



सत्यमेव जयते  
GOVERNMENT OF MEGHALAYA  
HEALTH AND FAMILY WELFARE DEPARTMENT

GOVERNMENT OF MEGHALAYA  
HEALTH AND FAMILY WELFARE DEPARTMENT

OFFICE OF PROJECT DIRECTOR  
MEGHALAYA AIDS CONTROL SOCIETY  
SHILLONG



PD/MACS/IEC-RS/444/2023/2489

Dated 14/09/2023

**NOTICE INVITING TENDER**

Sealed tender are invited from authorised dealers/registered suppliers for Customized and hiring of IEC van for the office of the Project Director, Meghalaya AIDS Control Society, Pasteur hills, Lawmali, Shillong -793001, Meghalaya.  
Interested bidders can download the tender document from office website [meghalayasacs.com](http://meghalayasacs.com)  
Last date for submission of bids is 6<sup>th</sup> October 2023 at 2pm

In the event of the date being declared as a closed holiday for purchaser's office, the due date for submission of bids and opening of bids will be the following working day.

Project Director,  
Meghalaya AIDS Control Society,  
Shillong



GOVERNMENT OF MEGHALAYA  
HEALTH AND FAMILY WELFARE DEPARTMENT

GOVERNMENT OF MEGHALAYA  
HEALTH AND FAMILY WELFARE DEPARTMENT

OFFICE OF PROJECT DIRECTOR  
MEGHALAYA AIDS CONTROL SOCIETY  
SHILLONG



PD/MACS/IEC-RS/444/2023/2485

Dated 14/07/23

**NOTICE INVITING TENDER**

Sealed quotations are invited from reputed firm/registered supplier for tentative requirement of stores/items for the year 2023 -24

Description of Stores	Last Date & Time for submission of bids	Date & Time for opening of bids	EMD in the form of D/D:Banker Cheque
Customized and hiring of IEC van	Date:06 <sup>th</sup> October 2023 Time:2:00 pm	Date: 09 <sup>th</sup> October 2023 Time:11:30 am	Rs.12000/-

The quotations in sealed cover should be submitted to the office of the Project Director, Meghalaya AIDS Control Society, Shillong – 793001

