



**MEGHALAYA & ARUNACHAL PRADESH  
GEO-SPATIAL DATA CENTRE  
SURVEY OF INDIA  
SHILLONG**

**TENDER DOCUMENT  
FOR  
HIRING OF VEHICLES FOR FIELD DUTIES  
IN KHASI HILLS, JAINTIA HILLS & RI-BHOI DISTRICT OF  
MEGHALAYA**

**Tender No. : S-2882 /16-A-1 Dated 15-12-2015**

**To be Submitted by : 07-01-2016 ( 13:00 Hrs. )**

**TOTAL PAGES : 6**

**Cost of Tender Document: Rs. 200/- (Rupees Two Hundred only) (Non-Refundable)**

Tender Document can also be downloaded from Survey of India website:  
[www.surveyofindia.gov.in](http://www.surveyofindia.gov.in)

**TENDER FOR HIRING OF VEHICLE WITH DRIVER**  
**ON CONTRACT BASIS**

On behalf of the President of India, the Director, Meghalaya & Arunachal Pradesh GDC, Survey of India, Malki, Shillong 6 793001 (Meghalaya), invites Sealed tender, on the prescribed Proforma for hiring of vehicles with driver for field duties of Survey of India as per the details furnished below: -

**1.0 PARTICULARS OF THE TENDER**

- (a) Designation and address of the authority inviting tender : **Director  
Meghalaya & Arunachal Pradesh GDC  
Survey of India,  
Malki, Shillong – 793 001  
MEGHALAYA**
- (b) Type and number of vehicles require : Vehicle with Driver: Bolero Camper or Tata Sum with carrier OR Utility Vehicle. (Diesel Vehicles only) for field operations to be carried out in:  
**Khasi Hills, Jaintia Hills & Ri-Bhoi districts of Meghalaya.**
- { No. of vehicles may be increased or decreased depending upon the actual requirement of field work }
- (c) Year of Manufacture : Not earlier than three years from the date of tender.
- (d) Min. km run per litre of fuel : Not less than 08 kms per litre.
- (e) Condition of the vehicle : Vehicles offered should be in roadworthy condition particularly in respect of (a) Engine (b) Body (c) Paint (d) Upholstery (e) Tyres etc.
- (f) Office in respect of which the vehicles hired : **Director,  
Meghalaya & Arunachal Pradesh GDC  
Survey of India,  
Malki, Shillong – 793 001  
MEGHALAYA**
- (g) Approximate period of hiring of vehicles : up to 3 months likely to be starting from 2<sup>nd</sup>/3<sup>rd</sup> week of January 2016, which may be further extended for a period of 1-2 months
- (h) Providing of Diesel, oil & lubricant : **Director, Meghalaya & Arunachal Pradesh GDC  
Survey of India,** will provide Diesel. One litre Engine Oil/Lubricant will be provided after every 1,000 km of Vehicle run
- (i) Availability of vehicle : Vehicles will be deployed in the field irrespective of day / night / weather conditions. Drivers along with Vehicle will have to stay in the field mandatorily till the completion of field work making his own arrangement.
- (j) Area of field duty : Working areas would be:  
**Meghalaya(Khasi Hills, Jaintia Hills & Ri-Bhoi district)**  
(Vehicle may run in other states also depending upon the requirement)
- (k) Last date and time of sale of tender document : **06 January, 2016 (1600 Hrs)**
- (l) Last Date and Time of receiving tenders : **07 January, 2016 (1300 Hrs.)**
- (m) Date and Time of opening the tenders : **07 January, 2016 (1500 Hrs.)**
- (n) Total No. of pages of tender document : 6

