



पूर्वोत्तर क्षेत्रीय जल और भूमि प्रबंधन संस्थान  
**NORTH EASTERN REGIONAL INSTITUTE OF WATER AND LAND MANAGEMENT**  
(जल संसाधन, नदी विकास और गंगा कायाकल्प विभाग, जल शक्ति मंत्रालय, भारत सरकार के अधीन एक संस्थान)  
(An Institute under the Department of Water Resources, River Development and Ganga Rejuvenation,  
Ministry of Jal Shakti, Govt. of India)

No. NRWM/VEH/HIRE/19/pt-1/2022-23/878

Date: 04.08.2023

**NOTICE INVITING BIDS THROUGH GEM**

**BIDS** (Technical and Financial) are invited through GeM Portal by the Director, NERIWALM, Dolabari, Tezpur-784027(Assam) from appropriate registered Firms/Contractors/Company/Individuals with Govt Department having experience in similar nature of work as given below.

Interested bidders having the eligibility criteria and valid documents (as mentioned in the Section- 1 & 2 of the Technical Part) may participate the bid process in GeM Portal.

The estimated value indicated below is merely a value projected for hiring vehicles through service provider as and when required, separate work order shall be placed to the empaneled service provider (s) as and when vehicle is required by NERIWALM showing the nos., category/type of the vehicle, period of requirement, etc.

The tender along with terms and conditions may be viewed and downloaded from the institute's website <https://neriwalm.gov.in>.

Sl. No.	Name of the work	Earnest Money	Tentative Projected value (for an year)	Last date of submission of Tender (Technical & Financial)	Date of opening the tender
01	Providing Vehicle Hiring Service on Call Basis with Driver and POL to NERIWALM, Dolabari, Tezpur, Assam (Pin-784027).	Rs. 55,000.00 EMD is payable in the form of Demand Draft/ Banker's Cheque/ Pay Order in favour of "The Director, NERIWALM, Tezpur, Assam"	Rs. 27,37,000.00 (Rupees Twenty Seven Lakh Thirty Seven Thousand) Only	As per GeM	As per GeM

The price offers of only the qualifying parties in the first stage shall be opened at the same day **OR** date to be notified/informed separately. Director, NERIWALM reserves the right to accept or reject any or all the tenders without assigning any reason thereof. The tender documents may please be read thoroughly before filling the Tender.

Deputy Director (Admin)  
NERIWALM

**Copy to:**

1. PS to Director for favour of Director's kind information
2. Chief Vigilance Officer (CVO), NERIWALM
3. Assistant Director (Civil), NERIWALM
4. Accounts Officer, NERIWALM.
5. Assistant Engineer (Civil), NERIWALM
6. O/C Vehicle, NERIWALM
7. Notice Board, NERIWALM for wide circulation.
8. NERIWALM WEBSITE: <https://neriwalm.gov.in> for publishing.
9. Purchase Cell for exploring through GeM Portal for publishing and Bidding.

उप निदेशक (प्रशासन)  
Deputy Director (Administration)  
पूर्वोत्तर क्षेत्रीय जल तथा भूमि प्रबंधन संस्थान, तेजपुर  
North Eastern Regional Institute of Water and  
Land Management, Tezpur

Ref. No. NRWM/VEH/HIRE/19/pt-1/2022-23/.....Dtd: .....

**TENDER (GeM) FOR PROVIDING VEHICLE HIRING SERVICE ON CALL BASIS WITH DRIVER AND POL TO NERIWALM, DOLABARI, TEZPUR, ASSAM (PIN-784027).**

**NAME OF THE WORK:** PROVIDING VEHICLE HIRING SERVICE ON CALL BASIS WITH DRIVER AND POL TO NERIWALM, DOLABARI, TEZPUR, ASSAM (PIN-784027).