The undersigned reserves the right to accept or reject any of the proposals

Project Director,  
Meghalaya AIDS Control Society,  
Shillong



## TENDER DOCUMENTS FOR HIRING OF CUSTOMIZE IEC VAN

### ELIGIBLE CRITERIA:-

1. Offers should be based in 2 bid systems –
  - i) Technical and commercial bid. (Sealed Envelope-A) The first envelope marked 'Techno-Commercial' must be sealed and should contain the technical & commercial details.
  - ii) Price Bid (Sealed Envelope- B) The second envelope marked 'Financial Proposal' must also be sealed and should contain the detailed price offer for the Services. Both the sealed envelopes should again be placed in a sealed cover, which will be received in the office of the undersigned
2. The Tenderers quoting as authorized representative of the firms must have 2 (Two) years of experience in the related work/service. Please note that no counter proposal is acceptable to us and conditional / late quotations are liable to be rejected.
3. The bidder should submit the Earnest Money Deposit of Rs. 12000/- as EMD in the form of DD/BC drawn on any nationalized bank, pledge in favour of the Project Director, Meghalaya AIDS Control Society payable at Shillong along with the quotations.
4. No work will be allotted to Non-tribal bidder, contractors, Suppliers, firms cooperative societies etc except under a valid trading license issued by the Khasi Hills Autonomous District Council, Shillong.
5. Exemption of Trading License will be applicable only to Scheduled Tribe who registered in the state of Meghalaya
6. The bidder should submit self-attested copies of GST Certificate, PAN Card, Voter ID card, driver's license etc.
7. Bidders/Tenderers have to agree to all the terms and conditions, stipulated in the tender document, in this connection including performance penalty etc.
8. Bidders/tenderer shall undertake to sign the rate contract agreement within 7 (seven) days from the issue of the letter of Award, failing which EMD/security deposit may be forfeited.
9. Tender document is to be duly signed & sealed on all the pages as a token of having accepted all the terms and conditions (no thumb impression is to be affixed).
10. In case the Bidders/ tenderer furnish false information their tenders/ bids will be rejected and their security deposit/EMD will stand forfeited.
11. Meghalaya AIDS Control Society reserves all rights to make any changes in terms and conditions of the tender and also to reject any or all bids without assigning any reason thereof.
12. The tenders shall remain valid for acceptance for a period of 360 days (Three Hundred Sixty days) after the date of tender opening prescribed in the document.
13. The earnest money of the successful tenderer and the unsuccessful tenderers will be returned to them without any interest, whatsoever.
14. Tender sent by fax/telex/cable/electronically shall be ignored.
15. Bidders may quote the rate in Indian rupees only.
16. Settlement of disputes – Project Director, Meghalaya AIDS Control Society or his authorized representative shall be the final authority in all disputes and decision will be binding
17. Agency shall be entirely responsible for all taxes, duties, fees, levies, parking fees, toll gate fees etc. incurred until completion of the work.
18. Within seven (7) days from date of the issue of notification of award by the purchaser, the agency, shall furnish performance security to the purchaser for an amount equal to five percent (5%) of the total value of the contract, valid up to sixty days after the date of completion of all contractual obligations by the agency. In case the agency fails to deposit the performance security work order shall be cancelled.
19. Earnest Money Deposit (EMD) will be refunded after receiving the Performance Security from the successful bidder.
20. The purchaser reserves the right to blacklist a bidder/firm for a suitable period in case he fails to honour his bid without sufficient ground. In case the office feels that the performance of the firm was unsatisfied, the office has the right to discontinue the service/contract and award the contract to the second lowest firm.
21. The firm has to give an affidavit duly attested by the Notary Public (in original) on a non-judicial stamp paper of Rs. 10/= that there is no vigilance/CBI case pending against the firm/supplier
22. The firm has to give an affidavit duly attested by the Notary Public (in original) on a non-judicial stamp paper of Rs. 10/= that the firm is not providing services at lower rates quoted in this tender to any Government/Private organization or any other institution during past one year, as per "FALL CLAUSE" adhered by DGS & D and other Government agencies.

23. **Corrupt or Fraudulent Practices:-**

It is required by all concerned namely the Consignee/Tenderers/Suppliers etc to observe the highest standard of ethics during the procurement and execution of such contracts. In pursuance of this policy, the Purchaser: -

- (a) defines, for the purposes of this provision, the terms set forth below as follows:
- (ii) "corrupt practice" means the offering, giving, receiving or soliciting of any thing of value to influence the action of a public official in the procurement process or in contract execution; and
  - (iii) "fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Purchaser, and includes collusive practice among Tenderers (prior to or after Tender submission) designed to establish Tender prices at artificial non-competitive levels and to deprive the Purchaser of the benefits of free and open competition;
- (b) Will reject a proposal for award if it determines that the Tenderer recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.
24. At any time prior to the date of submission of bid, Project Director, Meghalaya AIDS Control Society, Shillong, may, for any reason, whether at his /her own initiatives or in response to a clarification from a prospective bidder, modify the bidding documents by an amendment. All prospective bidders/tenderer who have received the bidding document will be notified of the amendment in the website and the amendment shall be binding on them. In order to provide reasonable time to take the amendment into account in preparing the bid. Project Director, Meghalaya AIDS Control Society, Shillong, may at his discretion, extend the date and time for submission of bids.
25. You are requested to provide your offer latest by **06<sup>th</sup> October 2023** during office hours.



