

**PAWAN HANS LIMITED**  
**(A Government of India Enterprise)**  
**Regional Office: Eastern Region, SOS Road, Guwahati, (Assam) Pin code-781015**

**TENDER NOTICE FOR HIRING OF TWO (02) AC VEHICLES (SCORPIO / TOYOTA INNOVA / MAHINDRA XYLO) AT PAWAN HANS LIMITED , AIZAWL, LENGPUI AIRPORT, LENGPUI, MIZORAM-796421**

Type of organization : Service Provider (Aviation Industry)

Tender Title : Hiring of 02 AC vehicles (Scorpio/Toyota Innova/ Mahindra Xylo) at Pawan Hans Ltd, Aizawl, Mizoram.

Tender Reference no : **PHL: ER: HR&A:AIZ /2019/01 dated 27.09.2019**

Product Category : Service – Transport.

Tender Contract Value : Approximately Rs. 15,00,000/- (Rupees Fifteen lakh only) per annum ( inclusive of all statutory taxes,GST duties, charges etc)

Tender Fee (Non-refundable) : Rs. 500/- (Rupees Five hundred only) in the name of Pawan Hans Limited, 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 : One year (Extendable by one year)

First Announcement Date : **27.09.2019**

Issue of Tender document from : **27.09.2019**

Start date of Tender Submission : **27.09.2019**

Last date of receipt of tender : **18.10.2019 upto 1500 hrs**

Technical Bid Opening date : **20.10.2019 at 12:00 hrs** at Pawan Hans Limited, Guwahati.

Financial bid Opening date : To be intimated after technical bid evaluation work

Pre Bid Meet : **05.10.2019 at 15:00 hrs** at the office of the Base Manager, Pawan Hans Ltd, Aizawl, Mizoram-796421.

Contact Person : **Sh. Akshat Bhargava, AGM(HR&A), ER**  
**Pawan Hans Limited, SOS Road, Near St. Clare’s**  
**Convent High School, Guwahati-781015, Phone:+91-9971087300**

**PAWAN HANS LIMITED**  
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**Phone: 0361-2842175, 76 & 77**

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**1. INTRODUCTION:-**

Pawan Hans Limited is a Government of India Enterprise having its Corporate Office at C-14, Sector- 1 Noida-201301 and its regional office at Eastern Region, SOS Road, Guwahati-781015 invites sealed tenders for Hiring of two (02) AC Vehicles (Scorpio / Toyota Innova / Mahindra Xylo) along with drivers for our base office located at Pawan Hans Ltd, Lengpui Airport, Lengpui, Aizawl, Mizoram-796421 initially for one year, furthermore extendable upto one more year on satisfactory completion of contract and as per requirement of Pawan Hans Ltd, Aizawl and on same terms & conditions to this tender notice. The detailed terms and conditions to this tender notice are given hereunder:

**TERMS & CONDITIONS**

**2. DEFINITION:-**

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

- 2.1** PAWAN HANS LIMITED (PHL) having its Corporate Office at C-14, Sector- 1 Noida-201 301 and its regional office at Eastern Region, SOS Road, Guwahati-781015.
- 2.2** Tender shall mean and include the present document titled Tender for Hiring of Two (02) AC Scorpio Vehicles (Scorpio / Toyota Innova / Mahindra Xylo) at Pawan Hans Ltd, Aizawl, Mizoram-796421.
- 2.3** "TENDERER" shall mean the person(s), firm or Company who enters an agreement with Pawan Hans Ltd (PHL) for execution of works Covered under this tender and shall include their executors, administrators, Successors, permitted assignees and legal heirs.

**3 PARTICULARS OF TENDER:**

**3.1 Number & Types of vehicles required with Driver :** Initial requirement is for two (02) AC vehicles (Scorpio/Toyota Innova /Mahindra Xylo) with drivers at Pawan Hans Ltd, Lengpui Airport, Lengpui, Aizawl, Mizoram-796421 and the tenderer would have to provide additional vehicle if required by Pawan Hans Ltd on casual call basis. Contract will be based on monthly fixed rent of vehicles (cars). The deployment of vehicles (cars) would be for operating within the state of Mizoram, primarily. However, the vehicles (cars) may be employed for movement of personnel to any other place at short notice even during holidays/ Sundays.

