

Office of the Executive Engineer,  
Elect, Dept., Div-VII (O & M)  
Curchorem-Goa 403 706

**BY SPEED POST/HAND DELIVERY**

No.EE/Div-VII/Tech-9/Quot-30 (18-19)/4845/2018-19

Dated- 23/01/2019

**Sub:-** Quotation for hiring of 01 No. of Light commercial vehicle like Mahindra Xylo, Maruti Ertiga, Maruti Vitara Breeza or similar vehicle, alongwith driver & diesel for a period of 11 months under the jurisdiction of the Executive Engineer, Elect. Division VII (O & M), Curchorem, for the purpose of Inspection/Supervision/Attending Official meetings within Goa.

On Behalf of The Governor of Goa, quotation for the below mentioned work as per the terms and conditions depicted in Annexure-I & II is invited

**QUOTATION**

Sr. No	Description	Unit	Qty.	Rate per Km. in figures & words (Rs.)	Amount in figures (Rs.)
1	Hiring of 01 No. of Light commercial vehicle like Mahindra Xylo, Maruti Ertiga, Maruti Vitara Breeza or similar vehicle, alongwith driver & diesel for a period of 11 months under the jurisdiction of the Executive Engineer, Elect. Division VII (O & M), Curchorem, for the purpose of Inspection /Supervision /Attending Official meetings within Goa.	Kms	26400kms for 11 months		
<b>TOTAL AMOUNT</b>				<b>Rs.</b>	
Make of Vehicle		Year of manufacture	Registration number	Mileage covered	
E.M.D. Rs 8, 870/- (Rupees Eight Thousand Eight Hundred Seventy Only)					
Last date & time of receipt of quotation: 07/02/2019 up to 15.00hrs.					
Date & time of opening of quotation: 07/02/2019 at 15.30hrs.					
All other Rules & Regulations in force shall be applicable For more details please visit either Goa Govt. State portal or this office on any working day between 14:30 to 17:00hrs					

Sealed quotation alongwith attached Terms and Conditions duly signed & super scribed on the top of envelop as "Quotation for hiring of 01 No. of Light commercial vehicle like Mahindra Xylo, Maruti Ertiga, Maruti Vitara Breeza or similar vehicle, alongwith driver & diesel for a period of 11 months under the jurisdiction of the Executive Engineer, Elect. Division VII (O & M), Curchorem, for the purpose of Inspection/Supervision/Attending Official meetings within Goa." Should be inserted in the quotation box on or before 07/02/2019 upto 15.00hrs.

Name:

Signature:

Stamp of the Contractor:

Encl: As above

Sd/-  
EXECUTIVE ENGINEER-VII.

To,

Copy to:-

- 1) The Chief Electrical Engineer, 3<sup>rd</sup> Floor, Vidyut Bhavan, Panaji Goa. .... For information
- 2) The Superintending Engineer, Elect. Dept, Circle-I/II, Margao/Panaji. ... For information.
- 3) The Executive Engineer, Elect. Dept, Div. No. I/II/III/IV/V/VI/VIII/IX/X/XI/XII/XIII/XIV/XV/XVI/XVII/XVIII, Panaji/Margao/Ponda/Bicholim/Mapusa/Tivim/Vasco/Xeldem/Corlim/Verna/ Patto Plaza Panaji. ... For information.
- 4) The Divisional Accountant, Accounts Section, Div-VII, Curchorem. ... He is requested to be Present on the day of opening.
- 5) The Assistant Engineer(Tech), Technical Section, Elect. Division-VII, Curchorem.
- 6) The Director of Information & Technology, IT HUB, 2nd floor, Altinho, Panaji-Goa .... With a request to publish the quotation called by this office for Hiring 01 No. of LCV on Goa Govt. State portal by 29/01/2019. (E-mail sent to [stateportal.goa@nic.in](mailto:stateportal.goa@nic.in))

