

Office of the Chief Electoral Officer
Altinho, Panaji-Goa 403 001

Phone No.:- 0832-2225448, 2225215

Fax No.:- 0832-2228443

E-mail:- ceo_goa@eci.gov.in, jtceo_goa@eci.gov.in

http://www.ceogoa.nic.in

No.:- 11-2-2018/ELEC/1958

Date:- 04-03-2019.

TENDER NOTICE
(E-Tendering Mode Only)

Office of the Chief Electoral Officer, Altinho, Panaji-Goa invites the tender for the hiring of vehicles in connection with forthcoming General Elections to Parliamentary Election, 2019.

The Tenderers who fulfill the following requirements shall be eligible to apply.

Sr. No.	Name of Work	Time of Project	Earnest Money Deposit (Rs.)	Cost of Tender Document	Tender Processing Fee
A	TENDER FOR HIRING OF NON AIR-CONDITIONED COACHES, MINI COACHES, TRUCKS	30 days	Rs. 2500/- per Vehicles	Rs. 2000/-	Rs.1500.00/-

REQUEST FOR PROPOSAL DATA SHEET

Sr. No.	Information	Details
1	Pre Bid Interaction by email - ceo_goa@eci.gov.in,	<u>12.03.2019 at 12.00 Hrs</u>
2	Last Date of online SUBMISSION of Tender document	<u>15.03.2019 upto 13.00 Hrs</u>
3	Date of opening of online prequalification Bid at CEO'S office, Altinho, Panaji	<u>15.03.2019 at 16.00 Hrs</u>
4	Date of opening of online FINANCIAL Bid at CEO'S office, Altinho, Panaji	<u>16.03.2019 at 12.00 Hrs</u>

Availability & Submission of Tender Documents	For the detailed Tender Notice, please visit our e-tender website http://www.etender.goa.gov.in , www.tenderwizard.com/GOA . The tenderers are expected to examine all instructions, forms, terms, requirements and other information in the Tender documents. Failure to furnish all information required as mentioned in the Tender documents or submission of a proposal not substantially responsive to the Tender documents in every respect will be at the tenderer's risk and may result in rejection of the proposal and forfeiture of the bid
Payment for Tender Documents	The Earnest Money Deposit (EMD), Cost of tender form and tender processing fee should be deposited along with the tenders in the appropriate form as given in the detailed tender notice.
Registration of Tenderers	The tenderers are to be required to get registered with www.tenderwizard.com/GOA . The intending tenderer must have valid digital signature to submit the bid
Tender Processing Fee	Mode of Payment towards Tender Processing Fee: To be paid online through e-payment mode via NEFT/RTGS/OTC/debit card/credit card facility/net banking with pre-printed challans available on e-tendering website http://www.etender.goa.gov.in, www.tenderwizard.com/GOA and directly credit the amount to ITG account as generated by challans for NEFT/RTGS/OTC.
Cost of Tender Document and Earnest Money Deposit	Mode of Payment towards Cost of Tender Document and Earnest Money Deposit: To be paid online through e-payment mode via NEFT/RTGS/OTC/debit card/credit card facility/net banking with pre-printed challans available on e-tendering website http://www.etender.goa.gov.in, www.tenderwizard.com/GOA and directly credit the amount to ITG account as generated by challans for NEFT/RTGS/OTC.

For detailed tender notice and participation please visit the Tender website <http://www.etender.goa.gov.in> or www.tenderwizard.com/GOA.

For assistance on e-Tender please contact Mr. Dilip Pai - 08888636107, Rajesh - 8554878738, Kiran – 8600651553 Email: goatender@gmail.com.

The Chief Electoral Officer, Altinho, Panaji-Goa reserves the right to accept or reject any or all the tenders in part or full without assigning any reasons whatsoever.

