

GOVERNMENT OF ASSAM
CHIEF MINISTER SAMAGRA GRAMYA UNNAYAN YOJANA
(A Society of Govt. of Assam)

**REQUEST FOR EXPRESSION OF INTEREST (EOI) FOR EMPANELMENT OF
SERVICE PROVIDER FOR PROVIDING VEHICLES**

AT

**Mega Mission Society - Chief Minister Samagra Gramya Unnayan Yojana
(MMS-CMSGUY), GUWAHATI-781022**

TEL: +91-9127807106

WEBSITE: <http://www.mmscmsguy.assam.gov.in>

EMAIL: ceocmsguy@gmail.com

ADVT. NO. CEO/MMS-CMSGUY/33/2017/289 DATED: 10.10.2018

LAST DATE OF SUBMISSION: 02.11.2018

EMPANELMENT FEE: RS. 1000.00 (NON-REFUNDABLE)

REQUEST FOR EXPRESSION OF INTEREST (EOI) FOR EMPANELMENT OF SERVICE PROVIDER FOR PROVIDING VEHICLES

Expression of Interest (EOI) is invited from Service Provider for the work:

1. **Name of Work** : Providing Vehicles on daily and monthly basis to be used for the official purpose of MMS-CMSGUY on need basis
2. **Contract Period** : One (1) year from the date of signing of the agreement.
3. **Date of Announcement** : 10th Oct, 2018
4. **Date/Time for Submission of EOI** : 02nd Nov, 2018, 3 PM
5. **Date/Time for Opening of EOI** : 02nd Nov, 2018, 3:30 PM
6. **Letter of Award** : Will be informed subsequently

A. Background:

Mega Mission Society - Chief Minister Samagra Gramya Unnayan Yojana (MMS-CMSGUY) is a society of Government of Assam. The main objective of the Mega Mission is to double the farm income, in unison with the vision of Hon'ble Prime Minister of India. MMS-CMSGUY intends to empanel Service Provider for providing vehicle service including driver on daily/monthly basis to be used for the official purpose of MMS on need basis. Expression of Interest (EOI) in prescribed format is invited from Service Provider along with a non-refundable fee of Rs. 1000/- in the form of Cheque or Demand Draft in favour of “**Mega Mission Society for CMSGUY**” payable at “**Guwahati**”. For further details, please visit our website <https://mmscmsguy.assam.gov.in/> under the **Tender Section**.

B. Scope of Work & Special Terms and Conditions

1. The scope of work includes providing vehicle service including driver on daily/monthly basis to be used for the official purpose of MMS-CMSGUY on need basis.
2. The vehicle to be provided for hiring should not be older than three (3) years.
3. The Service Provider should press into service only good quality diesel driven vehicles and in perfect running condition.
4. The vehicle should have valid commercial registration with up to date insurance, fitness certificate, permit as the case may be. All taxes and duties pertaining to the vehicle including insurance, road tax, entry tax etc., are to be borne by the Service Provider.
5. The driver will be provided by the Service Provider and driving license of the driver must be up to date. Periodic servicing of the vehicle and all repair/maintenance charge including cost of lubricants shall be the responsibility of the Service Provider.
6. POL will be provided by the Service Provider.
7. The hired vehicle shall be used in any location within Assam as well as in neighboring states as and when required.
8. **The rate fixed for hiring is provided below in Annexure-II.** The rate fixed by MMS-CMSGUY shall remain fixed during the entire period of contract as per agreement.
9. The engagement and employment of drivers and payment of remuneration to them including daily allowances, if any, is the sole responsibility of the Service Provider.
10. In case of vehicles rented on monthly basis, if the vehicle is sent for repairs/maintenance, then alternate vehicle is to be provided for the particular period. The safety, security and maintenance of the vehicle is the sole responsibility of the Service Provider. The Society shall not be responsible for any accident, theft, loss or damage etc., to the vehicle or driver provided during the course of deployment of vehicles. In no circumstance, the Service Provider may claim for compensation due to accident, theft, any untoward incident like riots etc. or any other eventuality.

