

**REQUEST FOR QUOTATION**  
**Procurement of Goods under RFQ/Shopping Procedures**

**Purchaser:** *Meghalaya Health Systems Strengthening Project (MHSSP), Department of Health & Family Welfare (DoHFW)*

**Contract title:** *Hiring of an Agency for hiring of vehicles on monthly and call basis*

**RFQ No:** *NCS-1*

<b>S#</b>	<b>Description</b>	<b>Date &amp; Time</b>
<b>1</b>	<b>Date of Issue of RFQ</b>	<b>13<sup>th</sup> July, 2021</b>
<b>2</b>	<b>Last Date and Time of submission of RFQ</b>	<b>23rd July, 2021 at 1600 Hrs</b>
<b>3</b>	<b>Opening of RFQs</b>	<b>23rd July, 2021at 1630 Hrs.</b>

**Applicable Procurement Guidelines/Regulations Date:**

*[Procurement Regulations July 2016 revised November 2017, August 2018 and November 2020]*



# Meghalaya Health Systems Strengthening Project

Government of Meghalaya



DHS/P-1/MHSSP/NCS-1/2021-22/90 (B)

Date: 13<sup>th</sup> July, 2021

## INVITATION FOR QUOTATIONS FOR SUPPLY OF GOODS UNDER SHOPPING PROCEDURES

To,

---

---

---

---

Dear Sir/Madam,

### Subject: INVITATION FOR QUOTATIONS FOR HIRING OF VEHICLE ON MONTHLY AND CALL BASIS

Government of India has applied for a funding from the **International Bank for Reconstruction and Development (IBRD)** in the form of Loan towards the cost of the project name **Meghalaya Health Systems Strengthening Project (MHSSP)**. **Department of Health & Family Welfare (DoHFW)** is the implementing agency of the Project and intends to apply part of the proceeds of this loan to eligible payments under the contract for which this invitation for quotations is issued.

You are invited to submit your most competitive quotation for hiring of vehicles (SUV and Sedan) on monthly and call-basis. The standard forms in this RFQ may be retyped for completion but the bidder is responsible for their accurate reproduction.

Lot*	Type of Vehicle	Requirement	Free KM	Rate/ KM To be quoted by the vendor after Free KM
Lot#1	SUV - AC	Monthly	2000 KM/Month	
Lot#2	SUV - AC	Call-Basis	150 KM/Day	
Lot#3	Sedan - AC	Monthly	2000 KM/Month	
Lot#4	Sedan - AC	Call-Basis	150 KM/Day	

\* Bidder may apply for one or more Lots; however, they are requested to mention the Lot numbers they are bidding for and should meet the individual requirements of the Lot/s.]

## 1) Scope of Work

- a) The vehicles will generally be required by the MHSSP for its official work for transporting officers/consultants to Government Offices/Departments and field tour within the State or outside the State.
- b) The agency should provide vehicles to MHSSP as and when required basis only on getting the requisition from the authorized Officials of MHSSP.

### **Detailed Terms and Conditions are mentioned in Annexure – A**

#### 1) Period of Contract

- a. The contract period will be for a period of one year (from the date of contract). The contract will be renewed on yearly basis on successful execution of service.
- b. The authority reserves the right to terminate the Contract without assigning any reason thereof, at any time during duration of contract by giving 7 days' notice. In the event of any such termination of the contract, the Service Provider/ Agency/ Firm shall only be entitled to the entire amount for services actually provided under the Contract till the termination of Contract, subject to deductions if any under the terms of Contract and no other claims can be allowed or considered.
- c. In case of failure by the Service Provider/ Agency/ Firm to fulfil his contractual obligations, the MHSSP reserves the right to rescind the Contract

