

## PAWAN HANS LIMITED

**Pawan Hans Limited, Eastern Region, SOS Road, Near St. Clare's Convent High School,  
Guwahati, Kamrup (M), Assam, PIN– 781015**

Type of organization	: Service Provider (Aviation Industry)
Tender Title	: Hiring of 02 AC vehicles (Scripio/Toyota Innova/ Mahindra Xylo) at Pawan Hans Ltd, Aizawl
Tender Ref. No.	: <b>PHL/ER/HR&amp;A/AIZ/2020/01 dated 17.01.2020</b>
Product Category	: Service – Transport.
Tender Value	: Rs. 15,00,000/- (Rupees Fifteen Lakh only )per annum (Inclusive of all statutory taxes, GST,duties,charge etc)
Tender Processing Fee(Non refundable)	: Rs.500/- (Rupees Five hundred only) in the name of Pawan Hans Ltd, payable at Guwahati
EMD (3% of tender value)	: Rs. 45,000/- (Rupees Forty Five Thousand Only)
Tender Type	: Two Bid system
Type of Bidding	: Open Manual Tender (offline)
Contract Period	: Two years (Extendable by one year)
First Announcement Date	: <b>17/01/2020</b>
Issue of tender documents form	: <b>17/01/2020</b>
Start date of tender submission	: <b>17/01/2020</b>
Last date of submission	: <b>07/02/2020 at 1500 hrs</b>
Technical Bid Opening Date	: <b>10/02/2020 at 1530 hrs</b>
Financial bid Opening date	: To be intimated after technical evaluation work.
Pre Bid Meet	: <b>25/01/2020 at 1400 hrs.</b> at the office of Base Manager : Pawan Hans Ltd, Aizawl, Mizoram-796421.
For further information	: Phone: 0361- 2842175, 76, 77.
Contact Person	: M K Sahu JGM(HR&A), ER Pawan Hans Ltd, Eastern Region SOS Road, Near St. Clare's Convent High School Guwahati, Kamrup (M), Assam PIN– 781015 Phone: +91-9769091194.

## **INTRODUCTION:**

Pawan Hans Limited is a Government of India Enterprise having its Corporate Office, C-14, Sector- 1 Noida-201 301 and its regional office at Eastern Region, SOS Road, Near St. Clare's Convent High School, Guwahati, Kamrup (M), Assam, PIN– 781015. The present Tender is for Hiring of two (02) AC Vehicles at Pawan Hans Limited, Aizawl, Maulpui Helipad Mizoram.

### **1) DEFINITION:**

The following terms shall have the meaning hereby assigned to them except where the context otherwise requires.

- a) **PAWAN HANS LIMITED (PHL)** having its Corporate Office, C-14, Sector- 1 Noida-201301 and its regional office at SOS Road, Near St. Clare's Convent High School, Guwahati, Kamrup (M), Assam, PIN– 781015.
- b) **"Tender"** shall mean and include the present document titled Tender for Hiring of two (02) AC Vehicles (Mahindra Scorpio/Mahindra Xylo/ Toyota Innova) at Pawan Hans Limited.
- c) **"TENDERER"** shall mean the Person(s), Firm or Company who enters an agreement with Pawan Hans Ltd for execution of works covered under this tender and shall include their executors, administrators, successors, permitted assignees and legal heirs.

### **2) PARTICULARS OF TENDER:**

- a) **Number & Type of vehicles required with Driver** : Initial requirement is for two (02) AC vehicles(Mahindra Scorpio/Mahindra Xylo/ Toyota Innova) at Pawan Hans Limited, Aizawl, Lengpui Helipad Mizoram and the contractor would have to provide additional vehicle if required by Pawan Hans Limited.
- b) **Conditions of the Vehicles** : Vehicles offered for hire should be in good conditions particularly in r/o : (a) Engine (b) Body (c) Tyre (d) Paint (e) Upholstery
- c) **Period of Hiring of Vehicles** : Two Years , Extendable by one year on same terms and conditions .
- d) **Availability of Vehicles** : The two AC Vehicles along with drivers will be required for 12 hours of actual duty on all the days of the year for our base office located at Lengpui Airport, Mizoram or any other location at Aizawl, Mizoram as decided by the base manager, PHL.

