

# **ANNUAL CONTRACT FOR PROVIDING OF AC & NON-AC TAXIES AT NESAC UMIAM**

**जून /JUNE 2022**

**भारत सरकार/Government of India  
अंतरिक्ष विभाग/Department of Space  
उत्तर-पूर्वी अंतरिक्ष उपयोग केंद्र/North Eastern Space Applications Centre  
उमियम/Umiam-793103, मेघालय/Meghalaya**

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उमियम / Umiam - 793103, मेघालय / Meghalaya

फैक्स/Fax: 0364-2570043  
फोन/Tel.: 0364-2570036  
ईमेल/Email: purchase.nesac@nesac.gov.in

**निविदा आमंत्रण सूचना / NOTICE INVITING TENDER**

निदेशक एनई-सैक, उमियम, मेघालय, प्रतिष्ठित ठेकेदारों, फर्मों सेवा प्रदाताओं से निम्नलिखित के लिए दो बोली में मोहरबंद प्रस्तावों को आमंत्रित करते हैं / Director, NESAC, Umiam, Meghalaya, India invites sealed offers in two bids from reputed Service Providers, Firms, Contractors etc for the following:

एनआईटी सं. / NIT No.	कार्य का नाम / NAME OF THE WORK	इएमडी(₹) डीडी के रूप में/ EMD (₹) IN THE FORM OF DD	निविदा शुल्क/ TENDER FEE (₹)
NESAC/1442/2022	ANNUAL CONTRACT FOR PROVIDING OF AC & NON-AC TAXIES AT NESAC UMIAM	₹ 150000/-	₹ 500/-

निविदा दस्तावेजों के विक्रय का दिनांक/ Dates for selling of tender documents : 02.06.2022 to 20.06.2022  
निविदा दस्तावेजों को जमा करने की अन्तिम तिथि व समय/ Last date & Time for submission of tender documents: 20.06.2022 upto 1330 Hrs.  
निविदा खोलने की तिथि, समय व स्थान/ Date, Time & Venue of Bid Opening : 20.06.2022 at 1500 Hrs at एनईसैक, उमियम/ NESAC, Umiam

**Instructions to Tenderers:**

1. For full details and terms and conditions etc., please see the enclosed Annexures.
2. Tender documents can be obtained from the Purchase Officer, NESAC, Umiam.
3. Tender Fee shall be paid in form of CROSSED Demand Draft only. The Demand Draft should be in favor of Director, NESAC drawn on State Bank of India, Umiam (branch Code 2010). The Tender Fee is NON-REFUNDABLE. Your request letter along with Tender Fee may be addressed to the Purchase Officer as indicated above.
4. Interested tenderers may, at their option, download the tender documents from the NESAC website [www.nesac.gov.in](http://www.nesac.gov.in) and submit the Tender Document along with the prescribed tender fee as per details given in the tender notification.
5. While requesting for Tender Documents, please superscribe on the cover as "Request for Tender document against Tender Notice No **NESAC/1442/2022**.
6. Tender Document received after the due date/time will not be considered.
7. While sending sealed quotation/offer superscribed respective Tender Number and Due Date on the envelope.
8. NESAC, UMIAM is not responsible for any postal delays/loss of documents in transit.
9. If the date specified for submission/opening of tenders is declared as a holiday abruptly, the due date for submission/opening of the tenders in such cases shall be postponed automatically to the next working day.
10. Director, NESAC reserves the right to accept or reject any/or all the quotations/Expression of Interest in part or full.
11. **All pages forming part of the tender documents should be duly signed, stamped and submitted to NESAC. Pages not signed and stamped will be considered invalid and rejected.**

