driver/Manpower services in any Central Govt/State Govt/ undertaking or any reputed private firms/ offices.
- e) The firm should enclose documentary proof /evidence to substantiate the eligibility criteria given at a, b, c & d above along with the quotation.
- f) Performance guarantee shall be submitted by the contractor when the works awarded to the agency.
- g) Firms /supplier must enclose a copy of PAN, TIN, GST registration etc along with quotation
- h) Registration, insurance and all other documents for hiring of vehicles shall be fulfilled by the agency as per prevailing rules and guidelines during the contract period and nothing extra shall be paid on this account
- i) The quotation no. with date of opening must be mentioned on top of the quotation and cover.
- j) Fuel will be supplied by the Department for running the vehicle during contract period.
- k) Separate payment for driver shall not be made.

## **2) Rate:**

- a. The quotation shall be for the full quantity as described in the format of quotation, corrections, if any, shall be made by crossing out, initialing, dating and re-writing.
- b. Rates quoted shall be inclusive of all charges, taxes and other levies and incidental expenses, if any payable.
- c. The rates quoted by the Agency shall remain fixed for the duration of the contract and shall not be subject to adjustment on any account.
- d. No additional charges will be paid over and above the quoted rates of the Agency and the department shall also not pay any extra on account of Provident fund, gratuity, paid holiday, weekly off, relieving charges, medical charges, insurance charges etc. to the agency or any person.
- e. The rate quoted by the Agency shall be inclusive of monthly wages (Basic plus VDA), Employees Provident fund, gratuity, ESI, uniform and all other benefits for driver and R&M of vehicle.
- f. The Rates should be quoted in Indian Rupee only.
- g. Only one quotation can be submitted by each agency.

## **3) Scope of work**

Under this organization, offices / gauging sites are spread over entire NE region. The driver should drive the out sourced vehicle with alertness. The driver should be capable to locate faults and carry out minor repairs, read English numerals and figures, understand Traffic regulation, able to change wheels and correctly inflate tyres. In case of any major repairs/faults, the driver should bring the same to the notice of the agency immediately. The driver should drive the out sourced vehicle for the inspection of sites / attending works in the office located in the above region and driving the vehicle in local / outside the head quarters for other official purposes as and when required. In addition to this the driver should clean the vehicle daily and up keep the vehicle in neat, clean and in good condition. The driver should wear uniform while attending the duty. The driver should perform the duty allotted to him by his office without any reluctance. The normal working hours of the Office is between 09.30 hrs. to 17.30 hrs. and Sunday being holiday.

## **4) Security Deposit/ Performance Guarantee**

The successful bidder shall furnish 10% of the total quoted and accepted rate as Security Deposit/ Performance Guarantee in the form of DD in favor of the **Executive Engineer , MID, CWC,Shillong** , payable at SBI , Shillong within 10 days of award of work.

## **5) Validity of Quotation:**

Quotation shall remain valid for a period not less than 45 days after the deadline date specified for submission.

## **6) Evaluation of Quotations:**

The Executive Engineer, MID, CWC,Shillong will evaluate and compare the quotations determined to be substantially responsive i.e. which conform the terms and conditions mentioned at clause **1 to 5 above**. The Executive Engineer, MID, CWC, Shillong reserves the right to reject any or all the quotation without assigning any reason whatsoever.



## **7) Award of contract**

The **Executive Engineer, MID, CWC, Shillong** will award the contract to the Agency whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation Rate.

- a. Notwithstanding the above, the Executive Engineer, MID, CWC, Shillong reserves the right to seek previous work orders, references etc. and to accept or reject any quotations and to cancel the tendering process and reject all quotations at any time prior to the award of contract.
- b. The tenderer whose quotation is accepted will be notified of the award of contract by the Executive Engineer prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the work order

## **8) Payment Terms:**

The payment will be released to the agency by the undersigned every month within 10 days of furnishing the Bill in triplicate by the agency.