### 3) PREQUALIFICATION:

- a) Tenderer should be in the business of providing taxi services during the last three(03) years and must have a minimum of 02 vehicles (commercial) with a turnover of minimum 09 lakhs per annum.
- b) Scanned copy of EMD
- c) Scanned copy of Tender Fee.

### 4) SUBMISSION OF TENDER (TWO BID SYSTEM):

- a) Technical bid in separate cover
- b) Financial/commercial bid in another separate cover.
- i) The technical bid should be filled in original and should be sealed in separate cover. The bid should be super scribed as ; TECHNICAL BID – ENVELOPE-A and put in a cover along with other documents as required in the technical bid and other conditions. The bidder should sign all pages of the technical bid. The envelope containing EMD and tender fee should be placed separately.
- ii) The Financial bid as prescribe should be filled in original in a separate cover. The financial bid super scribed as ; FINANCIAL BID – ENVELOPE-B.
- iii) Both the bid should be placed in another sealed envelope and addressed to :  
JGM(HR&A), ER  
Pawan Hans Limited  
Eastern Region  
SOS Road  
Near St. Clare’s Convent High School  
Guwahati, Kamrup (M), Assam  
PIN– 781015

This envelope must reach at the above mentioned address up to the last date of submission. Any bid received after the due date of submission of the bid will not be entertained. The technical bid and price bid shall be submitted offline only as per prescribed format by due date and time. The tender shall not be accepted in any other form.

### 5) TERMS & CONDITIONS :

- a) The vehicle offered under the contract should be registered on or after **17/01/2014**
- b) Vehicles must have valid comprehensive insurance cover policy.
- c) The bidder can be sole proprietor /partnership firm/agency and the must be in the business of providing hiring of cars for the **last three years**. All supporting documents of registration for the same must be enclosed with technical bid
- d) It will be the responsibility of the tenderer to place the Vehicle(s) for inspection if called for, at his cost along with all relevant documents in original.

- e) The Vehicles offered for hiring should have necessary R.T.O. clearance and should be registered as Commercial vehicles registered in the name of contractor/ firm only. Pawan Hans Limited, Eastern Region, Guwahati will not be responsible for any R.T.O, regulatory matters relating to registration of vehicles etc. **Copy of vehicle registration certificate must be enclosed with the technical bid to prove that the number of vehicles proposed to be provided and its year of model by the contractor are actually held**
- f) Hiring charges/rates should include cost of fuel & cost of repairs, drivers pay and allowances etc. The hiring charges/rates should be quoted in the prescribed format only.
- g) Successful Tenderer shall ensure that sufficient cash is available with the driver all the times to cover essential contingent expenditure, urgent repairs and other essential expenditures. And also **The drivers of the vehicle must have valid driving license** and should be provided with Mobile Phone.
- h) In the event of any accident or damages or theft while vehicles are on PHL's duty, PHL shall be completely free from any liability of the nature connected with the accident/damages/theft. The tenderer will be fully and exclusively responsible for any damage of vehicle(s) or any injury to driver or any other person in employment of tenderer including any third party claims. However, if damage or loss is incurred to PHL and /or its employees, as a result of any accident or any other reason involving failure of vehicle(s)/driver, tenderer shall reimburse on demand and without any demur the compensation/damages.
- i) PHL shall not be responsible for any claim that arises due to damages/injuries pilferage to the tenderer's vehicle(s) under any circumstances while the vehicle is engaged on PHL duty.
- j) Successful Tenderer shall provide all benefits statutory or otherwise to its personal and PHL shall not have any liability whatsoever on this account. Successful Tenderer shall also abide by and comply with the Labour Laws, Workmen Compensation Act. EPF Laws, ESIC Laws, Income tax and Minimum Wages Laws, Contract Labour (Regulation and Abolition) Act or any other law in force.
- k) EMD AND TENDER FEE: The Tenderer has to submit a DD for Rs.45000/- towards EMD and DD for Rs.500/- towards Tender Fee drawn in favour of PAWAN HANS LIMITED payable at Guwahati on or before the due date and time, **failing which the Tender shall be summarily rejected.**
- l) Performance Security @ 10% of contract value may be furnished in the form of Demand Draft, Bank Guarantee of any Nationalized Bank/scheduled bank favoring "PAWAN HANS LIMITED" payable at Guwahati should be submitted by the successful bidder within 21 days of award of contract and it should remain valid for 60 days beyond all contractual period.