Invited by



**NORTH EASTERN REGIONAL INSTITUTE OF WATER AND LAND MANAGEMENT  
(NERIWALM)**

Department of Water Resources, River Development & Ganga Rejuvenation,  
Ministry of Jal Shakti, Govt. of India  
(Registered under the Societies Registration Act, 1860)  
Dolabari, P.O Kaliabhomora  
Tezpur-784027, Assam (India)  
Website: <https://neriwalm.gov.in>  
Phones: 03712-291069

**THE TENDER/BID CONTAINS THE FOLLOWING:**

I.	SECTION-1	ABOUT TENDER NOTICE
II.	SECTION-2	TERMS & CONDITION
III.	SECTION-3	BID SUBMISSION FORM
IV.	SECTION-4	UNDERTAKING
V.	SECTION-5	SCOPE
VI.	SECTION-6	PRICE BID SCHEDULE

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उप निदेशक (प्रशासन)  
Deputy Director (Administration)  
पूर्वांचल क्षेत्रीय जल तथा भूमि प्रबंधन संस्थान, तेजपुर  
North Eastern Regional Institute of Water and  
Land Management, Tezpur



## SECTION-1

### ABOUT TENDER NOTICE

Electronic tenders through GeM Portal are invited from eligible bidders for providing Vehicle Hiring Service on Call Basis with Driver and POL to NERIWALM, Dolabari, Tezpur, Assam (Pin-784027).

Submission of Online Bids is mandatory for this Tender.

**Important Dates:** As mentioned in the Tender Notice (GeM) as indicated in the 1<sup>st</sup> Page.

**Tender Fee (non refundable) as mentioned in the Tender Notice/GeM Portal.**

**Earnest Money (refundable) as mentioned in the Tender Notice/GeM Portal** shall be paid and the particulars of the submission of EMD shall be submitted with the Technical Bid as stated below.

**Tender fee and EMD amount exempted for NSIC/MSME units. Subject to submission of valid NSIC / MSME certificate.**

Bidders are advised to visit the GeM Portal and NERIWALM official website (neriwalm.gov.in) regularly for updates/amendments, if any.

**Eligibility Criteria and Valid Documents to be submitted:** Appropriate registered Firms/Contractors/Company/Individuals with Govt Department having experience in similar nature of work and having the following documents may participate in the bidding process as given below:-

1. Average Annual Financial Turnover during the last 3 years, ending 31st March 2023, should be at least Rs. 10.0 Lakhs.
2. Bidder should have experience of having successfully completed similar works during the last 3 years ending 31st March, 2023 should be either of the following:
  - i) One similar orders costing not less than Rs. 10.00 Lakhs/- per Annum.
  - Or
  - ii) Two similar orders each costing not less than Rs. 5.00 Lakhs per Annum.(Submit copy of Work Completion Certificate from the Client. Simply submission of Work Order/LOI will not be acceptable.).
3. The Bidder should not have been barred / black listed by any PSU/Govt. Deptt. in doing business with them (Submit undertaking as per **Section-4**)
4. The Bidder should be registered for GST and PAN (Submit attested copy of Registration Certificate, PAN Card, GST Registration, Labour License, Experience Certificate, & Labour License (if any) etc).
5. The Bidder should have a Local Registered office in Assam State. Documentary evidence need to be submitted.

  
उप निदेशक (प्रशासन)  
Deputy Director (Administration)  
पूर्वोत्तर क्षेत्रीय जल तथा भूमि प्रबंधन संस्थान, तेजपुर  
North Eastern Regional Institute of Water and  
Land Management, Tezpur



**Note:** Bidder must submit necessary supporting documents as proof in respect of the eligibility criteria mentioned below.

**(A) Technical Bid Part :** The following shall be signed with seal and dated and will comprise the Technical Bid in PDF without which bid may be rejected:

- i. Submission of the Tender papers (**Section 01 to Section-06**) duly signed by the bidder.
- ii. Submission of particulars of **EMD/Tender Fee**.
- iii. Submission of registration certificate with **GST, PAN**,
- iv. Submission of documentary evidence of local Registered Office in Assam State.
- v. Submission of Experience Certificate acquired from Govt. Deptt./PSU/Govt. Organisation/Govt. Institute.
- vi. Submission of **BID SUBMISSION FORM (Section-03)** duly filled and signed by the bidder.
- vii. Submission of **UNDERTAKING (Section-04)** duly filled and signed by the bidder.
- viii. Submission of Certificate of MSME/NSIC for particular work, if any.
- ix. Submission of Trade License upto date.
- x. Submission of **Solvency Certificate** from its Banker.
- xi. Submission of Last Financial year **Audited Balance Sheet** or **Financial Statement**.
- xii. Submission of Last Financial year **IT Return Statement**.
- xiii. Submission of **Turnover Certificate**.
- xiv. Submission of **Road Tax, RC, Vehicle Insurance and Taxi Permit**
- xv. Submission of Any other clarification/Amendment.