Dated: 01.06.2022

Sd/-  
निदेशक, एनईसैक / Director NESAC

## **PART- I TECHNICAL BID**

### **STATEMENT OF TECHNICAL EVALUATION FOR ANNUAL CONTRACT FOR PROVIDING OF AC & NON AC TAXIES**

Sl.No.	TERMS & CONDITIONS	COMPLIANCE	REMARKS
1	The Contractor should submit Tender Fee for ₹500/- in the form of demand Draft in favour of Director, NESAC, payable at SBI Umiam		
2	The Contractor should submit Earnest Money Deposit :₹150000/- in the form of demand Draft in favour of Director, NESAC, payable at SBI Umiam		
3	NESAC requires on an average 2 to 3 <b>commercial vehicles</b> per day at any given point of time.		
4	The contractor should be capable of supplying 5 – 20 taxies on specified occasions which will be informed well in advance. The contractor who owns a minimum of 2(two) taxies in good running condition (not more than four years old) in his/the firm's name only shall participate in this tender. Documentary evidence such as models, registration certificate, insurance, pollution certificate etc., should be included in the technical bid.		
5	Well maintained new (not more than four years old) taxies with neat and tidy upholstery only to be provided. Sufficient spares viz., stepney, fan belt, hose, tools, first aid kit etc., should be available with the vehicles to take care of emergency repairs. Details of vehicle, driver & Contractor (Registration no., name & mobile no.) should be written inside the taxi. Driver of the vehicle need to possess all documents in the vehicle to comply with RTO norms and should wear neat uniform (White Shirt and White Pant) with name badge as per the existing Motor Vehicle Act. The contractor shall monitor and ensure that drivers' behavior suit the organizational status. The vehicle driver shall have a cell phone always.		
6	The drivers deployed must be in good health, well mannered, well behaved, and even tempered, should not smoke/chew tobacco or consume/have consumed alcohol while on duty and should have minimum VIII <sup>th</sup> standard qualification and should perform the duties entrusted to him properly. He must possess a valid driving license and required vehicle related papers with name badge at all times. He must have speaking knowledge of Hindi or English.		
7	The contractor should ensure that the taxies report for the duty with sufficient fuel and also arrange to provide sufficient money for fuel, toll charges, etc., while on tour. Vehicles along with drivers & documents should be ready for surprise inspection by Administrative Officer or any other official authorized by him.		
8	In case of any strike or bandh, civil commotions and other disturbances, the contractor should make earnest efforts for plying the vehicles as usual and if any problem arises, the same should be intimated to Administrative Officer immediately and follow his instructions.		

9	In case the taxi reports to or is released from NESAC, a maximum of 10 km or the actual distance whichever is less between the office of the taxi contractor and NESAC shall be entertained as idle distance for payment. In case the taxi either reports or is released to/from any other point in the city other than NESAC, then the actual distance between the office of the taxi contractor and reporting / releasing point shall be entertained as idle distance for payment. The entries of these idle time and distance in the log sheets at the beginning and at the end are to be made by the contractor.		
10	Payment will be made based on actual distance travelled		
11	The Journeys trips at NESAC is divided into followings three categories:		
i	(a) Local trips i.e within and between Shillong, Ri-Bhoi, Cherrapunjee etc. (b) Shillong Airport Pickup and dropping trips. (One Way)		
ii	(a) Guwahati Airport pick up and dropping trips. (One Way) (b) Guwahati city pick up and droppings trips. (One Way )		
iii	Outstation trips (Round trips including local duty)		
12	<b>For Local trips duties:</b>		
i	In case of local trips contractors are allowed to use the 2 <sup>nd</sup> log sheet only after a continuous period of 24 hours. For any continuous duty beyond 12 hours (but within 24 hours) <b>except point no. 1.6 of annexure A</b> , the bills will be regulated as per the terms specified in the contract with extra kilometers and extra hour charges respectively. No change of log sheet is allowed for the broken period.		
ii	For local trips, the number of hours for which the taxi is hired is the basis for deciding the applicable slab. Whenever the actual running exceeds the maximum kilometers for a particular hour slab, the extra kilometer rate is to be taken into account. Similarly, whenever the usage exceeds the time limit indicated in the slab, the next slab is to be taken in to account even though the number of kilometer does not cross the limit indicated in the slab. However, rate / hour (waiting charge) agreed will be applicable only beyond 12 hours.		
iii	The regular conveyance vehicle should have sufficient fuel and driver should have sufficient money as these vehicle can be used for any emergency outstation duty where so decided by Administrative Officer. Therefore contractor should deploy other vehicle for conveyance which have outstation permit also. Vehicle & driver should be always ready for such as duty.		
iv	For local trips beyond 120Km, will be considered as outstation duty except for daily staff conveyance trips. The rate for such trips shall be applicable as per 14.(i) to (iii)		