#### 2) Terms and Conditions

- a) **Eligibility:** A Bidder (a) shall not participate in more than one Quotation; (b) shall not have conflict of interest as defined in the Bank's Procurement Regulations; and (c) should not have been (i) temporarily suspended or debarred by the World Bank Group in compliance with the Bank's Anti-Corruption Guidelines and its Sanctions Framework; or (ii) blacklisted or suspended by Central or any State Government Departments in India.
- b) **Willingness/Consent of L2 and L3 agencies to provide vehicles on a need basis in case L1 fails to provide any on a given day, but at an approved price as L1 before signing of contract. However, the first priority for booking vehicle will be given to the selected L1 agency only for the said vehicle.**
- c) **Place of Reporting:** Meghalaya Health Systems Strengthening Project (MHSSP), MHIS Building, 1<sup>st</sup> Floor; Directorate of Health Services, Red Hill, Laitumkhrah, Shillong – 793003
- d) **Quotation Price**
  - i. The quantity offered should be 100% of the requirement for the quoted amount.
  - ii. All duties, taxes and other levies payable shall be included in the total price.
  - iii. Goods and Service Tax (GST) should be indicated separately.
  - iv. The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
  - v. The Prices shall be quoted in Indian Rupees only.
  - vi. All applicable TDS (Tax Deducted at Source) will be applicable as per norms

#### 1) Qualification of Bidder

- a) Have the legal capacity to enter into a contract;
- b) Not be insolvent, in receivership, bankrupt or being wound up or subject to legal proceedings for any of these circumstances;
- c) Not have had your business activities suspended or debarred from public procurement by the State Government of Meghalaya or Government of India.
- d) The Service Provider/ Agency/ Firm should be a registered firm, partnership firm or proprietary concern that should be registered with appropriate authorities and the vehicles should be registered in Meghalaya.

- 2) **Documents Evidencing Qualification:** Bidder is requested to submit copies of the following documents as evidence of qualification. Failure to submit any of the documents mentioned below will be rejected and same will be treated as non-Responsive.
- Valid trading license/registration or equivalent/Exemption Certificate.
  - Valid certificate of GST registration/PAN/TAN;
  - Self-declaration to the effect the bidder is not insolvent, in receivership, bankrupt or being wound up or subject to legal proceedings for any of these circumstances.
  - Self-declaration that the bidder's business activities are not suspended or debarred from public procurement by the State Government of Meghalaya, any other State Government or Government of India.
  - Previous Work order of providing vehicles on monthly or call basis to any Government /PSU/PSB's for at least 12 months in total during last three years (Copy of Work Order or copy of agreement/contract to be enclosed).
  - Average annual turnover during the last 3 years, i.e., Financial Year 2017-18, 2018-19, 2019-20, should be at least Rs 5 Lakhs. (Copies of the Audited Financial Statements to be enclosed).
  - The Service Provider/ Agency/ Firm should have its own operation office at Shillong.
  - Letter of Quotation – Annexure B
- 3) **Validity of Quotation:** Quotations shall remain valid for a period not less than 90 days after the deadline date specified for submission.
- 4) **Evaluation of Quotations:** The Purchaser will evaluate and compare the quotations lot wise that are determined to be substantially responsive i.e. which
- are properly signed; and
  - confirm to the terms and conditions and specifications.
  - The Quotations would be evaluated lot wise; GST will not be taken into consideration while evaluating the quotations.
  - Any historical information, if required may be asked from the bidders during evaluation of quotes.
  - The purchaser reserves the right to give more weightage to the model of the vehicle which is of the latest make and model.
- 5) **Award of contract:** The Purchaser will issue work order separately for each Lot to the bidders whose quotations have been determined to be substantially responsive in respective lots and who has offered the lowest evaluated quotation price, compliance to the requirement of the project and which are of latest make and model for that respective lot.
- The announcement for this assignment will be published in [www.nhmmeghalaya.nic.in](http://www.nhmmeghalaya.nic.in)
- Notwithstanding the above, the Purchaser reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract.
  - The bidder whose quotation is accepted will be notified of the issue of Supply Order by the Purchaser prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the supply order (sample form attached).
  - The bidder will be notified of the issue of Supply Order by the Purchaser prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the supply order (sample form attached).
  - At any time, prior to the date of submission of bids, MHSSP may, for any reason, shall modify bid documents by amendments and the same will be uploaded on [www.nhmmeghalaya.nic.in](http://www.nhmmeghalaya.nic.in) and these amendments will be binding on them.
- 6) You are requested to provide your sealed quote latest by **on or before 1600 hours of 23<sup>rd</sup> July, 2021**. Quotations that have been submitted on or before time will be opened at **1630 Hrs. on 23<sup>rd</sup> July, 2021**. Late quotes will be rejected.