**(B) Financial Bid Part :** As per GeM Portal

**Tenders received without EMD / inadequate EMD, and without the requisite Tender Fee shall be summarily rejected. The bidder must officially procure/download the tender documents from the GeM Portal or NERIWALM official website.**

The price offers of only those parties who qualify in the first stage shall be opened at the same day or date to be notified separately. Director, NERIWALM reserves the right to accept or reject any or all the tenders without assigning any reason.

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उप निदेशक (प्रशासन)  
Deputy Director (Administration)  
पूर्वांचर क्षेत्रीय जल तथा भूमि प्रबंधन संस्थान, तेजपुर  
North Eastern Regional Institute of Water and  
Land Management, Tezpur



## SECTION - 2

### **Terms and conditions for Providing Vehicle Hiring Service on Call Basis with Driver and POL to NERIWALM, Dolabari, Tezpur, Assam (Pin-784027).**

1. The successful bidder shall have to sign a contract agreement on Non-Judicial Stamp Paper and deposit of Performance Security of Rs. 83,110.00 by DD/BC/FD, from a scheduled Bank payable at Tezpur to be drawn in favour of Director, NERIWALM. The Performance Security will be retained for the whole contract period plus 03 (three) months and no interest is liable to be paid. The following documents duly attested are to be submitted at the time of signing the agreement.
  - (i) Self attested copy of GST registration certificate & PAN card.
  - (ii) Valid Registration Certificate of Travel Agency/ Trade Licence for running vehicles on hire basis.
  - (iii) Any other relevant documents pertaining to Business of Travel Agency.
  - (iv) Undertaking as per Format attached.
  - (v) Labour License (if any)
2. The service provider/owner should abide by the statutory requirement for running vehicle on providing hiring Contract with up to date and valid documents from competent authorities. The vehicle put for providing service on hire basis under NERIWALM shall be registered under commercial category with valid documents like Registration Certificate, Insurance, Road Permit and others under the liability of the service provider. Driver deputed with vehicle must possess the copies of the documents including the valid driving licence.
3. North Eastern Regional Institute of Water and Land Management (NERIWALM) under no circumstances shall be Liable to any loss/ damage of the vehicle for any kind of act which may cause injury/ damage/ death to vehicle or any other third party.
4. The quoted rates should be inclusive of GST, all other charges, taxes etc but excluding the parking fee & Toll fee. Parking fee & Toll fee shall be paid as per actual against submission of Bill with documentary evidence. The rates quoted by the successful bidder will be valid for not less 01 (One) Year.
5. The payment will be made against submission of Bill in duplicate.
6. The service provider/owner should abide by the statutory requirement for running vehicle on providing hiring contract.
7. The vehicle may be required for any places of North Eastern States of India.
8. Any defects/breakdown whatsoever of the vehicle should be taken care of instantly by the owner/service provider and if required, the same must be replaced with another one at the cost and risk of the owner/service provider promptly within a short time.



9. The initial km will be counted from the Head quarter/ respective station and mileage will be counted from duty point to duty point and no zero point will be allowed.
10. Arrangement of food, accommodation, driver, fuel, parking facility of the vehicle including the expenses shall be the liability of the service provider/owner. Any expenditure of the vehicle and driver shall be the liability of the service provider/owner.
11. The hired vehicle must be in neat and clean condition & in excellent running conditions in all respect
12. The owner/ service provider shall have to entertain the request for placement of vehicle within Short notice.
13. The driver accompanying the vehicle should be sober and well-mannered with valid driving licence along with related documents of the vehicle issued from appropriate authority. The driver should be able to maintain journey /report/job card neatly. The Driver should have mobile phone facility to keep contact with the users and owner/service provider at the cost of the owner/ service provider.
14. No payment will be made if the owner/service provider failed to replace the vehicle in the event of any defect/trouble of the vehicle.

