

NORTH EAST GAS DISTRIBUTION COMPANY LIMITED (NEGDCCL)

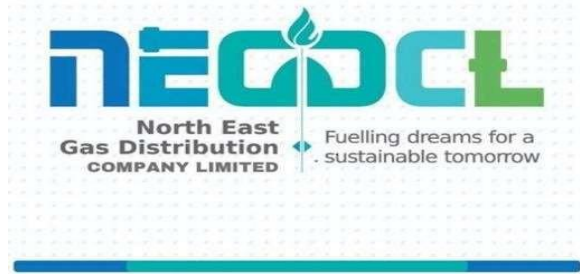
(A Joint Venture Company of Assam Gas Company Limited and Oil India Limited)

TENDER FOR HIRING SERVICES OF BRAND-NEW MARUTI SUZUKI DZIRE

OPEN DOMESTIC COMPETITIVE BIDDING

TENDER No. NEGDCCL/TENDER/VEHICLE/2026-27/06

Issued: 06.06.2026



BID DOCUMENT FOR

TENDER FOR HIRING SERVICES OF BRAND- N E W MARUTI SUZUKI DZIRE

SECTION – I INVITATION FOR BIDS (IFB)

1 INTRODUCTION

North East Gas Distribution Company Limited (NEGDCL), is a joint venture company of Assam Gas Company Limited and OIL India Limited, having its registered office in 5th Floor, Central Mall, G.S. Road, Guwahati. NEGDCL has been authorized by the Petroleum and Natural Gas Regulatory Board (PNGRB) for the development of City Gas Distribution (CGD) networks in Lakhimpur, Dhemaji, Darrang, Udalguri, Sonitpur, and Biswanath districts in Assam (GA ID: 11.03) and Sepahijala and South Tripura (GA ID: 11.56) and Dhalai, North Tripura, Unakoti, and Khowai districts in Tripura (GA ID: 11.57).

NEGDCL is committed to build a network of pipelines and other infrastructure to provide Compressed Natural Gas (CNG) for Auto Segment and Piped Natural Gas (PNG) for domestic, industrial and commercial customers.

2 PROJECT BRIEF

North East Gas Distribution Company Limited invites tenders under sealed covers for the following tender from bona fide Contractors for the following job:

Name of Work:	TENDER FOR HIRING SERVICES OF COMMERCIAL BRAND- NEW MARUTI SUZUKI DZIRE LXI Variant (Petrol)
Tender No.	NEGDCL/TENDER/VEHICLE/2026-27/06

3 BRIEF SCOPE OF WORK

Hiring the services of brand-new MARUTI SUZUKI DZIRE (LXI Model) (Petrol) having BS-VI or latest Emission norms with all standard fittings and accessories as per the manufacturers latest leaflets, for NEGDCL's operational areas for an initial period of 3 (three) years and provision of extension by 1 (one) year.

4 BID VALIDITY

The bid should be valid for 90 days from the date of schedule submission.

5 BIDDING PROCEDURE

- 5.1 Bidding will be conducted through Open Domestic Competitive Bidding basis. Single stage two bid system is adopted for this tender. Bid documents shall be submitted manually/or by Post to the following address:

Contracts and Purchase Department,
North East Gas Distribution Company
Limited, 5th Floor, Central Mall,
GS Road, Guwahati-781005

The bid will be submitted in two parts as below:

5.1.1 PART- I (UN-PRICED BID)

Un-priced bid must be completed with all technical details along with all other required documents including price schedule WITH PRICE BLANKED OUT etc. accompanied by Non-Refundable tender fee of **Rs 500.00** in favour of North East Gas Distribution Company Limited.

The Tender fee may be submitted using NEFT/RTGS option to the below mentioned Bank details.

HDFC BANK,
Christian Basti,
G.S. Road, Guwahati,
IFSC: HDFC0001474
A/c NO: 50200082393085

The tender document should be signed and sealed in all the pages.

5.1.2 PART-II (PRICED BID)

Priced bid shall contain only the Service Charge against the Fixed Charge of the vehicle in the SOR. The bidder quoting the Lowest Service Charge will be awarded the contract.

Service Charge must be within the range of (+/-) 10% of Fixed Charge. If any bidder quotes service charge beyond this limit, their bids will not be considered for evaluation.

The Price Bid document should be submitted in a **separate envelope**. The envelope must clearly mention the **tender number, subject, and the type of bid (Unpriced or Price Bid)**.