<b>13</b>	<b>For Guwahati Airport &amp; Guwahati City pick up and drop duties: (One Way)</b>		
<b>i</b>	(a) Average distance between Shillong and Guwahati Airport is taken as 120 KMs only. (b) Average distance between Shillong and Guwahati city is taken as 100 KMs only		
<b>ii</b>	Drivers should report well in time as asked by the Office in the vehicle requisition.		
<b>iii</b>	Drivers should carry placard for easy identification by the passengers.		
<b>iv</b>	Contractors will not be paid for extra Kms if travelled without prior permission of the NESAC Office. Therefore drivers should stick to the shortest route.		
<b>v</b>	Only in case of delay of flight/train for more than two hour in case of pick up from Ghy Airport/city the Contractor will be paid waiting charges per hourly basis at the extra hours rate.		
<b>14</b>	<b>For outstation duties, the rate shall be applied as under:</b>		
<b>i</b>	Usage of taxi up to 12 O' Clock mid-night shall be considered as One Day		
<b>ii</b>	Usage of taxi for more than six hours beyond 12 O' Clock mid-night (i.e., after 6.00 am) shall be considered as another Day		
<b>iii</b>	Usage of taxi beyond 12 O' Clock mid-night and up to 6.00 am shall be considered for payment under extra kilometer and extra hour.		
<b>15</b>	A log book should be maintained for taxies hired on monthly basis and rates shall be applied as under:		
<b>i</b>	The taxi shall be retained during any 12 hours in a day. If retained for more than 12 hours, extra hour can be claimed on consolidated basis by the end of the month <b>except point no. 1.6 of annexure A.</b>		
<b>16</b>	Vehicle should report to duty with sufficient fuel and drivers also should take food before reporting to duty. NESAC will not allow any vehicle to stop on the way for fuel and food. Contravention of which will lead to penalty as per Sr No. 18		
<b>17</b>	If the Vehicle is released during office hours by the passengers, the driver should report to Administrative Officer, NESAC.		

18	<p>If contractor fails to observe the following, a penalty per vehicle per day will be imposed and deducted from the bill of the contractor on each of such occasions.</p> <ul style="list-style-type: none"> <li>• Failure to provide a vehicle on any day</li> <li>• Failure to provide a suitable vehicle in case of breakdowns.</li> <li>• Failure to perform trips and duties.</li> <li>• Failure to maintain copies of valid documents, spare wheel and associated tools kit in each of the vehicles.</li> <li>• Failure to upkeep the vehicles in neat and clean condition</li> <li>• Late reporting of Vehicle.</li> <li>• Change of vehicle without prior permission.</li> <li>• Change of driver without prior permission.</li> <li>• No Cell phone with driver</li> <li>• Driver without uniform &amp; name Badge</li> </ul>		
19	The vehicles provided by Contractor should be free from court cases.		
20	On booking of the vehicle, the Contractor shall send SMS with details of car number, driver name and mobile number to each user with a copy to Administrative Officer, NESAC. In case of change of driver/vehicle the contractor should inform NESAC well in advance.		
21	NESAC will re-imburse the expenditure incurred towards Inter- State permit charges, toll charges, parking charges, etc., on production of original receipts issued by State Government/local authorities and certified by the user. NESAC will not bear any cost towards operation, repair, maintenance, fuel and oil, servicing, wages, fooding, lodging of drivers, garage fees, insurance; road tax etc. The complete liability in such cases will be that of the Taxi contractor.		
22	<b>Driver will not be entitled to any privileges from NESAC including boarding, fooding and lodging charges. For outstation trips they need to make their own arrangements.</b>		
23	Only less than four years old (as on last date of tender) yellow board taxies with valid permits and insurance are to be provided for conveyance. NESAC Transport has the right to check the condition and the documents of the taxies at any time.		
24	All cost and liabilities arising out of any accident or traffic offence are solely the responsibility of the taxi contractor. NESAC officials will not be a party to any dispute arising out of accident or traffic offence. NESAC shall not indemnify against any claims or law suits by a third party in case of accidents resulting in loss of property, injury and death.		
25	In case of breakdown of any taxi, the replacement should be provided by the contractor and no idle KM and time will be entertained for replacement vehicle.		
26	NESAC reserves the right to enter into a parallel contract with one or more number of firms for hiring of taxies.		
27	Payment will be made within 30 days from the date of submission of valid bills. Bills should be submitted on monthly basis. Any bills submission if delayed by more than 2 month then above payment timeline will not be applicable to the same.		
28	The contract shall be valid initially for a period of one year from the date of the contract and extendable for another two years, one year at a time at the discretion of NESAC, if mutually agreed (totally 3 years). For first two year rates will remain the same and for third year 3% increment in the rates.		

