



**GOVERNMENT OF MEGHALAYA
MEGHALAYA STATE RURAL LIVELIHOODS SOCIETY**

(The Nodal Agency of Govt. of Meghalaya for Implementing NRLM, Ministry of Rural Development, Govt. of India)
Montfort Building, 2nd Floor, Dhankheti, Shillong-793001

✉: msrls2011@gmail.com

🌐: msrls.nic.in

☎: 0364-2502130

MSRLS-11/SMMU/HIRING AGENCY (PART I)/ 2016-17/5616

Dated, Shillong the 19th Dec' 2019 .

INVITING OF EXPRESSION OF INTEREST

INVITING OF EXPRESSION OF INTEREST FOR HIRING OF VEHICLE UNDER NRLM PROGRAMME

Sealed Tenders in a Two Bid System affixed a Court Fee Stamp of Rs.25/- is invited by the Chief Executive Office, Meghalaya State Rural Livelihoods Society, (MSRLS) Shillong from Registered Firms for "Vehicle Hiring" who have experience in operation and management of Transport Sector at least minimum 3 (three) years and above.

Technical & Financial Evaluation of the Tender Documents would be evaluated by a Tender Committee duly constituted by the Chief Executive Officer, MSRLS.

Details can also be downloaded from website: www.msrls.nic.in which should be submitted along with the EOI.

Sl.no	Name to Items	Rate Contract for Vehicle Hiring
1.	Starting date of issuing of EOI	20 th December 2019
2.	Last Date of Submission of EOI	20 th January 2020
3.	Opening date of EOI	20 th January 2020 at 3:00 pm

All EOI document must be properly/duly sealed and address to the undersigned, having clearly super scribed "Rate Contract for Vehicle Hiring" on the outside of the cover.

Sd/-

Chief Executive Officer
Meghalaya State Rural Livelihoods Society
Shillong



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TENDER SUBMISSION:

- Single Big Size Envelope containing two envelopes (I) one for “**Technical Bid**” duly sealed (II) Second for “**Financial Bid**” duly sealed.
- The single Bid Size Envelope should be duly sealed and super scribed as EOI for “**Rate Contract for Hiring of Vehicle**”
- The single big size envelope should be address to the Chief Executive Officer, Meghalaya State Rural Livelihoods Society, Shillong.
- The Sealed EOI should reach the Office of the Chief Executive Officer, Meghalaya State Rural Livelihoods Society, Shillong on or before _____
- The EOI should be handed over either personally or by registered post/ Speed Post/Courier Services to the mentioned address.
- Sealed EOI received after the due date and time shall not be entertained. Postal delays shall not be the responsibility of the Society.
- The Sealed EOI will be opened in the presence of a duly constituted Tender Committee authorised by the Chief Executive Officer, MSRLS, Shillong in the presence of Bidders or authorised representatives of the Bidders. Attendance of the intending Bidders or authorised representative of the Bidders is mandatory.



