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09/01/2017

GOVERNMENT OF GOA
ELECTRICITY DEPARTMENT
OFFICE OF THE EXECUTIVE ENGINEER
DIVISION-III, CURTI, PONDA-GOIA 403 401

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BY SPEED POST/H.D.

No. Tech-Q-2016/31/EE (SS)/2016-17/ 2488

Dated: 20/12/2016

To,

Sub: - Quotation for providing 1 No. light commercial vehicle such as Tempo Trax/ Tata Sumo/Bolero/Scorpio etc. along with driver & fuel on hire basis for carrying out routine official works of the office of the Executive Engineer, Elect. Div. III, Curti, Ponda-Goa for a period of 12 months

Sir,

The Executive Engineer, Elect. Dept. Div. III, Curti, Ponda-Goa on behalf of the Governor of Goa invites you to offer your lowest rates for the below mentioned work in the **Bidding Schedule** subject to the **Terms & Conditions** mentioned at Annexure I & II attached hereto.

Sr. No.	Description	Qty.	Rates per Km. (Rs.)	Amount (Rs.)
1)	Providing 1 No. light commercial vehicle such as Tempo Trax/Tata Sumo/ Bolero/ Scorpio etc. on hire basis for a period of twelve months along with driver & fuel and available for twelve working hours in a day i. e. from 8.00hrs to 20.00hrs including lunch break of one hour. The vehicle will be treated to have run for a minimum of 2400Kms/per month excluding Sundays irrespective of its actual running. The vehicle has to be supplied for carrying out the routine official works of the office of the Executive Engineer, Elect. Div. III, Curti, Ponda-Goa.	28800Kms.		
Total Amount.....Rs.				
Estimated cost: Rs. 3, 45, 600/- E. M. D.: Rs. 6,912/- Period of Contract: 12 months (1 Year)				
Due date: 16/01/2017 upto 3:00PM Date of opening: 16/01/2017 at 3:30PM				

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ANNEXURE-I

GENERAL TERMS & CONDITIONS

FOR THE WORK OF HIRING OF TEMPO TRAX / TATA SUMO/BOLERO/SCORPIO ALONG WITH DRIVER & DIESEL ETC. FOR CARRYING OUT ROUTINE OFFICIAL /OPERATION & MAINTENANCE WORKS.

A) HIRE SERVICE

- i) The service will be for a period of 12 months from the day of signing of agreement (P.W.D. Form-8) with this office including Saturdays & Holidays.
- ii) The vehicle along with driver & fuel should be available twelve working hours in a day i. e. from 8.00hrs to 20.00hrs including lunch break of one hour.
- iii) Fare will be paid on an average of 2400kms. /month (i. e. 100 Km. per day approx.).
- iv) The rate shall include the following:
 - a) All taxes such as Work Contract Tax, Entry Tax, Service Tax etc.
 - b) Insurance and other similar charges
 - c) Transport permit charges
 - d) Contractor's profits and overheads
- v) No accommodation will be provided for the drivers.
- vi) A substitute for vehicle & driver shall be provided in case of non-appearance of the either.
- vii) In case the vehicle is not available for use of the Department due to breakdown or any other reason, the Contractor should deploy other vehicle within 24 hours as a substitute vehicle with prior written approval from the Engineer- in- charge. The Contractor should not keep the substitute vehicle in hire service for more than 15 days. He should make efforts in bringing back the vehicle within a fortnight time, otherwise the same will be treated as breach of contract and the action deemed fit will be initiated by the Department against the Contractor and Department may hire any vehicle outside and the excess hire charges + 15% on the total will be recovered from the Contractor's bill on pro-rata basis.
- viii) The Contractor shall furnish his address and contact numbers for communication.
- ix) A representative of the Contractor should be appointed for daily liaising with the Division Office for proper functioning of the contract.
- x) The payment for the work shall be made once in a month for a minimum of 2400 Kms. per month strictly. However the Contractor shall be paid on actual Kms. run if it exceeds the minimum limit, the same should be adjusted against the next bill but limiting the maximum usage of 28800 Kms. for 12 months.
- xi) The kilometer reading shall be considered only for departmental work and shall begin from the Office where it is stationed and back but shall not include the distance travelled by the vehicle for non-official works or to the workshop for carrying out repair/servicing/misuse by driver etc.
- xii) The Contractor shall submit monthly bills to the Division office by 10th of every succeeding month.
- xiii) The Contractor shall be compensated for hike in diesel prices. The extra amount payable shall be calculated as follows:

Amount payable due to variation in diesel price = A,
New rate of diesel per litre = D1,
Rate of diesel/litre at the time of furnishing tender = D0,
Mileage of Vehicle = 12Km/litre,
Kilometer run during the month due to hike in diesel=K
 $A=K * [D1-D0]/12.$

- xiv) In case of reduction in diesel price the same formula will be applicable. The proof towards the variation in diesel price will be worked out on the basis of the applicable diesel price as per the Government Petrol Pump at Gogol/Ponda for the applicable month.
- xv) The Contractor shall not be compensated for hike in other consumable items required for running the vehicle.
- xvi) No extra detention charges will be paid.
- xvii) No extra handling charges will be paid on whatever account.
- xviii) The contract may be terminated at any time by giving one month notice.

B) TERMINATION AGREEMENT

- i) In the event when both the parties mutually agreed to terminate agreement on account of Force Majeure for any other reasons, the termination shall take effect from the date & time to be agreed upon mutually. In the event of termination of this agreement by Government, amount shall be paid to the Contractor for all services performed by him up to the date of termination on pro rate basis.
- ii) In the event non satisfactory work performed by Contractor under the agreement, the Government may terminate the agreement after serving 30 days advance notice in writing. Similarly in the event of default made by the Government in making prompt payment under the Government, the Contractor shall have the right to terminate the agreement after serving 30-days written notice to the Government.

C) SETTLEMENT OF DISPUTE

- i) Any dispute or difference arising out of this agreement shall be amicably settled between the parties.
- ii) In case of non-settlement of dispute or difference, the matter shall be within 30 days referred to arbitrator as per clause 25 provided in PWD Form-8.
- iii) The decision of the Engineer-in-charge shall be final.
- iv) Any problems including legal one arisen in respect of vehicles & drivers is to be settled by the Contractor.
- v) All expenses of the drivers like boarding, lodging etc. including conveyance to department premises & back shall be borne/taken care by the Contractor.

D) VEHICLES

- i) The vehicle shall be of Tempo Trax/Tata Sumo/Bolero or similar capacity of vehicle.
- ii) One number of such vehicles shall be provided for the service.
- iii) The vehicle shall be not more than 5-years old.
- iv) The vehicle shall be for use anywhere in Goa.
- v) The vehicles shall be useful for transporting men & materials as per its manufacturer's capacity.
- vi) The vehicles shall properly maintain in good condition by the Contractor by carrying out timely servicing & repairs at his own cost.
- vii) The Engineer-in-charge should be informed well in advance about the date when the vehicle is due for servicing. The Contractor needs to furnish a Form-A (enclosed with quotation) while taking the vehicle for servicing.
- viii) This office will not be responsible towards any untoward situation caused due to accidents or breakdown of the vehicle.


- ix) Consumables such as diesel, brake fluid, engine oil, etc shall be provided by the Contractor his own cost.
- x) In case of any hike in diesel prices the same shall be paid.
- xi) The vehicle should possess transport permit, updated insurance etc.
- xii) A board displaying "**ON GOVT DUTY FOR ELECTRICITY DEPARTMENT**" shall be displayed on the vehicle.
- xiii) The vehicle diesel tank shall be provided with locking arrangement.
- xiv) All the documents in respect of vehicle & driving license in original should be kept in the vehicle for the verification of the competent authority on demand.
- xv) A duplicate key of the vehicle shall be handed over to the Engineer- in- charge.
- xvi) A log-book shall be maintained for the vehicle.

E) DRIVER

- i) Drivers deputed should be in the age group from 21 to 40 years & should have driving experience of minimum 2 years.
- ii) All the drivers should possess a valid driving license.
- iii) Drivers shall wear neat & clean uniform.
- iv) All the drivers shall be provided with mobile cell phones & mobile numbers of respective drivers should be informed to the Engineer-in-charge. The Bills of cell phone shall be borne by the Contractor.
- v) The drivers should not be under the influence of alcohol or any other addiction while on duty.

F) DOCUMENTS TO BE FURNISHED BEFORE COMMENCEMENT OF WORK


- i) An attested copy of RC book.
- ii) An Attested copy of PUC certificate
- iii) An attested copy of the transport permit & insurance papers of the vehicle.
- iv) PAN Card & Bank Account Details for payment through ECS.