## **9) Other terms and conditions:**

- a) The Department will not be responsible for any injury sustained to the Agency workers during the performance of their duties / driving vehicle and also for any damage or compensation due to any dispute between the Agency and its workers. Any expenditure incurred by the department to face the situation arising out of act of his workers will be made good by the agency. If any incident /accident during the duty period, the department will not be held responsible for the same. It is the responsibility of the firm / Agency to provide sufficient insurance coverage / compensation as per the latest act in force and proof of insurance coverage should be submitted to this office within 10 days from the date of issue of work order. The agency has the liberty to include the insurance coverage amount in service charges and other benefits.
- b) The agency should register themselves in the labour enforcement Departments and should deal with the Labour Department directly and shall meet all the requirements of minimum wages act 1948. Central labour (regulation and abolition) act 1970, Contract labour (regulation and abolition) Central rules 1971 and child labour (prohibition and regulation) act 1986 and other statutory law/acts applicable for the service. Nothing extra will be paid on this account.
- c) Acceptability of the vehicle with driver nominated by the agency shall be examined by a committee constituted by EE with the approval of the SE, MC. The committee will examine condition of vehicle and the driver capability in driving the vehicle, drivers knowledge in general maintenance of vehicle such as replacement of tyre, cleaning of spark plug, general behaviour etc.
- d) In case of any lapse in duty / negligence in driving/ misbehaviour with public/ staff of CWC noticed by the Executive Engineer or his representatives a warning notice will be issued to the Agency to improve the performance of the Driver if necessary. If the Driver fails to show any improvement the driver will be removed from the duty with 2-day notice and the Agency should nominate another driver with vehicle immediately. In case the driver is found in drunken state, he will be removed from duty immediately without any warning notice and the Agency should nominate another driver within 2 days. The acceptance of the driver with vehicle will be dealt as per clause 9(b).
- e) The contractor / Agency would be responsible for the protection and security of their vehicle while driving or parking outside the office on local journey or on tour etc. Any damage to the vehicle due to the negligence of the driver shall be made good by the firm.



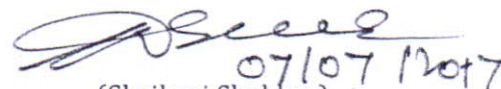
- f) In the event if any untoward incident / happening, to out sourced vehicle and driver engaged by Agency shall lodge the complaint / FIR with Police authority immediately under intimation to the undersigned.
- g) The Agency should provide such driver on the duty who are healthy, having minimum educational qualification of VIII-Standard pass and whose age is in the range of 21 to 50 years and having a valid driving license for light vehicle / heavy vehicle with minimum 3 years driving experience.
- h) Agency should arrange uniform, name badge, shoes, etc required for the work at its own cost.
- i) The agency should work under the control of the Executive Engineer, Meghna Investigation Division, CWC, Shillong.
- j) The driver should work for 8 hours per day from 09.30 hrs to 17.30 hrs on all the working days and beyond 09.00 hrs (with 30 minutes grace period on either side (09.00 hrs to 18.00 hrs
- k) The Executive Engineer reserves the right to extend / reduce the period of contract.
- l) If the driver is found drunken state or found misbehaving while on duty or unfit for duty such personnel shall be removed immediately at the absolute discretion of Executive Engineer.
- m) The department shall not entertain any claim whatsoever submitted by the driver for permanent absorption in the Department on the plea of working / engaged on Government duty.
- n) The Driver engaged by the agency shall not be paid less than the minimum wages as fixed by the Government from time to time. No claim due to revision in wages will be entertained.
- o) The Agency should submit the proof of making payment like wages, ESI, EPF etc to the driver deployed on the duty to the undersigned while submitting claim for subsequent months bill.( i.e.) bill for the month of August 2017 be supported with documents of deposit made by the Agency against ESI, EPF and also a receipt giving details of wages received by the labour for the month of August 2017). If the contractor fails to make such documents, the Department may take action to make direct payments to the labour till such time the contractor produce the documentary proof for making wages, ESI, EPF etc due for the labour.) In case the contractor fails to make such document for more than 3 months, then the Department may cancel the contract and the performance guarantee available with the Department will be forfeited.
- p) This is purely a temporary arrangement, which can be terminated at any time without assigning any reasons by serving one-month notice.
- q) The agency should not make frequent change of vehicle or driver deployed on duty. In the event of any change , prior intimation in writing along with bio- data of the person/details of vehicles viz. complete papers proposed to be deployed newly should be given to the Executive Engineer, MID or to his authorized representative. Such newly nominated vehicle and driver acceptability shall be ascertained by the committee constituted by EE as explained at clause 9 ( c )
- r) The successful bidder should submit bio-data of the driver/vehicle with relevant papers deployed along with a photograph within 15 days of start of work. The bio-data should contain name, fathers name, age, temporary and permanent address, license etc of the driver and vehicle details such as make, permits etc and the agency should ensure that the workers engaged for the purpose of driver to drive the out sourced vehicle should not have any criminal cases pending or contemplated against him.
- s) The Chief Engineer, B&BBO, CWC, Shillong may consider in relaxation of any of the terms and condition of the contract if required.