**Signature of the bidder :.....**

**Name of the Signatory (In Block Letters) :.....**

**Name of the party: .....**

**Address .....**

**Contact No. ....**

**Date & Seal:**

उप निदेशक (प्रशासन)  
Deputy Director (Administration)  
पूर्वांचर क्षेत्रीय जल तथा भूमि प्रबंधन संस्थान, तेजपुर  
North Eastern Regional Institute of Water and  
Land Management, Tezpur



**SECTION – 3**  
**(BID SUBMISSION FORM)**  
**(To be filled up by the bidder)**

To

The Director,  
North Eastern Regional Institute of Water and Land Management (NERIWALM)  
Dolabari, P.O.: Kaliabhomora  
Tezpur – 784027 (Assam)

Dear Sir,

In response to your Tender Notice (mentioned below) for the Work/Service (mentioned below), We hereby submit our **PARTICULARS/OFFER** for consideration:

A	Tender Notice No. & Date	
B	Name of the Work:	PROVIDING VEHICLE HIRING SERVICE ON CALL BASIS WITH DRIVER AND POL TO NERIWALM, DOLABARI, TEZPUR, ASSAM (PIN-784027).
1	Bidder's Name :	
2	Web site Address:	
3	E-Mail Address:	
4	Actual Address of the Bidder as per record:	
5	Postal Address:	
6	Contact No:	
7	Authorized Person's Name	
	Designation :	
	Contact No:	

उप निदेशक (प्रशासन)  
Deputy Director (Administration)  
पूर्वोत्तर क्षेत्रीय जल तथा भूमि विधान संस्थान, तेजपुर  
North Eastern Regional Institute of Water and  
Land Management, Tezpur



8	Local Registered Office Address	
9	PAN No :	
10	GST Reg No:	
	Name of the party as per record in document	
11(A)	Labour Licence No. (if any):	
	Name of the party as reflected in the document	
	Name of Issuing authority :	
	Validity up to :	
	Nos of Labours :	
11(B)	EPF Registration No. (if any)	
	Name of the party as reflected in the document:	
	Name of Issuing authority :	
	Validity up to :	
11(C)	ESIC Registration No. (if any).	
	Name of the party as reflected in the document:	
	Name of Issuing authority :	
	Validity up to :	
12	Particular of EMD (Copy to be submitted Online with Technical Bid also)	
	Amount (Rs.)	
	Transaction Details:	
	Bank :	
14	Details of Bank Accounts for release of EMD/Performance Security / Bill payment etc.	
	Bank A/C No.	
	Name of the Bank	
	Name of the Branch	
	IFS Code	

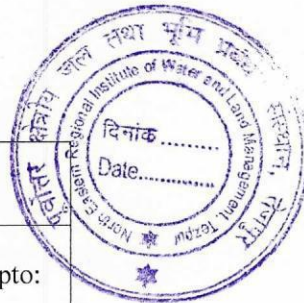
*[Handwritten Signature]*  
4/8/20





	Name of the Bank Account Holder(As per record in the Bank Account)		
15	Average Annual Financial Turnover during the last 3 years, ending 31st March 2023		
	<b>Period (As below)</b>	<b>Financial Turn Over (As below)</b>	
	2022-23		
	2021-22		
	2020-21		
16	Experience in similar nature of works during last 3 (Three) years		
	<b>Duration of Experience</b>	<b>Description of the experience</b>	<b>Deptt/Company/PSU/ Organization</b>
17	Particulars of Registration of Contractor/ Firm/Company with Govt. Department other than trade license		
	Name :		
	<b>Class /Category of Registration</b>	<b>Issuing Authority</b>	<b>Nature &amp; type of works/business authorized for execution</b>
18	Particulars of MSME/NSIC Registration (If Any)		
	<b>Class /Category of Registration</b>	<b>Issuing Authority</b>	<b>Nature of works authorized for execution</b>

