

MEGHALAYAN AGE LIMITED (MAL)

Shillong, Meghalaya

**EXPRESSION OF INTEREST
FOR
EMPANELMENT OF LOCAL AGENCIES FOR PROVIDING THE DRIVER FOR VEHICLES
OWNED BY MEGHALAYAN AGE LTD. (MAL) IN MEGHALAYA**

Notice No. MAL/34/2021

Dated 16-Sep-2021

Main Portal: <http://www.mbda.gov.in>

Chief Administrative officer (CAO), MAL Shillong, Meghalaya (India), Ph. No. 0364-7966770/7966767 through the process of open notification invites expression of interest from eligible local Agencies for providing the Driver service for vehicles owned by the Meghalayan Age Ltd. in the state of Meghalaya.

The local Agency of the Meghalaya State with relevant experience are only requested to submit their expression of interest in response to this notification. The empanelment duration will be for two years from the date of this notification.

A. Scope of work:

A. Agency shall provide the Driver or Chauffer's service as per MAL requirements on Monthly basis.

B. Empanelment Fee

The applicants should pay Rs. 2000/- (Two Thousand Only) plus applicable GST as empanelment processing fee (Nonrefundable) through Demand Draft issued by any Nationalized / Scheduled Commercial Banks in favor of the 'Meghalayan Age Limited', payable at Shillong only.

C. Eligibility Criteria:

The applicant must have minimum qualification and experience as under.

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- I. The Agency must have three years of experience in providing the similar services.
- II. The Agency must have necessary office establishment in the state of Meghalaya.
- III. Agency must have at least 20 drivers with driving license.
- IV. Driver should speak local language and should also understand English.
- V. Agency must have valid PAN, GST numbers.

D. Remuneration to the Agency:

- A. Agency shall entitle to get following remuneration in line with Minimum wages Act of Meghalaya:

Category of employee	No of Days	Rate per day	Total wages per month	EPF @13% of total wages	ESI @3.25% of total wages	Amount Payable to Individual Manpower (Driver) per Month	Agency Commission 5% of total wages	Total Bill Amount Per Manpower Per Month (b+d+e+f)
		a	b	d	e		f	g
Skilled (Driver/Chauffeur)	30	435	13,050	1,697	424	15,171	653	15,824

B. Preparation & Submission of Proposal:

- i. Interested Agency shall submit 'Form A', and 'Form B' 'along with self-attested documentary evidence to prove eligibility.
- ii. Submission of Technical Proposal:
 - a. **Technical Proposal Submission:** A copy of technical Proposal shall be submitted along with necessary enclosures like PAN, GST etc., and signing on each page to the below address before the Proposal due date and time.
Chief Administrative officer (CAO)
Meghalayan Age Ltd. Shalom Building, 1st Floor,
Lower Lachumiere, Shillong-793001.
- iii. Last Date and Time for submission of Proposal: **1st October 2021, 17:00 PM.**

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C. General Terms & Conditions:

- i. The Agency shall be selected from this panel on rotation basis for specific work.
- ii. Meghalayan Age Limited (MAL) reserves the right to accept or reject all or any of the proposals without assigning any reason whatsoever.
- iii. Meghalayan Age Limited (MAL) reserves the right not to proceed with the Process at any time, without notice or liability.
- iv. The decision of the CAO Meghalayan Age Limited (MAL) shall be final in all cases.

Sd/-

Chief Administrative Officer (CAO)
Meghalayan Age Limited (MAL)
Shillong

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FORMS

MEGHALAYAN AGE LIMITED (MAL)

Shillong, Meghalaya

Form - A

Date:

To,

Chief Administrative officer (CAO)

Meghalayan Age Ltd. Shalom Building, 1st Floor,

Lower Lachumiere, Shillong-793001

Sub: Expression of Interest for Empanelment of Agency for providing the Driver service for vehicles owned by the Meghalayan Age Ltd. in state of Meghalaya.

Dear Sir,

I hereby confirm that (insert name), the Applicant satisfy the terms and conditions laid down in the EOI document.

My contact details for official correspondence shall be as below:

- Postal Address:
- E-mail:
- Mobile No.:

I agree and undertake to abide by all the terms and conditions of the EOI Document. In witness thereof, I/we submit this Proposal under and in accordance with the terms of the EOI Document.

Yours faithfully,

(Signature, name and address)

MEGHALAYAN AGE LIMITED (MAL)

Shillong, Meghalaya

Form - B

Prescribed CV Format

1. Name:

2. DOB:

3. Contact address (including email, telephone mobile):

4. Qualifications:

5. Experience:

6 Driving License No.

(Signature)