

No.G.24017/1/06 – SPD (SSA)  
**OFFICE OF THE STATE PROJECT DIRECTOR**  
**MIZORAM SSA MISSION**

Dated Aizawl, the 18<sup>th</sup> August, 2008

**SEALED QUOTATION NOTICE**  
**No 2 of 2008**

Sealed quotations are invited from private owned vehicle Gypsy King soft top (with required seat modification) or Bolero SLX (AC with power steering) or higher model (registered under private name) for hiring on full time basis for the period of 30 consecutive months i.e. from 1<sup>st</sup> October, 08 to 31<sup>st</sup> March, 2011 for official use under Mizoram SSA Mission.

Quotation will be received by the undersigned upto 1<sup>st</sup> September, 2008 and will be opened on the same day at 1:00 PM.

Details can be obtained by paying Rs. 500/- from the office of the undersigned during office hours on office working days.

**(V.RALLIANA)**

State Project Director,  
Mizoram SSA Mission

Memo No G.24017/1/06 – SPD (SSA)

Dated Aizawl, the 18<sup>th</sup> August, 2008

Copy to:

1. PA to Minister, School Education, Mizoram.
2. Principal Secretary, Education & Human Resource Development.
3. Notice Board, State Project Office, Mizoram SSA Mission.
4. Local daily newspaper viz. Vanglaini, The Aizawl Post, Dingdi & Tawrhawm with a request to display the notice in their newspaper.
5. Guard file.

State Project Director,  
Mizoram SSA Mission

## Terms and Conditions for NIT No. 2 of 2008

### 1. General:

#### 1) Details of package of work:

SI No	Package of Work	No of vehicle	Type of Vehicle
1	FOR Aizawl for Aizawl District	2	Bolero SLX (AC with power steering)
2	FOR Champhai for Champhai District	1	Gypsy King Soft Top
3	FOR Kolasib for Kolasib District	1	Bolero SLX (AC with power steering)
4	FOR Lawngtlai for Lawngtlai District	1	Gypsy King Soft Top
5	FOR Lunglei for Lunglei District	2	Gypsy King Soft Top
6	FOR Mamit for Mamit District	1	Gypsy King Soft Top
7	FOR Saiha for Saiha District	1	Gypsy King Soft Top
8	FOR Serchhip for Serchhip District	1	Bolero SLX (AC with power steering)
<b>Total</b>		<b>10</b>	

- 2) On the cover of the sealed envelope of the tenders, the words 'Tender for Hiring of Vehicle' must clearly be written (empanelment should be done as per Annex I).
- 3) Rates must be quoted in both figures and in words as given in Annex II.
- 4) Any alterations or corrections must be accompanied by the dated initial of the bidder.
- 5) The tender documents must be properly signed and dated accompanied by the stamp of the bidder.
- 6) The Mizoram SSA Mission (referred to as the Mission for brevity's sake hereinafter) shall have the right to reject all or any of the tenders, if the tenders are not substantially responsive.
- 7) In the event of failure of an agreement as per the terms and conditions laid down by the Mission and by the date so fixed for the purpose, the Mission shall be at liberty to resort to procurement as per the rules and regulations in force and the extra expenditure incurred in the process shall be realized from the defaulting vehicle owner.
- 8) Part bidding for a package of work shall not be accepted. A particular bid must be for the whole content of a particular package of work as specified in the Notice Inviting Tender.
- 9) In case, if anyone of the party would like to withdraw from the agreement signed, the party should inform the other party prior to 3 months before the withdrawal. Defaulters of which may resulted to forfeiture of the security deposited.
- 10) POL shall be borne by the mission.
- 11) Maintenance charge shall be borne by the mission.
- 12) Salary of driver shall be borne by the owner @ Rs. 4000/- per month, but the appointment and selection shall be done by the mission, if the driver is assisting the officer on tour, he shall avail free boarding and lodging.
- 13) Area of operation shall normally be within the district, but there may be a time where operation is needed in other districts and other states as well.

### 2. Eligibility:

The bidder must be able to provide the vehicle to be hired within 15 days from the date of award of the contract and the vehicle should be as specified below:

- 1) It should be Gypsy King soft top (with required seat modification as given in annex III) or Bolero GLX or higher than the specified model.
- 2) It should be brand new vehicle and the date of purchase of the same may not be earlier than 1<sup>st</sup> January, 2008.
- 3) It should possess all the required documents as desired by the State Government including 1<sup>st</sup> Party Insurance (financial cost to be borne by the owner of the vehicle) and renewal of the same should also be undertaken by the owner of vehicle. In case of accident during the hiring period, necessary action has to be taken by the owner of the vehicle.

### **3. Evaluation of Tenders:**

- 1) Bids submitted by firms or individuals who meet the eligibility criteria mentioned above in para 2 only will be evaluated.
- 2) Tenders received after the last date so fixed will summarily be rejected and will not be evaluated.
- 3) The tenders will be evaluated by a body constituted by the Mission.
- 4) The tender with the lowest evaluated cost, not necessarily to be the lowest quoted for each item price, may be selected for award. In the meantime, reliability may also be evaluated, moreover, the selection shall depend upon the decision of the body constituted.
- 5) Any information relating to examination, clarification and evaluation of tenders and recommendations concerning awards shall not be disclosed to bidders or to other persons not officially concerned with this process until the successful bidder is notified of the award.
- 6) Any 'conditional discounts' offered by the bidder shall not be taken into account for evaluation or way conditional or by pathological or presumptive offer shall stand outright rejected.
- 7) The tenders will be evaluated on the basis of each package of works and not on the basis of the whole package of work or part thereof.

