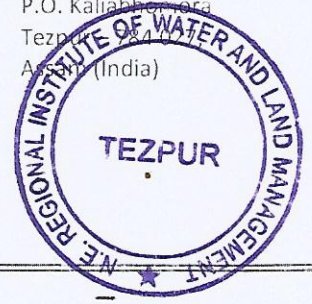




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**NORTH EASTERN REGIONAL INSTITUTE OF  
WATER AND LAND MANAGEMENT**

(An Institute under the Ministry of Water Resources, River Development and  
Ganga Rejuvenation, Govt. of India)  
(Registered under the Societies Registration Act, 1860)



NRWM/VEH/19/ /2015-16/ 2265 - 2274

Date :12/07/2017

**NOTICE INVITING E-TENDER**

e-Tenders are invited by the Director, NERIWALM, Dolabari, Tezpur-784027 from registered Travel Agencies for providing vehicles/tractor/power tiller on hire basis to NERIWALM, Tezpur(Assam). The last date for **ONLINE** submission of tender is **8/08/2017 upto 5.00 P.M** and will be opened at **1100 hours of 09/08/2017** in NERIWALM, Tezpur. In the event of **09/08/2017** being declared holiday, the tender will be opened on the next working day at the same place and time. Interested bidders/parties to provide vehicles on hire basis may participate in the **ONLINE** bidding process by submitting necessary documents and quoting Rates. The tenders along with terms and conditions, Instruction To Bidders (ITB), nomenclature etc may be viewed from institute's website **www.neriwalm.gov.in**. For online bid submission bidders may go to the following link and follow the instruction and Terms & Conditions given in the Tender Document.

LINK:- <https://www.tcil-india-electronictender.com>

Sl. No.	Name of the Work	Earnest Money (Rs)
01	Providing vehicles/tractor/power tiller on hire charges to NERIWALM, Tezpur, Assam	Rs 5,000.00

*12/7/17*  
Deputy Director (Admin)  
NERIWALM

Copy to:

1. Stenographer attached in the Director's office,NERIWALM
2. Administrative Officer, LGBRIMH, Tezpur for favour of kind information. He is requested to display the tender notice on the notice board of his office for wide circulation.
3. Executive Engineer, CPWD (civil) Rubber Bagan, Tezpur for favour of kind information. He is requested to display the tender notice on the board of his office for wide circulation.
4. Executive Engineer, PWD, Tezpur Building Division, Tezpur for favour of kind information. He is requested to display the tender notice on the notice board of his office for wide circulation.
5. Garrison Engineer, MES, Solmara, Tezpur for favour of kind information. He is requested to display the tender notice on the notice board of his office for wide circulation.
6. Accounts Officer I/c, NERIWALM, Tezpur for information & necessary action.
7. Assistant Director(c), NERIWALM, Tezpur for information & necessary action.
8. NERIWALM's website [www.neriwalm.gov.in](http://www.neriwalm.gov.in).
9. The Notice Board, NERIWALM, Tezpur for wide circulation
10. Concerned file for record.