7) We look forward to receiving your quotations and thank you for your interest in this project.

**Sd/-**

**Name:** Ramkumar S, IAS

**Address:** MHSSP Office, Department of Health & Family Welfare,

Red Hill, Laitumkhrach, Shillong - 793003

**Tel.No.:**7005161416

**Email:**[procurement.megh@meghssp.org](mailto:procurement.megh@meghssp.org)

**FORMAT OF QUOTATION \***

Lot.	Description of Vehicle	Monthly hiring Charge to be quoted by the agency (including fuels and taxes) in INR	Call-basis hiring Charge to be quoted by the agency (including fuels and taxes) in INR	GST and similar other taxes applicable on finished Goods/ Services	Rate/ KM To be quoted by the vendor after Free KM	*Total Price per line item at Destination - inclusive of discounts, all taxes and duties	
						In Figures	In Words
Lot # 1			NA				
Lot # 2		NA					
Lot # 3			NA				
Lot # 4		NA					

**Gross Total Cost: Rs. ....**

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

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

**Signature of Supplier**



# Meghalaya Health Systems Strengthening Project

Government of Meghalaya



## WORK ORDER (SAMPLE)

<b>Vendor Name &amp; Address:</b>		<b>File No:</b>	
		<b>Date:</b>	
<b>Enquiry No:</b>		<b>Ref no:</b>	
<b>Date:</b>		<b>Dated:</b>	
You are hereby authorized to urgently arrange to supply the items indicated below:			
<b>Nature of Work:</b> Supply of			
SL.No	Type of vehicle	Unit Rate (Rs.)	Total Price (Rs.)
Lot # 1			
Lot # 2			
Lot # 3			
Lot # 4			
<b>Terms and Conditions</b>			
<b>Tax:</b>			
<b>Place of supply and Installation:</b>		Meghalaya Health System Strengthening Project (MHSSP), MHIS Building, 1 <sup>st</sup> Floor, Directorate of Health Services, Government of Meghalaya, Red Hill Road, Upper New Colony Shillong 793003, Meghalaya	
<b>Reporting Officer:</b>		Smt Kmenbhalang Khongwir, +91-8575784802, <a href="mailto:procurement.megh@meghssp.org">procurement.megh@meghssp.org</a> .	
<b>Other Conditions:</b>		1. Delivery Period:	
		2. GST if any will be paid on raising the invoices (if not already included in the cost above).	
		3. Payment shall be made within 45 days of raising the invoice	

Yours faithfully,

**Ramkumar S, IAS**  
Project Director, MHSSP  
Department of Health & Family Welfare, GoM

TERMS & CONDITIONS

**(A) Running & Maintenance of vehicle supplied on fixed monthly charges.**

- a. The drivers and the vehicles to be provided under this contract shall not be changed without prior intimation to MHSSP.
- b. He should also be willing to undertake duty during late/early hours and on holidays. However, the vehicle shall be made available to MHSSP on any day and as and when required. The agency should make necessary alternate arrangements to provide rest/leave to the drivers, and shall be responsible for payment of their salary and other statutory dues if any.
- c. Normal maintenance kit, first aid box, torch with 3 cell battery and umbrella shall be always made available within the vehicle by the Service Provider/ Agency/ Firm along with vehicle documents.
- d. The vehicle shall be kept in good running conditions at all times by the agency. Purchase of fuel, lubricants, spares etc. will be arranged by the agency. Maintenance repair frequent check-up, servicing, overhauling, payment of wages to Driver etc. will be the responsibility of the agency and no claim whatsoever on this will be entertained. If the vehicle is sent to garage or filling station, agency shall not claim for these empty trips as well as the time involved for the purpose. The Service Provider/ Agency/ Firm should provide the Fitness Certificate of the Vehicle.