29	The Contractor should indicate(in Sl.No. 4.2 & 4.3 of Price Bid) the present increase/decrease in rate/km for every 5% increase/decrease in petrol/diesel rate applicable for the actual distance run by the vehicle only		
30	NESAC will provide a specimen log sheet to the contractor. Contractor should ensure that the driver reports for the duty along with required number of log sheets. It is the responsibility of the driver to obtain signature of the taxi users after they fill all the columns of the log sheets for each trip. Incomplete and illegible log sheets will not be entertained for payment. Any corrections in the log sheet should be attested by the users. Contractor should give strict instructions to the drivers that they should not make any entries in the log sheets other than the entries of travel between office of the contractor to the first reporting point and back to travels from the releasing point.		
31	NESAC reserves the right to terminate the contract in the following cases:		
i	NESAC suffers due to frequent breakdown of the vehicles in route or any lapse in providing required services as per terms and conditions specified.		
ii	Frequent stoppage of vehicles mid-way due to poor maintenance, lack of fuel, accident, misbehavior/in-discipline of the driver etc.		
iii	Suffer any pecuniary loss due to rash and negligence driving of the driver to NESAC/ user Staff.		
32	<u>FALL CLAUSE</u> : The rates charged under the contract by the contractor should in no event exceed the lowest price at which the contractor charges / services of identical description to any other DOS units during the period of contract.		
33	THE PURCHASER RESERVES THE RIGHT:		
i	To enter into parallel rate contract simultaneously or at any time during the period of contract with one or more contractors.		
ii	To place on ad-hoc contract or contract simultaneously or at any time during the period of the contract with one or more tender.		
iii	To cancel the contract at any time without assigning any reason whatsoever.		
34	<u>SECURITY DEPOSIT</u> Performance Security Deposit in the form of Performance Bank Guarantee (format enclosed as per the Annexure-I) or Bank FDR at 3% of the work Order value shall be submitted from any Nationalized/Scheduled bank executed on non-judicial stamp paper of ₹200/-, and shall be valid for a period of sixty days beyond the date for completion of all the works specified in the Work Order.		
35	<u>JURISDICTION</u> The Courts of Nongpoh only shall have the jurisdiction to deal with the award and decide the matter relating to the disputes arising out of the contract.		
36	<u>SUBLETTING OF CONTRACT</u> The Contractor shall not be allowed to transfer, assign, pledge or subcontract its rights and liabilities under the contract to any other agency.		

37	The Character and Antecedents of the personnel deployed shall be verified through record check by the Contractor from the concerned Police authorities, and submit the Original Police Report to Administrative Officer.		
38	<u>Documents required along with the offer</u> The Contractor is required to enclose photocopies of the following documents along with the offer failing which their bids shall be summarily/outrightly rejected and shall not be considered any further.		
A	A copy of PAN / Aadhar Card.		
B	Documentary evidence such as models, registration number, insurance, permit, etc. of the vehicle as stated in Sl. No. 4		
C	The contractor should have atleast 2 years experience in supplying of vehicles to any Government Offices/PSUs/Public Sector Bank, Hotel, etc./ Documentary evidence to be submitted.		
D	A copy of Goods and Service Tax (GST) registration certificate.		
E	Undertaking to be furnished by the Contractor that the Contractor is having no legal suit/criminal case pending against its proprietor or any of its Directors (in the case of Private Ltd. Company) or having not been earlier convicted on grounds of moral turpitude or for violation of laws in force.		
F	Non-tribal contractors should produce/furnish valid "Trading License" issued by the Khasi Hills Autonomous District Council (KHADC). If somehow the suppliers/firms fail to submit the Trading License with the quotation/technical bid of the tender documents, the contractor must assure in writing that they will submit the same before releasing of PO. It may be noted that even though selected, PO shall not be released without furnishing the attested copy of Trading License.		
39	The Contractor will be bound by the details furnished by him/her to NESAC while submitting the tender or at subsequent stage. In case, any of such documents furnished by him / her is found to be false at any stage, it would be deemed to be a breach of terms of contract making him/her liable for legal action.		
40	Contractor will be required to follow the security requirements with a valid Identity Card while entering NESAC campus and shall maintain high order of discipline while on duty.		
41	In case, if the person employed by the Contractor commits any act of omission/Commission that amounts to misconduct/indiscipline/incompetence, conflict of interest, security risks, the Contractor shall be liable to take appropriate disciplinary action against such persons including their removal from site of work, or replace them immediately who are found unacceptable to NESAC.		
42	Minimum wages and other labour related statutory conditions as per the respective state acts shall be strictly adhered to, by the Contractor. NESAC will not be responsible in any way for such lapses on the part of the Contractor.		
43	The Contractor shall maintain all statutory registers under the applicable Law. The Contractor shall produce the same, on demand, to the concerned authority of NESAC or any other authority under Law.		
44	NESAC shall not be responsible for any damages, losses, claims, financial or other injury to any person deployed by Contractor in the course of their performing the functions/duties, or for payment towards any compensation.		