C. Eligibility Criteria

1. The Vehicle offered on hire basis should be registered in the State of Assam with commercial registration.
2. The Vehicle that are proposed to be provided on monthly hire basis must not be older than 3 years as on date of submission of quotation.

3. The EOI Service Provider should submit copy of Registration Certificates of Vehicles. In case of newly purchased Vehicle and if it is without registration papers, Sale Certificate from dealer should be submitted.
4. The EOI Service Provider should submit copy of PAN Card.
5. The EOI Service Provider should submit valid and up to date Trade License.
6. The vehicle offered must have valid insurance certificate fulfilling provisions of Motor Vehicles Act etc.
7. The EOI Service Provider should submit copy of GST Registration Certificate
8. The EOI Service Provider should have experience in providing vehicles to the Govt Sector (State and Central Govt Dept., Undertakings, Boards, Mission, etc.) or in Public/Private Sector Companies (Copy of Work Order to be submitted).
9. The Service Provider Annual Turnover derived from hiring of vehicles should not have incurred financial loss in the last three financial years.
10. The Applicant should not have been blacklisted by any Central/State Government/PSU.

D. Submission Guidelines:

1. Applications in prescribed format along with supporting documents are required to be submitted in sealed envelope within 21 days from the date of release of the advertisement. Conditional applications are not allowed and would be summarily rejected.
2. Application for empanelment shall be submitted as per proforma attached to this document and sent to the office of the **Chief Executive Officer, Mega Mission Society - Chief Minister Samagra Gramya Unnayan Yojana** super scribing the following lines:

“EXPRESSION OF INTEREST (EOI) FOR EMPANELMENT OF SERVICE PROVIDER FOR PROVIDING VEHICLES”

ADVT. NO. CEO/MMS-CMSGUY/33/2017/ DATED: 10.10.2018

To

The Chief Executive Officer,

Mega Mission Society - Chief Minister Samagra Gramya Unnayan Yojana

Mission Secretariat: Building of Officers Training Institute

Veterinary Complex, G.S. Road, Khanapara,

Guwahati -781022, Assam, India

From: M/s

Contact No.:

Email ID:

E. General Instructions

1. Standard Information

All communications including the submission EOI in sealed envelopes should be addressed to **The Chief Executive Officer, Mega Mission Society - Chief Minister Samagra Gramya Unnayan Yojana, Mission Secretariat: Building of Officers Training Institute, Veterinary Complex, G.S. Road, Khanapara, Guwahati-781022.**

Offer in the EOI shall remain valid for a period of 120 days from the last date of submission of the EOIs. The EOI document must contain the following:

1. Covering Letter (**Annexure I**)
2. Rate fixed by MMS-CMSGUY (**Annexure II**)
3. Empanelment Proforma (**Annexure III**)
3. Format for Essential Eligibility and Technical Capacity (**Annexure IV**)
4. Other supporting documents to substantiate the statements wherever necessary.

2. Evaluation Criteria:

The evaluation for empanelment of Service Provider will be on the basis of the marks obtained which will be derived out from the record of previous experience, financial soundness of the Service Provider etc. The applicant should furnish sufficient documents to prove their capabilities.

3. PERIOD OF EMPANELMENT:

- The shortlisted Service Provider shall be empaneled initially for one (1) year from the date of signing of the Agreement and is extendable for further period (maximum three years) on the basis of performance and mutually agreed terms and conditions.
- After expiry of normal empanelment period, the Service Provider are required to re-register submitting necessary documents. No re-empanelment charges shall be charged.
- Throughout the period of empanelment, the Service Provider may update any sensitive data supplied at the time of application.
- In case of unsatisfactory services, MMS-CMSGUY reserves the right to cancel the empanelment contract with short notice without assigning any reason whatsoever.
- Performance of the Service Provider will be reviewed periodically and those agencies whose performance is not satisfactory may be taken off from the empaneled list.