उप निदेशक (प्रशासन)  
 Deputy Director (Administration)  
 पूर्वोत्तर क्षेत्रीय जल तथा भूमि प्रबंधन संस्थान, तेजपुर  
 North Eastern Regional Institute of Water and  
 Land Management, Tezpur



19	Particulars of Trade License (Mandatory)			
	Class /Category of Registration	Issuing Authority	Nature of works authorized for execution	Valid upto:

**DECLARATION**

- 1) We have read and understood the terms & conditions of the above mentioned tender and comply with all Terms & Conditions of your Tender.  
(In case of any deviation the Bidder must attach a separate sheet clearly mentioning the Clause No. of the Tender and Deviation thereto)
- 2) We certify that the information mentioned above are true and correct to best of our knowledge.
- 3) In case of receipt of order we confirm that payment shall be received through e-Banking / Electronics Transfer.
- 4) This offer contains \_\_\_\_\_ No. of pages including all Annexures and Enclosures.

(Signature of the bidder with seal).....

Name of the Signatory (In Block Letters) :.....

Name of the party: .....

Address .....

Seal :

उप निदेशक (प्रशासन)  
Deputy Director (Administration)  
पूर्वोत्तर क्षेत्रीय जल तथा भूमि प्रबंधन संस्थान, तेजपुर  
North Eastern Regional Institute of Water and  
Land Management, Tezpur



**SECTION - 4**

**Ref:** (As mentioned in the first page above)

To,

The Director,  
NERIWALM,  
Dolabari,  
Tezpur -784027  
Assam.

**Name of the work:** PROVIDING VEHICLE HIRING SERVICE ON CALL BASIS WITH DRIVER AND POL TO NERIWALM, DOLABARI, TEZPUR, ASSAM (PIN-784027).

Sir,

I/We do hereby declare that I/We have not been barred/black listed by any PSU/Government Department in doing business with them. I/We have submitted the information/document to the best of my/your knowledge.

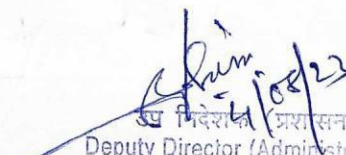
**Signature of the bidder :**.....

**Name of the Signatory (In Block Letters) :**.....

**Name of the party:** .....

**Address** .....

**Date & Seal:**

  
Deputy Director (Administration)  
পূব-পূৰ্বীয় জল তথা ভূমি প্ৰবন্ধন সঞ্চালন, তেজপুৰ  
North Eastern Regional Institute of Water and  
Land Management, Tezpur

SECTION-5



**Scope of Work/Services** : PROVIDING VEHICLE HIRING SERVICE ON CALL BASIS WITH DRIVER AND POL TO NERIWALM, DOLABARI, TEZPUR, ASSAM (PIN-784027).

<b>Technical Specifications</b>	
<b>Core</b>	
Vehicle Type	Premium SUV, SUV, Sedan, Mini Bus, Volvo Bus
Type of car	Innova, Honda City, Toyota, Fortuner, Ford Endeavour, Tata Harrier, Swift D-zire, Honda Amaze, Tata Tigor, Hyundai Xcent Xylo, Scorpio, Ertiga or Equivalent
Type of Service	Local (Sonitpur Dist., Assam) 24*7, Outstation (Within Northeast outside Sonitpur) 24*7
Year of Vehicle Model	2019 , 2020 , 2021 , 2022, 2023
KM Travelled Upto	Upto 50,000 Kms
Air Conditioning Requirement	Yes
Area of Operation	Hilly + Plain Area
Fuel Type	Any
Fuel charges (POL)	Under service provider
Outstation night charges	Under service provider
Any breakdown charges	Under service provider

Signature of the bidder :.....

Name of the Signatory (In Block Letters) :.....

Name of the party: .....

Address .....