45	In the event of any question, dispute or differences arising under these conditions or any conditions contained in the Purchase Order or in connection with this contract (except as to any matters the decision of which is specially provided for by these conditions) the same shall be referred to the sole arbitration of the Director or any other person appointed by him. It will be no objection that the arbitrator is a Government Servant that he had to deal with matter which the contract relates or that in the course of his duties as a Government Servant he has expressed views on all over any of the matters in dispute of difference. The award of the Arbitrator shall be final and binding on the parties of this contract.		
46	In order to avail of the benefits extended by Government of India to the Micro, Small and Medium Enterprises, bidder should submit self attested copy of valid certificate of registration for specific services asked in the tender by any authority so authorized by Ministry of Micro, Small and Medium Enterprise (MSME), Government of India to issue such certificate.		
47	NESAC reserve the right to decide on the make/type of vehicles under equivalent category in additional to the ones mentioned in Annexure A.		
48	The Service Provider/Bidder shall furnish a certificate of "NO NEAR RELATIVE" to the effect that no near relatives of the Service Provider/Bidder is/are working/employed in NESAC and ISTRAC and the same certificate shall be executed on Rs.200/- Non-Judicial Stamp Paper duly attested by Notary Public/Executive Magistrate by the Service Provider/Bidder. In case there are any "Near Relative" of the Service Provider/Bidder is/are working/employed in NESAC, & ISTRAC, their/Tender will be summarily rejected. The "NO NEAR RELATIVE" is explained below: (The pro-forma is made available at Annexure-G).		
49	The near relative (s) means: a) "Spouse b) The one is related to the other in a manner as father, mother, son(s) & son's wife (daughter-in-law), daughter(s) & daughter's husband (son-in-law), brother(s) and brother's wife, sister, sister-in-law, sister's husband (brother-in-law) in relation to the Partner / Shareholders / Directors / Executives / Office bearers of the Service Provider".		
50	<u>BID SECURITY DECLARATION</u> Micro Small and Medium Enterprise (MSME) and firms registered with NESAC are exempted from submission of Bid Security but in lieu of Bid Security bidders are required to submit along with the bid document signed "Bid Security Declaration" (Annexure-II) accepting that if they withdraw or modify their bids during period of validity etc, they will be suspended for the time specified in the tender documents"		

51	<p><b>BIDDER TURN OVER CRITERIA</b>  The minimum average annual financial turnover of the bidder during the last three years, ending on 31<sup>st</sup> March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant/Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution/incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criterion.</p>		
52	<p><b>PURCHASE PREFERENCE TO MICRO AND SMALL ENTERPRISES (MSES):</b>  Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference, the bidder must be the manufacturer of the offered product in case of bid for supply of goods. Traders are excluded from the purview of Public Procurement Policy for Micro and Small Enterprises. In respect of bid for Services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered product or service. If L-1 is not an MSE and MSE Seller (s) has/have quoted price within L-1+ 15% (Selected by Buyer) of margin of purchase preference /price band defined in relevant policy, such Seller shall be given opportunity to match L-1 price and contract will be awarded for 25% (selected by Buyer) percentage of total QUANTITY.</p>		

## ANNUAL CONTRACT FOR PROVIDING OF AC & NON-AC TAXIES

1. Name of Tendering Company/ : \_\_\_\_\_  
Firm / Agency  
(Attach certificate of registration)

2. Name of Proprietor / Director : \_\_\_\_\_  
of Company/Firm/Agency  
\_\_\_\_\_

3. Full Address of Reg. Office : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone & Mobile No. : \_\_\_\_\_

Fax No. : \_\_\_\_\_

E-Mail Id : \_\_\_\_\_

4. Full address of Operating / : \_\_\_\_\_  
Branch Offices  
\_\_\_\_\_  
\_\_\_\_\_

Telephone & Mobile No. : \_\_\_\_\_

Fax No. : \_\_\_\_\_

E-Mail Id : \_\_\_\_\_

5. PAN / GIR No. : \_\_\_\_\_  
(Attach copy)

6. Service Tax Registration No. : \_\_\_\_\_  
(Attach attested copy)

7. Bank Account No. with : \_\_\_\_\_  
Name and address of the Bank \_\_\_\_\_  
with Statements for the Last Six months (Attach Attested Copy)

8. Give details of the major similar contracts from Companies/Govt. Establishments handled by the tendering Company/Firm/Agency during the last 3 years in the following format: Also attach copy of agreement made by the company for each case.