- m) Earnest Money Deposit and Performance Security will not bear any interest during the contract period. If the successful Tenderer fails to furnish the Security Deposit then the whole Earnest Money Deposit shall be forfeited without any reference to the Tenderer. Earnest Money Deposit of all unsuccessful Tenderers will be returned within 60 days of the award of Contract of Hiring of Vehicles. **The Tenderer shall submit copy of PAN and GST Registration to PHL.**
- n) Prices shall remain firm for a period of two years (or as extended by Management). However, if any increase in fuel prices an additional charge namely "Fuel Price Impact" will be charged in the bill. This will be calculated on the mileage actually used divided by the fuel efficiency of the car multiplied by the increase in the fuel price. The revised prices will be applicable from the date of such increase announced.

The calculation is as given below:

$$\text{Fuel price impact} = \frac{\text{No of Kms used}}{\text{Mileage(Kms)}} \times (\text{New rate}-\text{Old rate})$$

- o) **Base rate of petrol/ diesel per liter for this tender to be notified by contractor along with mileage in kms per liter (petrol/diesel).**
- p) PHL reserves the right to reject any or all Tenders without assigning any reasons.
- q) Copies of Permanent Account Number (PAN) and proof of Address, all self attested must be enclosed.
- r) Tenderer must have GST registration (copy of GST Registration is mandatory to be attached) or in case of any exemption to this effect, valid documentary proof must be enclosed with the technical bid.
- s) **MSME/SSI units:** In line with the provisions of the notification of Govt of India vide Gazette of India No. 503 dated 21/05/2012 proclaiming the public procurement policy on procurement of goods and services from MSEs, all micro and small enterprises (MSEs), having valid registration with district industries center(DIC) or Khadi and Village Industries Commission(KVIC) or Khadi and Industries Board (KVIB) or Coir Board or National Small Scale Industries Commission (NSIC) or Directorate of Handicrafts and Handloom or Udyog Adhaar Memorandum or any other body specified by Ministry of MSME, shall be exempted from payment of tender form fee and from payment of END subject to :
1. Submission of self –attached valid Registration Certificate issued by NISC/MSME etc as applicable and indicated above ;
  2. Valid Registration during validity period of quotation.

- t) The validity of the tender should be for a period of 90 days from the stipulated last day of submission of tender.
- u) The contract will be terminated with Two month notice period by either side in case any of the above conditions are not fulfilled or due to any other reason.

**6) PENALTY CLAUSE:**

- a) Repairs of the vehicle(s) to be carried out by the tenderer immediately during the period of hire. In case of breakdown of any vehicle the replacement of the same be provided by the contractor immediately with intimation to base manager, failing which Base Manager PHL Aizwal shall have the right to hire any other vehicle(s) against break down vehicles(s) at the expense of the Tenderer and the Tenderer will be liable to pay the actual amount incurred for hiring such vehicle(s) which will deducted from the monthly bill.

Penalty will be levied for the violation of terms and conditions of the contract in the Following manner

S.No.	Violation	Penal amount	Remarks
1	Non functioning of AC in car	500	On each occasion
2	Delay of 30 Mins in reporting	150	On each occasion

**7) Payment Schedule:** Payment request for monthly bills are to be submitted to Base Manager, PHL Aizawl by the contractor by 5<sup>th</sup> of the following month. Payment shall be released within 30 days from the date of verification of bill and subject to satisfactory performance of duties as per contract. (The payment will be directly credited to the party's Bank A/C for which details of Bank A/C no., Branch name and IFSC Code should be indicated as given here under in Tender). Amount on account of penalty as listed above will be deducted from the payable amount on receipt of monthly bills after deduction of TDS as applicable. Tenderer should indicate the GSTIN no. & PAN No. of Tenderer's agency/Company/Firm if applicable. In case of Non compliance of GST penalty amount so determined along with GST if applicable thereon shall be recovered from Tenderer Agency/Company/Firm.

**8) PRE-BID MEETING:**

A pre-bid meeting to clarify terms & conditions of tender will be held on 25/01/2020 at 1400 hours at the office of Base Manager Pawan Hans Ltd, Aizawl, Mizoram-796421. One representative of the tenderer may attend pre-bid meeting as per details given above duly authorized in writing by the tenderer.

