



Goa State Infrastructure Development Corporation Limited

(A Govt. of Goa Undertaking)

7th Floor, EDC House, Dr. A. B Road, Panaji – Goa

Phone : 0832-2493550 - 59 Fax: 0832 - 2493577

Email: email@gsidcltd.com Website: www.gsidcltd.com

TENDER DOCUMENT

FOR

*HIRING OF AC TOURIST (TAXI)
VEHICLES*



Goa State Infrastructure Development Corporation Limited

(A Government of Goa Undertaking)

7th Floor, EDC House, Dr. A. B. Road, Panaji – Goa

Tel: (0832) 2493550 - 59 Fax: (0832) 2403577 Email: email@gsidcltd.com

TENDER NOTICE

No: GSIDC/Hire-Veh/NIT-90/2022-23

Date:08/03/2023

Sealed Tenders are invited for Hiring of AC Tourist (Taxi) Vehicles as per the “Terms & Conditions” given in Annexure – I of this document on contract basis. Tenderer may be a Sole Proprietor/Partnership Firm/LLP/Company etc.

The period of contract will be for an initial period of one year from the date of issue of Letter of Commencement and shall be treated for all practical purposes as the Date of Commencement of the Contract. The Contract may be extended for a further period as decided by GSIDC on same terms and conditions. The criteria for extension shall be purely based on the performance of the contractor during the initial contractual period.

SCHEDULE		
Sr. No.	Activity Description	Schedule
1.	Tender No.	GSIDC/Hire-Veh/NIT-90/2022-23
2.	Last date & Time of Issue of Tender	16/03/2023 upto 5:00 p.m.
3.	Last Date and Time of submission of Tender/Bid	17/03/2023 upto 3:00 p.m.
4.	Date and Time of Opening of Tender	17/03/2023 3:30 p.m.
5.	Validity of Tender Offer	90 days from the date of submission of Tender.
6.	Type of Vehicle on Hire to be Provided on Monthly Basis	AC Tourist (Taxi) Vehicles not older than three (3) years from the date of Registration of Vehicle as on 28/02/2023. The contract for hiring may be renewed from time to time upto the vehicle completes 1,50,000 kilometres or seven (7) years from the date of registration whichever is earlier subject to maintenance of vehicle in good condition to the satisfaction of GSIDC. The category of vehicles considered shall be Sedan/SUV/MUV .
7.	Vehicles Required on Hire	12 Nos. (Maximum 2 nos per applicant). Separate Tender Application Form needs to be submitted in case the applicant wishes to apply for two vehicles. Allotment of the vehicle shall done on age of the vehicle. Preference shall be given to new vehicles.
8.	Minimum Assured Kms.	2000 kms.
9.	Rate per km	Rs.24/- per km (Fixed)
10.	Security Deposit	Rs.5,000/- (Rupee five thousand only)

11.	EMD Amount	Rs.5,000/- (Rupees five thousand only) in the form of Demand Draft from Nationalized/ Scheduled Commercial Bank drawn in favour of Managing Director, GSIDC and payable in Panaji. Separate EMD of Rs.5,000/- each needs to be submitted in case the applicant wishes to apply for two vehicles.
12.	Duration of Contract	Initially for a Period of One Year from the date of Commencement of Contract. The Contract may be extended for a further period as decided by GSIDC on same terms and conditions, subject to satisfactory performance during the initial contract period.

Interested Vehicle Operator/Tenderers may peruse and obtain the Tender Forms from the Office of GSIDC on any working day up to 16/03/2023 till 17:00 hours or download it from GSIDC website at <https://www.gsidcltd.com>.

GSIDC reserves the right to accept or reject any or all Tenders in part or full without assigning any reason whatsoever.

MANAGING DIRECTOR

BID FORM

(On Letter Head in case of Partnership Firm/LLP/Company)

To

The Managing Director

Goa State Infrastructure Development Corporation Limited

EDC House, 7th Floor

Dr. Atmaram Borkar Road

Panaji – Goa.

