



Bio-Resources Development Centre

(A Government of Meghalaya R & D Institution under Science & Technology, Planning Department)

5½ Mile, Upper Shillong, Shillong – 793009, Meghalaya.



0364-2561530 |



www.megbrdc.nic.in |



brdcshillong@gmail.com / brdc-shillong@gov.in

No. BRD. 14/2013/Pt.II/ I

Dated. Shillong, the 20th May, 2023

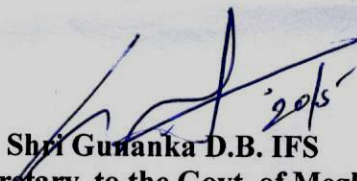
Expression of Interest (EoI) for Vehicle Hiring Services on AS AND WHEN REQUIRED BASIS

Last date & time for submission of filled in EOI documents : 5th June, 2023 up to 5.30PM

Sealed EOI are invited from the reputed Individuals/Agents in Meghalaya for providing Vehicle Hiring Services on "AS AND WHEN REQUIRED BASIS" for Bio-Resources Development Centre(BRDC), Shillong.

BRDC reserves the right to accept or reject any or all EOI either in whole or in part, without assigning any reason for doing so.

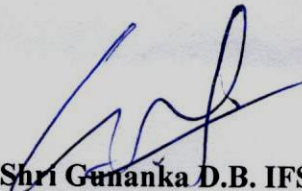
For General Instructions and Terms & Conditions please visit www.megbrdc.nic.in


Shri Gunanka D.B. IFS
Joint Secretary, to the Govt. of Meghalaya,
Planning Department &
Member Secretary,
Bio-Resources Development Centre,
Shillong

Memo. No. BRD. 14/2013/Pt.II/ I -A
Copy to:

Dated. Shillong, the 20th May, 2023

1. The Project Manager, Meghalaya State Data Centre, Shillong with a request to kindly upload the EOI in website www.megbrdc.nic.in.
2. Notice Board.


Shri Gunanka D.B. IFS
Joint Secretary, to the Govt. of Meghalaya,
Planning Department &
Member Secretary,
Bio-Resources Development Centre,
Shillong

General Instructions and Terms & Conditions.

1. Any EOI received after the scheduled time or incomplete in any manner will not be accepted.
2. The bidder (Agency) is expected to examine all instructions, terms & Conditions, specifications in the EOI form. Failure to furnish information required in every respect will be the Bidders risk and may result in to rejection of the bid.
3. **Amendment of Bidding Documents:**
At any time prior to the submission of the bids, the BRDC may, for any reason, whetherat their own initiate or in response to the clarification requested by the prospective Bidder, may modify the Bidding Documents by amendments.
The amendment will be notified in writing or by telephone to all prospective Bidders who have received the EOI documents.
4. **Signing of Bid**
The bid shall be typed or written in indelible ink and shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder to Contract.
5. **Submission of Bid**
(a) The Bidders will be required to submit the EOI in two bid system in two separate envelopes as mentioned below:

Envelope No. 1 super-scribed as "Technical Bid" should contain an introductory letter of contractor along with copies of documents as evidences. The Agencies have to fill up Annexure "A" with his signature along with all supporting documents. Envelop No. II super/scribed as EOI for Financial Bid and should contain the EOI form duly signed in each page by contractor/authorized signatory along with price bid. The Agency have to fill up Annexure "B".

Both Envelope I & II should be placed in large envelope which should be super-scribed as "EOI for Vehicle Hiring Services" and addressed to

The Member Secretary, Bio-Resources Development Centre, 5 ½ Mile, Upper Shillong-793009.

6. If the envelope is not sealed and marked, the BRDC will assume no responsibility for the bid's misplacement or premature opening.
7. **Deadline for submission of EOI**
Bids must be received by at the address specified under EOI not later than 05.30 PM on 5th June, 2023.

The Purchaser may, at its discretion, extend this deadline for the submission of bids by amending the Bidding Documents in accordance with clause 3, in which case all rights and obligations of BRDC and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

8. **Contacting BRDC**
No bidder shall contact the purchaser on any matter relating to its bids, from the time of bid opening to the time the contract is awarded.
9. **Evaluation of Bid**
(i) The large envelope (containing separate envelope I & II) will be opened first. Thereafter the envelope I i.e. .Technical Bid will be opened.

(ii) Bidders who have not enclosed/submitted the Technical Bid documents in Envelope-1, shall not be considered for opening the Envelope-II which contain the "Technical Bid".

(iii) The Bidders will be pre-qualified in financial bid, who fulfills the criteria in Technical Bid Form.

(iv) The envelope II i.e. Financial Bid will be opened for those parties who submitted Technical Bid.

(v). The contract will be awarded to the L1 bidder in financial bid which shall be valid for one year. The rate contract shall be further extended for two more years based on the mutual consent of both side with 10% deviation + (Diesel/Petrol Price).

(vi) If the prices quoted by two or more Agencies are same then the bid will be finalized on the basis of decision of BRDC which will be final & binding on all the bidders.

10. The work should be strictly adhered failing which BRDC reserves the right to cancel the order without assigning any reasons what so ever.

11. **Payment**

100% of the Contract Price for successful completion of work shall be paid within 15 days of submission of Bill.

12. BRDC reserves the right to reject any or all EOI in full or part thereof without assigning any reason.

13. The registration date of vehicles provided should not be earlier than the Year 2020.

14. It will be the responsibility of the Agency that Vehicle & Driver provided must comply DTO rules. Agency shall be responsible for any penalty/fine imposed due to non-compliance to DTO rules.

15. All legal disputes will be within the jurisdiction of Meghalaya only.

Annexure: A

TECHNICAL BID

EOI No:

DESCRIPTION: Expression of Interest for Vehicle Hiring Services at BRDC, Shillong:

SL No	PARTICULARS	
1.	Name of Agency	
2.	Postal address	
3.	Name of Contact person	
4.	Mobile No	
5.	E-Mail ID	
6.	Registration Certificate (copy enclosed)	
7.	PAN (Permanent Account Number) (copy enclosed)	
8.	GST Registration No.(copy enclosed)	
9.	Work Experience Certificate (If any)	
10.	Any Other Details	

Place:

Signature of Proprietor/Partner

Date:

Office Seal

Annexure: B
FINANCIAL/ PRICEBID

Sl No	Name of Vehicle	Half Day (4Hrs X40 Kms)	Full Day (8Hrs X 80KMS)	Full Day(24 Hrs)	Extra Kms	Extra Hrs	Night Charge s	Out station Min Km (300)	Outstation Per Km Charges	Airport Pickup Drop (Fix Cost) Umiam/Guwahati
01	Swift Dzire/Etios/Tigor or Similar									
02	Innova or Similar									
03	Innova Crysta or Similar									
04	Fortuner or Similar									
05	Sumo/Mahindra Max (4WD) or similar									
06	Pickup Truck () Single Cabin/Double Cabin) or similar									

****GST:**

Other Terms:

Place:

Sign. Of Bidder with Stamp