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EOI DOCUMENT

1. INTRODUCTION:

- 1.1 Meghalaya State Rural Livelihoods Society (MSRLS), 2nd Floor Montfort Building, Dhanketi, Shillong-793001 has been constituted by the Government of Meghalaya and being notified as the Nodal Agency for implementation of the National Rural Livelihoods Mission which is a National Flagship Programme under the Ministry of Rural Development, Government of India, New Delhi.
 - 1.2 For the successful implementation of the Programme a three tier management structure is designed in the Society corresponding to State, District and Block levels (State Mission Management Unit, District Mission Management Unit and Block Mission Management Unit). At each level, a team of professionals (and field staff at Block level) has been positioned to manage the Programme in order to achieve its objectives.
 - 1.3 The Office of Meghalaya State Rural Livelihoods Society aims to enhance Social and Economic Empowerment of the rural poor in Meghalaya through development of their self-sustained and community managed Institutions. This is expected to be done by developing Organisations of rural poor and producers and enabling them to access and negotiate better services, credit and assets from public and private sector agencies and financial Institutions. The programme will also invest in building capacity of public and private service providers and promoting micro finance, micro-enterprises and agribusiness sectors.
 - 1.4 To achieved the goal and objective of the programme, State and Districts Unit requires constant monitoring and regular visits to the field for better implementation and monitoring the activities of the programme, hence the Society requires to hire Vehicles from time to time for the movement of Officials and staff(s) to the field and perform other activities related to the implementation of the National Rural Livelihoods Mission.
- ### 2. SCOPE OF WORK:
- 2.1 **The requirement from the Public Transport Operators:**
 - 2.1.1 To provide Bolero for hiring to be used by DMMUs at the District Head Quarters (All 11 Districts Offices of the State). The vehicle should be a latest Model, manufactured after January, 2018 with a metre reading not exceeding 1000 Kms during the date of signing of Agreement.
 - 2.1.2 To ensure providing duly licenses and experienced drivers and good vehicles to ensure continued and un-interrupted vehicle services in accordance
 - 2.1.3 To ensure that all drivers provided by the firms are trained on driving, safety, behaviours and hygiene aspects.
 - 2.1.4 To maintained the contracted vehicles in good operable conditions in accordance with good industrial practices and operation.
 - 2.1.5 To ensure that safety and security of staff on the hired vehicles is maintained at all times.
 - 2.1.6 To make sure to provide vehicles as per the agreement



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- 2.1.7 To bear all applicable taxes as may be levied under Applicable Law in relation to the vehicle hiring at any point of time.
- 2.1.8 To be ready to bear the cost of fuel, vehicle maintenance including breakdowns, man power, spare drivers, washing services and other required services during the time or period of hiring of the particular vehicles.
- 2.1.9 To be ready to provide vehicles of types at any point of time as and when required by the Office.

3. INVITATION TO BID:

The Chief Executive Officer of the Meghalaya State Rural Livelihoods Society, 2nd Floor Montfort Building, Dhankheti, Shillong-793001 invites Expression of Interest (EOI) duly sealed and affixed with non-refundable court fee stamps of Rs.25/- from intending Public Transport Operator **operating in all the 11 Districts or minimum 2 Districts of Meghalaya** with reputed / Registered Societies / Individuals / Firms / Companies preferably having experience in the Operation of Public Vehicles.

The selected operator (s) has/have to operate these vehicles as a low cost public transport service. The rate to be quoted should be on the basis of the following:

- a) The rates as per the Government approved rate per Km
- b) Any other charges applicable if any.

4. BIDDING PROCESS:

- 4.1 Meghalaya State Rural Livelihoods Society intends to qualify and select suitable Transport Operators operating in all the District or minimum 2 Districts of Meghalaya (District-wise) and State Capital of Shillong as well.
- 4.2 Engagement of Public Transport Operators through an open competitive bidding process.
- 4.3 The Bidding shall be in 2 (two) envelope procedures:
 - i) The Bid shall comprise of a single package containing two separate envelopes.
 - ii) The envelopes shall be marked in bold and legible letters as follows:
 - a) “ **Envelope No.1 - Pre-Qualification Bid**”
 - b) “ **Envelope No.2- Financial Bid**”
 - iii) Initially, only the Envelope No.1 marked Pre-Qualification Bid shall be open in presence of tenderers on the same closing date for submission of tender.
 - iv) Envelope No. 2 shall be retained in the custody of the Society without being opened:
 - v) The pre-qualification bid will be evaluated in a manner as per the clauses mentioned in this document and the bids which don not conform to the specified requirements as listed in the said document will be rejected.
 - vi) During the pre-qualification evaluation no amendments in the bid shall be permitted.



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- vii) The Envelope No.2 i.e., FINANCIAL BID of the Pre-qualified bidders shall be opened thereafter.
- viii) After the evaluation and approval of the pre-qualification bids, the office shall open Envelope No.2 i.e., the Financial Bid of the pre-qualified bidder.
- ix) **The pre-qualified bidders with the highest score will be the successful bidder.**
- x) Society will invite the successful bidder to execute an agreement to operate and maintain the required number of contracted vehicles.