Dear Sir,

Sub: Submission of Tender for Hiring of AC Tourist (Taxi) Vehicle Services.

1. Having read and understood the Terms and Conditions of Contract and services to be provided, I/we, undersigned, offer to provide AC Tourist (Taxi) Vehicle in conformity with the terms and conditions of contract and specifications for the rate shown in the schedule attached herewith and made part of this Bid.
2. I/We undertake to enter into agreement within one week of being called upon to do so and bear all expenses including charges for stamp paper, etc. and agreement will be binding on me/us.
3. I/We agree to abide by this offer for a period of 90 days from the date fixed for tender submission and it shall remain binding upon us and may be accepted at any time before the expiry of that period.
4. Until an agreement is signed and executed, this offer together with your written acceptance thereof, in your notification of award shall constitute a binding contract between us.

Dated this _____ day of _____ 2023.

Signature

INSTRUCTIONS TO BIDDERS

1. Sealed Tenders are invited for Hiring of AC Tourist (Taxi) Vehicles on monthly basis.
2. The Tenderer fulfilling the criteria, may submit their offers in a sealed envelope Superscribed as “Hiring of AC Tourist (Taxi) Vehicles” addressed to **The Managing Director, Goa State Infrastructure Development Corporation Limited, EDC House, 7th Floor, Panaji, Goa**, so as to reach on or before 17/03/2023 till 3:00 p.m. The Tender may be dropped in Tender Box placed in GSIDC Office on 7th Floor, EDC House, Panaji, Goa.
3. GSIDC shall not be responsible for any delay or loss of Tender Document in transit due to any reason.
4. Offer should be submitted in the prescribed Tender Application Form which may be obtained from the office of GSIDC, Panaji or downloaded from GSIDC website <http://www.gsidcltd.com>
5. Offer submitted without accompanying EMD shall be summarily rejected.

ANNEXURE I

1. BACKGROUND

GSIDC is a Special Purpose Vehicle of the Government of Goa for speedy implementation of all Infrastructure Development Projects envisaged by the State Government like Roads, Bridges, Fly-Over, Traffic Management, Bus Stands, Water Supply, Hospitals, Tourism Related Projects, Sewage Treatment Plant, Ports, Repairs and Maintenance of Schools and Hospitals, etc.

As these projects are located all over Goa, GSIDC intends to have pool of Authorized Vehicle Operators holding valid Permits/Licenses issued by the Transport Department, Govt. of Goa. The GSIDC will select the vehicle operator to supply vehicles or additional vehicles depending on requirement. The Vehicle Operators shall be empanelled as per rates fixed by GSIDC.

2. ELIGIBILITY CRITERIA

Vehicle Operator must provide information and documents as evidence as under:

- (i) Vehicle Operator shall obtain necessary Permits/Approvals from Department of Transport, Govt. of Goa, to operate Tourist (Taxi) Vehicle. Vehicle(s) provided should not older than three (3) years from the date of Registration of Vehicle as on 28/02/2023. The contract for hiring may be renewed from time to time upto the vehicle completes 1,50,000 kilometers or seven (7) years from the date of registration whichever is earlier subject to maintenance of vehicle in good condition to the satisfaction of GSIDC. The category of vehicles considered shall be **Sedan/SUV/MUV**.
- (ii) One Vehicle Operator can provide maximum two vehicles and must provide alternative vehicles of similar type, in case of fault/breakdown etc.
- (iii) Vehicle Operator shall submit a copy of Permanent Account Number (PAN) of Income Tax and AADHAR Card. Copy of GST Registration may also be provided if applicable.
- (iv) Vehicle Operator must provide detailed Address with Telephone No./Mobile No. in the prescribed format.
- (v) Vehicle Operator should not have been blacklisted or debarred in the past by any other Government Organization or Public Sector Undertaking (PSU) from taking part in tender process.
- (vi) EMD of Rs.5000/- (Rupees Five thousand only) as per the Terms & Conditions.

