



STATE COUNCIL OF SCIENCE, TECHNOLOGY & ENVIRONMENT MEGHALAYA

(An Autonomous Body of the Government of Meghalaya for Promotion of Science & Technology)

Meghalaya State Housing Financing Cooperative Society Ltd., Nongrim Hills,
Behind Bethany Hospital, Shillong-793003

Email: stcouncil-megh@meghalaya.gov.in stcouncilmegh@yahoo.com Phone & Fax No. : (0364) 2522077

E-File.No PLN/SCSTE/0091/2023/NF/01

Dated. Shillong, the 1st May, 2025

Expression of Interest (EOI) Empanellement for Vehicle Hiring Services on “AS AND WHEN REQUIRED BASIS”

Last date & time for submission of filled in EOI documents: 30th May, 2025 up to 2:30 PM

Sealed EOI are invited from the reputed Individuals/Agents in Meghalaya for providing Vehicle Hiring Services on “AS AND WHEN REQUIRED BASIS” for State Council of Science, Technology & Environment Meghalaya (SCSTE), Shillong.

SCSTE reserves the right to accept or reject any or all EOI either in whole or in part, without assigning any reason for doing so.

For **General Instructions and Terms & Conditions** please visit <https://scste.org/>

Sd/-
**Additional Secretary, to the Govt. of Meghalaya,
Planning Investment Promotion & Sustainable
Development, Department &
Member Secretary,
State Council of Science, Technology & Environment
Meghalaya**

General Instructions and Terms & Conditions

1. Any EOI received after the scheduled time or incomplete in any manner will not be accepted.

2. The bidder (Agency) is expected to examine all instructions, terms & Conditions, specifications in the EOI form. Failure to furnish information required in every respect will be the Bidders risk and may result into rejection of the bid.

3. **Amendment of Bidding Documents:**

At any time prior to the submission of the bids, the SCSTE may, for any reason, whether at their own initiate or in response to the clarification requested by the prospective Bidder, may modify the Bidding Documents by amendments.

The amendment will be notified in writing or by telephone to all prospective Bidders who have received the EOI documents.

4. **Signing of Bid**

The bid shall be typed or written in indelible ink and shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder to Contract.

5. **Submission of Bid**

(a) The Bidders will be required to submit the EOI in two bid system in two separate envelopes as mentioned below:

Envelope No. 1 super-scribed as “Technical Bid” should contain an Introductory letter of contractor along with copies of documents as evidences. The Agencies have to fill up Annexure “A” with his signature along with all supporting documents. Envelop No. II super/scribed as EOI for Financial Bid and should contain the EOI form duly signed in each page by contractor/authorized signatory along with price bid. The Agency have to fill up Annexure “B”.

Both Envelope I & II should be placed in large envelope which should be super-scribed as “**EOI for Vehicle Hiring Services**” and addressed to

The Member Secretary, State Council of Science, Technology & Environment Meghalaya
State Housing Financing Cooperatives Society Ltd ., Nongrim Hills Behind Bethany Hospital,
Shillong-793003

6. If the envelope is not sealed and marked, the SCSTE will assume no responsibility for thebid’s misplacement or premature opening.

7. **Deadline for submission of EOI**

Bids must be received by at the address specified under EOI not later than 02.30 PM on 30th May, 2025

The Purchaser may, at its discretion, extend this deadline for the submission of bids by amending the Bidding Documents in accordance with clause 3, in which case all rights and obligations of SCSTE and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

8. **Contacting SCSTE**

No bidder shall contact the purchaser on any matter relating to its bids, from the time of bid opening to the time the contract is awarded.

9. **Evaluation of Bid**

(i) The large envelope (containing separate envelope I & II) will be opened first. Thereafter the envelope I i.e. Technical Bid will be opened.

(ii) Bidders who have not enclosed/submitted the Technical Bid documents in Envelope-1, shall not be considered for opening the Envelope-II which contain the “Technical Bid”.

(iii) The Bidders will be pre-qualified in financial bid, who fulfills the criteria in Technical Bid Form.

(iv) The envelope II i.e. Financial Bid will be opened for those parties who submitted Technical Bid.

(v) The contract will be awarded to the L1 bidder in financial bid which shall be valid for one year. The rate contract shall be further extended for two more years based on the mutual consent of both side with 10% deviation \pm (Diesel/Petrol Price).

(vi) If the price quoted by two or more Agencies are same then the bid will be finalized on the basis of decision of SCSTE which will be final & binding on all the bidders.

10. The work should be strictly adhered failing which SCSTE reserves the right to cancel the order without assigning any reasons whatsoever.

11. Payment

100% of the Contract Price for successful completion of work shall be paid within 30 days of submission of Bill.

12. SCSTE reserves the right to reject any or all EOI in full or part thereof without assigning anyreason.

13. The registration date of vehicles provided should not be earlier than the Year 2020.

14. It will be the responsibility of the Agency that Vehicle & Driver provided must comply DTO rules. Agency shall be responsible for any penalty/fine imposed due to non-compliance to DTO rules.

15. All legal disputes will be within the jurisdiction of Meghalaya only.

16. In the event of an accident, SCSTE shall hold no responsible or liable for any damages or losses related to the vehicles or insurance claims for both the Vehicle and the Driver.

Annexure: A

TECHNICAL BID

EOI No:

DESCRIPTION: Expression of Interest for Vehicle Hiring Services at SCSTE, Shillong:

Sr No	PARTICULARS	
1.	Name of Agency	
2.	Postal address	
3.	Name of Contact person	
4.	Mobile No	
5.	E-Mail ID	
6.	Registration Certificate(copy enclosed)	
7.	PAN (Permanent Account Number) (copyenclosed)	
8.	GST Registration No. (copy enclosed)	
9.	Work Experience Certificate (If any)	
10.	Any Other Details	

Place:

Signature of Proprietor/Partner

Date:

Office Seal

Annexure: B
FINANCIAL / PRICE BID

Sl No	Name of Vehicle	Half Day(4 Hrs X 40 Kms	Full Day(8 Hrs X 80 KMS	Full Day (24 Hrs)	Extra Kms	Extra Hrs	Night Charges	Outstation Min Km(30 0)	Outstation Per Km Charges	Airport Drop(Fix Umiam/Guwahati Pickup Cost)
01	Swift Dzire/Etios/T igor or Similar									
02	Innova or Similar									
03	Innova Crysta or Similar									
04	Fortuner or Similar									
05	Sumo/Mahindra Max (4WD)									
06	Pickup Truck (Single Cabin/Double Cabin)									

****GST:**

Other Terms:

Place:

Sign. Of Bidder with Stamp