4. Arbitration & Applicable laws:

All disputes and differences arising out or concerning the work shall be subject to the sole arbitration of CEO, CMSGUY or his nominee. The decision of the arbitration shall be final & binding on both the parties. The empanelment will be interpreted under Indian Laws and disputes adjustable within the jurisdiction of Gauhati High Court.

5. DISCLAIMER

- a. This EOI document does not purport to contain all the information that each applicant may require and accordingly is not intended to form the basis of any investment decision or any other decision to participate in the EMPANELMENT process for the selection of the Service Provider for the proposed contract. Each applicant should conduct his own investigations and analysis and check the accuracy, reliability and completeness of the information in this document and obtain independent advice from appropriate sources.
- b. Neither the EOI document nor anything contained herein shall form a basis of any contract or commitment whatsoever. Successful applicant will be required to acknowledge in the Contract Agreement that he has not relied on or been induced to enter such agreements by any representation or warranty, save as expressly set out in such an agreement.
- c. While the EOI document has been prepared in good faith, no representation or warranty, express or implied, is or will be made, and no responsibility or liability will be accepted by MMS-CMSGUY & its employees or advisors or agents as to or in relation to the accuracy or completeness of the EOI document or any other oral or written information made available to any applicant or its advisors at any time and any liability thereof is hereby expressly disclaimed.
- d. Neither MMS-CMSGUY nor their employees shall be liable to any applicant or any other person under any law including the law of contract, distort, the principles of restitution or unjust enrichment or otherwise for any loss, expense or damage which may arise, or be incurred, or suffered, in connection with this EOI document, or any matter that may be deemed to form part of this EOI document, or the award of the contract, or any other information supplied by or on behalf of MMS-CMSGUY or their employees or applicants or otherwise arising in any way from the selection process for the award of the contract for the Consultancy.
- e. No extension of time will be granted under any circumstances to any applicant for submission of its application on the grounds that the applicant did not obtain a complete set of the EOI document.
- f. MMS-CMSGUY is not bound to accept any or all the Proposals & reserves the right to reject any or all the applications received without assigning any reasons. No applicant shall have any cause for action or claim against MMS-CMSGUY or its officers, employees, successors or assignees for rejection of his application.
- g. Failure to provide information that is essential to evaluate the applicant's qualifications or to provide timely clarification or substantiation of the information supplied, may result in disqualification of the applicant.
- h. MMS-CMSGUY or its authorized officers / representatives / consultants / advisors reserve the right, without prior notice, to change or modified the procedure for the selection of the Successful applicant or terminate discussions and the delivery of information at any time before the signing of any Agreement for the contract, without assigning reasons thereof.
- i. This EOI document is not transferable.

Annexure-I

Covering Letter Format (on the letter head of the Service Provider)

Reference:

Date:

TO,

CHIEF EXECUTIVE OFFICER

Mega Mission Society - Chief Minister Samagra Gramya Unnayan Yojana

Mission Secretariat: Building of Officers Training Institute,

Veterinary Complex, G.S. Road, Khanapara, Guwahati 781022

Subject: EOI for empanelment of Service Provider for providing vehicles

Sir,

With reference to the subject and your Advertisement No. dated, I/we, having understood its contents, obligations and requirements, hereby submit my/our application for empanelment in the Service Provider list of M/s. Mega Mission Society - Chief Minister Samagra Gramya Unnayan Yojana. All documents as required in your instructions are provided and enclosed herewith for your kind perusal.

I/we have carefully perused the instructions to the applicants and understand that MMS-CMSGUY reserves the right to with hold my application for empanelment, issue enquiry or ask quotations from empanelled vendors and annul the empanelment process without assigning any reason whatsoever.