Sd /-
(Narayan R. Sawant)
Addl. Chief Electoral Officer

Office of the Chief Electoral Officer
Altinho, Panaji-Goa 403 001

Phone No.:- 0832-2225448, 2225215

Fax No.:- 0832-2228443

E-mail:- ceo_goa@eci.gov.in, jtceo_goa@eci.gov.in

<http://www.ceogoa.nic.in>

04-03-2019

E-TENDER FORM

This Tender set consists of the following:

- 1 **Notice Inviting Tender**
- 2 **Tender Form**
- 3 **Pre- Qualification Criteria for the Tender (technical Bid)**
- 4 **Financial Bid**
5. **Instructions to Tenderers**

Mode of Payment towards Cost of Tender Document, Earnest Money Deposit and Tender Processing fees: To be paid online through e-payment mode via NEFT/RTGS/OTC/Debit Card/Credit Card facility/Net banking with pre-printed challans available on e-tendering website <http://www.etender.goa.gov.in>, www.tenderwizard.com/GOA and directly credit the amount to ITG account as generated by challans for NEFT/RTGS/OTC.

Chief Electoral Officer reserves the right, to reject any one or all Tenders, or, split Tender to one or more tenderers without assigning any reasons.

Sd /-
(Narayan R. Sawant)
Addl. Chief Electoral Officer

Office of the Chief Electoral Officer
Altinho, Panaji-Goa 403 001

Phone No.:- 0832-2225448, 2225215

Fax No.:- 0832-2228443

E-mail:- ceo_goa@eci.gov.in, jtceo_goa@eci.gov.in

http://www.ceogoa.nic.in

No.:- 11-2-2018/ELEC

Date:- 04-03-2019

TERMS & CONDITIONS

Brief History

The Loksabha Election is scheduled in the year 2019. CEO Goa will hold election of two seats in Goa. The vehicles are required to Transport the CRPF, their belongings, electoral officers and their staff as regards to security, and conducting election smoothly.

The CEO, Goa wants to hire different categories of vehicles to provide logistic facility to conduct the election smoothly. The elections will be held in April the dates will be announced by Election Commissioner, New Delhi. This office may require some vehicles for 20 days and others for 4 days. The schedule of requirement will be given as soon as the election dates are finalized.

Tender for Hiring of vehicles like buses/ trucks/ Mini Buses in Parliamentary Elections, 2019 as when required is **annexure at A**

- 1) Vehicles will be called As and When Required on call basis means:
 - i. The Contractor shall arrange the buses, trucks, and mini buses vehicles as per Office of Chief Electoral Officer, Altinho, Panaji-Goa requirement as per schedule which will be given one week in advance by office of CEO, Goa
 - ii. The driver should report at Office of Chief Electoral Officer, Altinho, Panaji-Goa on his arrival.

- iii. More than one vehicle on any particular day or days can be hired as per the requirement of Office of Chief Electoral Officer, Altinho, Panaji-Goa. Accordingly, the contractor should arrange the vehicles as per the requirement. List of vehicles owned or hired for this tender shall be listed at **annexure C**

2) EMD amount will be forfeited

- a. If the company, association, individual fail to supply the vehicles on schedule date and time as requisitioned by CEO.
- b. If successful Tender fails to supply nos. of vehicles as offered in tender.
- c. If Successful tenderer fails to enter in to agreement with CEO.
- d. If successful tenderer fails to submit Bank Guarantee towards Security Deposit in advance.
- e. If successful tenderer fails to supply original documents for verification by CEO after issue of offer letter.
- f. Successful tenderer fails to execute order in full
- g. Any information and documents submitted in the Tender if found forged, false, misleading or fraudulent,

3) Tender should contain the following documents:-

- i. Attested copy of PAN Card.
- ii. Attested copy of valid Driving License.
- iii. Mode of Payment towards Cost of the Tender Document, Tender Processing Fee: To be paid online through e-payment mode via NEFT/RTGS/OTC/debit card/credit card facility/net banking with pre-printed challans available on e-tendering website and directly credit the amount to ITG account as generated by challans for NEFT/RTGS/OTC.
- iv. The valid Income Tax Clearance Certificate.