Sl. No.	Details of client along with address, telephone and Fax numbers	Contract Amount Rupees in Lakh	Duration of Contract	
			From	To
1.				
2.				
3.				
4.				
5.				

**Signature of the Tenderer  
along with Rubber Stamp**

**DECLARATION**

1. I, \_\_\_\_\_ Son/ Daughter/ Wife of Shri \_\_\_\_\_ Proprietor/Director/authorized signatory of the agency/Firm, mentioned above, is competent to sign this declaration and execute this tender document;
2. I have carefully read and understood all the terms and conditions, scope of work of the tender for Hiring of Taxies required for NESAC and undertake to abide by them;
3. The information / documents furnished along with the quotation are true and authentic to the best of my knowledge and belief. I / we, am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Signature of authorized person

Date:

Full Name:

Seal

Place:

**UNDERTAKING**

I, \_\_\_\_\_ Son/Daughter/Wife of Shri \_\_\_\_\_,  
Proprietor/Director /authorized signatory of \_\_\_\_\_ (agency/ Firm 's  
name), is having no legal suit/criminal cases pending against the propriety/any of its  
Directors or having not been earlier convicted on any grounds of moral turpitude or for  
violation of any laws in force.

Signature of authorized person

Date:

Full Name:

Seal

**NOTE:**

1. Tender documents will be hosted on NESAC Web site of <http://www.nesac.gov.in>. Interested tenderers may, at their option, download the tender documents from website and submit offers along with prescribed tender cost (in the form of Demand Draft) and EMD (in form of Demand Draft/Bank Guarantee) as per details in the tender notification. The Demand Draft/Bank Guarantee should be sent in a separate cover with a covering letter along with the cover containing the quotation.
2. Tender fee shall be payable only in the form of bank draft drawn in favour of Director, North Eastern Space Applications Centre (NESAC), payable at SBI Umiam (BRANCH CODE : 2010). No other mode of payment for tender fee is acceptable.
3. Vendors/firms name and tender no. shall be indicated on the reverse side of the Demand Draft.
4. While requesting for tender documents, please do not superscribe tender number and due date on the envelop. Instead indicate "Request for Tender Documents".
5. Detailed specification, terms and conditions are furnished in the tender documents.
6. DD should not be dated prior to the date of advertisement / intimation / website. Separate requests and demand drafts shall be sent for each tender document.
7. NESAC will not be responsible for non-receipt of tender documents/offers due to postal delay / loss in transit.
8. Quotations received without payment of tender fee will be treated as unsolicited.
9. Quotation shall be valid for a period of **ONE HUNDRED TWENTY** days from the date of opening.
10. Quotations received after the due date and time will not be considered.
11. While submitting your offer please superscribe tender no and due date on the envelope. Addressed to The Purchase Officer, North Eastern Space Applications Centre, Government of India, Department of Space, Umiam – 793 103, Meghalaya, INDIA
12. **If tender opening date happens to be public holiday tender will be opened on the next Working day & interested Vendors may depute their Representatives with proper authorization letter to attend the Public Tender opening.**
13. Request for the extension of the due date will not be considered.
14. Director, NESAC reserves the right to accept or reject any tenders in part or full without assigning any reasons thereof.
15. Tenderers who do not utilise the website shown at clause 01 above can also procure the Tender documents from The Purchase Officer, North Eastern Space Applications Centre, Government of India, Department of Space, Umiam – 793 103, Meghalaya, India on payment of Non-refundable Tender fee as indicated above, on all working days between **1000Hrs to 1400Hrs**

## **SPECIAL INSTRUCTIONS FOR 2 PART TENDER**

North Eastern Space Applications Centre (NESAC) requests you to send your quotation in two parts (in 2 separate sealed covers) as follows:

### **PART I (COMMERCIAL AND TECHNICAL PART):**

Please submit your proposal in respect of Specifications and Commercial Terms only. Please note that the service charges (price details) should not be indicated in Part-I

The envelope should be Super-scribed with

**Commercial & Technical Part 1**

**Reference No:**

**Due date :**

Note: Part 1 should not contain any price details

### **PART II (PRICE PART)**

Part -II should contain only the service charges. The quotation for service charges (Price details) thus prepared should be placed in another envelope and super-scribed as follows:

**Price Part II**

**Reference No:**

**Due date :**

Both the envelope (Part 1 and Part II) Prepared should be placed in another envelope and super-scribed as follows:

**Reference No:**

**Due date :**

Containing (Technical + Price bid) and sent to  
PURCHASE OFFICER  
NORTH EASTERN SPACE APPLICATIONS CENTRE  
GOVERNMENT OF INDIA  
DEPARTMENT OF SPACE  
UMIAM – 793103  
MEGHALAYA, INDIA

**Note:**

1. The above should reach us on or before the due date and time.
2. DIRECTOR, NORTH EASTERN SPACE APPLICATIONS CENTRE, GOVERNMENT OF INDIA, DEPARTMENT OF SPACE, UMIAM – 793 103, MEGHALAYA RESERVES THE RIGHT TO ACCEPT OR REJECT ANY OF THE QUOTATION IN FULL/ PART THEREOF WITHOUT ASSIGNING ANY REASONS



**Bid Security Declaration**

Date: [Insert date (as day, month and year)]

Bid No.: .....

Tenderer/Bidder's offer no. \_\_\_\_\_ Dtd: \_\_\_\_\_

To,

The Director  
 North Eastern Space Applications Centre  
 Government of India, Department of Space  
 Umiam-793103, Meghalaya

Sub: Bid Security Declaration-Reg

We, understand that, according to your conditions, the Tender must be supported by a Declaration.

We accept that we will automatically be suspended from being eligible for bidding in any contract with NESAC for the period of time of 3 years starting from....., if we are in breach of our obligation(s) under the bid conditions because we:

- a) have withdrawn our bid during the period of bid validity specified in the Letter of Bid/Tender; or
- b) having been notified of the acceptance of our bid by NESAC during the period of bid validity, (i) fail or refuse to execute the Contract, if required, or (ii) fail or refuse to furnish the Performance Security.

We understand this Bid-Securing Declaration shall expire if we are not the successful Tenderer/ bidder, upon the earlier of (i) our receipt of your notification to us of the name of the successful Tenderer/bidder; or (ii) twenty-eight days after expiration of our Bid.

Signed: [insert complete name of person signing the Bid-Securing Declaration]

Duly authorized to sign the bid for and on behalf of : [insert complete name of Bidder]

Dated on \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ (insert date of signing)

Corporate Seal [where appropriate]

[Note: In case of a Joint Venture, the Bid-Securing Declaration must be in the name of all partners to the joint Venture that submits the bid.

PROFORMA FOR

**PERFORMANCE BANK GUARANTEE**  
**(On ₹ 200/- non-judicial stamp)**

1. WHEREAS on or about the ..... (day, month & year), M/s. .... (name & address of the firm), a company registered under Companies Act and having its registered office at ..... (hereinafter referred to as 'The Contractor'), entered into an agreement bearing No. .... dated ..... (hereinafter referred to as 'The Contract') with the Director, North Eastern Space Applications Centre (NESAC), Govt. of India, Dept. of Space, Umiam-793103, Meghalaya (hereinafter referred to as 'The Government') for supply of ..... (hereinafter referred to as 'The Equipment').

2. AND WHEREAS under the terms and conditions of the Contract, an amount of ₹..... (Rupees ..... only) representing balance ..... % payment out of the total value of the Contract of ₹..... (Rupees ..... only) is to be paid to the Contractor on the final acceptance of the equipment and on the Contractor furnishing a bank guarantee in a manner herein contained towards satisfactory performance of the equipment during warranty period, viz., ..... months from the date of acceptance/commissioning of the said equipment or ..... months from the date of despatch of the last lot of consignment, whichever is earlier (specify here the warranty clause contained in the Order).

3. NOW WE, ..... (name & address of the Bank), in consideration of the promises and the payment of said sum of ₹ ..... (Rupees ..... only) by the Government to the Contractor do hereby agree and undertake to pay to the Accounts Officer, ..... (name & address of the Centre/Unit) on behalf of the Government (hereinafter referred as the "Accounts Officer") the amount due and payable under the guarantee without any demur, merely on a demand from the said Accounts Officer stating that the amount claimed is due by way of loss or damage caused to or suffered by the Government by reason of unsatisfactory performance of the equipment during the warranty period. Any such demand made on the bank shall be conclusive as regards the amount due and payable by the bank under this guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding ₹ ..... (Rupees ..... only).

4. WE, ..... (Bank) undertake to pay to the Government any money so demanded notwithstanding any dispute or disputes raised by the Contractor, in any suit or proceedings pending before any Court of Law or Tribunal relating thereto, our liability under this present guarantee bond being absolute and unequivocal. The payment so made by us under this bond shall be valid discharge of our liability for payment thereunder and the Contractor shall have no claim against us for making such payment.