I /we shall submit additional documents wherever necessary for by MMS-CMSGUY. I also declare hereby that all documents and information furnished hereby are true to the best of my knowledge.

Authorized Signature with Seal

Name:

Designation:

Service Provider's Name:

Date and Place:

Annexure-II

I. Rate Fixed by MMS-CMSGUY for following particular vehicles including driver's wages, taxes, etc. both on monthly and call basis

Sl. No.	Type of Vehicle	Hiring rate on Monthly basis (in Rs.)		Hiring rate on Call basis (in Rs.)	
		Hiring Charges	Rate per km.	Hiring Charges	Rate per km.
1	Toyota Innova	40,900.00	9.10	1575.00	9.20
2	Verna/Honda/ any Sedan class car	25,400.00	6.50	1220.00	6.75
3	Alto/Swift/Indica	17,000.00	6.25	650.00	6.50

Notes:

- (i) Service Providers not meeting the Requisite Criteria & Experience need not apply;
- (ii) The Chief Executive Officer, Mega Mission Society-Chief Minister Samagra Gramya Unnayan Yojana reserves the right to accept or reject any one or all EOI without assigning any reasons whatsoever.
- (iii) The driver shall be paid at the rate of Rs. 300 per night for outstation halt.

I/we hereby accept and agree to provide vehicles on the above rates as fixed by MMS-CMSGUY for the contract period.

Authorized Signature with Seal

Name:

Designation:

Service Provider's Name:

Date and Place:

Annexure-III
EMPANELMENT PROFORMA

1.	Name of the Service Provider:	
2.	Address for Correspondence:	
3.	Contact Person:	
4.	Contact Details: Telephone No. & Fax No. Email Address: Website:	
5.	Firm Registration No.:	
6.	Permanent Account No. (PAN):	
7.	GST No.:	
8.	Experience in Govt./Semi Govt./PSU	
9	Annual Turnover for the last three financial years	
10.	Bank Details:	
11.	Empanelment Fee Details	
12.	Self-certification that the Service Provider has never been blacklisted by any Govt. organization	
13.	Any other details	

Note: Documents in support of all the points must be submitted as enclosures.

Declaration:

1. I/We hereby declare that the particulars given above are true and correct to the best of my/our knowledge and belief. I/we agree that in case any of the particulars given above are found incorrect, my/our empanelment shall be liable to be rejected.
2. I / We also hereby declare that all matters related to MMS-CMSGUY shall be treated as confidential and no information shall be passed on to any unauthorized person without written permission of the Competent Authority.
3. Mr. whose signatures are appearing below, is / are the authorized representative(s) of the firm.

Authorized Signature with Seal

Name:

Designation:

Agency/Firm's Name:

Date and Place:

Annexure IV

Format for Essential Eligibility and Technical Capacity

Eligibility Criteria				
Sl. No.	Particulars	Status		Supporting Document (Specify Pg. No. if submitted)
		Yes	No	
1.	Should be registered in the State of Assam with commercial registration.			
2.	Must not be older than 3 years as on date of submission of quotation.			
3.	Submit copy of Registration Certificates of Vehicles. In case of newly purchased Vehicle and if it is without registration papers, Sale Certificate from dealer should be submitted.			
4.	Should submit copy of PAN Card.			
5.	Should submit valid and up to date Trade License.			
6.	Must have valid insurance certificate fulfilling provisions of Motor Vehicles Act etc.			
7.	Should submit copy of GST Registration Certificate			
8.	Should have experience in providing vehicles to the Govt Sector or in Public/Private Sector Companies (Copy of Work Order to be submitted).			
9.	Should not have incurred financial loss in the last three financial years.			
10.	Should not have been blacklisted by any Central/State Government/PSU. (Self-declaration Certificate)			

Note: EOI not submitted in this format will be summarily rejected.

Authorized Signature with Seal

Name:

Designation:

Service Provider's Name:

Date and Place: