



**GOVERNMENT OF MEGHALAYA  
GENERAL ADMINISTRATION DEPARTMENT**

**Invitation For Expression of Interest (Eoi) For  
Empanelment of Bidders / Vendors / Individuals for Hiring of High-  
end Vehicles for the Government of Meghalaya**

15th March 2024

EOI Ref No:GAB11/2024/21

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### Disclaimer

1. This Expression of Interest (“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 EOI. Each Applicant should conduct its own investigations and analysis and check the accuracy, reliability and completeness of the information in this document and obtain independent advice from appropriate sources.
2. Neither the EOI nor anything contained herein shall form a basis of any contract or commitment whatsoever.
3. While the EOI 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 the General Administration Department, its employees or advisors or agents as to or in relation to the accuracy or completeness of the EOI 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.
4. Neither the General Administration Department nor their employees or consultants shall be liable to any Applicant or any other person under any law including the law of contract, tort, 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 any other information supplied by or on behalf of the General Administration Department or their employees or consultants or otherwise arising in any way from the empanelment process.
5. No extension of time will be granted under any circumstances to any Applicant for submission of its proposal on the grounds that the Applicant did not obtain a complete set of the EOI documents.
6. The General Administration Department is not bound to accept any or all proposals. The General Administration Department reserves the right to reject any or all proposals without assigning any reasons. No Applicant shall have any cause for action or claim against the General Administration Department or its officers, employees, successors or assigns for rejection of his proposal.
7. 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.

## 1. EOI Information Sheet

	Activity	Details
1	Name of Project	Empanelment of Bidders / Vendors / Individuals for Hiring of High-end Vehicles for the Government of Meghalaya
2	Publishing date of EOI	15 <sup>th</sup> March 2024 on the website: <a href="http://gad.meghalaya.gov.in">gad.meghalaya.gov.in</a> . The EOI can also be procured from the General Administration Department (B), Main Secretariat Building, Room no. 228 (B), Meghalaya, Shillong.
3	Last date of submission of Pre-bid queries	25 <sup>th</sup> March 2024 till 1100 hrs IST through email at: <a href="mailto:meghalayagad@gmail.com">meghalayagad@gmail.com</a>
4	Date, Time and Venue for Pre-bid conference	Shall be intimated by issuance of Corrigendum on the website after the last date of submission of pre-bid queries.
4	Last date and time for submission of Bids (Technical and Financial both in separate sealed covers) in Hard Copy	22 <sup>nd</sup> April 2024 at 1100 hrs IST through courier / speed post at General Administration Department (B), Main Secretariat Building, Room no. 228 (B), Meghalaya, Shillong along with the original copy of the Bid Processing Fee of Rs. 4,000 as specified below.
5	Tender opening date, time and venue	Shall be intimated by issuance of Corrigendum on the website after the last date of submission of Bids.
7	Bid Processing Fees (Non-Refundable)	*Rs.4,000/- (Rupees Four Thousand) Paid through the D.D. No. _____ Date: _____, _____ Bank in favour of “The Secretary to Government of Meghalaya, General Administration Department” to be paid at the time of submitting the EOI document.

*\*Note: The Demand Draft (D.D.) shall be drawn from any Nationalised / Scheduled Bank or Indian Branch of Foreign Bank in favour of the “The Secretary to Government of Meghalaya, General Administration Department” and Payable at Shillong.*

## **2. Introduction**

The Secretary, General Administration Department, Government of Meghalaya (hereinafter referred to as “Authority) invites Expression of Interest from Bidders / vendors / individuals who possess high-end commercial vehicle(s) (not older than 2018 and kilometers travelled less than 80,000 Kms.) (hereinafter referred to as “Empaneled Bidder or Empaneled Bidders”) for chauffeuring State Guests and VVIPs in who visit the Sate of Meghalaya.

The Authority shall allocate the work to the Empaneled Bidder based on actual requirement of a particular Vehicle. The Authority shall require the vehicles to travel on the routes as specified in Clause 3. The Authority may require the vehicles to travel additional kilometers over and above the set routes and also routes that are not specified in this EOI. For this purpose, the Applicants shall quote the rates for the set routes and per kilometer rates as per the price bid as specified Annexure – V.

The Empaneled Bidder shall deploy and operate the vehicles as specified in this EOI and submit Monthly Reports along with the bill(s) as specified in clause 6, based on which the Authority shall release payment to the Empaneled Bidder.

The Authority shall intimate the Empaneled Bidders by issuance of a work order 10 (ten) days prior to the requirement of the vehicle. In case of urgent requirement of vehicle, the Authority may intimate the Empaneled Bidder 2 (two) days prior to the requirement of the vehicle. The Empaneled Bidder shall communicate their acceptance within 24 hours of such intimation to provide the vehicle as prescribed by the Authority.

## **3. Tentative Routes:**

The vehicles shall operate on the following routes. The details of the roads to utilize to reach the destination shall be informed by the Authority on case to case basis:

- a) Guwahati Airport to Shillong City (DC Office)
- b) Guwahati Airport to Sohra (SDO Civil Office)
- c) Guwahati Airport to Tura (DC Office)
- d) Shillong Airport to Shillong City (DC Office)
- e) Shillong City (DC Office) to Tura (DC Office)
- f) Shillong City (DC Office) to Dawki Market

g) Shillong City (DC Office) to Kaziranga National Park

h) Shillong City (DC Office) to Jowai (DC Office)

#### **4. Scope of Work**

- A. The vehicles provided should be in good running condition, cleaned, sanitized and well-furnished. There should be seat covers, towels, napkins, air fresheners and sanitizer in each vehicle.
- B. The Empaneled Bidders shall bear all costs on account of oil, spares, comprehensive insurance, repair and maintenance, etc. of the vehicles hired by the Authority. The wages and any other costs related to the vehicle drivers shall be borne by the Empaneled Bidders.
- C. In case of break down / servicing / repair etc., the Empaneled Bidders shall immediately provide an alternate vehicle of the same type or a superior vehicle failing which the Authority is at liberty to hire a vehicle from another source. In such cases the Empaneled Bidder shall not be eligible to claim payment for the respective trip.
- D. The Empaneled Bidders shall intimate the Authority in case of any delays well in advance so as to permit the Authority to make alternate arrangements.
- E. The Empaneled Bidders shall provide names, phone numbers of the drivers deputed and details of the vehicles to the concerned officials of the Authority. The Empaneled Bidders shall provide well-behaved drivers in neat and clean uniforms as specified by the Authority.
- F. The drivers must observe discipline and good etiquette while performing their duty and carry a mobile phone in working condition.
- G. The drivers should possess valid driving license and should have knowledge of different routes in the state of Meghalaya and the city of Guwahati.
- H. The reporting location for all vehicles shall be the Secretariate Building, Meghalaya, Shillong or any other location as specified by the Authority for quality and security check. The vehicles are to be stationed at the aforementioned location at the time prescribed by the Authority.

- I. For airport (Shillong Airport and Guwahati Airport) pick up, the deputed drivers are to display the placard and receive the guests as directed by the Authority.
- J. The Empaneled Bidders are to provide the vehicles at any time between Monday to Sunday of any given week during the Empanelment Period.
- K. The Authority at any stage does not convey any guarantee of assured business to the Empaneled Bidders as the vehicles shall be provided to the Authority on need basis.
- L. The Empaneled Bidders shall comply with all statutory provisions as laid down under various Laws / Acts / Rules viz. Minimum Wages, Provident Funds, ESI, Bonus, Gratuity, Contract Labor Act and other Laws / Acts / Rules in force from time to time at its own cost. In case of any violation of statutory Law, Act and rules regulations as applicable to be followed by the Empaneled Bidders, there will be no liability of the Authority.
- M. The drivers deputed to the vehicles should strictly follow traffic rules and regulations as prescribed by the concerned government authorities from time to time. The Authority will not be responsible for reimbursement of any charges, penalty charged / levied by any concerned government authorities for violation of any rules and regulations.
- N. In case of an accident, any compensation claims arising out of such accident shall be borne by the Empaneled Bidder in accordance with the law applicable and in force to each and every affected person depending upon the merits of individual case. The Empaneled Bidders indemnify the Authority for any loss, damage of property or life arising out of the negligence of the driver or failure / poor maintenance of the vehicle.
- O. The Empaneled Bidders must ensure that the driver deputed to the vehicle is not under influence of alcohol or any other intoxicant while on duty. In no case, the driver should be allowed to smoke while driving the vehicle. No other person except the driver and the passengers authorized by the Authority or the passenger shall be permitted in the vehicle.
- P. The Empaneled Bidders will ensure that all necessary documents (License, Registration Certificate, Valid Insurance, Permit, Pollution Control Certificate etc.) are in the personal custody of the drivers deputed to the vehicle.
- Q. The Empaneled Bidders shall not be entitled to any revision of terms and conditions

during empanelment period and shall adhere to instructions and orders issued by the Authority.

- R. It shall be clearly understood and agreed that no relation of employee and employer shall be created between the Authority and the employees / staff of the Empaneled Bidders while providing hired vehicles to the Authority.
- S. The Authority reserves the right to suitably modify / alter / remove any of the terms and conditions of the EOI and scope of the work etc. at any time on mutual agreement with the Empaneled Bidders.
- T. The vehicle provided should not be changed without intimation to the Authority. Any change in vehicle or drivers will be allowed only in exceptional circumstances and that too with the prior information / approval from the Authority.

#### **5. Penalties**

- A. Substantial Delays (more than 30 mins) related to reporting times of the vehicles shall attract a penalty of Rs. 500 per instance and will be deducted from the payment to the Empaneled Bidder.
- B. If the interior of the vehicle is found to be in an unacceptable condition (not clean, Damaged or in any way which will provide a poor travel experience to the guest), Rs. 500/- per instance shall be deducted from the payment to the Empaneled Bidder.
- C. The Empaneled Bidders will be liable to a penalty of a minimum of Rs. 500/- per instance for any other service lapse, apart from viewing such a lapse towards 'unsatisfactory service'.
- D. In case of any misbehavior reported with respect of the driver, Rs. 1000/- penalty in each instance shall be levied. In case of more than two misbehavior incidents, the empanelment of the respective Bidder may be terminated and the Bidder / Vendor / Individual shall be blacklisted by the Government in the state of Meghalaya from undertaking similar services.
- E. All penalty charges levied on the Empaneled Bidders shall be deducted from the payment due to the Empaneled Bidder.
- F. In case the quality of service provided by the Empaneled Bidder is regularly found to be



unsatisfactory, the empanelment may be terminated without assigning any reason.

#### **6. Payment Terms:**

- A. The initials / signature of the Authorized representative of the Authority should be obtained on the Duty Slip / Report card / challan for the particular vehicle.
- B. The Empaneled Bidder shall maintain and submit a monthly report indicating date, time, place of reporting / reliving of the vehicle and any additional kilometers travelled for each vehicle for each trip along with nearby landmarks.
- C. Along with the monthly report, the Empaneled Bidder shall also submit the bills correct and accurate in all respects with the required challans / receipts and with all relevant documents as specified by the Authority, by the 10th of every month (or any other date specified) for the services rendered in the previous month and the same shall be settled by the Authority on a quarterly basis or earlier. Applicable TDS, etc. will be deducted at source as per rules.

#### **7. Empanelment Period**

- A. The Empanelment period shall be 1 (One) year from the date of declaration of the Empaneled Bidders by the General Administration Department, Government of Meghalaya.

#### **8. Technical criteria**

The Authority shall evaluate only those applications which fulfil the following criteria:

- A. Independent private legal entity incorporated / registered in India such as proprietorship firm, partnership firm, Limited Liability Partnership (LLP), private limited company registered under Companies Act 1956 or 2013, public limited company registered under Companies Act 1956 or 2013 including government-owned entities.
- B. The Applicant may be an Individual. The expression of interest by individual shall be submitted by the vehicle owner or their authorized representative with self-attested photocopies of all documents.
- C. 1 (One) year experience of providing high-end vehicles(s) on hire (refer clause 7 sub-clause f) in the last 3 years 2020-21, 2021-22 and 2022-23 to reputed Educational

Institutions, PSU's, Government / Private Organizations, etc. Necessary documents for proof of experience such as work orders, etc. shall be submitted along with Annexure-IV.

- D. The Applicant should have all required permissions of the concerned authorities of Central / State Government for operating the vehicles.
- E. The Applicant should have PAN in their name.
- F. The Applicant should own at least 1 (one) vehicle from the following list of high-end vehicles which shall be provided:
  - i. MG Hector / Toyota Fortuner, Innova, Innova Crysta or equivalent Vehicles.
  - ii. Vehicles from BMW / Audi / Jaguar / Mercedes-Benz / Land Rover or equivalent Brands.
- G. The model of the vehicle should be after 2018. (Proof documents should be submitted along with the Application)
- H. The Vehicle should have traveled less than 80,000 kilometers. (Proof documents should be submitted along with the Application)
- I. The Applicant should possess a valid commercial license for operating the vehicle. (Proof documents should be submitted along with the Application)
- J. The Details of the vehicles provided by the Applicant must be the vehicles provided by the Applicant on successful empanelment. The aforementioned details should be provided in Annexure-III and the rates for these vehicles should be provided in Annexure-V.

#### **9. Pre-bid Queries and Pre-bid Conference**

- A. Interested parties are requested to submit their queries on the email ID: [meghalayagad@gmail.com](mailto:meghalayagad@gmail.com) before the last date as specified in the EOI information Sheet. A pre-bid conference shall be held by the Authority to provide a forum for the Applicants. The Applicants who choose to attend shall provide their intimation to the Authority on the aforementioned email ID for attending the pre-bid conference.

## **10. EOI Submission**

The Applicants shall submit the sealed Envelope-I and Envelope-II with clear mentioned of the EOI reference no. and name of the EOI at the Address as specified in EOI information sheet. The EOI shall also be submitted along with the original Demand Draft of Rs. 4,000 as specified in EOI information sheet.

A. The Envelope-I shall comprise the following documents:

- i. Demand Draft for payment of Rs. 4000 towards processing fee of the EOI.
- ii. Annexure-I, Annexure-II and Annexure-III and Annexure-IV duly signed and stamped by the Applicant / authorized person.
- iii. Document / Proofs evidencing ownership and possession of the Vehicle along with all details as specified in this EOI document.
- iv. Be it noted that the Authority may require additional information from the Bidder / vendor / individual on assessment of the EOI. If such information or data is not furnished, the EOI shall be treated as non-responsive.

B. The Envelope-II shall comprise the following documents:

- i. Annexure-V duly signed and stamped by the Applicant / authorized person.

## **11. Evaluation of Applications**

A. The EOIs submitted by the Applicants shall be evaluated by the General Administration Department, Government of Meghalaya as per the technical criteria as specified in Clause 7. Incomplete EOIs shall be disqualified from the tender process.

B. The Authority reserves the right to disqualify Applicants providing vehicles that are not acceptable by the Authority for undertaking the scope of work of the EOI.

C. The General Administration Department, Government of Meghalaya reserves the right to seek clarifications and additional information to its satisfaction.

D. The Empanelment will be done on the basis of the lowest quote (L1) received in each category of vehicle in each route as per the Price Bid, subject to acceptance of all the terms and conditions mentioned in the Tender Document.

- E. The Authority does not bind itself to accept the lowest or any tender or assign any reason for non-acceptance of the same.

**12. Empanelment of the Applicants:**

- A. The Applicants meeting the technical criteria shall be eligible for financial opening.
- B. Separate cost comparison / Ranking will be prepared for the Applicants providing the required type of vehicle for each route.
- C. The Authority shall identify the L1, L2, L3, L4 and L5 Applicants in each category of vehicle based on the rates quoted for each route.
- D. In the event the resultant L1 rate(s) are perceived to be substantially higher than the prevailing market rates, the Authority shall have the right to request the L1 Applicant to negotiate and try to match the market rates identified for the routes for the particular type of vehicle.
- E. The Authority reserves the right to negotiate the rates and terms with the L2, L3, L4 and L5 Applicants in each category of vehicle to match the L1 rate.
- F. In case only one Applicant is providing a particular type of vehicle, to maintain a transparent bidding process, the Authority reserves the right to evaluate the rates provided for each route for such vehicles based on the prevailing market conditions and negotiate the rates with the L1 Applicant.
- G. Those Applicants who provide their acceptance to match the L1 rate for the type of vehicle for all the identified routes shall be empaneled with the General Administration Department, Government of Meghalaya.
- H. The General Administration Department, Government of Meghalaya shall issue a letter of empanelment to the Selected Applicants.
- I. Continuity of services of the Empaneled Bidders will depend upon its quality of services, quality of Cars and Drivers provided etc. and the same will be reviewed every quarter. The Authority reserves the right to terminate the arrangement in case the vehicle services are not satisfactory.
- J. If at any time during the bid process or during empanelment, it is found that the

information provided by the Applicants is incorrect / falsified, the empanelment of the respective Bidder shall be terminated and the Bidder / Vendor / Individual shall be blacklisted by the Government in the state of Meghalaya.

K. The rates quoted will remain valid for one year from the date of work order approval and it will not change on any account. However, in case the services are found satisfactory, the Authority reserves the right to extend the contract with 5% increase in the rates after completion of one year. The rates quoted should be inclusive of all expenses such as Drivers Salary, Taxes, Fuel (diesel / petrol) oil, maintenance, repair and servicing of the vehicle etc.

### **13. Clarifications and Amendments**

Corrigendum / Amendment / Addendum / Omission related to this EOI document shall be posted on the website. Applicants are advised to visit the website, for any Corrigendum / Amendment / Addendum / Omission to the Terms and Conditions, change of dates and declaration of the Selected Applicant.

### **14. Validity of EOI**

This EOI shall remain valid for a period of 180 days from the last date specified for submission of Applications.

### **15. Disclaimer**

The Secretary to Government of Meghalaya, General Administration Department reserves the right:

- a) to reject any or all Applications without assigning any reasons thereof.
- b) to relax or waive any of the conditions stipulated in this document as deemed necessary in the best interest of the Department without assigning any reasons thereof.

The Secretary to Government of Meghalaya,  
General Administration Department

**ENVELOPE - I**

**ANNEXURE -I**

**ACCEPTANCE LETTER TO BE SUBMITTED BY THE APPLICANT / AUTHORISED REPRESENTATIVE OF  
COMPANY / INDIVIDUAL / PARTNERS**

Sir,

Sub: "EOI " for \_\_\_\_\_ in response to your advertisement

Ref: EOI No. \_\_\_\_\_ Dated: \_\_\_\_\_

I / We have downloaded the document for submission of EOI from the official website. I / We hereby unconditionally accept the EOI conditions in its entirety. I / We understand that the General Administration Department, Government of Meghalaya intends to empanel me / us after conducting due diligence of the vehicles offered on hire & related documents in the manner the Government of Meghalaya may deem fit.

The contents of EOI document have been noted wherein it is clarified that after unconditionally accepting the EOI condition in its entirety, it is not permissible to put any remarks / conditions in the EOI enclosed in the respective Envelope and the same has been followed in the present case.

