



No. BB/11209/2018/1
Government of India
Ministry of Water Resources
River Development and Ganga Rejuvenation
Brahmaputra Board



Basistha, Guwahati-29
Dated 12.09.2018

NOTICE INVITING QUOTATION

Sealed quotation in prescribed format is hereby invited from reputed transport providers, vehicle owners etc. with experience of supplying vehicles to Govt. departments, PSUs etc. for vehicles as per Annexure-I on monthly hire basis for H.Q. office, Brahmaputra Board, Basistha, Guwahati -29". The quotation should be accompanied with a Call Deposit Receipt for Rs. 5000.00 (Rupees five thousand) only as Earnest Money from any Nationalized bank drawn in favour of the Financial Adviser, Brahmaputra Board, Basistha, Guwahati-29. Detailed specification of items, terms and conditions etc. may be obtained from the Nazarat Branch, Brahmaputra Board Head quarters. on payment of Rs. 500.00 (Rupees Five hundred only) as cost of quotation papers in the form of IPO duly pledged to the Financial Adviser, Brahmaputra Board, during office hour from 11.00 hours to 15.00 hours on all working days from **13-09-2018 to 20-09-2018**.

- 1 Eligibility criteria for firms, contractors etc. will be ascertained after verification of latest GST Registration Certificate, Trade license and PAN Card etc.
- 2 The quotation must be accompanied by Earnest Money in the form of call deposit/Bank draft for Rs. 5000.00 (Rupees five thousand) only drawn on any Nationalized Bank in favour of Financial Adviser, Brahmaputra Board, Basistha, Guwahati-29.
3. Details of the quotation are also available on the Brahmaputra Board website 'www.brahmaputraboar.gov.in' and Notice Board of Brahmaputra Board Headquarters.
4. The bidders have to prove their eligibility and submit necessary documents and deposit the cost of quotation papers in the form of I.P.O of Rs. 500.00(Rupees Five hundred) only. In case the quotation papers are down loaded from web site, the cost of tender document as mentioned above should be submitted at the time of submission of tender documents. Otherwise, their quotations will not be taken into consideration.
5. The completed document along with copies of Firm Registration certificate, GST Registration/clearance certificate, Trade License, proof of past works, PAN Card, Earnest Money, IPO for the cost of quotation document (in case of quotation downloaded from the web-site), etc. should be submitted along with the quotation.

The quotation complete in all respect will be received by the undersigned up to 15.00 hours on **25-09-2018** and will be opened on the same day in presence of bidder(s) or their representative at 15-30 hours. The department reserves the right to accept or reject any or all the quotations without assigning any reason thereof.

12.9.2018
Executive Engineer (HQ)
12/19

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 / investigation sites are spread over entire NE region and the Sikkim and northern part of West-Bengal. 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 18.00 hrs.

4) **Validity of Quotation:**

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

5) **Evaluation of Quotations:**

The Competent Authority 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 Competent Authority reserves the right to reject any or all the quotation without assigning any reason whatsoever.

6) **Award of contract**

The Executive Engineer (H.Q.), Brahmaputra Board, Basistha, Guwahati-29 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 (H.Q.), Brahmaputra Board, Basistha, Guwahati-29 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 (H.Q.) prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the work order

7) **Payment Terms:**

The payment will be released to the agency by the Accounts Wing of Brahmaputra Board, Basistha, Guwahati -29 every month within 10 days of furnishing the Bill in triplicate by the agency.

8) **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 Competent Authority with the approval of the Secretary, Brahmaputra Board. 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 behavior etc.

- d) In case of any lapse in duty / negligence in driving/ misbehavior with public/ staff of Brahmaputra Board 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 is 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.
- 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 Secretary, Brahmaputra Board, Basistha, Guwahati 29.
- j) The Competent Authority reserves the right to discontinue the contract.
- k) 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 Competent Authority.
- 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) 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. If the contractor fails to submit 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.
- o) This is purely a temporary arrangement, which can be terminated at any time without assigning any reasons by serving one-month notice.
- p) 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 Brahmaputra Board. Such newly nominated vehicle and driver acceptability shall be ascertained by the committee constituted by Competent Authority as explained at clause 8 (c)
- q) 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.
- r) The Secretary, Brahmaputra Board, Basistha, Guwahati 29 may consider in relaxation of any of the terms and condition of the contract if required.