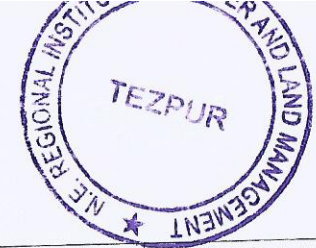


## TERMS AND CONDITIONS

**Sub:- Tender for providing Vehicles/ Tractor/Power Tiller on hire basis to NERIWALM, Tezpur, Assam**

1. The Bidder should abide by the statutory requirement for running vehicles on hiring contract.
2. The agency should have valid **Registration Certificate, Clearance of Taxes, Road-Tax, etc** which will have to be submitted **online** with the Tender Document.
3. The charges to be quoted should be inclusive of all expenditure, taxes, parking fee, entry fee, liabilities, etc.
4. The out-station halting charges (per night halt for vehicles) outside Tezpur and FUEL charge (per K.M for running of the vehicle) only will be paid by NERIWALM as per quoted/agreed Rate.
5. The Mile Meter/Odo Meter of the vehicle should be in good condition and functional. The initial & final reading of the Mile Meter of the vehicle will be noted jointly at the main gate of NERIWALM, Tezpur at the time of undertaking of journey. The difference of the final reading and the initial reading will be the total movement (in K.M) meant for billing the FUEL charge. The duration of service of the vehicle will be reckoned from the reporting time till the release of the vehicle by the user(s) from the Campus of NERIWALM.
6. The hired Vehicle/Tractor/Power Tiller should be in excellent running condition.
7. Nothing will be paid extra by NERIWALM for lube oil, coolant, parts, maintenance & repair of the vehicle, etc.
8. The driver/operator accompanying the vehicle/Tractor/Power Tiller should be sober and well mannered. He should possess valid driving license along with the related valid documents of the vehicle/tractor/power tiller. The Driver/operator should be able to maintain the journey card/job card indicating the initial & final Mile Metre reading, time, etc. The Driver should have mobile phone facility to keep contact with the users and the owner at the risk and cost of the owner.
9. Requirement of Vehicle/Tractor/Power Tiller will be placed to the Agency indicating the name and type of vehicle/Equipment.
10. Any defects/trouble whatsoever of the Vehicle /Tractor/Power Tiller should be taken care of by the Agency and if required, the same must be replaced with another one at his cost and risk promptly within a short time.
11. No payment will be made if the owner failed to replace the Vehicle/Tractor/Power Tiller in the event of any defect / trouble .
12. Vehicle may be required for trip to any places (hilly as well as plain) of North Eastern part of India. So also, Tractor/ Power Tiller may be required for any places of Assam.
13. 100% payment will be made on submission of bill after satisfactory completion of the trip of journey.
14. All the tender documents up loaded in the Institute's **website. www.neriwalm.gov.in** will be the part to be submitted in **online** submission. All papers/ documents should bear the signature of the Bidder.
15. The Earnest Money may be paid by Demand Draft in favour of **Director, NERIWALM** payable in Nationalised Bank at Tezpur, Assam . The D.D may be forwarded **offline** in favour of the **Director, NERIWALM, Dolabari, P.O:Kaliabhomora, Tezpur-784027 (Assam)** and must reach the Office of the Director, NERIWALM before the day of tender opening event.
16. The Director, NERIWALM reserves the right to accept/reject any tenders without assigning any reason thereof.

  
 Deputy Director (Admin)  
 NERIWALM



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**SPECIFICATION & RATES (Financial Bid for hire of Vehicles)**

Sl no.	Name and type of the vehicle	Seating capacity including the Driver (in numbers)	Daily charge of the vehicle with Driver (Rate to be quoted both in figure & words) in INR.	Monthly charge of the vehicle with Driver (For one calendar month) (Rate to be quoted both in figure & words) in INR.	FUEL charge per K.M of running of the vehicle (Rate to be quoted both in figure & words) in INR.		Halting charge per night halt (Rate to be quoted both in figure & words) in INR.
					For AC mode	For Non-AC mode	
01	Tata Indica (Diesel)	(1+4)					
02	Mahindra Bolero (Passenger)	(1+6)					
03	Tata Sumo/Victa	(1+6)					
04	Mahindra Scorpio	(1+6)					
05	Tata Winger	(1+14)					
06	Tata Star Bus	(1+32)					

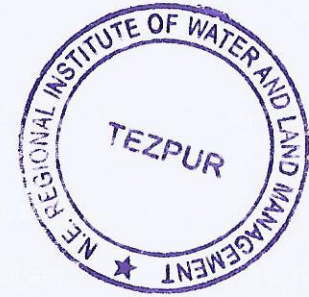
Note: Rates to be quoted after thorough study of the "Terms & Conditions" and "Instruction To the Bidders".

Name & Address of the party with contact no : .....

Signature of the bidder : .....

Seal : .....

Date : .....



**SPECIFICATION & RATES (Financial Bid for hire of Tractor/Power Tiller)**

Sl no.	Name and type of the vehicle	Ploughing charge Per Bigha including charges for operator, POL, etc (Rate to be quoted both in figure & words) in INR.	Remarks
01	Tractor		
02	Power Tiller		

Note: Rates to be quoted after thorough study of the "Terms & Conditions" and "Instruction To the Bidders".

Name & Address of the party with contact no : .....

Signature of the bidder : .....

Seal : .....

Date : .....



## INSTRUCTIONS TO BIDDERS REGARDING ONLINE BID SUBMISSION

### 1. Bidding Methodology:

Single-stage Two-Bid System (Technical Part and Financial Part to be submitted at the same time) shall be followed.

### 2. Broad outline of activities from Bidders perspective:

- i) Procure Digital Signature Certificates (DSC) for users of the organization (if not procured earlier)
  - ii) Register your organization on Electronic Tendering System® (ETS) Portal of TCIL (<https://www.tcil-india-electronictender.com>) if not already registered
  - iii) Create Users and assign roles on ETS
  - iv) Assign Tender to a department of your organization on ETS
  - v) Download Official Copy of Tender Documents from ETS
  - vi) Clarification to Tender Documents on ETS
    - Post query to TCIL (Optional)
    - View response to queries posted by TCIL
  - vii) Online Bid-Submission on ETS
  - viii) Attend Online Public Tender Opening Event (TOE) for Techno-Commercial Bid on ETS
    - Opening of Technical-Part
  - ix) Post-TOE Clarification on ETS (Optional)
    - Respond to TCIL's Post-TOE technical queries
  - x) Attend Public Online Tender Opening Event (TOE) for Financial Bid on ETS
    - Opening of Financial-Part
- (Only for Technically Responsive Bidders)

For participating in this tender online, the following instructions are to be read carefully. These instructions are supplemented with more detailed guidelines on the relevant screens of the ETS.