ANNEXURE-II

GENERAL TERMS & CONDITION

FOR THE WORK OF HIRING OF VEHICLE ALONG WITH DRIVER & DIESEL ETC. FOR CARRYING OUT OPERATION & MAINTENANCE

WORKS

A) HIRE SERVICE

- i) The service will be for a period of 11 months (including Saturday, Sundays & Holidays) from the day of signing agreement (C.P.W.D. Form-8) with this Office.
- ii) The vehicle along with driver should be available for the service from 8.00 a.m. to 8.00 p.m. & shall be stationed as per directives of the Executive Engineer, Elect. Div-VII, Curchorem.
- iii) The rate shall be inclusive of all applicable taxes.
- iv) No Accommodation will be provided for the drivers.
- v) A substitute for vehicle & driver shall be provided in case of non-appearance of the either.
- vi) 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, other wise 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 out and the excess hire charges + 15% on the total will be recovered from the Contractors bill on pro-rata basis.
- vii) The Contractor shall furnish his address and contact nos. for communication.
- viii) A representative of the contractor should be appointed for daily liaisoning with Divisional Offices for proper functioning of the contract.
- ix) The Payment for the work shall be made once in a month for a minimum of 2400 Km 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 26400 kms. for 11 months. The vehicle should cover 75% of the total mileage allotted i.e. 1800Kms per month.
- x) 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 to the workshop for carrying out repair / servicing / misuse by driver etc.
- xi) The Contractor shall submit monthly bills to the respective sub-division Office by 10<sup>th</sup> of every month.
- xii) 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  
 $A= K * [D1-D0]/12.$   
In case of reduction in diesel price the same formula will be applicable.
- xiii) 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.
- xiv) The Contractor shall not be compensated for hike in other consumable items required for running the vehicle.
- xv) The Contractor shall register with the concerned authorities for obtaining GSTIN. The contractor shall indicate GSTIN on the invoices/Receipts/Bills without which payment will not be released. Copy of the GSTIN/ARN shall be enclosed alongwith the quotation else the offer will be rejected summarily.
- 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.

TERMINATION OF AGREEMENT.

- a) 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 it upto the date of termination on pro rate basis.
- b) In the event non satisfactory work performed by contractor under the agreement the Govt. may terminate the agreement after serving 30 days advance notice in writing. Similarly in the event of default made by the Govt. in making prompt payment under the Govt, Contractor shall have the right to terminate the agreement after serving 30 days written notice to the Government.

xix) SETTLEMENT OF DISPUTE.

- a) Any dispute or difference arising out of this agreement shall be amicably settled between the parties.
  - b) 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 form No.8 CPWD.
- xx) The decision of the Engineer-in-charge shall be final.
- xxi) Any problems including legal one arisen in respect of vehicles & drivers is to be settled by the contractor.
- xxii) All expenses of the drivers like boarding, lodging etc. including conveyance to department premises & back shall be borne/ taken care by the contractor.

B) VEHICLES

- i) The vehicle shall be Mahindra Xylo, Maruti Ertiga, Maruti Vitara Breeza or similar vehicle.
- ii) One no. of such vehicle shall be provided for the service.
- iii) The vehicle shall be not more than 5 years old or not covered mileage of 50000kms.
- iv) The vehicle shall be for use anywhere in Goa.
- v) The vehicles shall be useful for transporting as per its manufacturers capacity.
- vi) The vehicles shall properly maintained 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.
- x) In case of any hike in diesel prices the same shall be paid.
- xi) A board displaying "ON GOVT DUTY FOR ELECTRICITY DEPARTMENT" shall be displayed on the vehicle.
- xii) **All the vehicle should possess transport permit, updated insurance etc.**
- 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.

C) DRIVER

- i) Drivers deputed should be in the age group from 21 to 40years & 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, 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.

vi) DOCUMENTS TO BE FURNISHED BEFORE COMMENCEMENT OF CONTRACT

The successful bidder should furnish the following mandatory documents before placing of work order:

1]. An attested copy of RC book of the vehicle.

2]. An attested copy of Transport Permit issued by the competent authority.

3]. An attested copy of the updated vehicle Insurance certificate.

4]. An attested copy of Fitness certificate of the vehicle.