If more than one bidder offers identical Service Charge, the eligible bidder will be evaluated by draw of lots.

6 DETAILS OF BID DOCUMENTS

Sl. No.	Description	Details
6.1	Tender Document Number	NEGDCL/TENDER/VEHICLE/2026-27/06
6.2	Type of Tender	Manual (Open Domestic Competitive Bidding basis)
6.3	Date of publish of tender	06.06.2026
7.6	Bid Submission date and time	15.06.2026 before 14:00 hrs
7.7	Un-Priced bid opening date and Time	15.06.2026 at 16:00 hrs
7.8	Place of Un-Priced bid opening	North East Gas Distribution Company Limited 5th Floor, Central Mall, G.S. Road, Guwahati Assam-781005
7.9	Price bid opening date and time	Date and time shall be intimated later

DOWNLOADING OF TENDER DOCUMENT

The entire tender document has been webhosted on NEGDCCL web site i.e. www.negdcl.co.in (vendors zone-tender). Any revision, clarification, addendum, corrigendum, time extension, etc. to this Tender Document will be hosted on the website mentioned above.

7 BIDDER QUALIFICATION CRITERIA (BQC):

- 7.1 The bidder must possess a valid GST Registration Certificate and must be registered in the State of Assam.
- 7.2 The bidder must have valid “**Tour & Travel Services Trade License**” of Assam.

Documents required against the Qualification criteria

Clause 7.1	Copy of Valid GST Registration Certificate having registration in Assam.
Clause 7.2	Copy of valid “ Tour & Travel Services Trade License ” of Assam.

8 EVALUATION METHODOLOGY

The bidder quoting the **Lowest Service Charge** for the fixed charge (Item no.1) of the Schedule of Rates will be awarded the contract.

If more than one bidder offers identical Service Charge, the eligible bidder will be evaluated by draw of lots.

9 BID SECURITY

Bid must be accompanied by a demand draft against bid security amount of **Rs. 49,572.00** in favour of North East Gas Distribution Company Limited.

MSEs (Micro & Small Enterprises) are exempted from submission of EMD/ Bid Security in accordance with the provisions of PPP-2012.

Accordingly, Micro and Small Enterprises (MSEs) shall be required to submit Udyam Registration Certificate for exemption of EMD/Bid Security.

10 GENERAL

- Bids through Fax/ E-MAIL are not acceptable.
- NEGDCCL reserves the right to reject any or all the bids received at its discretion without assigning any reason whatsoever.
- Contact details are given below:

OWNER:

Contracts Department
North East Gas Distribution Company Limited,
5th Floor, Central Mall, G.S. Road, Guwahati Assam-781005
Email: head_contracts@negdcl.co.in

11 CONTRACT PERFORMANCE BANK GUARANTEE (CPBG)

The successful bidder is required to submit CPBG within ten (10) days of receipt of the Letter of Acceptance/Notification of Award, the successful bidder shall furnish to the purchaser the Contract Performance Bank Guarantee equivalent to 5% of the contract value.

SECTION-IV FORMS & FORMATS

FORM F-1

BIDDER'S GENERAL INFORMATION

1.	Bidder Name	
2.	Name of Contact Person	
3.	Mobile No. of Contact Person	
4.	Numbers of Years in Operation	
5.	Address of Registered Office	
6.	Operation Address (If different from above)	
7.	Telephone Number	
8.	Mobile Numbers	
9.	E-mail address	
10.	PAN No.	
11.	GSTN Registration no	
12.	Tour & Travel Services Trade License Number	

SECTION-V

SCOPE OF WORK AND SPECIAL CONDITIONS OF CONTRACT

SCOPE OF WORK (SOW) AND SPECIAL CONDITION OF CONTRACT (SCC)

1. Contract Period & Duty Hours:

- a) Contract will be for a period of Three (03) years from the date of LOA and provision of extension for another one (01) year on the same Rates and terms & conditions.
- b) Vehicle duty hours will on 08-hour basis. However, Company reserves the right to utilize the vehicle beyond 8 hours due to operational requirement. Company will provide OT in actuals for excess duty performed beyond duty hours.
- c) Vehicle will be used primarily in Assam but can also be used for travel to any state in North-East. Valid pass for interstate travel to be obtained as and when required.
- d) **Log book:** Driver to maintain daily log book and to be signed at the end of every day by the user. This log book to be submitted at the time of raising invoice.
- e) The vehicle shall be under NEGDCL's control and shall be parked in designated locations of NEGDCL when not in use.