Project Director  
Meghalaya AIDS Control Society  
Shillong



**SPECIFICATIONS: -**

1. The vehicle should be suitable to travel to remote and difficult terrain
2. The vehicle should be in good running conditions with valid documents (RC & Insurance)
3. Providing with 1 efficient driver and 1 helper/operator.
4. Fabrication of IEC material namely information panels throughout the van with preparation and mounting.
5. Equipment to be included in the van:-
  - a. 1 no Generator (including Kerosene/ Diesel)
  - b. 1 no Wireless Microphone and mini jack
  - c. Sound System (includes amplifier, 2 nos loud speakers)
6. Purpose and title of the IEC exhibition will be branded on the body of the Van.
7. The vehicle should have provision for storage of IEC materials (booklets, leaflets, poster etc).
8. The drivers of the vehicles should have at least 2 years of driving experience with valid Driving License
9. Photocopies of the Registration Certificate in the name of the Agency / Owner.
10. Maintenance, cleanliness will be borne by the provider.
11. In case of breakdown or any problem with the vehicle or the equipment the provider will have to arrange for the respective replacements within 2 hours to 12 hours depending on the location, failing which penalty at the rate of 0.2% per hour of the total amount quoted by the firm per day will be levied and deducted from bills without further notice. Also, the expenditure to be incurred has to be borne by the firm
12. The vehicle may be hired on all working days, Sundays and Holidays.
13. The vehicle should have permit to run over the entire state.
14. Record of the actual KM run by the vehicle shall be maintained in the log book on daily basis duly signed by the drivers and the official(s) using the vehicle.
15. The drivers should have mobile phone for communication.
16. Rate of fuel may be quoted on Rupees per Kilometer basis.
17. The rate of hiring of vehicle may be quoted on daily, weekly & monthly basis inclusive of all expenses of the driver and the helper including accommodation and food.
18. The IEC van should have proper lighting system for organizing roadshow/awareness programme at night.



Format for Submission of Tender

(To be submitted on the agencies letter head)

Date \_\_\_\_\_

To,

Project Director

Meghalaya AIDS Control Society,

Pastuer Hill, Lawmali, Shillong-793001

Sub - Submission of Tender for \_\_\_\_\_ (Indicate service)

Ref -Advertisement in the \_\_\_\_\_ Dt. \_\_\_\_\_ for NIT

Sir/Madam,

With reference to the advertisement published in \_\_\_\_\_ Dt. \_\_\_\_\_, we hereby submit sealed tender as below

1. Name & Address of the Firm \_\_\_\_\_
2. Status of the Firm \_\_\_\_\_  
(Specify whether proprietary concern, partnership firm, or company and attach copy of registration certificate)
3. Experience in the area for which Tender is submitted (provide full details of past experience with certificates from the clients.)  
We hereby declare that our firm has not been disqualified or blacklisted by any Government Organization, Department and PSU for indulging in fraudulent activities or corruption.

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

We understand you are not bound to accept any proposal you receive.

Yours sincerely,

Authorized Signature with seal: \_\_\_\_\_

Name & Title of Signatory: \_\_\_\_\_

No-Conviction Certificate

(To be submitted on the agencies letter head)

This is to certify that ----- (Name of the organization), having registered office at -----  
(Address of the registered office) has neither been black-listed nor issued a warning for its performance for  
any work undertaken by them for a Central or State Government, PSU or any other Governmental agency.

Signature:

Name of the Authorized Signatory:

Designation:

Contact details (including E-mail):

Date:



LETTER OF ACCEPTANCE  
CUM NOTICE TO PROCEED WITH WORK  
(To be submitted on the agencies letter head)

Dated:

To: \_\_\_\_\_  
\_\_\_\_\_

Dear Sir/Madam,

This is to notify you that your quotation dated \_\_\_\_\_ for execution of the  
\_\_\_\_\_ for the contract price of Rupees  
\_\_\_\_\_ (Amount in words & figures), is hereby accepted by us.

You are hereby requested to furnish performance security for an amount of Rs  
\_\_\_\_\_ (equivalent to 5% of the contract price) within 10 days of the receipt of the letter.  
The performance security in the form of Bank guarantee or a bank draft in favour of The Project Director,  
Meghalaya AIDS Control Society, Shillong shall be valid upto sixty days after date of completion of  
contractual obligations. Failure to furnish the Performance Security will entail cancellation of the award of  
contract.

Yours faithfully,

Authorize signature with seal

Full name & title of signatory