## 2.0 **TERMS AND CONDITIONS :**

- (i) The tender should be submitted as per the Annexure -H in a sealed envelope superscribed as **“Tender for Hiring of Vehicles: Field works in Meghalaya State”**.
- (ii) The tender document can either be purchased from E&AO, Meghalaya & Arunachal Pradesh GDC, Survey of India, Malki, Shillong on payment of Rs. 200/- by cash / in form of D.D. in favour of E&AO, M&Ar P GDC, Survey of India, Shillong, OR, can be downloaded from Survey of India website [www.surveyofindia.gov.in](http://www.surveyofindia.gov.in) and in such case the tenderer has to pay the tender document cost in form of D.D. for Rs. 200/- drawn in favour of the **Establishment & Accounts Officer, M&Ar. P GDC, Survey of India, Shillong**. In any case the Cash Receipt/DD should be enclosed with the tender, failing which the tender will not be accepted.
- (iii) Tender duly signed by the tenderer must be addressed to **“The Director, Meghalaya & Arunachal Pradesh GDC, Survey of India, Malki, Shillong – 793001 (Meghalaya)”** and not to any individual by name. Tenders may be send to above address by post OR should be dropped in the Tender Box kept in the office of Meghalaya & Arunachal Pradesh GDC, Survey of India, Malki, Shillong ó 793001 (Meghalaya) on or before 1300 hrs, 07-01-2016. Each page of the tender must be signed by the tenderer.
- (iv) The Director, Meghalaya & Ar.P GDC, Survey of India shall not be responsible for any postal delay or non-receipt of tender by due date and time for any reason whatsoever.
- (v) Rates quoted shall be mentioned by the agency both in figures and words. There should not be any erasing or overwriting whatsoever to avoid rejection of bid. The rates quoted shall remain valid for a period of 60 days after the date of opening of the bids.
- (vi) The rates quoted should be firm & final till completion of the contract period. **Hiring charges will include cost of repairs, Service Tax/Any other tax leviable by the State Government(s)/Toll taxes/Check post fee, Inter State move expenditure and driver’s pay and allowances e.g. his stay etc.**
- (vii) Bids with overriding conditions will be summarily rejected.
- (viii) Rates must be quoted only for Bolero Camper or Tata Sumo with carrier or Utility Vehicle.
- (ix) Successful tenderer shall ensure that sufficient cash is available with the drivers all the times to meet essential contingent expenditure and urgent repairs.
- (x) Vehicles should be **Diesel version** only.
- (xi) It will be the responsibility of the tenderer to place the vehicle(s) for inspection of the vehicle(s) if called for at his cost.
- (xii) The vehicles offered for hire should have necessary RTO clearance and should be registered as Commercial Vehicle. The Director, Meghalaya & Ar.P GDC, Survey of India will not be responsible for any RTO regulatory matters relating to the registration of vehicles.
- (x) Survey of India shall not be responsible for any claim that arises due to damages /injuries, pilferage to the tenderer’s vehicle(s)/property under any circumstances while the vehicle(s) is/are engaged on Survey of India duty.
- (xi) Vehicles must have valid registration certificate **(Photocopy must be attached with the tender)**.
- (xii) Vehicles must have valid comprehensive insurance policy. **(Photocopy must be attached with the tender)**.
- (xiii) Vehicles must have necessary permit for running in the areas of field duty. **(Photocopy must be attached with the tender)**. Apart from the states mentioned in Para 1 (j), the vehicle must have permits for other states also which have to be crossed to reach the area of work from Shillong.
- (xiv) The tenderer must submit a declaration to the effect that the vehicles being offered for hire are not involved in any accident/dispute/court case etc.
- (xv) The drivers of vehicle must have valid driving licenses for both plain & hilly areas **(Photocopy must be attached with the tender)**.
- (xvi) Vehicles must have valid fitness throughout the field work. **(Photocopy must be attached with the tender)**.