- v. The bidder should have valid GST registration certificate issued before the last date of the tender.
 - vi. Duly signed terms and conditions.
 - vii. Tenderer shall fulfill prequalification criteria as per **annexure B**, than only he will be eligible for financial bid opening
- 4) If the Tenderer fails to submit the required documents as above, the tenderer is likely to be rejected at the discretion of the Chief Electoral Officer, Goa.
 - 5) **The tenderer qualifying for Technical Bid i.e. prequalification criteria will be considered for Financial Bid and only those Financial Bids will be opened. Inancial bid will be submitted in form ANNEXURE AT E. Names of qualified Technical Tenderers will be put on www.tenderwizardgoa.com**
 - 6) AUTHENTICATION OF BIDS: A letter of authorization shall be supported by a written power-of-attorney accompanying the bid.
 - 7) INTERLINEATIONS IN BID: Any corrections, overwriting shall be initialed and authenticated.
 - 8) LATE BIDS: Bids received after the due date and the specified time (including the extended period, if any) for any reason whatsoever, shall not be accepted.
 - 9) E-Tendering Process: The Chief Electoral Officer, Goa will not accept delivery of proposal in any manner other than e-tendering process. Proposal delivered in other manner shall be treated as defective, invalid and rejected.

- 10) **CORRECTIONS OF ERROR:** Bidders are advised to exercise adequate care in quoting the prices. No excuse for corrections in the quoted figures will be entertained after the proposals are received by the Chief Electoral Officer, Goa.
- 11)** Successful bidder should furnish bank guarantee as per the format from any of the Nationalized Bank of Rs. 15 Lakhs.
- 12) **ELIGIBILITY CRITERIA:** Bidders should meet the following eligibility criteria to qualify the tender:
- a) The bidder should be contractor/ individual owner who should have at least 5 vehicle of Big Buses, Mini Buses, trucks registered in his name or bidder's company name.
 - b) The registered vehicle of above model and its make year should not be earlier than 2012.
 - c) Copy of valid registration document for the above should be enclosed along with the tender.
- 13) **Period and term of Contract:** The contract is initially for the period of SIX months from the date of award of work. The rates will remain unchanged during period of contract for a period of one year. Upward change in rates will not be considered due to any hike in petrol/diesel prices or any other additional tax during the period of contract. The contract is extendable for two more years on yearly basis with same rates and terms and conditions based on satisfactory performance assessed by Chief Electoral Officer, Goa State.
- 14) **Performance Guarantee:** Successful Tenderer shall give Performance Security/ Bank Guarantee at the 10% of the accepted value of the contract, of any nationalise Bank only, in favour of The Chief Electoral

Officer (CEO) for the period 6 months, which will be extended further till the final settlement is done, if required, for the period of 60 days beyond the date of completion of all contractual obligations.

15) All payments will be done through E.C.S.

16) Successful Tenderer should give bank details for payments of Bill Amount.

17) Exact requirement of category wise vehicles will be given 48hrs in advance. Actual requirement may vary depending on circumstances..

18) a) Condition of Vehicles:

- i. The vehicles to be provided should not be earlier than 2012.
- ii. The vehicles shall be kept in good running condition and it will have clean upholstery with white covers.
- iii. Seats must be comfortable and with white covers.
- iv. Vehicle with damaged body due to accidents etc. will not be acceptable.
- v. No payment shall be made if the vehicle is found in dirty or shabby condition.

b) The tenderer should ensure that the Drivers with the Vehicle shall report for duty:

- i. With valid driving license, tourist vehicle license, vehicle insurance certificate, etc.
- ii. Tank with fuel to cover minimum 200 Kms.
- iii. Driver in proper uniform.
- iv. Driver with proper shave and haircut.
- v. The driver of the vehicle must have all the valid documents in his possession all the times, while plying the vehicle.

- vi. The vehicle should be defect free.
 - vii. Driver shall also ensure that he conducts himself in a proper and orderly manner at all times while on assignments under the contract resulting from this tender. Any misbehavior with officers/staff or occupant will be viewed seriously and may lead to cancellation of the contract with warning in advance.
- c) Conditions for operating:
- i. In case of a break down, an alternative arrangement shall be made by the Tenderer immediately and the vehicle shall report for duty at the given time and place.
 - ii. The vehicle shall report for duty as and when required including Sundays/ Holidays, without any additional charges. If the vehicle does not report for duty on Holidays/ Sundays or any working day as per Chief Electoral Officer, Goa State requirement, Office of Chief Electoral Officer, Altinho, Panaji-Goa shall hire the vehicle from other sources and payment of hiring of vehicle shall be deducted from party's bill.
 - iii. In case, the tenderer's vehicle does not report for duty, and Chief Electoral Officer, Goa State hires a vehicle in lieu thereof, the actual hired amount shall be recovered from the party/tenderer from the monthly billed amount.
 - iv. Toll, parking and Ferry charges will be paid extra at actuals, by Chief Electoral Officer, Goa State against documentary proof/bills only.
 - v. The Vehicles should have a valid permit for plying in Goa, Karnataka and Maharashtra.