Date & Seal:

**SECTION – 6**  
**PRICE BID SCHEDULE**  
**FINANCIAL BID (BOQ)**  
**(QUOTE AND SUBMIT WITH FINANCIAL BID)**  
*(quote in numbers & words (BLOCK LETTERS))*



Sl. No.	Type of the vehicles	Seating Capacity	LOCATION	Mode of Operation (AC/Non-AC)	No. of Days (tentative)	Daily charge (including POL, Driver charge, Toll & Parking charges) (including initial 80 Km) (in Rs.)	Sub-Total (Rs.)	Running beyond initial 80 km against each trip (including POL, Driver charge, Toll & Parking charges) (in Rs./km)	Tentative distance to be run during contract period (km)	Sub-Total (Rs.)	Tentative total night halt during the contract period (in days or night)	HALTING CHARGES (TO BE QUOTE BY BIDDER) (including GST, all other charges, etc.) (in Rs./day or night)	Sub-Total (Rs.)	Grand Total (T) (Rs.)
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h = f x g)	(j)	(k)	(m = j x k)	(n)	(p)	(q = n x p)	(T = h + m + q)
1	Premium SUV (Innova, Honda City, Toyota Innova Cryta, Toyota Fortuner, Ford Endeavour, Tata Harrier)	7 Seaters	LOCAL	AC	15				4000		15			
			OUTSTATION	AC	20				7000		20			

Deputy Director  
 North Eastern Regional Institute of Water and Land Management, Tezpur  
 Land Management, Tezpur



2	Sedan car (Swift D-zire, Honda Amaze, Tata Tigor, Hyundai Xcent, Toyota Etios or Equivalent)	5 Seaters	LOCAL	AC	10				2000		10		
			OUTSTATION	AC	10				3000		10		
3	SUV Car (Xylo, Scorpio, Ertiga, TUV 300, XUV 300, XUV 500 or Equivalent)	7 Seaters	LOCAL	AC	15				3000		15		
			OUTSTATION	AC	20				8000		20		

उप निदेशक (प्रशासन)  
 Deputy Director (Administration)  
 उत्तर पूर्वी क्षेत्रीय जल तथा भूमि प्रबंधन संस्थान, तेजपुर  
 North Eastern Regional Institute of Water and  
 Land Management, Tezpur

*Signature*  
 21/11/23



4	Mini Bus (Traveller)	26 Seaters	LOCAL	AC	8	1500	8				
			OUTSTATION	AC	8	2500	8				

उप निदेशक (प्रशासन)  
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 North Eastern Regional Institute of Water and Land Management, Tezpur



5	Volvo Bus	35/39 Seaters	LOCAL	AC	8	2000	8			
			OUTSTATION	AC	8	3000	8			
<b>TOTAL (A1) (Rs.)</b> Summation of Column "h"						<b>TOTAL (A2) (Rs.)</b> Summation of Column "m"		<b>TOTAL (A3) (Rs.)</b> Summation of Column "q"		
<b>QUOTED GRAND TOTAL (A = A1 + A2 + A3) (Rs.) :</b>										
(Quoted Amount in words)										

Signature : .....

Name of the signatory (In block letter) : .....

Name of the bidder: .....

33 दिनेशक (प्रशासन)  
 22/11/22





Address:.....

Mobile No: ..... Date.....

**NOTE:**

- I. Rates with Amount shall be quoted in PRICE BID SCHEDULE (**FINANCIAL BID**).
- II. The rate quote of the bidder shall be inclusive of all taxes and liabilities.
- III. Grand Total Amount (A) (Rs.) quoted by Bidders in financial bid format of Section – 6 and Quoted Price Amount of GeM Portal will have to be identical.
- IV. All the communications shall be made addressed to the Director, NERIWALM, Dolabari, PO: Kaliabhomora, Tezpur, Assam (Pin-784027).
- V. Bidders are advised to visit NERIWALM's Website: <https://neriwalm.gov.in> regularly for updates/amendments/corrigendum, if any.

**(END of Section-01 to Section-06)**

স্ব. দিলাক (স্বাক্ষর)  
Deputy Director (Administration)  
পূর্বাঞ্চলীয় জল ও ভূমি ব্যবস্থাপনা ইনস্টিটিউট, তেজপুর  
North Eastern Regional Institute of Water and  
Land Management, Tezpur