### 3. Digital Certificates

For integrity of data and its authenticity/ non-repudiation of electronic records, and to become compliant with IT Act 2000, it is necessary for each user to have a Digital Certificate (DC).

also referred to as Digital Signature Certificate (DSC), of Class 2 or above, issued by a Certifying Authority (CA) licensed by Controller of Certifying Authorities (CCA) [refer <http://www.cca.gov.in>].

### 4. Registration

To use the Electronic Tender® portal (<https://www.tcil-india-electronictender.com>) the Bidder

need to register on the portal. Registration of bidders organization is to be done by one of its

senior persons who will be the main person coordinating for the e-tendering activities. In ETS

terminology, this person will be referred to as the Super User (SU) of that organization.

For

further details, please visit the website/portal, and click on the 'Supplier Organization' link

under 'Registration' (on the Home Page), and follow further instructions given on the site.

Pay Annual Registration Fee as applicable.



**Note: After successful submission of Registration details online and Annual Registration Fee (Rs. 6,000/- + Service Tax @ 14%) physically to TCIL, please contact e-Tendering Helpdesk (as given in Section 1), to get your registration accepted/activated. The Annual Registration Fee can be submitted by the following modes:**

i) DD in favour of "Telecommunications Consultants India Limited" is to be submitted to Sr. Manager (F&A-IT), TCIL, TCIL Bhawan, 6th Floor, G.K.-I, New Delhi-110048.

Or

ii) Fee Amount can be deposited in TCIL's Bank Account No. 000705005880 in ICICI Bank, Connaught Place Branch, IFSC Code: ICIC0000007 by electronic transfer and Transaction Details to be emailed to [ets\\_support@tcil-india.com](mailto:ets_support@tcil-india.com)

### 5. On-Line Submission

The On Line Submission will have the following activities:

- i) Submission of digitally signed copy of Tender Documents/ Addendum
- ii) Submission of Acceptance/Rejection of General Terms & Conditions
- iii) Submission of Acceptance/Rejection of Special Terms & Conditions
- iv) Submission of particulars of EMD

v) Submission of **Technical Part** as under:

- Submission of Electronic Form (Mandatory)
- Submission of Main Bid (Mandatory)
- Submission of Bid Annexure (Optional)

Technical Part must contain the following which is required to be submitted in the Main Bid/Bid Annexure:

- a) Duly filled in Bid Submission Form as per Section – 9
- b) Statement showing Clause by Clause Compliance to all Terms & Conditions of all the Sections of the Tender.
- c) Scanned copy of Documentary Evidence of Eligibility Criteria
- d) Technical Offer specifying Make & Model of the Offered Product
- e) Product Data Sheet/ Product Brochure
- f) Un-priced Bid Schedule as per Section-5
- g) Any other supporting documents the bidder wishes to submit as a part of Technical Offer

vi) Submission of **Financial Part** as under:

- Submission of Electronic Form (Mandatory)
- Submission of Main Bid (Mandatory)
- Submission of Bid Annexure (Optional)

Financial Part must contain the Price Bid Schedule as per Section-5.

The entire bid-submission as above would be online on ETS.

### 6. Offline Submissions:

The bidder is requested to submit the following documents offline (i.e. physically) to Director, NERIWALM, Dolabari, P.O. Kaliabhomora, Tezpur - 784027 before the due date & time of submission in a Sealed Envelope, the envelope shall bear, the Tender No. & Description and the words 'DO NOT OPEN BEFORE' (due date & time):

- EMD/Bid Security (Original) of Rs 5000/= by Demand Draft in favour of "Director, NERIWALM, Dolabari, P.O : Kaliabhomora, Tezpur – 784027 , Assam" in the prescribed format from a scheduled bank.
- Pass Phrase for Bid



### **7. Special Note on Security of Bids**

Security related functionality has been rigorously implemented in ETS in a multi-dimensional

manner. Starting with 'Acceptance of Registration by the Service Provider', provision for security has been made at various stages in Electronic Tender's software. Specifically for Bid

Submission, some security related aspects are outlined below:

As part of the Electronic Encrypter™ functionality, the contents of both the 'Electronic Forms' and the 'Main-Bid' are securely encrypted using a Pass-Phrase created by the Bidder

himself. Unlike a 'password', a Pass-Phrase can be a multi-word sentence with spaces between words (eg I love this World). A Pass-Phrase is easier to remember, and more difficult

to break. It is recommended that a separate Pass-Phrase be created for each Bid-Part. Typically, 'Pass-Phrase' of the Bid-Part to be opened during a particular Online Public Tender

Opening Event (TOE) is furnished online by each bidder during the TOE itself, when demanded by the concerned Tender Opening Officer. A bid cannot be opened without a correct Pass-Phrase.