### **4. Award of Contract:**

- 1) The State Project Director on behalf of the Mission shall award the contract on the basis of selection made by the Mission or body acting on behalf of the Mission.
- 2) All successful bidders must enter into an agreement on the terms and conditions set forth by the Mission as specified in Annexure-IV.
- 3) Failure to enter into an agreement with the Mission by the successful bidder within the time frame fixed by the Mission will automatically entail cancellation of the contract awards.
- 4) Verification of the vehicle shall be done by the mission before award of contract.
- 5) Successful bidders must place the vehicle at the place or station as specified by the Mission.

### **5. Validity of Tenders:**

- 1) All bidders must quote their rate, which shall be valid for 90 days from the date of opening of the tender.
- 2) In exceptional circumstances, extension of bid validity may be considered from all valid bidders by the Mission. All valid bidders shall have the right to refuse extension without forfeiting their security deposit. However, for those willing to extend validity of their bid, it shall be required to provide suitable extension of the term of their Security Deposit.
- 3) If the circumstance demands, repeat orders may be made (over and above the quantity originally ordered to the successful bidder) to those bidder willing to extend validity subject to the condition that repeat orders will not be made to bidders whose rates are higher than the original order made to the successful bidder at the first instance.

**6. Method of Payment:**

- 1) Mode of payment of hiring charge shall be made on monthly basis. No advance payment shall be entertained in any cases.
- 2) Payment will be made in the form of Account Payee Cheque only from the respective District Project Offices.

**7. Performance Guarantee:**

All successful bidders shall have to deposit security in the form of Bank Guarantee or Demand Draft (as given in annex V) in favour of the Mission at the amount fixed by the Mission, which will approximately be @ 10% of the contract price within 7(seven) working days from the date of award of the contract.

**8. Pre Bid Conference:**

A pre-bid conference at the request of majority of potential bidders may be arranged at the time and place fixed by the Mission wherein potential bidders may seek clarifications from representatives of the Mission.

State Project Director  
Mizoram SSA Mission



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A G R E E M E N T

This agreement is made this \_\_\_\_\_ day of \_\_\_\_\_ between the State Project Director, Mizoram SSA Mission, which expression shall, unless repugnant to the context, mean and include the Mizoram Sarva Shiksha Abhiyan Mission, hereinafter called as the Mission and Mr./Ms \_\_\_\_\_ S/o/D/o \_\_\_\_\_ resident of \_\_\_\_\_ hereinafter called as the vehicle owner, which expression shall, unless called the repugnant to the context, mean and include the firm \_\_\_\_\_.

Whereas the State Project Director has intended to hire vehicle at the rate quoted by the vehicle owner as per details in letter no. \_\_\_\_\_ dated \_\_\_\_\_ has expressly agreed to hire the vehicle and in consideration of the offer so made, it is hereby agreed by and the parties hereto:

- 1) The successful bidder will place the vehicle at the stations mentioned on or before the \_\_\_\_\_ positively.
- 2) The successful bidder will place the vehicle at \_\_\_\_\_ in pristine condition at his own cost to the satisfaction and certification of the person authorized by the Mission to receive.
- 3) Failure to place the vehicle within the time frame fixed in para 1 above will result in forfeiture of Earnest Money and Security. Payments will be made for actual hiring charge on monthly basis to the Mission at the designated place and subject to the condition mentioned in para 2 above.
- 4) Payment will be made in the form of Crossed Account Payee cheque after 15 (fifteen) working days of full and complete execution of works.
- 5) In the event of dispute arising between the parties, it may be referred to the Lok Adalat at Aizawl, whose decision subject to the law applicable shall be final and binding on both the parties.
- 6) This agreement shall be effective from the date of signing by both the parties.

In witness whereof, the parties hereto have hereunder set and subscribe their respective hands on the day and year first herein above mentioned.

Signed,

**For Mizoram SSA Mission**

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Sign:

Name:

Designation:

Address:

**Witness (1)**

Sign:

Name:

Designation:

Address:

**For**

Sign:

Name:

Designation:

Address:

**Witness (2)**

Sign:

Name:

Designation:

Address:

To,

The State Project Director,  
Mizoram SSA Mission,  
Mizoram Aizawl

Ref: Your tender No.G.24017/1/06 – SPD (SSA) of 18<sup>th</sup> August, 2008

Subj: Application for empanelment for hiring of vehicle.

Sir,

Having examined the Tender Document along with all annexure, the receipt of which is hereby duly acknowledged, I have read through the tender document and submit my application for empanelment for hiring of vehicle as specified by you.

I understand that if any false information is detected at a later date, any future contract made, on the basis of the information given by me be treated as invalid.

I agree that the decision of State Project Office, SSA Mission in selection of the chartered vehicle will be final and binding upon us.

All the information and data furnished herewith are correct to the best of my knowledge.

I also agree that we have no objection if inquiries are made about documents supplied by me or any other enquiry on the information furnished herewith in the accompanying sheets.

Place:

Signature .....

Date:

Name.....

**PERFORMANCE BANK GUARANTEE FORM**

To,

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Whereas it has been stipulated by you in the contract that the owner of the chartered vehicle shall furnish you with a bank guarantee by a recognized bank for the sum specified therein as security for compliance with the owner of vehicle performance obligations in accordance with the contract.

And whereas we have agreed to give the owner of the vehicle a guarantee:

Therefore, we hereby affirm that we are Guarantors and responsible to you, on behalf of the successful bidder, up to a total of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) only and we undertake to pay you, upon your first written demand declaring the owner of the vehicle to be in default under the contract and without cavil or argument, any sum or sums within the limit of \_\_\_\_\_ as aforesaid, without your needing to prove or to show this grounds or reasons for your demand or the sum specified therein.

The guarantee is valid until the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

Signature and seal of Guarantor:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dated : \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Sample required seat modification of Gypsy King soft top:**