**3.2 Condition of the Vehicles :** Vehicles offered for hire should be in good conditions particularly in respect of:- (a) Engine (b) Body (c) Tyre (d) Paint (e) Upholstery.

**3.3 Period of Hiring of Vehicles:** One year, furthermore extendable by one year on same terms and conditions on satisfactory completion of contract and as per requirement of Pawan Hans Ltd, Aizawl.

**3.4 Availability of Vehicles:** The two (02) AC Vehicles (Scorpio/Toyota Innova /Mahindra Xylo) along with drivers will be required for 12 hours of actual duty on all days of the year for our base office located at Pawan Hans Ltd, Lengpui Airport, Lengpui, Aizawl, Mizoram-796421 Aizawl or any location within Aizawl, Mizoram as decided by our Base Manager, Pawan Hans Ltd at Aizawl & any additional vehicle if required by Pawan Hans Ltd, Aizawl on casual call basis on the same terms & conditions.

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

The tenderers are requested to submit their tender documents in the prescribed quotation format duly signed and stamped in **hard copy form only (offline only)** as per details given hereunder:-

- a) Technical Bid along with enclosures in separate cover.
- b) Financial 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 tenderer should sign all pages of the TECHNICAL BID. **The envelope containing EMD and tender fee should be placed separately inside the Envelope A.**
  - ii. The Financial Bid as prescribed should be filled and signed in original and put in a separate cover. The financial bid should be super scribed as ; **FINANCIAL BID - ENVELOPE-B.**
  - iii. Both the bids should be placed in another bigger sealed envelope and addressed to :

**AGM(HR&A), ER  
Pawan Hans Limited  
SOS Road, Near St. Clare's Convent High School  
Guwahati-781015 (Assam)  
Tel- +91 9971087300.**

This bigger envelope must be sent by registered post/Speed post only so as to reach at the above mentioned address upto the last date of submission **i.e 18.10.2019 (upto 1500 hrs)**. Any bid received after the due date of submission of bids will not be entertained. The tender shall not be accepted in any other form except in format **i.e Technical Bid at Annexure 'A' and Financial Bid as per Annexure 'B'** .

#### **5. Technical bid: (Please refer Annexure-A for additional detail)**

- a) The tenderer can be sole proprietor/Partnership firm/agency and should be duly registered with concerned Central/state Govt. authorities. The tenderer should submit an affidavit (for proprietor firm)/duly self attested copy of partnership deed and registration certificate (for partnership firm)/duly self attested copy of MoA and registration certificate of the firm (for Pvt. Ltd/Pub. Ltd company). **The tenderer must be in business of providing hiring of commercial vehicles during the last 3 years with a minimum contract value of Rs. 9,00,000/- per annum (Rupees Nine lakhs only per annum) & all work orders should be submitted in support of the same.**

- b) Valid registration & license details regarding firm is in the business of travel & transport (if available).
- c) Transporter/Service provider should not have been debarred or black listed by any central/State Govt. departments/Autonomous institution etc, an affidavit to that effect on non judicial stamp paper of Rs.10/- duly notarized shall be enclosed with the technical bids. The hard copy should be enclosed in the technical bid.
- d) Copy of vehicle registration certificate must be enclosed with the technical bid to prove that the number of commercial vehicles (cars) proposed to be provided and its year of model by the contractor are actually held. The registration of vehicle should be in the name of individual or partners.
- e) Full particular of the organization/firm/agency with address to which similar services have been provided by the tenderer in the past should be attached. A duly self attested copy of the certificate/contract from pervious employers must be submitted in support of the mentioned experience to be considered as a valid proof of the same.
- f) Copies of Permanent Account Number and proof of Address, all self attested must be enclosed. Self Certification that no criminal case is pending against the driver should be enclosed as well.
- g) 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).