2. Condition of Vehicle and maintenance:

- a) Bidder is required to deploy Maruti Suzuki Dzire LXI manual transmission (Petrol), in white colour only.
- b) The vehicle shall be brand new with commercial registration. The date of registration of the vehicle shall be after the date of Letter of Award/ Notification of Award.
- c) All repairs and maintenance, running costs, fuel/Gas, lubricants, salaries of drivers, taxes, etc. necessary for the running & maintenance of vehicle will be borne by the contractor.
- d) Vehicle should be fitted with needed accessories to drive on State and National highways including during the nights & Fog lights are to be fitted in foggy areas.
- e) Owner of the vehicle shall obtain vehicle fitness certificate from competent authority, P U C , vehicle registration, comprehensive insurance, payment of road tax, inter-state permit, etc. The contractor must keep all the applicable statutory documents up to date.
- f) In case of breakdown of the vehicle the contractor shall provide another replacement vehicle of similar condition. NEGDCL shall have absolute right to charge Rs.1000/- per day if the replacement vehicle is not provided.

3. Driver:

- a) The driver deployed shall have valid professional driving license and proof of the same shall be provided by the Contractor to NEGDCL.
- b) Drivers should be well dressed. He should wear Proper shoes (Slippers not allowed).
- c) Driver will not chew pan, pan masala gutka, tobacco during duty hours.
- d) Driver should be at least 8th Std. passed and should be able to read and write.
- e) In the event of driver not being in presentable dress, not behaving properly, engaging in rash and unsafe driving, NEGDCL shall have the right to expel or refuse entry to the driver and vehicle to be treated as absent.
- f) Lodging, Boarding, transportation of drivers shall be the contractor's responsibility.

- g) Contractor shall be responsible for the conduct of the driver employed and if at any point of time the driver is found to be working against the interest of NEGDCCL the said drivers shall be withdrawn and a fresh driver shall be provided to NEGDCCL at no additional cost.
- h) Drivers should carry sufficient cash for discharging obligations such as parking charges, toll taxes, etc. such expenditure can be claimed as reimbursement by the contractor. Original bills/Proper supporting documents shall be submitted along with such claims

4. Payment

- a) Invoice shall be raised monthly.
- b) Parking Charge and Toll Tax will be reimbursed by company.
- c) Overtime: Only for driver beyond 8 hours duty

5. Others:

- a) In case of any accidents to the vehicle, it will be the responsibility of the owner of the vehicle or his representative (drivers) to lodge FIR etc. with police. All RTO issues and Traffic violations shall be taken care by the owner of the vehicle. Any sort of damage caused due to such incident either to man/machine shall be the complete responsibility of the vehicle owner.
- b) All disputes arising out of this contract shall be subjected to the jurisdiction of the court of the law at Guwahati only.

SCHEDULE OF RATES (SOR)

SECTION – VI SCHEDULE OF RATES (SOR)

Schedule of Rates (SOR) / In Price column should be mentioned as “Quoted” must be submitted along with unpriced bid documents

SCHEDULE OF RATES
(To be submitted in a separate envelope)

TENDER NO: NEGDC/VEHICLE/2026-27/06

SOR		
Item No.	Description	Amount (Rs.)
1	Fixed Charge per Month per Vehicle Note: Fixed charge is inclusive of monthly wage of regular driver (if hired) to be paid by the successful bidder as per minimum wage declared by Govt. of Assam. As and when Govt. of Assam declares the hike in VDA, the same shall be borne by NEGDC	42,000.00
2	Contractor Service charge for the Fixed Charge (Item No 1) Within the limit of (+/-) 10% To be quoted in % only.	
3	Running Charge per KM at Petrol	Rs 9.00 per KM *Running charge will be reviewed and amended in case of variation of fuel price (+/-) 10% or more.
4	Vehicle duty hour	09:00 AM to 05:00 PM (The vehicle may be required to report for duty prior to the scheduled time and may also be retained beyond the prescribed duty hours, depending on operational requirements.)
5	Holiday duty charge	Rs 700.00
6	Drivers OT	Rs 65.00
8	Night Halting Charge per Halt (Outstation)	700.00
9	Daily Allowance in case of night halting	300.00

Service Charge % in words:

Signature of the bidder:

Seal of the bidder.