5]. An attested copy of Pollution certificate of the vehicle

6]. An Affidavit in original on 50/- rupees stamp paper in the prescribed format in connection with the deduction towards GST and the same is mandatory without which work order will not be awarded. The prescribed format of the Affidavit is available in this office

7]. An attested copy of PAN Card & Bank Account Details for payment through ECS

8]. Attested copy of GSTIN/ARN registered with competent authority.

9]. Attested copy of the Valid driving license of the driver

EXECUTIVE ENGINEER- VII, Curchorem.

(SPECIMAN FORM TO BE SUBMITTED BY THE CONTRACTOR WHILE SERVICING/ REPAIR'S TO VEHICLES)

FORM-A

Date: / /

Sub-division: , Name of Section Office:

Vehicle Reg. No.: , Name of Driver on Shift:

Due date of servicing /absence:

Reg. No. of the vehicle allotted as an  
Replacement for the above vehicle :

Signature of the Contractor

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To be filled by the Section Office

Details of Vehicle at the time when the vehicle is sent for servicing etc		
Date	Time	Kilometer Reading

Signature of the Engineer-in-charge.

ANNEXURE-I  
TERMS & CONDITIONS

- 1) RATES:- The Rates quoted should be firm.
- 2) TAXES & DUTIES: - The rates quoted shall be inclusive of GST and all applicable taxes if any.
- 3) VALIDITY:- The Rates quoted should be valid for a period of 30 days from the date of opening of the quotation.
- 4) COMPLETION PERIOD: The contract shall be for a period for 11 months from the date of firm order.
- 5) EARNEST MONEY DEPOSIT: An amount of Rs 8, 870/- towards EMD shall be furnished in a separate envelope, sealed and superscribed as “EMD FOR QUOTATION“(ENVELOPE-A). (Quotation No, & detail of Quotation to be specified) EMD shall be in the form of Demand Draft drawn in the name of The Executive Engineer, Elect, Division VII, Curchorem, on any schedule Bank guaranteed by Reserve Bank of India and made payable at par on any Branches in Goa. EMD payment by cash, cheque, fixed & short term deposit shall not be entertained. Quotation unaccompanied by EMD as above will be summarily rejected. The quotations for the work shall remain open for a period of 30 days from the 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 that date or makes any modifications in terms & conditions which are not acceptable to the Department, and to forfeit the whole of the earnest money if the bidder, whose quotation is accepted, fails to commence the work specified in NIQ (Along with changes in scope) in the prescribed time or abandons the work before its completion.  
  
The 2<sup>nd</sup> envelope superscribed as “Financial bid” (Quotation No, & detail of Quotation to be specified) shall contain Price bid / Bidding schedule, duly signed by the tenderer on each page over their official rubber stamp, on all pages alongwith the financial bid and other documents (ENVELOPE-B).  
  
The 3<sup>rd</sup> cover (ENVELOPE-C) pertaining to the tender shall be superscribed as detailed in quotation shall contain the other two envelopes (Envelope-A & Envelope-B) superscribed “EMD for quotation” and “Financial bid”. Name of the tenderer shall be written on the left hand side corner of the envelopes.
- 6) PERFORMANCE SECURITY: Exempted
- 7) SECURITY DEPOSIT: - Security deposit amounting to 2.5% 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 is entire satisfaction to the Engineer-in-charge and on recovery of any amount due to the Govt.
- 8) PAYMENT:-Payment will be made month wise only after completion of the calendar month or a period of 30 days. The contractor shall indicate Income Tax PAN No. in the invoices/receipts without which payment will not be released.
- 9) CONTRACT CONDITON: - Orders will be governed by the conditions of P.W.D. agreement Form No.10.
- 10) CERTIFICATE & DOCUMENTS:-The contractors should have submit the attested copies of the following documents once their offer is accepted.
  - 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.
  - g) Pollution certificate of the vehicle
  - f) **GSTIN registration document**
- 11) THE RIGHT TO REJECT:-The right to reject any or all the quotations, without assigning any reasons, shall rest with the undersigned.
- 12) DATE OF RECEIPT & OPENING OF QUOTATION:-The quotation will be received up to 15.00hrs on 07/02/2019 & it will be opened at 15.30hrs on the same day.

EXECUTIVE ENGINEER,  
DIVISION-VII, CURCHOREM