#### **6. Financial Bid (Please refer Annexure-B for additional detail)**

- a) In case of financial bids, a format at **Annexure B** has been provided. If the format is found to be modified by the tenderer, the bid will be rejected.
  - b) The financial bid should be clearly filled or typed and signed by the authorized person(s) in ink legibly giving full address of the tenderer. The tenderer should quote the price in figures as well in words, the amount tendered by him/her. In case of any discrepancy between figures and words, the amount written in words shall be treated as the final and valid offer.
7. 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.
8. The Vehicles offered for hiring should be in excellent road worthy and running condition and must have necessary R.T.O. Clearance, Administration Permits and should be registered as Commercial vehicles and the Office of the Base Manager (Aizawl) will not be responsible for any R.T.O, regulatory matters relating to registration of vehicles etc. PHL shall not be liable for any loss, damages and contravention & violation of Motor Vehicles Act.

9. **MSME/SSI units:** In line with the provisions of the notification of Government 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 Centre (DIC) or Khadi and Village Industries Commission (KVIC) or Khadi and Industries Board (KVIB) or Coir Board or National Small Industries Commission (NSIC) or directorate of Handicrafts and Handlooms or Udyog Aadhaar Memorandum or any other body specified by Ministry of MSME, shall be exempted from payment of tender form fee and from payment of EMD subject to :
- i) Submission of self –attested valid Registration Certificate issued by NSIC/MSME etc as applicable and indicated above ;
  - ii) Valid Registration during validity period of quotation :
10. 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 and which should include all statutory taxes/GST, duties, charges etc.
11. The vehicle shall run as per the schedule/requirement given by PHL, Aizawl. The vehicle will be deployed even on Sundays/Holidays as per the PHL's requirements including special duties over and above schedule requirements as and when needed. The schedule might have timings early in the morning or late in the evening. The contractor should have sufficient number of drivers during these hours. The contractor should strictly follow the schedule. Successful tenderer shall ensure that sufficient cash is available with the Driver at all the times to cover essential contingent expenditure, urgent repairs and other essential expenditures. The vehicle km covered will be entered in the log book and get signed from the indenter of the vehicle or the PHL visitor.
12. In the event of any accident or damages or theft while vehicles is 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.
13. PHL shall not be responsible for any claim that arises due to damages/injuries pilferage to the tenderer's vehicle(s) property under any circumstances while the vehicle is engaged on PHL duty.
14. **The vehicles should be registered on or after 01.01.2015** in the name of the tenderer. Vehicle must have valid registration certificate in the State of Mizoram. The drivers of the vehicle must have valid commercial driving license. All drivers must be physically and mentally fit for services. Prior permission should be taken before change of drivers in case it is inevitable. The drivers shall not use un-parliamentary language inside the vehicle and at the PHL premises. Smoking is strictly prohibited inside vehicles.

15. Successful tenderer shall provide all benefits statutory or otherwise to its personnel 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 as applicable. Self Certification that no criminal case is pending against the driver should be enclosed with technical bid.
16. Vehicles must have valid comprehensive insurance cover policy of vehicles, driver and passengers to cover the risk during the hire period. Also all vehicles supplied must have a pollution free certificate at all the time. Driver should be provided with Mobile Phone for which no separate payment shall be made by PHL.
17. Only inspected and approved vehicles should be sent for service on regular basis. Vehicle sent as replacement will also be subject to inspection and approval. Repairs of the vehicle(s) to be carried out by the tenderer immediately during the period of hire.
18. In case of breakdown of any vehicle the replacement of the same shall be provided by the tenderer immediately, failing which Base Manager, Aizawl shall have the right to hire any other vehicle(s) against break down vehicles(s) at the expense of the tenderer.
19. The successful tenderer shall maintain the logbook as recommended by PHL, for the Vehicles hired. The logbook will be signed by the user, which would indicate the opening and the closing meter reading with time and date at the point of pick up and drop of the officials of PHL.
- 20 (a) **Deposits: Tender fee** - The tenderer shall be required to be deposit tender processing Fee (non-refundable) of Rs. 500.00 (Rupees Five hundred only) through Demand Draft only in the name of Pawan Hans Limited, payable at Guwahati.
- (b) **EMD** : The tenderer shall be required to deposit refundable earnest money deposit (EMD) for an amount of Rs. 45,000.00 (Rupees Forty Five thousand only) through Demand Draft only in the name of Pawan Hans Limited, payable at Guwahati, on or before the due date and time, failing which the tender shall be summarily rejected. In case of MSEs, the payment of tender form fee / EMD shall be exempted subject to valid self-attested registration certificate issued by NSIC/ MSME etc as per clause 9 above.
21. The **EMD and tender fees** as indicated above will be provided in an envelope, duly marked as “**EMD and tender fees for Hiring of vehicles at Aizawl for Pawan Hans Limited, Aizawl**” - along with tenderer’s name & address. The envelope containing EMD/EMD exemption valid self-attested registration certificate copy issued by NSIC/MSME etc as contained in clause 9 above, and tender form fees should be sealed and superscribed with tender number, due date of submission & it should be addressed to:-