**(B) Use of vehicle for monthly and as and when reqd. basis**

- a. The Agency shall be responsible for proper behaviors of all the drivers and persons employed by them and allocated for MHSSP. Without prejudice to the generality of above, the agency shall be bound to prohibit and prevent any employee from being intoxicated while on duty, trespassing or acting in any way detrimental or prejudicial to the interest of MHSSP.
- b. The agency should have a provision to take bookings 24 x 7
- c. The Kilometers covered by the vehicle from Service Provider/ Agency/ Firm to MHSSP Office and back shall not be included in the Contract and for billing purpose.
- d. The vehicles & the drivers shall report in time at the designated place & at the designated time on a regular basis, duly fuelled and in sound running condition.
- e. The drivers detailed on vehicles assigned for MHSSP duty should be well versed with the roads / routes and traffic regulations in Meghalaya.
- f. The Service Provider/ Agency/ Firm would provide drivers with mobile phone.
- g. The drivers shall possess valid driving License, should be at least matriculate, well behaved and punctual. The driving License, should be more than 2 years old and driver should not be rude and careless behavior, knowledge of safety and security, free from any alcoholic-narcotics addition and will not have any past accident history or any pending legal issue against the driver.
- h. The Service Provider/ Agency/ Firm shall be required to change/replace the driver(s) in case not found suitable. The drivers should extend all normal courtesy (such as greeting, opening/closing door etc.) towards the user(s) and should present themselves for duty in a neat and clean appearance.
- i. The Service Provider/ Agency/ Firm shall provide replacement of the vehicle immediately (within reasonable time) in case of breakdown or any other problem.



- j. The Service Provider/ Agency/ Firm shall be solely responsible for the staff deployed on the vehicles and for any untoward situation occurring during the course of duty.
- k. MHSSP is not responsible on any accident / any kind of damage to the vehicle during the use of the same by MHSSP. During the period of contract, no request shall be entertained for any hike in the tender/accepted rates due to any reason.
- l. The service provider should provide a single contact person/ supervisor for the fleet deployed to this office. It would be responsibility of the supervisor to keep track of the vehicles, also any instruction regarding vehicles would be communicated by this office to the supervisor through phone or WhatsApp. It would be the responsibility of the supervisor to ensure that the vehicle reaches the desired location and report to the desired officer within time
- m. The service provider will comply with labour laws in force and all liabilities in this connection will be his responsibility.