3. SUBMISSION OF TENDERS:

- (i) In case of the application being made by a partnership firm, a copy of Partnership Deed is required to be submitted along with the Tender.
- (ii) In case of the application being made by a Private Limited Company, a copy of the Certificate of Incorporation from the Registrar of Companies, Memorandum and Articles of Association of the company is required to be submitted.
- (iii) It is the responsibility of the Taxi Operator to see that the completed Tender Documents are submitted by the specified Date and Time.
- (iv) All these documents should be filled properly and sealed into a sufficiently large envelop Superscribed as "Hiring of AC Tourist (Taxi) Vehicles" The envelope containing the completed Tender should be addressed to The Managing Director, Goa State Infrastructure Development Corporation Limited (GSIDC), EDC House, 7th Floor, Dr. Atmaram Borkar Road, Panaji, Goa. The Tender may be dropped in Tender Box placed in GSIDC Office on 7th Floor, EDC House, Panaji, Goa.

- (v) Tenders in any other form shall be treated as invalid and shall be summarily rejected.
- (vi) Tenders received after the due date & time shall not be entertained as the Tender Box shall be closed & locked immediately after due date and time. All pages of the Tender Documents must be signed by the Taxi Operator, in token of its understanding & acceptance.
- (vii) Work will be awarded to the Taxi Operator who is found to be eligible.
- (viii) The Tender will be liable for rejection if any of the requisite documents is not attached along with the tender form and if any of the Terms and Conditions as mentioned in the tender form are not fulfilled by the Taxi Operator.

4. OPENING OF TENDERS:

- (i) Tender shall be opened in the Office of the GSIDC at 3.30 p.m. on 17/3/2023 in presence of Taxi Operators/Owner/Representatives of the Tendering Parties who wish to remain present. Only one representative if any with the authority letter shall be allowed during the opening of the tenders.
- (ii) For any queries related to the tender, please contact the HR & Admin Section of GSIDC between 9:30 to 4:00 P.M. on any working day.

5. THE SHORT LISTING:

In case the number of eligible Tenderers exceeds the number of vehicles required, then the selection of the successful tenders shall be done based on the age of the vehicle. Preference shall be given to the new vehicle.

6. DISPUTES:

In case of any dispute arising with regards to this Tender or its conclusion, the decision of the Managing Director, GSIDC shall be final.

7. AWARD OF CONTRACT:

- i) Award Criteria
GSIDC will award the Contract to the successful tenderer whose tender has been determined to be substantially responsive and has been determined as the best evaluated tender, provided further that the tenderer is determined to be qualified to perform the Contract satisfactorily.
- ii) GSIDC has Right to accept any tender and to reject any or all tenders.
Managing Director, GSIDC reserves the right to accept or reject any tender in part or full, and to annul the tendering process and reject all tenders at any time prior to award of Contract.
- iii) Signing of Contract
GSIDC notifies the successful Tenderer that its tender has been accepted through a Letter of Commencement. GSIDC will then prepare a Contract Agreement incorporating all terms and conditions which will be signed by both the parties and shall be binding on them.

8. TERMS AND CONDITIONS:

1. Earnest Money Deposit (EMD):

The Tender must be enclosed with an Earnest Money Deposit (EMD) of **Rs.5,000/-** (Rupees five thousand only) in the form of Demand Draft from Nationalized / Scheduled Commercial Bank drawn in favour of **Managing Director, GSIDC** and payable in Panaji. EMD in any other form shall not be acceptable.

Tenders submitted without EMD shall be summarily rejected. The EMD of the unsuccessful Tenderer will be refunded on completion of the tendering process. The EMD of the successful tenderer shall be converted into the Security Deposit and shall be retained till the end of the contract period. In case of any faults on the part of the Taxi Operator during the currency of the contract, the entire Security Deposit or part of it as decided by GSIDC shall be forfeited.