5. Mode of Advertisement:

This tender is being placed on-line at www.msrls.nic.in for viewing of the bidders as well being advertised in local newspapers. The EOI documents carrying all details can be downloaded from the Office website.

6. Closing Date:

The Closing date for the submission of the EOI in the Office of the Meghalaya State Rural Livelihoods Society, 2nd Floor Montfort Building, Dhankheti Shillong is on the 6th January, 2020 at 3:00 PM.

7. Preparation/Submission of Bid:

- i. The bidder is not allowed to bid **for partial operation in few selected routes and places only, but can bid for selected District/Districts.**
- ii. The bidders are allowed to conduct enquiry and obtain any information about the function of the Society during the Office Hours before submitting their bids.
- iii. The EOI shall be submitted accompanied by prescribed forms only.
- iv. The pre-qualification Bid shall be submitted with a covering letter duly signed in Appendix-I enclosing therewith the following documents.
 - a) In case of Individual/Director of Company/ Secretary of the Society, identification documents in the form of any on the following: (a) Epic (b) Pan Card (c) Bank Details (d) GST Registration (e) Trading License (for non-tribal) (f) Annual Financial Reports
 - b) In case of a Registered Society, the Registration copy along with the Memorandum of Association, Reports, Audited Reports, Income Tax Returns Filing and other Tax related documents, etc.
 - c) For a Company, the Company Registration Certificate, Name of the Directors, Shareholders, Financial Reports, Income Tax Returns Filing, Other related Company and tax documents, etc.
 - d) Preferably a Certificate from a Competent Authority regarding experience as a successful Operator of Public Transport Operator.
 - e) Details of the vehicle and Kilometre Reading.



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8. FINANCIAL BID:

i) The Financial Bid shall be submitted along with a covering letter in prescribed Format showing approved rates with other details in **Appendix-III** duly signed and sealed. Financial Bid should mention clearly the rate of hiring, either as per (a) or (b) or both.

a) Monthly basis with the minimum running meters of 2000 Kms. If the usage of Vehicle is over and above, the additional rates per running Kms should be mentioned accordingly.

b) Need basis, where the rates of hiring to be mention per Km basis including all expenses.

ii) Any other additional charges if applicable

iii) The bidder should quote their rate after retaining their own margin of profit no other additional charges and payment to be paid by the Society.

9. Rates/ Pricing:

The Quoted price shall be:

i) Final/fixed and valid until completion of all obligation under the contract i.e., not subject to variation/escalation.

ii) The rate to be mention in the EOI should be inclusive of all applicable taxes

10. Modification/Withdrawal of the Tender:

The EOI may, by a written notice serve to the MSRLS, modify or withdraw the EOI after submission of the EOI but prior to the last date of submission of the tender.

11. Opening of the EOI:

i) The pre-qualification bid of the EOI shall be opened on 6th January, 2020 at 3:00 PM in the Office Chamber of the Chief Executive Officer, Meghalaya State Rural Livelihoods Society, Shillong in the presence of the parties or their authorised representatives.

ii) The Opening of the Financial Bid of the pre-qualified bid tenders shall be intimated later to the bidders meeting the eligibility and qualification criteria.

iii) No EOI or the its representative will be allowed to keep any digital device (camera, audio recorder, cell phone, etc) during the EOI opening meeting at given time and location. Non-Compliance will cause rejection of respective bid.

12. Clarification of the EOI by MSRLS:

MSRLS shall have the right to enquire, in writing, further information or clarification of the parties submitting EOI, from any or all the parties. No change in price or substance of the EOI shall be sought, offered or permitted except as required to confirm the correctness of arithmetical errors discovered in the EOI.