AGM(HR&A), ER  
Pawan Hans Limited  
SOS Road, Near St. Clare’s Convent High School  
Guwahati-781015 (Assam)  
Tel+91 - 9971087300

**This sealed envelope must be enclosed with technical bid in envelope A** and submitted along with financial bid as per procedure of submission of bids indicated at clause 4 above by registered post/Speed post only so as reach at the above mentioned address on or before the last date of submission of bids i.e 18.10.2019 (upto 1500 hrs). In case the tender documents are not received by Pawan Hans Ltd within the stipulated date due to postal delay or any reason, Pawan Hans Ltd will not be responsible for such delay. Envelope received beyond the due date of submission of bids i.e 18.10.2019 (upto 1500 hrs) will be summarily rejected.

22. **Performance Security @ 10%** of annual contract value has to be furnished in the form of Demand Draft or Bank Guarantee of any Nationalized Bank/scheduled bank favoring "PAWAN HANS LIMITED" payable at Guwahati and it should be submitted by the successful tenderer within 21 days of award of contract and it should remain valid for 60 days beyond all contractual obligations. Annual contract value shall be calculated by Pawan Hans Ltd and intimated to the tenderer based on the quoted fixed rates/charges per month for the 02 AC vehicles (Scorpio/Toyota Innova /Mahindra Xylo) offered by tenderer for award of the contract.
23. Earnest Money Deposit and Performance Security will not bear any interest during the contract period. If the successful tenderer fails to furnish the performance security deposit or fail to fulfill contractual obligations of providing vehicles as per contract or furnishing false information to secure contract , which may be noticed during the tendering process or later, then the whole earnest money shall be forfeited without any reference to the tenderer. Earnest money of all unsuccessful tenderer will be refunded/ returned within 60 days of the award of Contract of Hiring of Vehicles through this tender.
24. At any time prior to the deadline for submission of bids, PHL, General Manager, ER for any reason, whether at its own initiative or in response to a clarification requested by prospective tenderer, modify or cancel the tender document by amendment, it will be published on the company's i.e. Pawan Hans Limited's website only. Pawan Hans Limited reserve the right to seek clarification from any tenderer (with copy endorsed to all tenderers), to reject any or all tenders, or recall the tender incase it is felt that the rates quoted are not reasonable or there is a doubt about authenticity of documents submitted during the technical bid, prior to award of contract without assigning any reasons what so ever.
25. Pawan Hans Ltd is liable to pay hiring charges only. Any other charges including monthly charges of driver, repair & maintenance of vehicle, insurance, petrol/diesel/oil and any other incidental expenses shall be borne by tenderer. **Prices shall remain firm for a period of one year (and shall further remain unchanged in case of extension of contract by one year on same terms & conditions).** Tax at source shall be deducted as per statute.
26. **Award of Contract :** After due evaluation of Technical & Financial bids, Pawan Hans Ltd will award the contract to the selected tenderer and issue the work order.
27. The validity of Tender should be for a period of 90 days from the stipulated last date of submission of tender.
28. All tenderers need to visit PAWAN HANS LTD website for Corrigendum, if any, pertaining to the above tender.