- (xvii) Photocopy of the Latest Income Tax clearance should be submitted along with tender if applicable.
- (xviii) Photocopy of Registration of Service Tax should be enclosed.
- (xix) Repairs of the vehicle(s) to be carried out by the contractor immediately during the period of hire.
- (xx) In the event of any accident or damages while the hired vehicle is on Survey of India duty, Survey of India shall be completely free from any liability of any nature connected with the accident/damages. The tenderer himself will be fully and exclusively responsible for any damage to the vehicle(s) or any injury to driver or any other person in his employment including any third party claims. However, if damage or loss is incurred to Survey of India and/or its employees as a result of any accident or any other reason involving failure of vehicle(s)/driver, the tenderer shall reimburse the same on demand and without any demur, the compensation/damages.
- (xxi) In case of major breakdown of any vehicle the replacement of the same must be provided by the contractor within 24 hours of such breakdown , failing which the Director, Meghalaya & Ar.P GDC, Survey of India shall have the right to hire any other vehicle(s) against breakdown of vehicle(s) at the expense of the tenderer and the tenderer will be liable to pay further such sum as will be sufficient to meet the difference of cost between the rate tendered and that at which the hiring is actually made if it is higher.
- (xxii) Earnest money amounting to Rs 5,000 (Rs Five Thousand only) in the shape of A/c payee Demand Draft/Fixed Deposit Receipt from a **Commercial Bank** in favour of the "**Establishment & Accounts Officer, Meghalaya & Arunachal Pradesh GDC, Survey of India, Malki, Shillong**" payable at **Shillong** should be furnished along with the tender. Tenders received without the Earnest Money Deposit will be summarily rejected.
- (xxiii) Successful tenderer will have to submit the Security deposit @5% to 10% of the Tender value in the shape of an A/c payee Demand Draft/Fixed Deposit Receipt from a Commercial Bank in favour of "**Establishment & Accounts Officer, Meghalaya & Arunachal Pradesh GDC, Survey of India, Malki, Shillong** " payable at Shillong.
- (xxiv) If the successful tenderer fails to furnish the Security deposit, the whole earnest money shall be forfeited without any reference to the tenderer.
- (xxv) Earnest money of all unsuccessful tenderers will be returned within 30 days of the award of Contract for Hiring of Vehicles.
- (xxvi) The tenderer should furnish a certificate to the effect that **“All the Terms and Conditions of the tender document have been understood by him and he is ready to abide by the same without any variation”**.
- (xxvii) The Director, Meghalaya & Ar.P GDC, Survey of India reserves the right to reject any or all tenders without assigning any reason.
- (xxviii) In case of payment of hiring charges is to be made for a period less than one month, the payment will be made on pro-rata basis for number of days the vehicle is used.
- (xxix) In case of minimum average run per litre of fuel as specified under (d) of particulars of the tender is not achieved by any vehicle, the extra cost of fuel consumed by the vehicle on the basis of actual km run per litre of fuel will be deducted.
- (xxx) Non-pollution certificate from concerned authority is to be submitted alongwith tender and it will be the responsibility of the tenderer for obtaining subsequent pollution certificate during the period of hiring.
- (xxxi) Payment will be made to the successful tenderer by the Director, Meghalaya & Ar.P GDC, Survey of India, on monthly basis only after successful completion of field duties for that period.
- (xxxii) All vehicles offered for hire shall be placed at the disposal of the Director, Meghalaya & Ar.P GDC, Survey of India.
- (xxxiii) The car diaries of the vehicles will have to be maintained by the driver. It shall be his responsibility to get the car diaries signed by the officer using the vehicle. Monthly statement is to be prepared for payment at the end of the month. After the expiry of hired period the car diaries duly signed shall be deposited with the Director, Meghalaya & Ar.P GDC, Survey of India.
- (xxxiv) The number of vehicles demanded by the Survey of India should be supplied at once on the specified date, at the Office of the Director, Meghalaya & Arunachal Pradesh GDC, Survey of India, Malki, Shillong, from where they will have to move to the area of field duty.

- (xxxv) An agreement will have to be executed on 100 rupees Non-Judicial Stamp Paper by successful tenderer at his own expenses.
- (xxxvi) In case of any dispute arising out of non-observance of any Term & Condition, as stipulated in this tender document, the Surveyor General of India will be Arbitration Authority and his decision will be final and binding on both the parties.
- (xxxvii) The following documents or photocopies thereof will have to be invariably submitted by the successful contractor at the time of signing the agreement with the Director, Meghalaya & Arunachal Pradesh GDC, Survey of India.
- a) Registration Certificates of Vehicles.
  - b) Valid Comprehensive Insurance cover policy in r/o each vehicle.
  - c) Road Permit for plying the vehicles in the Area of field duty and other states which are required to be crossed to reach the area of duty.
  - d) Valid Driving License of the drivers of the vehicles.
  - e) Non-pollution certificates for the vehicles from the Govt. Approved Agency.
  - f) Purchase details of the vehicles.
  - g) Valid fitness certificate of the vehicle

**Director**  
**Meghalaya & Arunachal Pradesh GDC**  
**Survey of India, Shillong**

**TENDER FOR HIRING OF**  
**VEHICLES ON REGULAR MONTHLY BASIS FOR**  
**FIELD DUTIES**

**For : State of Meghalaya (East Khasi Hills, Jaintia Hills & Ri-Bhoi district)**  
**(2\* Vehicles with Drivers)**

<b>Sl. No.</b>	<b>Type Of Vehicle</b>	<b>Vehicle Registration No.</b>	<b>Year of Manufacture</b>	<b>Average Run Per Km in Plain Area</b>	<b>Average Run Per Km in Hilly Area</b>	<b>Quoted Unit Rate (Fixed Monthly Charges including Tax etc.)</b>	<b>Total Amount</b>

\* The required Number of Vehicles may vary.

It is certified that all the terms and conditions of **Tender No: S- 2882 /16-A-1 dated 15-12-2015** have been understood by me/us and I/we am/ are ready to accept the same without any variation.

We agree to supply the above vehicles in accordance with the technical specifications for a total contract price of Rs. .... (amount in figures) (Rupees \_\_\_\_\_ amount in words) within the period specified in the Invitation for tender.

We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery.

**Signature of Tenderer :** \_\_\_\_\_

**Name :** \_\_\_\_\_

**Seal :**

**Date:** \_\_\_\_\_

**Name of Contact Person:** \_\_\_\_\_

**Mobile No. :** \_\_\_\_\_