- t) The Contract can be continued for further period of six months if required on mutually agreed terms and condition. In such case contract value can be reworked out to take care of the increase in minimum wages in case of driver and increased maintenance for vehicle.
- u) The security deposit/performance guarantee will be forfeited in case termination of the contract by the Department due to lapse on the part of contractor/Agency
- v) Any dispute arising will be referred to the Superintending Engineer, SE,MC,, CWC, Silchar whose decision will be final and binding.
- w) In no case a vehicle that is not registered for the commercial purpose shall be supplied.
- x) Quotation is to be dropped in the quotation / tender box in the office of the undersigned or may be sent by the registered post to the undersigned so as to reach stipulated time for receiving the quotation. No quotation will be entertained after the time.
- y) 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.
- z) 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
- aa) Any person who is in government service or any employee of the department shall be not a partner directly or indirectly with the service provider.
- bb) The service history of the vehicle should be provided with the quotation.
- cc) The contractor and his staff shall not allow any person other than employees authorized by the Engineer in Charge to travel in the vehicle (s)
- dd) 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.
- ee) It must be ensured that the vehicles are not emitting excessive harmful pollutants in the atmosphere and are within the permissible limits. Vehicle shall contain pollutants under control (PUC) certificate from the authorized agencies.
- ff) If this office is not satisfied with the performance of the driver/vehicle, then alternative driver/vehicle is to be provided immediately.
- gg) The agency shall deploy the vehicle like diesel 4 WD SUV or equivalent and the make of the vehicle should be of the year 2015 or later.
- hh) The vehicle should have an All India permit.
- ii) The tyre of the vehicle should be new and have meets the specification R 15.
- jj) The wheel base should be minimum 2600 mm.
- kk) The vehicle shall be provided by the agency for local as well as outside journey to CWC sites located in Meghalaya and other North Eastern states as and when required.
- ll) The vehicles shall be kept neat and clean and in good working condition maintained well during contract period. The agency shall be responsible for safety and security of vehicle and shall be responsible for compensation and damages due to any dispute between the agency and its staff. Department shall not be responsible for any dispute between the agency and its staff.
- mm) The distance milo meter of vehicle shall be of digital type.
- nn) The agency shall comply with the government / RTO rules and regulations government notifications before deployment of vehicles, including all RTO formalities for operating the hired vehicle.
- oo) The driver should be well experienced, impeccable integrity and should have a general idea about north eastern area.
- pp) If the driver of the vehicle is not available due to the being on leave, due to sickness of otherwise, contractor will arrange driver immediately

- qq) The driver shall be mannered with good behavior, should be in neat and clean uniform and preferably be a teetotaler
- rr) The vehicle shall be in good running condition throughout 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.
- ss) The contractor shall send the vehicle for periodical servicing at the cost of the contractor.
- tt) Regular checking of meter by the designated transport authority may be done by the contractor.
- uu) 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.
- vv) The contract can be terminated at any time by EE, MID, CWC, Shillong as per requirement arising due to any condition.

You are requested to provide your offer **latest by 15.00 hours on 17/07/2017 which will be opened at the address mentioned below at 15.30 hours on the same day.** The bidders or their representatives may attend the opening, if they wish so.

  
07/07/2017

(Shrihari Shekhar)  
Executive Engineer  
Meghna Investigation Division  
Central Water Commission  
MSHFCS Ltd. Bulding,  
4<sup>th</sup> Floor, Nongrim Hills  
Shillong-793003

Copy for information to:

1. The Superintending Engineer, Meghna Circle, Silchar for kind information.
2. The Executive Engineer, Meghna Division, Silchar.
3. Accounts Branch, MID, CWC, Shillong.
4. Notice Board of MID, CWC, Shillong.
5. Details of this NIQ is also available on C.P.P Portal.



**Format of Quotation**  
**[On the letterhead of the Firm]**

Sl.No	Description of works	Qty	Amount in Rupees	Remarks
1	Motor vehicle driver services	1		
a	Wage per month as per Minimum Wages Act of Labour Department , Govt. of Meghalaya			
b	EPF @ 13.61% of (a )			
c	ESI @ 4.75% of (a )			
d	Bonus @8.33% of (a)			
e	HRA 16% of (a) for Shillong			
f	Other service/Bus fare/PT/washing allowance			
g	Sub total			
	Service Charges			
h	Total			
i	Other taxes including GST			
j	TOTAL			
	Grand Total for one month/driver			
	Total for six months/driver			

Note :-

- i) Filling up the rate by the agency for the items 1(a) to 1(h) in the quotation format is mandatory/Compulsory
- ii) The rate quoted by the agency for item 1(a) to 1 (d) shall not be less than the rate fixed as per the minmum wages act of State Government

Sl.No	Description of works	Qty	Amount in Rupees	Remarks
2	Hiring of Diesel 4 WD SUV Vehicle with engine cubic capacity between 2000 cc to 2500 cc, BS-IV compliant and ground clearance not less than 180 mm for the official duties at local and out of station (NE Region) including repairing and maintenance.	1		
	Grand Total for one month/vehicle			
	Total for six months/vehicle			

**Gross Total Cost :Rs.....**

We agree to carry out the work "Providing Motor Vehicle with Driver Services for Meghna Investigation Division, CWC,Shillong as per NIQ for a total contract price of Rs.....  
 (Rupees.....)  
 for a period of six months

**Date:**

**Signature of Agency**  
**Name of the Authorised Signatory**  
**Seal and address**