- vi. The buses, trucks & Mini buses should be available on prior information to operate more than 100 kms. and outside the Goa state limits as and when required from time to time.
- vii. When a vehicle is called for duty on any day by Chief Electoral Officer, Goa State, only actual timings as mentioned by the user in the trip slip of the duty performed will be considered.
- viii. The driver should be available in his vehicle all the time and should leave his vehicle after obtaining specific permission from the user, if required.
- ix. Responsibility to get the trip slip signed by the Authorized Officer of Chief Electoral Officer, Goa State user solely rests with the driver/party. If the vehicle is being used by any outsider without Chief Electoral Officer, Goa State permission, it will be the responsibility of the Driver/party to obtain the endorsement of the concerned officer from Chief Electoral Officer, Goa State.

19) Reckoning of distance run & duty timing: Kilometer reading and duty timing of the vehicle will be started (counted) from Chief Electoral Officer, Goa State. However, if vehicle required other than Office of Chief Electoral Officer, Altinho, Panaji-Goa premises and directed to report the vehicle other than Chief Electoral Officer, Goa State, kilometer reading and duty timing of the vehicle will be counted from Panaji and closing kilometer and duty timing will be counted at the close of journey by user at Altinho, Panaji-Goa as the case may be. Payment will be released only as per entry made by user and certified by the Chief Electoral Officer, Goa State in prescribed duty trip slip.

20) Compliance with Acts/Rules:

- i. The tenderer shall ensure all the time proper safety of the persons carried by him in his vehicle. He shall also comply with all the Rules, Regulations, Notification and Provisions of all the Acts pertaining to the operations of the Motor Vehicles.
- ii. Contractor shall comply all statutory Acts, labour laws/regulations/motor vehicle Act etc.
- iii. The engagement and employment of drivers and payment of wages to them as per existing provisions of various labour laws and regulations is the sole responsibility of the contractor and any breach of such laws or regulations shall be deemed to be breach of this contract.

21) Speed Limits: The driver of the tenderer's vehicle shall strictly observe the safe speed limits in the town, on the highways and shall not resort to any negligent/reckless driving.

22) Tea/ Lunch Break: The driver of the vehicle shall be available in or around the vehicle at all times, and shall report for the assignments at a short notice. However, a tea/lunch break will only be allowed with prior permission of the concerned Officer/user of the vehicle.

23) Consumption of Liquor/ Tobacco: The tenderer shall ensure that the driver of his vehicle doesn't report for duty under the influence of liquor and chewing of tobacco. He shall also ensure that he conducts himself in a proper and orderly manner at all times, while on assignments under the Contract resulting from this tender, and any

lapse in this regard leads to termination of contract without any notice in this regard and decision will be final and binding on the contractor.

24) Playing Cards/ Gambling: Playing cards/ gambling are totally forbidden inside Chief Electoral Office, Goa premises. Any driver found violating these rules will be liable for termination of his services forthwith and the party shall arrange the replacement with immediate effect.

25) Security: The tenderer shall make his own reasonable arrangement for the safety of his vehicle. Chief Electoral Officer, Goa State will not be responsible for loss/ damage of the vehicle due to any reasons.

26) Indemnity: The tenderer shall indemnify Chief Electoral Officer, Goa State against any or all liabilities, legal, financial or otherwise, which may arise during the currency of the Contract as a result of noncompliance with the aforesaid Terms and Conditions or otherwise.

As per **annexure D**

27) **VALIDITY:** The quoted rate shall be valid for one year from the date of its opening to entertain further work order as and when required by Chief Electoral Officer, Goa as per the specification and terms & condition mentioned in this Tender.

28) **Cancellation of Contract:** The Contract resulting from this tender may be terminated by Chief Electoral Officer, Goa State at any time during its currency without any notice or without assigning any reason thereof or compensation in lieu, thereof. However, in case, if the tenderer,

wants to cease the Contract, he shall have to give two months' notice to Chief Electoral Officer, Goa.