**(C) Other Conditions:**

- a) The vehicle must be in good running condition (Below 2 year of Registration) and maintain utmost cleanliness.
- b) **The minimum hours per day will be treated as 12 hours from the time of reporting, if the vehicles run more than 12 hours in a day, additional payment will be paid to the Service Provider/ Agency/ Firm at a rate of 10% of the total hiring charges will be paid to the Service Provider/ Agency/ Firm, which is inclusive of fuel charges.**
- c) **In case of long tour vehicle on call/ need basis, MHSSP will arrange for food and lodging for the driver and no other halting charges for the driver will be applicable for claim from the Service Provider/ Agency/ Firm provided for the same. Halting charges for the vehicle will be at a standard Rs 350/ per night.**
- d) In case of tour vehicle, the agencies will pay the toll/entry taxes or parking charges etc. and that will be reimbursed by MHSSP on production of original bills.
- e) The monthly vehicles can be used in all working days and holidays in case of urgency.
- f) The normal working hours of monthly vehicles will be from 9:00 AM to 9.00 PM and may be more in certain exceptional cases.
- g) MHSSP will hire the monthly vehicles based on its requirement
- h) In case of break down, the agency will provide a substitute vehicle of same or equivalent make.
- i) The agency shall be fully responsible, in case of any damage of vehicle and/or third party occurred during the travel period.
- j) The calculation of mileage shall be from the reporting point to the reporting point and will not be calculated on garage-to-garage basis. For this purpose, the service provider shall ensure that the odometer of the supplied vehicle is properly sealed. In case of any doubt the authorized officer of this Office may get odometer of the vehicle checked from any authorized workshop at the cost-of-Service Provider
- k) If the **Service Provider/ Agency/ Firm** did not execute the order or violate the terms and conditions, the agency will be blacklisted from this organization and its contract arrangement will be terminated
- l) Any effort by a bidder to influence the purchaser in its decision on bid evaluation or placement of purchase order may result in rejection of the bidder's offer.
- m) Adherence of strict Covid-19 protocols viz. wearing of masks (double or N95), presence of sanitizers and such as per the latest protocols Department of Health Government of Meghalaya. The drivers should also display their vaccination status and MHSSP reserves the right to ask for change of driver depending on the same

**D) Statutory Laws**

- a) The Agency will comply with all statutory provisions of law and keep MHSSP indemnified against all actions arising due to or act of the Agency/ his employees. The Driver of the vehicle provided should have valid professional D.L. with badge as provided in the M.V. Acts.
- b) The Vehicle should have all valid documents like RC Book, 1st Party Comprehensive Insurance, and Permits etc. in updated conditions for inspection of MHSSP Officials at any time.
- c) The **Service Provider/ Agency/ Firm** must have valid Registration Certificate, Insurance Certificate, Fitness Certificate, valid Contract Carriage Permit, Proof of up-to-date tax payment etc.
- d) The Service Provider/ Agency/ Firm shall ensure that the vehicles provided will be free from all types of Govt. levies e.g. Regd. Fee, valid permit, Road Tax, Insurance, Pollution Control Certificate and if any applicable statutory obligation.
- e) **Service Provider/ Agency/ Firm** shall have valid Permit as per Statutory Provisions.
- f) **Service Provider/ Agency/ Firm** shall comply with all relevant Rules and Regulations of Motor Vehicle Act applicable at present and may be enforced from time to time.
- g) During the Contract period if the vehicle is seized or detained or requisitioned by Government Authorities for non-compliance of relevant act/statutory requirement etc. or for any reason whatsoever penalty/compensation shall only be payable by the **Service Provider/ Agency/ Firm** besides the liability to provide for alternative vehicles without any loss.

**(E) Compensation and Penalty**

- a) In case of non-reporting of the vehicles, the **Service Provider/ Agency/ Firm** shall provide replacement of an equally good vehicle immediately, failing which MHSSP will treat the vehicle not on job for the aforesaid period and a penalty of Rs. 500/- per day per vehicle may be levied if any vehicle fails to meet above terms & conditions on any day
- b) For vehicles to be provided on as and when required basis, if the **Service Provider/ Agency/ Firm** fails to provide the vehicles as enumerated in the Agreement/ Order, MHSSP reserves the right to get the vehicles through other **Service Provider/ Agency/ Firms** at the risk and cost of the Travel without prejudice to the liability for termination and other consequences.