5. WE, ..... (Bank) hereby further agree that the decision of the said Accounts Officer as to whether the said equipment is giving satisfactory performance or not during the warranty period and as to the amount of damages suffered by the Government on account of unsatisfactory performance of the said equipment shall be final and binding on us.

6. AND WE, the ..... (Bank) do hereby agree that our liability hereunder shall not be discharged by virtue of any agreement between the Government and the Contractor whether with or without our knowledge and/or consent or by reason of the Government showing any indulgence or forbearance to the Contractor whether as to payment, time or performance, or any other matter whatsoever relating to the Contract which, but for this provision, would amount to discharge of the surety under the law.

7. THIS GUARANTEE will not be discharged due to the change in the constitution of the Bank or Contractor.

8. OUR GUARANTEE shall remain in force until ..... (two months beyond the Contract warranty period) and unless a claim under the guarantee is lodged with us on or before the above date, all right of the Government under the guarantee shall be forfeited and we shall be relieved and discharged from all our liabilities thereunder.

Dated the ..... (day, month & year)

..... (Signature of the Authorized Officer of the Bank)  
..... (Name and designation of the officer)

Seal Name, Address of the Bank (Head Office) with Phone/Fax Nos. Name & Address of the Branch with Phone/Fax Nos.

PART- II PRICE BID

HIRING OF TAXIES UNDER ANNUAL CONTRACT

Annexure –A

SL.No.	PARTICULARS	RATES FOR AC DIESEL CARS & MUV's							RATES FOR NON-AC DIESEL CARS & MUV's								
		Hatchback Cars	Sedan Cars	Standard MUV	Luxury MUV	4 Wheel Drive Vehicle	VVIP Vehicle	Force Traveller	Hatchback Cars	Sedan Cars	Standard MUV	Luxury MUV	Bolero (4 Wheel Drive)	Traveller	VVIP Vehicle	Pick-up	
																Single Cabin	Double Cabin
DAILY BASIS																	
<b>Local Trips</b>																	
1.1	4 hrs (40 Km)																
1.2	6 hrs (60 Km)																
1.3	8 hrs (80 Km)																
1.4	10 hrs (100 Km)																
1.5	12 hrs (120 Km)																
1.6	15 hrs (150 Km)																
1.7	Extra Rate / Km																
1.8	Rate / hr beyond 12 hours																
<b>Outstation Trips</b>																	
2.1	One day or 250 Km																
2.2	Rate per extra Km																
2.3	Rate per extra hour																
<b>One Way Drop / Pick Up</b>																	
3.1	Shillong to Guwahati city (100 kms)																
3.2	Guwahati city to Shillong (100 kms)																
3.3	Ghy Airport Drop (120 kms)																
3.4	Ghy Airport Pick Up (120 kms)																
3.5	Rate per extra hour (Waiting charges)																
<b>Extra rate / Km (Increase/Decrease in Existing rate) Diesel:</b>									<b>Petrol:</b>								
4.1	Present diesel price / litre.																
4.2	When there is a 5% increase in Sl.No.4.1																
4.3	When there is a 5% decrease in Sl.No.4.1																

Hatchback/Compact Sedan Cars – TATA Altroz, Glanza, Tata Tigor, Swift Dzire, Aspire, Xcent, Figo, Indigo, I20, Tiago, Baleno, Volkswagen Polo, Hyundai Aura, Mahindra KUV

Sedan Cars – Etios, Honda City, Verna, Elantra, Civic, Skoda-Octaria, Superb, Rapid, Ford Fiesta, Volkswagen Vento, Toyota Corolla Altis, Nisan Sunny, Ciaz, Yaris, Tigor, Honda Amaze, Toyota Camryetc

Bolero – 4 Wheel Drive

Traveller – 16 to 17 seaters

Standard MUV – Renault Triber, Tata Sumo, Bolero, Ertiga, Brezza, Hyundai Venue, Creta, Nexon, Kia Carens, urban cruiser, XUV 300, Honda WRV, S-Cross, MG-Hector, Kia Seltos or equivalent

Luxury MUV – Innova, Scorpio, Tata Safari, XUV 700, TATA Harrier, Tucson or equivalent

Pick-up – Bolero Camper, Tata Xenon, ISUZU, etc

VVIP Vehicle: Ford Endeavor, Toyota Fortuner, MG-Gloster, Volkswagen Tiguan (White colour)