



भारत सरकार
Government of India
केन्द्रीय जल आयोग
Central Water Commission,
उत्तरपूर्व अन्वेषण मंडल 1
North Eastern Inv. Division No.I,



e-mail: eeneid1.sil-cwc@gov.in

रंगपुर पार्ट 1, सिलचर 9, असम
Rongpur Part-I, Silchar-9, Assam

NOTICE INVITING QUOTATION

Sealed quotations super scribed on the envelope as ‘**Notice Inviting Quotation for hiring of Multi-Utility vehicle (Maruti Ertiga, Mahindra Xylo, Nissan, Evalia, Enjoy & Tavera, Bolero & Sumo vehicle of similar size and cost) on need basis including driver, POL and halt charges for executing field Survey & Investigation works of various Reservoir Schemes in Jharkhand for FY: 2020-21 under NEID-I, CWC, Silchar**’ 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: ‘Hiring of Multi-Utility vehicle (Maruti Ertiga, Mahindra Xylo, Nissan, Evalia, Enjoy & Tavera, Bolero & Sumo vehicle of similar size and cost) on need basis including driver, POL and halt charges for executing field Survey & Investigation works of various Reservoir Schemes in Jharkhand for FY: 2020-21 under NEID-I, CWC, Silchar’

Period of Contract: Upto 31st March, 2021.

TERMS & CONDITIONS

1) The Eligibility Criteria is as follows:

- 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.
- The firm should have minimum 1 year 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.
- The firm should enclose documentary proof /evidence to substantiate the eligibility criteria given at a & b above along with the quotation.
- Firms /supplier must enclose a copy of PAN, TIN, GST registration etc along with quotation in consonance with rules in force.
- 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
- The quotation no. with date of opening must be mentioned on top of the quotation and cover.
- Separate payment for driver shall not be made.

2) Rate:

- a) The vehicle will be hired on need based basis. The rate should be quoted for 250 Kms per day. (Reckoned from time of reporting to the time of release) including driver payment, POL Charges, maintenance charges and halt charges. The vehicle must be available at any time of any day for 10 hrs as directed by the Engineer-in-Charge.
- b) 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.
- c) Rates quoted shall be inclusive of all charges, taxes and other levies and incidental expenses, if any payable.
- d) 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.
- e) 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.
- f) 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.
- g) The Rates should be quoted in Indian Rupee only.
- h) Only one quotation can be submitted by each agency.
- i) For most of the time the reporting place for the vehicle (zero reading) will be either Ranchi or Hazaribagh. However, undersigned reserves the right to change the place of reporting as per site requirements.

3) Scope of work

Under this organization investigation sites are spread over Hazaribag, Ranchi and Palamu district of Jharkhand and the camp offices at Ranchi and Hazaribagh. The Division office is at Silchar (Assam), Circle office at Shillong (Meghalaya), Chief Engineer office, B&BBO, CWC at Shillong (Meghalaya) and CWC(HQ) at New Delhi. 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. 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.. 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.

4) Escalation

No escalation is applicable in this contract.

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, NEID-I, CWC, Silchar will evaluate and compare the quotations determined to be substantially responsive i.e. which conform the terms and conditions mentioned at clause **1 to 4 above**. The Executive Engineer, NEID-I, CWC, Silchar reserves the right to reject any or all the quotation without assigning any reason whatsoever.

7) Award of contract

The Executive Engineer, NEID-I, CWC, Silchar with the approval of competent authority 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 Executive Engineer, NEID-I, CWC, Silchar above, the 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 EE, NEID-I, CWC, Silchar 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) In case of any lapse in duty / negligence in driving/ misbehavior 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).
- d) The vehicle shall be running in good running conditions throughout the contract period. The duration of local duties at site and outside trips etc. shall be as per the instructions issued by the Engineer-in-charge.
- e) The driver shall not be a smoker or consumer of pan, pan masala, gutakha, khaini or any other similar item. He will maintain cleanliness inside and outside of the vehicle all the time.
- f) 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.
- g) 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.
- h) 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 45 years and having a valid driving license for light vehicle / heavy vehicle with minimum 3 years driving experience.
- i) Agency should arrange uniform, name badge, shoes, etc required for the work at its own cost.
- j) The agency should work under the control of the Executive Engineer, NEID-I, CWC, Silchar.
- k) The Executive Engineer reserves the right to extend / reduce the period of contract.
- l) 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.