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13. Determination of the Bid (EOI):

MSRLS shall determine the substantial responsiveness of the EOI which:

- i) Meets the eligibility criteria for the EOI for the services
- ii) Meet the technical specifications for the services
- iii) Meets the eligibility criteria for the EOI for the services
- iv) Conforms to all terms and conditions of the EOI document
- v) A material deviation or reservation is one which affects the scope, quality or performance of the services.

14. Rejection/Acceptance of the EOI:

MSRLS shall have the right, to accept a responsive tender or reject any or all unresponsive EOI at any time prior to award of formal contract without incurring any liability to the parties and the decision of MSRLS shall be final.

15. Assurance:

- a) In the event MSRLS requires recovering any sum due and receivable from the Operator, MSRLS should recover any amount of compensation from the Operator if any Operator's Event of default in accordance with the terms contained herein.
- b) Letter of assurance to be given by the Operator selected by the Office should be enclosed along with the Agreement copy.



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Part-2

Bidding Document(s):

Appendix- I

Letter of Pre-Qualification Bid (On the letter head of the Bidder)

To

The Chief Executive Officer,
Meghalaya State Rural Livelihoods Society,
Montfort Building, Dhankheti, Shillong-493001.

Subject: Pre-Qualification bid for the hiring of vehicle.

Dear Sir,

With reference to the subject and your Invitation of EOI No. _____

_____ dated _____, I/We
having understood its contents, obligations and requirements, hereby submit my/our
application for the willingness to provide service to your Society.

1. I/We certify that all information provided herein is true and correct.
2. The application and bid is being for the express purpose of qualifying as a successful bidder.
3. Additional information required by the Office will be given at any point of time.
4. I/we certify that I/we am/are a genuine firm and willing to partner with your Society.
5. I/We understand that you may cancel the Bidding Process at any time and that you are neither bound to accept any Bid that you may receive.
6. I/We believe that I/We/our group will provide the best service to your Society.
7. I/We or any Member has not been convicted by a court of Law
8. My/Our firm/group is genuine and have valid registrations and documents
9. I/We agree and undertake to abide by all terms and conditions of the EOI
10. I/We enclosed following documents mentioned in point 7 (iv) under pre-qualification Bid.

Yours Faithfully

Thanking You

(Signature of the authorised Signatory)
Name and Seal of Bidder



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APPENDIX-II

Details of Bidder (On the letter head of the Bidder)

1. (a) Name:

(b) Address of the headquarter and its branch Office (s) if any:

2. Brief description of the Bidder on the following details:

- Bank Details:
- Work Experience:
- Pan Card Details:
- Trading License:
- GST Registration:

3. Details of Individuals (s) who will serve as main responsible person/communication for MSRLS:

- Name:
- Designation:
- Address:
- Address for communication:
- Contact Number:
- E-mail Address:
- WhatsApp No.
- Fax Number

4. Particulars of the authorised signatory of the EOI:

- Name:
- Designation:
- Address:
- Address for communication:
- Contact Number:
- E-mail Address:
- Whatsapp No.
- Fax Number

Place:

Signature of authorised Signatory

Date:

Name: _____

Office Seal



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Format of Financial Bid
(On the letter head of the Bidder)

To

The Chief Executive Officer,
Meghalaya State Rural Livelihoods Society,
2nd Floor Montfort Building, Dhankheti, Shillong-793001

Subject: Financial bid for hiring of vehicle.

Ref.: Invitation for EOI No. _____ Dated _____.

Dear Sir,

With reference to the above mentioned subject, I/We would like to submit herewith the rates quoted for the cost of hiring the vehicles for official purpose of your Society are:

- a) The cost of vehicle per month will be Rs _____ (lump sum for 2000 km) and Rs ___ per Km (as per option 8 (i) a of Financial Bid)
- b) The cost will be Rs. _____ per Km (as per option 8(i) b of Financial Bid)
- c) The rate is inclusive of POL to be borne by me/us
- d) Any other cost if applicable
- e) The cost will be inclusive of taxes

Thanking You

Yours faithfully

Authorised Signature _____
(Name _____)

Seal _____