The required confirmation is as per format (ANNEXURE-II) is enclosed herewith.

Thanking you,

Yours faithfully,

Name with seal

**ENVELOPE - I**

**ANNEXURE-II**

**CONFIRMATION BY THE APPLICANT**

TO WHOM SO EVER IT MAY CONCERN

I, \_\_\_\_\_ S/o, D/o, w/o and r/o \_\_\_\_\_ on behalf of  
Expression of Interest for \_\_\_\_\_ confirm that;

1. I/ We \_\_\_\_\_ have read the general guidelines and tender document attached hereto containing the Terms and Conditions and agree to abide by such conditions. I / We offer for the subjected supply in the attached schedules and hereby bind myself / ourselves to complete all the formalities from time to time as required after the Empanelment process.
2. The General Administration Department and its representatives are hereby authorized to conduct any inquiries or investigations or seek clarifications or verify any statements, documents and information submitted in connection with this tender.
3. The offered vehicle(s) are / is in my name / our name / name of aforestated Company / name of aforestated Partnership and in my / our possession.
4. In the event that I / we are empaneled with the General Administration Department, I / we shall provide the vehicles as specified in Annexure - V and adhere to the scope of work during the empanelment period.

Signature of the owner / Authorized representative

**ENVELOPE - I**

**ANNEXURE -III**

**Empanelment of Bidders / Vendors for Hiring of High-end Vehicles for the Government of Meghalaya**

**A. DETAILS OF APPLICANT**

(a) Name:

(b) Designation:

(c) Address:

(d) Telephone No.

(e) E-mail address:

**B. BANK DETAILS FOR PAYMENT FOR PROVIDING SERVICES:**

**C. Particulars of vehicles owned by the Applicant which shall be provided on hire:**

Sl. No.	Name of Vehicle	Year of Purchase	Petrol / Diesel	Kilometers Travelled	Registration number & date of registration	Ownership of vehicle (Owned / Leased)	Name of owner and address
1							
2							
3							

Signature of the owner / Authorized representative

Name with seal / signature



**ENVELOPE - I**

**ANNEXURE-IV**

Experience of minimum period of 1 (One) year for providing vehicles on hire to Educational Institutions, PSU's, Govt. organization / Private organization, etc.:

<b>Detail of experience in similar type of contract</b>					
<b>Sl. No.</b>	<b>Description of work undertaken</b>	<b>Name &amp; Address of the Entity that awarded the work</b>	<b>Value of the work (Rs)</b>	<b>Date of work order</b>	<b>Date of completion of work</b>
<b>(a)</b>	<b>(b)</b>	<b>(c)</b>	<b>(d)</b>	<b>(e)</b>	<b>(f)</b>
1					
2					
3					
4					
5					
6					
7					
8					

This is to certify that the information contained in table above is true and correct and I have submitted the supporting documents as proof.

Name of the Applicant:

Signature of the Applicant:

Date:

Seal of Applicant:

**ENVELOPE - II**

**ANNEXURE - V**

I / We undertake to provide the following vehicles during the period of empanelment to the General Administration Department, Government of Meghalaya:

Sr. No.	Names of Vehicles that shall be provided on Hire (Each Vehicle on a new row)	Rate per additional kilometer over and above the set routes	Vehicle Hire Rate per trip (one way) to be Quoted by the Applicants in Rupees for the following Route.							
			Guwahati Airport to Shillong City (DC Office)	Guwahati Airport to Sohra (SDO Civil Office)	Guwahati Airport to Tura (DC Office)	Shillong Airport to Shillong City (DC Office)	Shillong City (DC Office) to Tura (DC Office)	Shillong City (DC Office) to Dawki Market	Shillong City (DC Office) to Kaziranga National Park	Shillong City (DC Office) to Jowai (DC Office)
1.										
2.										

Signature of the owner / Authorized representative

Name with seal / signature