**29. LIQUIDITY DAMAGES CLAUSE (LDC):**

During the operation of the contract, the following penalty will be attracted against delay/ Improper vehicle condition in providing services as per contract to be deducted from the monthly payment to the contractor based on report from the person travelling/travelled in the car :

**29.1 Delays :**

- a) 05-15 minutes : Rs.200/- per event
- b) More than 15 minutes : Rs.800/- per event

**29.2 Inadequate cleanliness : Rs.500/- per event.**

**29.3 Non functioning of AC : Rs. 500/- per event**

- 30. Payment schedule :** Payment request for monthly bills are to be submitted to Base Manager, Pawan Hans Limited, 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 the 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 hereunder in tender). Amount on account of penalty as listed in clause 29 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 (copy of GST registration to be enclosed or in case of any exemption to this effect, a valid documentary proof must be enclosed with the technical bid) and PAN No. (copy of PAN no. to be enclosed) of tenderer's agency/company/firm. In case of non compliance of GST, penalty amount so determined along with GST if applicable thereon shall be recovered from tenderer's agency/company/firm.

**31. PRE-BID MEETING**

A pre-bid meeting to clarify terms and conditions of tender will be held on 05.10.2019 at 1500 hrs in the office of the Base Manager, Pawan Hans Ltd, Lengpui Airport, Lengpui, Aizawl, Mizoram-796421. One representative of the tenderer may attend the pre-bid meeting as per details given above duly authorized in writing by the tenderer.

**32. 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 Guwahati.

**33. ARBITRATION**

In case of any dispute relating to the control the matter shall be referred 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.



**34. DECLARATION:**

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

**PLACE : Guwahati  
DATE : 27.09.2019**

**SIGNATURE OF AUTHORISED OFFICIAL  
OF FIRM /COMPANY WITH SEAL**

**Contd...p/10**

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 (**The vehicles should be registered on or after 01.01.2015**)  
(Attach copies) : .....  
.....
6. EMD Details : Demand Draft No. \_\_\_\_\_ Dated : \_\_\_\_\_ Amount :Rs. \_\_\_\_\_  
(Rupees.....  
.....only) (In words) drawn in favor of **"Pawan Hans Limited"** payable at Guwahati.
7. Tender fee Details :Demand Draft No. \_\_\_\_\_ Dated: \_\_\_\_\_ Amount: \_\_\_\_\_  
(Rupees.....only) (In words) drawn in favour of **"Pawan Hans Limited"** payable at Guwahati.
8. The tender documents (all pages) duly signed and stamped as proof of having read the contents therein and in 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 the relevant documents including model & year of manufacture of vehicle and copies of all work orders in support of number of years of experience of running a fleet of commercial vehicles as mentioned in the terms & conditions in tender document above and should be enclosed along with Technical Bid.
11. Financial bid : To be placed in a separate envelope as given in ANNEXURE-B.

Signature .....

Name of the Authorized Signatory.....

Dated.....

Seal.....

**ANNEXURE 'B'****FINANCIAL BID****(To be given a separately sealed envelope on letter head of the Firm)**

Sl.No	Type of Vehicle	Air conditioned (AC)	Fixed rate/rent including Taxes/GST etc on monthly basis in Rupees in figure and words for plying within Aizawl, Mizoram for 30/31 days in a month upto maximum 2500 km and 12 hours duty in a day	Extra rates beyond 2500 km in a month/ 12 hours in a day	
				Extra rate/charge per km beyond 2500 km	Extra rate/charge per hour duty of driver after 12 hrs per vehicle in a day
1	Scorpio	AC			
2	Toyota Innova	AC			
3	Mahindra Xylo	AC			

The rates are quoted for hiring of 02 AC vehicles Scorpio/Toyota Innova/Mahindra Xylo at Pawan Hans Ltd, Aizawl, Mizoram. The rates are quoted including GST /Taxes/duties/charges etc.

The successful tenderer is liable to pay all Govt. taxes including GST applicable at the rates declared by Govt. of India / State govt. from time to time.

.....  
Seal and signature of the Tenderer