**Executive Engineer,
Elect. Div. III, Ponda**

ANNEXURE-II
COMMERCIAL TERMS & CONDITIONS

1. **RATES:** The Rates quoted should be firm.
2. **TAXES & DUTIES:** The rates quoted shall be inclusive of all applicable taxes, service tax, insurance etc.
3. **VALIDITY:** The Rates quoted should be valid for a period of 90-days from the date of opening of the quotation.
4. **COMPLETION PERIOD:** The contract shall be for a period for 12 months from the date of firm order.
5. **EARNEST MONEY DEPOSIT:** You have to pay an amount of **Rs. 6,912/-** towards **EARNEST MONEY DEPOSIT** by demand draft drawn from any scheduled bank guaranteed by Reserve Bank of India payable at Ponda in favour of the "Executive Engineer, Div-III, Elect. Dept. Curti, Ponda-Goa" in an envelope marked "Envelope A". The said envelope shall be stapled to your quotation/offer enclosed in a separate envelope marked "Envelope B" with enquiry reference number superscripted on it. **The Quotation received without EMD will be rejected.**

The quotations for the work shall remain open for a period of **90-days** from the date of opening of quotations. The Government shall without prejudice to any other right or remedy, be at liberty to forfeit 50% of the earnest money if any bidder withdraws his quotation before the due date or makes any modifications in terms & conditions which are not acceptable to the Department, and fails to commence the work specified in NIQ (along with changes in scope) in the prescribed time or abandons the work before its completion.
6. **SECURITY DEPOSIT:** Security deposit amounting to 5% of the ordered value will have to be paid or the same will be deducted from the bills adjusting the EMD paid. The security deposit will be retained in this office till expiry of guarantee period and thereafter the same will be refunded against an application in Form-28, subject to the condition that no defects are noticed and the service rendered is to the entire satisfaction to the Engineer-in-charge and on recovery of any amount due to the Govt.
7. **PAYMENT:** Payment will be made once in a month against Running Account Bills only after completion of the calendar month or a period of 30-days. The contractor shall indicate **Income Tax PAN No. & Bank account details** in the **invoices/receipts** without which payment will not be released.
8. **CONTRACT CONDITION:** Orders will be governed by the conditions of P.W.D. agreement Form No. 8.
9. **CERTIFICATE & DOCUMENTS:** The contractor should have submit the attested copies of the following with the quotation :-
 - a) Registration certificate of vehicle.
 - b) Transport permit.
 - c) Insurance papers of the vehicle
 - d) Valid driving license of the driver.
 - e) Fitness certificate of the vehicle.
10. **THE RIGHT TO REJECT:** The right to reject any or all the quotations, without assigning any reasons, shall rest with the undersigned.
11. **DATE OF RECEIPT & OPENING OF QUOTATION:** The quotation will be received up to 15.00 hours on **16/01/2017** & it will be opened at 15.30 hrs on the same day.


EXECUTIVE ENGINEER
ELECT. DIV. III, PONDA

BIDDING SCHEDULE

(to be filled in & signed by the bidder)

Name of work: - Providing 1 No. light commercial vehicle such as Tempo Trax/Tata Sumo/Bolero/Scorpio etc. along with driver & for the routine official works of the office of the Executive Engineer, Elect. Div. III, Curti, Ponda-Goa for a period of 12

Sr. No.	Description	Qty.	Rate per Kilometer in figures & words (Rs.)	Amount
1)	Providing light commercial vehicle such as Tempo Trax/Tata Sumo/ Bolero/ Scorpio etc. on hire basis for a period of twelve months along with driver & fuel and available for twelve working hours in a day i. e. from 8.00hrs to 20.00hrs including lunch break of one hour. The vehicle will be treated to have run for a minimum of 2400kms/per month excluding Sundays irrespective of its actual running. The vehicle has to be supplied for carrying out the routine official works of the office of the Executive Engineer, Elect. Div. III, Curti, Ponda-Goa.	01 No. of Vehicle for a period of 12 months and	Rs. (Rupees)..... only)	Rs. (Rupee)..... 0
Total AmountRs.				

Note: The rates quoted shall include all taxes & duties.

Vehicle Reg. No. : Make: Month & Year of Mfg:

Details of EMD: Amount Rs. D D No. Dtd: Drawn on: Branch:

Bidder's Signature: -

Bidders's Name: -

Bidder's Seal: -

Date: -

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