GSIDC shall forfeit the said EMD in case if the tenderer, whose tender is accepted, fails to provide the vehicle within the prescribed time. Further, the tenderer shall not be allowed to participate in the retendering process in case of retender.

2. GSIDC is in process of developing a GSIDC Vehicle App to monitor the movements of the vehicles deployed by GSIDC. The selected Taxi Operator is required to undergo the training of App and learn the Operations of App.
3. Taxi Operator will be given assured business of minimum of 2000 kms to be covered in a month. **The Rate per Km has been fixed by GSIDC at Rs.24/- per Km.** Operating for dry kilometers shall not be responsibility of GSIDC.
4. The starting and ending kms for the vehicle shall be considered from the residence of concerned officer. Vehicle log book shall have to be maintained accordingly on day to day basis and signature of concerned officer shall have to be obtained after concluding journey on same day. In case of violation of this condition, GSIDC shall deduct pro-rata kms/amount from the monthly bill of the operator.
5. The driver along with the vehicle shall report to the Administration Department of GSIDC in case the officer concerned is on leave failing which absent will be marked and pro-rata amount shall be deducted.
6. The contract period shall be valid for a period of one year from the date of issue of Letter of Commencement. The Contract may be extended for a further period as decided by GSIDC on same terms and conditions, subject to satisfactory performance during the initial contract period.
7. The Vehicles empanelled under this contract can be assigned to any Government Department or office at a short notice and it shall be binding on the Taxi Operator to fulfill all terms and conditions of the contract. The Taxi Operator shall not refuse to serve any Government Office/Department under any circumstances anywhere in Goa.
8. The Taxi Operator shall provide all the relevant details in the Tender Application Form.
9. A daily account of particulars such as time of departure/arrival for each trip, odometer readings at departure/arrival for each trip etc. shall be maintained as per the format given by in the Log Book.
10. The driver shall be well mannered and shall observe etiquette and shall be neatly dressed always while on duty. (Please see Annexure II). The driver shall have a mobile phone for communication purpose and shall not use the mobile while driving.
11. The Taxi Operator shall always keep in the car necessary Tool Kit, First-Aid Kit and valid "Pollution-under-Control Certificate" apart from attested copies of Registration Certificate, Insurance Certificate, Road Tax Receipt and Taxi Permit. An umbrella shall also be kept in the car during rainy season.
12. The driver should be conversant with all traffic rules and should be familiar with roads and routes in Goa and shall strictly obey the traffic rules.