**(F) Employment Liability**

- a. The **Service Provider/ Agency/ Firm** shall be solely and exclusively responsible for engaging or employing Drivers. All employees engaged by the agency shall be on their pay roll. MHSSP will have no liability what so ever concerning the remuneration of the Driver(s) of the **Service Provider/ Agency/ Firm** or of the payment of the owner(s) of the Vehicle. The **Service Provider/ Agency/ Firm** shall make regular and full payment of all wages to its drivers. The **Service Provider/ Agency/ Firm** shall be directly responsible for any disputes arising between them and the drivers indemnified against losses, damages or claims arising thereof including any workmen's compensation etc.
- b. In case of non-fulfilment of any obligations under the Contract or law, the Officer-in-charge reserves the right to withhold payments due to the **Service Provider/ Agency/ Firm**. The **Service Provider/ Agency/ Firm** shall at his own expenses carry and maintain such Insurance with reputed Insurance Company/Companies as may be required under any Law or Regulation.
- c. In case of any dispute of any kind and in any respect whatsoever, the decision of MHSSP shall be final and binding.

**(G) Maintenance of log book for vehicles to be provided on fixed monthly charges basis.**

- a) Log Book should be maintained by the **Service Provider/ Agency/ Firm** to record details of use of Vehicle(s), which is to be countersigned by MHSSP Officials on daily basis.

- b) The Service Provider/ Agency/ Firm shall ensure perfect functioning of speedometer and horn in all vehicles (the agency shall arrange to repair/replace the speedometer if it's not functioning within 24 hours of any day without fail.
- c) The **Service Provider/ Agency/ Firm** shall further submit relevant Log Books within the first week of following month for verification.

(H) **Payment of Bills**

- a) The payment shall be made by cheque or through Direct Account Transfer or RTGS, if the bills are complete in all respects and are found in order.
- b) For the vehicles provided on fixed monthly charges basis, the Bills are payable once in a month. The Service Provider/ Agency/ Firm is required to submit the monthly Bills along with the Log Book of the vehicles and any other, relevant documents by 7th of the succeeding month and the payment shall be released within 30 days from the date of submission of Bill in order.
- c) For the vehicles to be provided on call basis, Bills shall be submitted every month. Under normal circumstances, payment will be made within 20 days from the date of submission of Bill.
- d) Statutory deduction as per the Govt. rules/Tax law shall be deducted from the bills of the **Service Provider/ Agency/ Firm**.
- e) MHSSP will release all relevant taxes so claimed in the bill to the agency while settling the hire charges bill of a period. But the agency has to provide proof of deposit of such taxes while submitting the subsequent bill to MHSSP.
- f) Overwriting on the duty slip as well as the bill shall not be accepted

(I) **Jurisdiction**

- a) Any legal dispute arising out of this assignment is subject to Shillong, Meghalaya jurisdiction only.

**ANNEXURE -B**

**Letter of Quotation**

**(On the letter head of Service Provider/ Agency/ Firm)**

<b>Organizational Profile of the Travel Agencies</b>		
<b>Sl.No</b>	<b>Particulars</b>	<b>Compliance</b>
1.	Name of the Service Provider/ Agency/ Firm	
2.	Registered Office (Complete Address with Tel./Mob. No. and Email ID)	
3.	Name of the Proprietor/Partners etc.	
4.	Year of Registration	
5.	GSTIN/ Service Tax Registration No.	
6.	PAN No. of Agency or Proprietor	
7.	Name of the Govt. or any other Institutions to whom vehicle supplied earlier on monthly basis	
8.	Year and Period of Supply (Monthly)	
9.	No. of Vehicle Supply (Monthly only)	
10.	Approx. Bill per Year	
11.	No. of Vehicles under possession of Service Provider/ Agency/ Firm	
12.	Name of the Govt. or any other Institutions to whom vehicle supplied earlier (Tour vehicles)	
	NB: Please enclosed all the relevant documents like Previous order copies, GST/Service Tax Registration No. etc.	

This is to certify that the above information and figures are based on facts and records and if any deviation noticed at any point of time, the tender shall be cancelled, agency will be blacklisted form this organization and order will be cancelled.

**Signature of the Service Provider/ Agency/ Firm Business Address**

**Name:**

**Ph. /Mob. No. ....**

**Emai Id: ....**

**Date: .....**

(Seal of the Service Provider/ Agency/ Firm)