29) Tender can be assigned to one or more tenderers as decided by CEO.

CEO can issue tender, category wise to multiple agencies

30) Nature of Contract: The Order resulting from the tender shall be treated as an individual contract, and it shall not create any general lien on the tenderer and shall not get prejudiced in execution due to any situation arising out to some other contract that the tenderer may have with Chief Electoral Officer, Goa.

31) PENALTY

- a. Rs. 500 per day for delay of Vehicle requisitioned
- b. Rs. 500 per day for Misbehavior of driver and non cooperation
- c. The security deposit will be forfeited if the tenderer fail to supply vehicles on the middle of contractual period and also fail to sign agreement.

32) If L1 tenderer fails to execute the work order, than L2 will be issued order and the difference amount will be recovered from the L1,s Bank Guarantee and EMD amount

33) SELECTION CRITERIA: The lowest rate quoted per km along with other Terms & Conditions will be eligible criteria for selection of the lowest bidder.

34) All the statutory taxes as payable should be distinctly stated.

35) Vague and conditional offer shall not be considered.

36) Arbitration: The decision of the Chief Electoral Officer, Goa as to whether the goods conform or not to respective specification or whether the same are of good quality or not, shall be final.

37) All litigations arising out of above terms & conditions shall be subject to the jurisdiction of Court at Panaji-Goa

38) Penalty: If the Contractor fails to provide the agreed mini buses/buses, trucks make, model, year of manufacturing and registration as per scope of work more than two occasions in a calendar month, then 10% of the monthly billed amount will be deducted as penalty.

39) Terms of Payment :

- i. Payment will be made within 30 days on submission of bill in duplicate along with duty trip slip duly filled and signed by the respective officer/user. No advance payment will be made.
- ii. Bills duly completed in all respects should be submitted month-wise. Delay in submission of the bills may result in delay of payment, for which the Chief Electoral Officer, Goa State shall not be held responsible. BILL FORMATE at **annexure F**
- iii. The TDS at the source will be deducted as per the Govt. rule and regulations. Office of the Chief Electoral Officer, Goa will issue

necessary certificates of TDS deduction. 'C' / 'D' form will not issued by Office of the Chief Electoral Officer, Goa.

40) Right to reject the tender: The Chief Electoral Officer, Goa reserves the right to reject any or all tenders without any assign reasons thereof.

I/ We have carefully read & understood the above terms & conditions of the bid and agree to abide by them.

Signature of Tenderer with Seal

Direct Phone Number:

Mobile Number:

E-mail Id:

(As mentioned above, Terms & Conditions duly seal & sign should be scanned & uploaded along with other documents)

Annexure A

Sr.no.	Type of vehicles	No. of vecles required
1	Non AC Buses 50 seater	50
2	Trucks max. 10 ton	40
3	Non AC midi 30 seater	21

Particulars of Tenderer

(Bidder should fill this form and enclose along with original copy of the tender duly signed)

1	Name of the Bidder (Party)	
2	Firm of Bidder	
3	Telephone No. (Office)	
4	Mobile :	
5	Telephone No. (Residence)	
6	Office Address	
7	Residential Address	
8	PAN of the Bidder (Copy of PAN to be attached)	
9	Annexure II & III	

Signature and seal of the tenderer

Date:

Seal:

Annexure B

PRE QUALIFICATION CRITERIA FOR TENDER

(NECESSARY DOCUMENTS MENTIONED IN THIS ANNEXURE BE ENCLOSED IN TECHNICAL TENDER)

The Tenderer fulfilling the following Pre-qualification Criteria are allowed to participate in the Tender. All the Tenderers participating in the tender are required to submit the documentary evidence. Kindly note that if the Technical Tender is received without enclosing the necessary documentary evidences in support of fulfilment of Pre-qualification criteria, then the tender will be out rightly rejected. The necessary documentary evidence that the firm/individual must submit along with the Technical Tender as listed below:

Sr. No	PRE QUALIFICATION CRITERIA	Documentary evidence to be enclosed along with the Tender in support of fulfillment of pre-qualification criteria.
1	Company registration certificate/ Individual ownership document min. 5 vehicles	Valid Registration certificate and address of company, Individual adhar card
2	IT registration	Copy of PAN card and last 3 years returns filed
3	Company shall have an annual turnover of Rs. 50 lakhs per year, for the last three years duly certified by Chartered Accountants or Annual report for the last 3 preceding years to be provided.	A copy of balance sheet duly audited and certificate from Chartered Accountant. IT returns of 3 years for individual owner (latest)
4	GST registration	Returns filed for 2 years, enclose copy of registration
5	List of vehicle owned	
6	Earnest Money Deposit/Bank guarantee	EMD of 2500/- X No. of vehicles
7	Other documents by company or individual	An appropriate authorisation letter from the owner or agreement with the owner should be enclosed, with list of vehicles in, for vehicles not owned by the Tenderer,
8	Experience Certificates	Participation in any Govt OR Private mega events. Documents be enclosed.
9	Vehicle Registration Numbers.	Aggregator to enclose the vehicle list owned/hired with undertaking by concern partner to supply vehicle for period mentioned in tender document.

ANNEXURE-C

Details of vehicle buses ,trucks & Mini buses registered in contractor/individual owner or bidder's company name as taxi. Registered taxi/ vehicles model and its make year should not be earlier than 2012. Proofs of claimed documents are to be submitted with the tender.

Particulars	Vehicle details
Mini buses, buses, trucks make & Model	
Year of manufacturing	
Registration No. & Year	
Owner's Name	
Vehicle Permit for commercial use	

(.....)
Signature and seal of the tenderer

Date:
Seal:

Annexure D

(Letter of Indemnity shall be on Rs. 100/- stamp paper duly Notarised)

Letter of Indemnity

I Shri _____, Proprietor of
(Name of the Company) Travels Ltd. having office at (Office
address)_____ solemnly states and submits as under.

I hereby participate in the tender and certified that all the particulars given by me is correct and I agree to be bound by this undertaking.

In consideration of the acceptance of the tender quoted I agree to save harmless and keep indemnified the organisation and their Officials, Sponsors, Agents, representatives, Employees, and all other persons assisting them in this event.

I indemnify that my driver, co-driver /companion are medically fit and posses the valid Driving License issued by Competent Authority for suitable vehicles.

I further indemnify that the drivers have no whatsoever Criminal background or Police complaint against their name nor any criminal case pending in any court of Law.

I further indemnify that in case any driver found with above mention background or committing any act barred by law all such acts/things done by him shall be binding on me with full force and effect and I am personally responsible for the same.

I further indemnify that I shall be fully responsible for accident compensation claims if raised by any individual or third party against CEO.

In witness thereof I _____ have
executed this bond on this _____ day of _____ month, _____ at
_____ without any force fear or influence.

Place:

Executors

Letter of indemnity should be submitted by successful tenderer before starting his duties.

Annexure E

Format for Submitting Financial Bid

Rates Offered for Vehicles for the Parliamentary Elections in Goa– Goa 2019

Sr. No.	Type Of Vehicle	No. Of Vehicle A	All-Inclusive rate <u>per day</u> in Rs. B	Total Amount per Day C = A X B	All-Inclusive rate for Extra per km in Rs.
1	Non AC Buses 50 seater	50			
2	Trucks 40	40			
3	Non AC midi 30 seater	21			

1) Buses Min 100 kms per day. 2) Trucks min. 100 kms per day

Signature of tenderer

Annexure F

ON **LETTER HEAD** with address format

INVOICE

TO
The Chief Electoral Officer
Altinho, Panaji-Goa 403 001

INVOICE NO: CEO GOA/19-20/
DATE :

REF WORK ORDER :
Date Of Operation: -----

PARTICULARS	AMOUNT
TYPE OF VEHICLES AS ANNEXURE VEHICLE NO. AS ANNEXURE DRIVER AS PER ANNEXURE DESTINATION CEO LOCAL USE GOA TOTAL KMS : ----- KMS DATE OF OPERATION: -----	Rs.-----
SGST 2.5%	Rs.
CGST 2.5%	Rs.
GROSS TOTAL	Rs.
PAN NO: ITS	Rs.
GST NO :	Rs.
Net amount payable	Rs.
.	
Amount in words Rs.	

Signature & stamp