13. The driver shall have to download GSIDC Vehicle App on his Smartphone and abide by all Terms and Conditions of GSIDC Vehicle App. Driver "On-Duty" time will be calculated based on GSIDC Vehicle App login and track of the service rendered as per the duty allocation.
14. The driver will have to switch on his GSIDC Vehicle App and accept all duties received by him failing which GSIDC shall not be bound to pay the minimum rates assured to the Taxi Operator.
15. **Accuracy of Meter Reading:** The accuracy of meter reading should tally with the actual distance of run at any instant and controlling/authorized officer shall have full power to check up the meter correctness and to take action to recover the actual loss if any to the GSIDC accordingly. In case any tampering or manipulation in kilometers is found, the same shall entail cancellation of the service;
16. GSIDC Officials may conduct surprise checks or inspection of the Taxi to ensure that the odometer or any other part of the vehicle has not been tampered with or manipulated by the Taxi Operator and/or his driver;
17. Taxi Operator has to submit bill along with copy of log book on or before 10th day of the subsequent month. Payment of bill shall be made by NEFT/RTGS in the account of the owner within the next fortnight from the date of receipt of the bill. The bill received after 10th of subsequent month shall be processed/paid in the next month.
18. Night Charges, Parking Charges, Waiting Charges or any other charges shall not be payable.
19. TDS / GST TDS will be deducted from the monthly bills as applicable.
20. GSIDC shall not be responsible or liable for the following :
 - Any damage to the vehicle in case of any accident, natural calamity or other act of God.
 - For any theft of the vehicle or its parts or accessories.
 - For any loss to Taxi Operator which might arise out of third party claims.
 - For any challan for disobedience of Traffic Rules by the driver.
21. The driver should be able to speak and understand English, Marathi, Hindi and Konkani.
22. The vehicle deployed will be at the disposal of Office of GSIDC and the driver has to report along with vehicle on duty from 8.00 a.m. to 7.00 p.m. Duty will also have to be performed on Saturdays, Sundays and Holidays as per requirement. The vehicle shall be regularly serviced, well maintained and neat in appearance.
23. The Vehicle engaged in GSIDC shall not be diverted or used for any other purpose other than the one authorized by GSIDC/Government Department.
24. All the vehicles should be sufficiently insured for 3rd party and the occupants as per law in force and shall have valid Insurance Policy. The copy of the vehicle insurance policy shall be submitted to GSIDC along with Application Form.
25. **Special Conditions:**
 - a) The vehicle should be parked in the vicinity of the Office of GSIDC or with concerned Office or Department during working hours of the office.
 - b) The driver shall not Smoke or Consume Liquor/Alcohol/Pan Masala/Gutka /Tobacco or any other substance while on duty. The driver shall not report to duty under the influence of alcohol.
 - c) Taxi Operator shall ensure his driver deployed on service behaves properly with Officers & especially with women. Taxi Operator will be responsible for any crime initiated by driver/personnel against Officer/Women.
26. **Termination of Contract:** GSIDC may, without prejudice to any other right/remedy for breach of contract, terminate the contract in whole or in parts for the following reasons:
 - a) If the Taxi Operator fails to arrange the supply of any or all of the vehicle(s) within the period specified in the contract or any extension thereof granted by the Corporation.
 - b) If the Taxi Operator fails to perform any other obligations under the contract agreement.

- c) GSIDC may, without prejudice to any other rights under the law or the contract provided, get the hiring done at the risk and the cost of the Taxi Operator, in the above circumstances.
 - d) Notwithstanding anything contained herein, GSIDC also reserves right to terminate the contract at any time or stage during the period of contract, by giving notice in writing without assigning any reason and without incurring any financial liability to the Taxi Operator.
 - e) Termination for Insolvency: The Taxi Operator may also by giving written notice and without compensation to the Taxi Operator terminate the contract if the Taxi Operator becomes unwilling, bankrupt or otherwise insolvent without affecting its right of action or remedy as hirer.
27. Insurance: The Taxi Operator shall arrange necessary insurance cover for any claim arising out of mishap, if any, that may take place. In the event of any liability/claim falling on GSIDC, the same shall be reimbursed/indemnified by the Taxi Operator.
28. Miscellaneous Conditions:
- a) No other person except Taxi Operator's authorized representative shall be allowed to enter GSIDC Premises.
 - b) Taxi Operator shall be directly responsible for any/all disputes arising between him and his personnel and keep GSIDC indemnified against all actions, losses, damages, expenses and claims whatsoever arising thereof.
 - c) The personnel engaged by the Taxi Operator are subject to security check by the Security Staff at any time.
 - d) Taxi Operator shall be solely responsible for payment of wages/salaries, other benefits and allowances including extra hour duty & night halts allowance to his personnel that might become applicable under any Act or Order of the Govt. GSIDC shall have no liability whatsoever in this regard and the Taxi Operator shall indemnify GSIDC against any/all claims, which may arise under the provisions of various Acts, Governments Orders etc.
 - e) Taxi Operator shall be fully responsible for theft, burglary, fire or any mischievous deeds by his staff.
 - f) The Taxi Operator shall display "ON GOVT DUTY" board on the Windshield of the Vehicle at all times.
29. Force Majeure: If during the continuance of this services, the performance in whole or in part by either party of any obligation under this service is prevented or delayed by reason of any war, or hostility, acts of the public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes, lockouts or act of God (hereinafter referred to as events) provided notice of happenings, of any such eventuality is given by either party to the other within 21 days from the date of occurrence thereof, neither party shall by reason of such events be entitled to terminate this service nor shall either party have any claim for damages against the other in respect of such non-performance or delay in performance under the service shall be resumed as soon as practicable after such an event may come to an end or cease to exist, and the decision of GSIDC as to whether the services have been so resumed or not shall be final and conducive, provided further that if the performance in whole or part of any obligation under this services is prevented or delayed by reason of any such event for a period exceeding 60 days either party may, at his option terminate the services.