**It may also be noted that if a bidder fails to furnish the correct Pass-Phrase during the**

**TOE of Technical Part, the bid shall be rejected. If the bidder fails to furnish the correct**

**Pass-Phrase during the TOE of Financial Part, not only shall the bid be rejected but also**

**the EMD shall be forfeited.**

There is an additional protection with SSL Encryption during transit from the client-end computer of a Supplier organization to the e-tendering server/ portal.

### **8. Online Public Tender Opening Event (TOE)**

ETS offers a unique facility for 'Online Public Tender Opening Event (TOE)'. Tender Opening Officers as well as authorized representatives of bidders can attend the Online Public

Tender Opening Event (TOE) from the comfort of their offices. For this purpose, representatives of bidders (i.e. Supplier organization) duly authorized are requested to carry a

Laptop and Wireless Connectivity to Internet.

Every legal requirement for a transparent and secure 'Online Public Tender Opening Event

(TOE)' has been implemented on ETS.

As soon as a Bid is decrypted with the corresponding 'Pass-Phrase' as submitted online by the

bidder himself (during the TOE itself), salient points of the Bids are simultaneously made available for downloading by all participating bidders. The tedium of taking notes during a

a



manual 'Tender Opening Event' is therefore replaced with this superior and convenient form

of 'Online Public Tender Opening Event (TOE)'.

ETS has a unique facility of 'Online Comparison Chart' which is dynamically updated as each

online bid is opened. The format of the chart is based on inputs provided by TCIL for each

Tender. The information in the Comparison Chart is based on the data submitted by the Bidders. A detailed Technical and/ or Financial Comparison Chart enhances Transparency.

Detailed instructions are given on relevant screens.

ETS has a unique facility of a detailed report titled 'Minutes of Online Tender Opening Event

(TOE)' covering all important activities of 'Online Tender Opening Event (TOE)'. This is available to all participating bidders for 'Viewing/ Downloading'.

### 9. Other Instructions

For further instructions, the Bidder should visit the home-page of the portal ([https://www.tcilindia-](https://www.tcilindia-electronictender.com)

electronictender.com), and go to the **User-Guidance Center** The help information provided through 'ETS User-Guidance Center' is available in three categories – Users intending to Register / First-Time Users, Logged-in users of Buyer organizations, and Logged-in users of Supplier organizations. Various links are provided under each of the three categories.

**Important Note:** It is strongly recommended that all authorized users of Supplier organizations should thoroughly peruse the information provided under the relevant links, and

take appropriate action. This will prevent hiccups, and minimize teething problems during the use of ETS.

The following '**FOUR KEY INSTRUCTIONS for BIDDERS**' must be assiduously adhered to:

- i) Obtain individual Digital Signature Certificate (DSC or DC) well in advance of tender submission deadline on ETS
- ii) Register your organization on ETS well in advance of tender submission deadline on ETS
- iii) Get your organization's concerned executives trained on ETS well in advance of tender submission deadline on ETS
- iv) Submit your bids well in advance of tender submission deadline on ETS (There could be last minute problems due to internet timeout, breakdown, etc.) While the first three instructions mentioned above are especially relevant to first-time users of ETS, the fourth instruction is relevant at all times.

### 10. Minimum Requirements at Bidders end

- Computer System with good configuration (Min P IV, 1 GB RAM, Windows 7)
- Broadband Internet Connectivity.
- Microsoft Internet Explorer 6.0 or above
- Digital Certificate(s)





## 11. Bidders Training Program

One day training (10:00 hrs. to 17:00 hrs.) is arranged on payment basis which is scheduled

scheduled as indicated in Section – 1 of this tender at TCIL Bhawan, Greater Kailash-I, New Delhi 110048. Training is optional. Bidders opting for Training shall have to pay Rs. 2,500 + Service Tax

@14% by Demand Draft in favour of "Telecommunications Consultants India Limited" payable at

New Delhi and are required to carry a Laptop with device for Wireless Connectivity to Internet as

TCIL will not provide Internet connectivity to the trainees. Bidders are required to inform number of

participants from their organization latest 2 working days prior to training schedule