- s) 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.
- t) Any dispute arising will be referred to the Secretary, Brahmaputra Board, Basistha, Guwahati 29 whose decision will be final and binding.
- u) In no case a vehicle that is not registered for the commercial purpose shall be supplied.
- v) 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.
- w) 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.
- x) 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
- y) 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.
- z) The service history of the vehicle should be provided with the quotation.
- aa) The contractor and his staff shall not allow any person other than employees authorized by the in Charge to travel in the vehicle (s)
- bb) 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.
- cc) 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.
- dd) If this office is not satisfied with the performance of the driver/vehicle, then alternative driver/vehicle is to be provided immediately.
- ee) The agency shall deploy the vehicle like diesel 4 WD SUV or equivalent and the make of the vehicle should be of the year 2016 or later.
- ff) The vehicle should have an All India permit.
- gg) The wheel base should be minimum 2600 mm.
- hh) The vehicle shall be provided by the agency for local as well as outside journey to Brahmaputra Board sites located in North Eastern states and Sikkim & Northern part of West Bengal as and when required.
- ii) 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.
- jj) The distance mile meter of vehicle shall be of digital type.
- kk) 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.
- ll) The driver should be well experienced, impeccable integrity and should have a general idea about north eastern area.
- mm) 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
- nn) The driver shall be mannered with good behavior, should be in neat and clean uniform and preferably be a teetotaler
- oo) 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.
- pp) The contractor shall send the vehicle for periodical servicing at the cost of the contractor.
- qq) Regular checking of meter by the designated transport authority may be done by the contractor.

- rr) 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.
- ss) The contract can be terminated at any time by the Competent Authority, Brahmaputra Board Basistha, Guwahati -29 as per requirement arising due to any condition.

You are requested to provide your offer latest by 15.00 hours **25-09-2018** 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.

This issue with the approval of the Secretary, Brahmaputra Board, Basistha, Guwahati 29.

Executive Engineer (H.Q.)
Brahmaputra Board
Basistha, Guwahati -29

Not for publication:-

Copy for information:-

1. The P.P.S to the Chairman, Brahmaputra Board, Basistha, Guwahati-29
2. The P.S. to Vice Chairman, Brahmaputra Board, Basistha, Guwahati-29
3. The Chief Engineer-II, Brahmaputra Board, Basistha, Guwahati-29
4. The Dy. Financial Adviser, Brahmaputra Board, Basistha, Guwahati-29
5. All circles under Brahmaputra Board for wide circulation
6. All Divisions under Brahmaputra Board for wide circulation
7. The In-Charge, I. T. Cell, Brahmaputra Board, for uploading the notice inviting quotations in the Board's website www.brahmaputraboord.gov.in.
8. NOTICE BOARD

SCHEDULE OF ITEM, RATE ETC.

1. Name of Work: Providing of inspection vehicle on monthly hire basis for Brahmaputra Board H.Q. Offices, Basistha, Guwahati -29

Sl. No.	Particulars	Quantity	Unit	Rate	
				In figure	In words
	Hiring of inspection vehicle for within and outside Guwahati including the monthly wages of driver.				
1	Toyota Innova	1 No.			
	Km run per month = 3500 km		Per Month		
	Km run per month = 2500 km		Per Month		
	Extra Running cost`		Per km		
2	Renault Duster AWD	1 No.			
	Km run per month = 3500 km		Per Month		
	Km run per month = 2500 km		Per Month		
	Extra Running cost`		Per km		
3	Tata Hexa	1 No.			
	Km run per month = 3500 km		Per Month		
	Km run per month = 2500 km		Per Month		
	Extra Running cost`		Per km		

Note:-

1. Monthly minimum wages of the driver shall not be less than the rate fixed as per the minimum wages act of Central Government.
2. Cost of food, lodging of driver, safe keeping of vehicle at outstation and applicable taxes should be included in the quoted rate.

Signature of Agency
Name of the Authorized Signatory
Seal and address