- m) 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.
- n) This is purely a temporary arrangement, which can be terminated at any time without assigning any reasons by serving one-month notice.
- o) 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, NEID-I, CWC, Silchar 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)
- p) 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.
- q) The Executive Engineer, NEID-I, CWC, Silchar may consider in relaxation of any of the terms and condition of the contract if required.
- r) The Contract can be continued for further periods 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.
- s) Any dispute arising will be referred to the Executive Engineer, NEID-I, CWC, Silchar whose decision will be final and binding.
- t) In no case a vehicle that is not registered for the commercial purpose shall be supplied.
- u) 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.
- v) 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.
- w) 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
- x) 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.
- y) The service history of the vehicle should be provided with the quotation.
- z) 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)
- aa) 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.
- bb) 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.
- cc) If this office is not satisfied with the performance of the driver/vehicle, then alternative driver/vehicle is to be provided immediately.
- dd) The vehicle shall be provided by the agency for executing field Survey and Investigations in Hazaribagh, Ranchi and Palamu Districts of Jharkhand and for the movement anywhere in India (Division office at Silchar (Assam), Circle office at Shillong (Meghalaya), Chief Engineer office, B&BBO, CWC at Shillong (Meghalaya) and CWC (HQ) at New Delhi for official purpose) if required on need basis.
- ee) 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.
- ff) The distance milometer of vehicle shall be of digital type.
- gg) 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.
- hh) The driver should be well experienced, impeccable integrity and should have a general idea about the concerned area.

- ii) If the driver of the vehicle is not available due to the being on leave, due to sickness or otherwise, contractor will arrange driver immediately
- jj) The driver shall be mannered with good behavior, should be in neat and clean uniform and preferably be a teetotaler
- kk) 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.
- ll) The contractor shall send the vehicle for periodical servicing at the cost of the contractor.
- mm) Regular checking of meter by the designated transport authority may be done by the contractor.
- nn) 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.
- oo) The contract can be terminated at any time by the Executive Engineer, NEID-I, CWC, Silchar as per requirement arising due to any condition.

You are requested to provide your offer as per Annexure-I latest by **15:00 hours on 27/07/2020 which will be opened at the O/o Executive Engineer, North Eastern Investigation Division-I, Central Water Commission, Rongpur, Part-I, Silchar, Assam-788009 at 15:30 hours on the same day.** The bidders or their representatives may attend the opening, if they wish so.

(Ramavtar Verma)
Executive Engineer

Copy for information to:

1. The Superintending Engineer(C), B&BBO, CWC, Shillong for kind information please.
2. The Superintending Engineer NEIC, CWC, Shillong for kind information please.
3. SDE (DB), NEID-I, CWC, Silchar for uploading the NIQ on CPP Portal.
4. SDE (HQ), NEID-I, CWC, Silchar / SDE, Camp office Ranchi / SDE, ISD, Maithan for information and necessary action.
5. Account Branch, NEID-I, CWC, Silchar.
6. Notice Board of NEID-I, CWC, Silchar.

Subject: Hiring of Multi-Utility vehicle (Maruti Ertiga, Mahindra Xylo, Nissan, Evalia, Enjoy & Tavera, Bolero & Sumo vehicle of similar size and cost) on need basis including driver, POL and halt charges for executing field Survey & Investigation works of various Reservoir Schemes in Jharkhand for FY: 2020-21 under NEID-I, CWC, Silchar

For outstation rate, total running of vehicle per day: 250 km

S. No.	Description of item	Rate (INR) Per Km	Amount (INR) For 250Km
1	Running Cost per Km		
2	Night halt per day		
Total Amount per day inclusive of all taxes excluding GST			

Amount in words per day excluding GST (Rupees.....)

Rate of GST (in %).....

Note:

1. The quoted price shall be written both in figures and words and should be inclusive of all services and taxes except GST. However GST will be reimbursement on production of GST paid receipts.
2. The Bill of quantities is to be read in conjunction with Scope of work.

Signature of Contractor with seal