**9) JURISDICTION:**

The agreement including all matters connected with this contract shall be governed by the Indian Law both substantive and procedural, for the time being in force and shall be subject to the exclusive jurisdiction of Indian Courts at Aizawl.

**10) ARBITRATION:**

In case of any dispute relating to the control the matter shall be refer to a sole arbitrator for adjudication through arbitration. The arbitration shall be conducted in accordance with the provisions of the Arbitration and Conciliation Act 1996 or any statutory modification or re-enactment thereof and the rules made there under and for the time being in force, shall apply to the arbitration proceedings. The Chairman cum managing Director, PHL shall preferably nominate the Arbitrator.

**11) DECLARATION:**

I/We have read and understood the terms and conditions of the tender for Hiring of two (02) AC Vehicles for Pawan Hans Ltd, at Aizawl, Lengpui Airport Lengpui, Mizoram-796421.

PLACE :  
DATE :

SIGNATURE OF AUTHORISED OFFICIAL  
OF FIRM /COMPANY WITH SEAL

**ANNEXURE A****Technical Bid**

- 1) Tenderer Name : \_\_\_\_\_
- 2) Tenderer Address with Telephone, Fax and E-Mail: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- 3) GST Registration Number of the tenderer(Attach Copy): \_\_\_\_\_  
*(or in case of any exemption to this effect, a valid documentary proof must be enclosed with the technical bid)*
- 4) Permanent Account Number(PAN) of the tenderer(Attach Copy): \_\_\_\_\_
- 5) Model & Year of Manufacture of Vehicles(Attach Copies): *(Vehicle should be registered on or after 17/01/2014)* \_\_\_\_\_  
 \_\_\_\_\_
- 6) EMD Details: Demand Draft No: \_\_\_\_\_ Dated: \_\_\_\_\_ Amount:Rs \_\_\_\_\_  
 (Rupees \_\_\_\_\_  
 \_\_\_\_\_ only) in words drawn in favor of **Pawan Hans Limited** payable at Guwhati.
- 7) Tender Fee Details: Demand Draft No: \_\_\_\_\_ Dated: \_\_\_\_\_ Amount:Rs \_\_\_\_\_  
 (Rupees \_\_\_\_\_  
 \_\_\_\_\_ only) in words drawn in favor of **Pawan Hans Limited** payable at Guwahati.
- 8) The tender documents (all Pages) duly signed as proof of having read the contents therein and acceptance thereof should be enclosed.
- 9) Tenderer Bank with Branch and his Current Account Number *(A cancelled cheque must be enclosed in support of this detail)*.
- 10) Copies of all relevant documents including model & year of manufacture of vehicles and number of years of experience of running a fleet of commercial vehicles as mentioned in the terms & conditions in the tender document above and should be enclosed along with Technical Bid.
- Financial Bid: To be placed in a separate envelope as given in **ANNEXURE-B.**

Signature \_\_\_\_\_

Name of the Authorized Signatory \_\_\_\_\_

Date \_\_\_\_\_

Seal \_\_\_\_\_



**PAWAN HANS LIMITED**  
**Eastern Region, Guwahati**

**Sub: Price bid for Hiring of vehicles at Pawan Hans Limited, Eastern Region, Guwahati**

Sr No	Particulars	Rs.
1	<b>Fixed monthly charges for 2500 kms in a month with driver and fuel. (12 hrs duty per day )</b>  1)Toyota Innova (AC) 2)Mahindra Scorpio (AC) 3)Mahindra Xylo (AC)	
2	<b>Over Time rate per hr beyond 12 hrs duty per day per vehicle</b>  1)Toyota Innova (AC) 2)Mahindra Scorpio (AC) 3) Mahindra Xylo (AC)	
3	<b>Rate per Km beyond 2500 kms in a month</b>  1) Toyota Innova (AC) 2) Mahindra Scorpio (AC) 3) Mahindra Xylo (AC)	
4	<b>Total (Excluding taxes)</b>  1) Toyota Innova (AC) 2) Mahindra Scorpio (AC) 3) Mahindra Xylo (AC)	

For the purpose of determining the lowest bid, the total of Sl. Nos. 1,2 and 3 shall be considered.

The successful tenderer is liable to pay all Govt. Taxes, GST etc as applicable at the rates declared by Govt. of India /State Government from time to time.