ANNEXURE- II

Etiquettes to be Strictly Followed by Driver (Do's and Don'ts for Driver)

- 1) Driver must be neatly dressed as per the guidelines of the Transport Department.
- 2) The driver shall always be punctual and report for duty on time as instructed by the GSIDC Official.
- 3) The driver shall always be courteous, polite and well-mannered to the concerned officer. He shall also behave decently in any interaction with the staff/officer especially women and shall not smoke or consume Liquor/Alcohol/Pan Masala/Gutka /Tobacco or any other substance while on duty.
- 4) The driver shall not report to duty under the influence of alcohol.
- 5) The driver shall not use his mobile phone while driving.
- 6) The driver shall always carry his driving license with him and must strictly observe the traffic rules.
- 7) The driver shall not drive the car negligently or rashly and also shall not scuffle with other users of the road causing discomfiture to the Staff/Officer.
- 8) The driver shall always maintain the car in clean and tidy condition.

GOA STATE INFRASTRUCTURE DEVELOPMENT CORPORATION LTD.
7th Floor, EDC House, Dr. AtmaramBorkar Road, Panaji, Goa.

TENDER APPLICATION FORM

Affix a
Passport size
photo

Sr. No.	PARTICULARS	DETAILS
1.	Name of Owner	
2.	Name of Driver	
3.	Driving License No.	
4.	Vehicle Registration No.	
5.	Registering Authority	
6.	Vehicle Make & Year	
7.	Permit No.(Copy Enclosed)	
8.	PUC(Copy Enclosed)	
9.	Insurance (Copy enclosed)	
10.	Road Tax paid (Copy enclosed)	
11.	Fitness Certificate (Copy enclosed)	
12.	Address with Proof	
13.	Mobile Number - Owner	
14.	Mobile Number - Driver	
15.	Have you ever been convicted of a criminal offence or If any criminal prosecution pending against you? If the answer is "Yes", give details (Owner)	
16.	Have you ever been convicted of a criminal offence or If any criminal prosecution pending against you? If the answer is "Yes", give details (Driver)	
17.	PAN.(Copy enclosed)	
18.	AADHAR No.(Copy enclosed)	
19.	GST Number (if applicable)	
19.	Name of Bank Bank Address Bank Account No. IFSC Code (One cancelled cheque enc.)	

I declare that all the above information is correct and that in case of false/misleading information, my contract can be cancelled.

Signature

Date : _____

Place : _____

Documents to be attached:

- i) Passport Size Photo of Owner & Driver
- ii) Copy of Driving License of Driver
- iii) Copy of RC Book of the Vehicle
- iv) Copy of Permit issued by Directorate of Transport
- v) Copy of Pollution Under Control Certificate
- vi) Copy of valid Vehicle Insurance
- vii) Copy of Road Tax paid
- viii) Copy of Vehicle Fitness Certificate
- ix) Copy of Police Clearance Certificate of Driver
- x) Copy of PAN Card
- xi) Copy of Aadhar Card
- xii) Copy of GST Registration Certificate (if applicable)
- xiii) Cancelled cheque for Bank Details.