

DOIT, IT Hub, Altinho
Panaji-Goa

Inward No.: 1251758

Date: 10/07/2018

OFFICE OF THE EXECUTIVE ENGINEER

GOVERNMENT OF GOA

ELECT. DIVISION - XII

XELDEM - GOA

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BY REG. A.D / HAND DELI./SPEED POST

No. EE-XII/Quot-04(18-19)/ 446 /2018-19

Date: 29/06/2018.

To,

Sub:- Quotation for Providing light commercial vehicle such as Jeep/Bolero/Scorpio or any other similar vehicle alongwith driver & diesel for a period 6 months for Inspection/Supervision/Attending Official meeting within Goa in the areas under the jurisdiction of Elect. Sub-Div-II,(Const),Xeldem, Division XII ,Xeldem

Sirs,

The Executive Engineer Elect. Div-XII, Xeldem-Goa, on behalf of Governor of Goa invites you to offer your lowest rate for below mentioned work as per the Terms & Conditions at Annexure-I & II

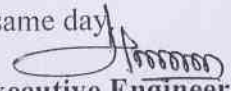
Sr. No.	Description	Qty/	Estimated Cost in Rs.	E.M.D. in Rs
1	Providing light commercial vehicle such as Jeep/Bolero/Scorpio or any other similar vehicle on Hire basis for a period of 06 months alongwith Driver and fuel which shall be available for 12 working hours in a day i.e. from 0800 hrs to 2000 hrs including lunch break of 1 hrs. The vehicle will be treated to have run for a maximum of 2400.00 kms/month irrespective of its actual running. The vehicle has to be supplied for carrying out routine work of Inspection/Supervision/Attending Official meeting within Goa in the areas under the jurisdiction of Elect.Sub-div-II,(Const),Xeldem, Division XII ,Xeldem	1 No. of vehicle for a period of 06 months i.e.14400 kms	2,30,400.00	4608.00

Yours faithfully,

SD/-
EXECUTIVE ENGINEER-XII

ANNEXURE-I
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 6 months from the date of firm order.
5. **EARNEST MONEY DEPOSIT:** You have to pay an amount of Rs. 4608/-towards EARNEST MONEY DEPOSIT by demand draft drawn from any scheduled bank guaranteed by Reserve Bank of India payable at Quepem, in favour of the "Executive Engineer, Div-XII, Elect. Dept, Xeldem-Goa" in a 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 No. superscripted on it. **The Quotation received without EMD in a separate envelope will be rejected**
The quotations for the work shall remain open for a period of 90 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 quotationer 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 quotationer, 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.
6. **PERFORMANCE SECURITY :** In case of acceptance of the offer the performance security of 5% of the order valued shall be deposited with this office within 15 days of acceptance letter and the same shall be refundable on completion of the work and recording of the work completion certificate.
7. **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 is entire satisfaction to the Engineer-in-charge and on recovery of any amount due to the Govt.
8. **PAYMENT:** Payment will be made only after execution of the work in full & good condition and on acceptance by Engineer-in-charge. The contractor shall indicate Income Tax, Pan Number & TIN Number registered with the Collectorate of Custom & Central Sales Tax in the invoices/receipt, Bank Account No., Name of Bank, IFSC code, MICR code, mobile No., e-mail address etc. for e-payments 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 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.
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 1500 hours on 13/07/2018 & it will be opened at 1530 hours on the same day.


Executive Engineer,
Div XII – Xeldem.

ANNEXURE-II
GENERAL TERMS & CONDITION

FOR THE WORK OF HIRE OF LIGHT COMMERCIAL VEHICLE ALONG WITH DRIVER & DIESEL ETC. FOR CARRYING OUT OPERATION & MAINTENANCE WORKS.

A) HIRE SERVICE

- i) The vehicle should have taxi registration before submitting the quotation and the proof of the same shall be enclosed along with the quotation.
- ii) **The service will be for a period of 06 months from the day of signing agreement (C.P.W.D. Form-10) with this Office including Saturday, Sundays & Holidays.**
- iii) The vehicle along with driver should be available for round the clock service & shall be stationed as per direction of the Departmental representative.
- 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 profits and overheads.
- v) No Accommodation will be provided for the drivers.
- vi) A substitute for vehicle & driver shall be provide in case of non-appearance of the either.
- vii) In case the vehicle is not available for use of the Department; the 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.
- viii) The Contractor shall furnish his address and contact nos for communication.
- ix) A representative of the contractor should be appointed for daily liaising with sub-divisional Offices for proper functioning of the contract.
- x) 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 14400 kms. for 06 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 to the workshop for carrying out repair / servicing / misuse by driver etc.
- xii) The Contractor shall submit monthly bills to the respective sub-division Office by 10th of every month.
- xiii) The contractor shall register with the Collectorate of Custom and Central Sales Tax for obtaining TIN number to claim service tax.
- xiv) The contractor shall produce receipt towards payment of service tax every month to this office.
- xv) 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

$A= K * [D1-D0]/06.$

In case of reduction in diesel price the same formula will be applicable.

- xvi) 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.
- xvii) The Contractor shall not be compensated for hike in other consumable items required for running the vehicle.
- xviii) The Contractor shall submit tax returns details for the financial year 2016-17.
- xix) No extra detention charges will be paid.
- xx) No extra handling charges will be paid on whatever account
- xxi) 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.

xxii) 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.10 CPWD.
- xxiii) The decision of the Engineer-in-charge shall be final.
 - xxiv) Any problems including legal one arisen in respect of vehicles & drivers is to be settled by the contractor.
 - xxv) 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 of Jeep/Bolero/Scorpio or any other similar vehicle.
- ii) One no. of such vehicle shall be provided for the service.
- iii) The vehicle shall be not more than 10 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 have 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 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) All 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 separate log-book shall be maintained for each vehicle.

C) 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; 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.

DOCUMENTS TO BE FURNISHED BEFORE COMMENCEMENT OF WORK

- 1) An attested copy of RC book of the vehicle.
- 2) An attested copies of the transport permit & insurance papers of the vehicle.


Executive Engineer- XII,
Xeldem.