

STATE ELECTION COMMISSION, U.T., CHANDIGARH,
NEW DELUXE BUILDING, SECTOR-17 E, CHANDIGARH.

SHORT TENDER NOTICE

No. 4/3(TN)/SEC/CHD/11/298

Dated 12.10.2011

Sealed tenders are invited in two bid system from firms for doing the job of providing Light Transport Vehicles (LTV)(as per list enclosed with the tender form), on hire basis for the use of Chandigarh Police during the general election to Municipal Corporation of Chandigarh to be held in the month of December, 2011, so as to reach in the office of the Commission on or before 02.11.2011 upto 3.00 p.m.

The tenders so received will be opened on the same day at 3.30 p.m. in the presence of the tenderers or their authorized person, who may wish to remain present.

The tender must be accompanied with the earnest money of Rs.20,000/- (Rupees twenty thousand only) in the shape of Demand Draft obtained from any Nationalized/Scheduled Bank payable at Chandigarh, in the name of State Election Commissioner, U.T. Chandigarh.

The tenders received after the due date and time and without earnest money shall be rejected out rightly.

The tender form may be obtained from the Cashier of the State Election Commission, Room No.30, Ground Floor, New Deluxe Building, Sector 17-E, Chandigarh on any working day during office hours against the payment of Rs. 100/- (Rupees one hundred only).

Tender documents may also be downloaded from the website [www. mcchandigarh.gov.in](http://www.mcchandigarh.gov.in) and the tender cost of Rs.100/- in shape of demand draft in favour of State Election Commissioner, U.T., Chandigarh payable at Chandigarh may be submitted along with the bid.

The undersigned reserves the right to accept or reject any tender without assigning any reasons.

(S.S. Gill)
Secretary,

**STATE ELECTION COMMISSION, U.T.CHANDIGARH
NEW DELUX BUILDING, SECTOR 17-E,
CHANDIGARH.**

TENDER FORM

1. Name of item Hiring of Pick up goods carrier, Tata-407,
Swaraj Mazda Canter.

S.No. of Tender Form _____

Earnest Money Rs. 20,000/-
(Rs. Twenty Thousand only)

Cost of Tender Form Rs. 100/-
(Rs. One hundred only) (non-
refundable)

Date of Issue_____

Signature of Issuing Officer

2. Name of Firm _____

Address _____

3. Telephone No. (Res.)_____ (Mobile
No..)_____ (Fax No. (if any) _____

4. Description of Firm : - Proprietorship/Partnership/Private
Company/Public Company/Other.

5. Registration No. i) Income Tax(PAN No.)_____

ii) Service Tax No. _____

**Attach copies of proof duly self attested in
support of i) & ii)**

5. Name of person authorized to represent the firm

Signature of the tenderer
along with rubber stamp

**PROFORMA FOR QUOTING THE RATE FOR HIRING OF
LIGHT TRANSPORT VEHICLES(LTV)**

| S.No. | Make of the Vehicle | Rate per day (80 km 8 Hours) | Rate for extra hours | Rate for extra kilometer |
|--------------|----------------------------|-------------------------------------|-----------------------------|---------------------------------|
| 1. | Pick up goods carrier | | | |
| 2. | Tata-407 | | | |
| 3. | Swaraj Mazda Canter | | | |

Terms & Conditions

- 1) The tenders should reach this office by 3.00 P.M. on or before 02.11.2011 and will be opened on the same day at 3.30 P.M. in the presence of tenderers, who may wish to be present.
- 2) The tender documents shall be submitted in two bid system as per tender notice.

Packet-I duly sealed shall contain Earnest Money, Receipt of Tender Cost/Demand Draft (in favour of State Election Commission, U.T., Chandigarh payable at Chandigarh), copy of PAN and Terms and Conditions on the prescribed Format duly signed and stamped on each page by the tenderer and other documents which shall be superscribed

as “**EARNEST MONEY AND RECEIPT OF TENDER COST/DEMAND DRAFT AND TERMS AND CONDITIONS**”. In the absence above documents, tender will be rejected.

Packet-II duly sealed shall contain Financial Bid on the prescribed form duly signed by the tenderer on each page superscribed as “**Financial Bid**”

Packets I and II should be placed in one big envelope duly sealed and superscribed as “**List of Job for Hiring of LTVs**”.

- (3) Tenders will be opened in two stages.

First Stage

At first stage Packet-I will be opened. In case, earnest money, receipt of tender cost/demand draft and terms and conditions etc., are found in order then Packet-II will be opened and if the required documents are not found in order, Packet-II will not be opened and the tender will be rejected.

Second stage

Packet-II containing financial bid duly signed with seal of the firm on all pages.

The Financial Bid of those tenderers will be opened who fulfill documents of bid-I (Packet –I) and qualify technically and eligibility criteria.

- 4) The tenders should be accompanied with earnest money in the shape of Demand Draft of Rs. 20,000/- obtainable from any of the Nationalized/Scheduled Bank payable at Chandigarh, in the name of State Election Commissioner, U.T., Chandigarh. No Cheques, Postal Order/Money Order/Money Guarantee/Cash Payment will be accepted.
- 5) Rates should be quoted invariably on the tender form. In case space available in the tender form is not sufficient, the additional sheet may be used which should be signed by the tenderer with seal of the firm.

- 6) **The rates should be quoted at the appropriate column in tender form in the figures as well as in words, otherwise the tender will not be considered.**
- 7) The tender should be neatly type written/hand written free from erasing and over typing/writing.
- 8) The tenderer with the seal of the firm should sign each document attached with tender.
- 9) Covering letter should clearly indicate the list of enclosures and number of pages attached.
- 10) The firm must have the capacity of supplying more than 10 Light Transport Vehicles at a time within short notice during the election process.
- 11) The vehicle along with the driver will have to report to the Commission as per requirement of the concerned officer.
- 12) No increase in quoted price will be allowed during the validity of tender.
- 13) The tender should be sent in sealed envelope with following information on the face of envelop :-
 - A. Tender opening date :
 - B. Names of hiring items :
 - C. Name of the Firm :
- 14) The firm will have to provide the replacement of the vehicle immediately on demand in case of sudden breakdowns.
- 15) The firm will enter the contract for the supply of the vehicles after the approval of State Election Commission. During the validity of tender the firm will be bound to supply the vehicles as per specifications. The Commission desires to hire vehicles from the date of the requisition/agreement continuously till the election process is over.
- 16) If the supplier fails to place the vehicles as required continuously during the election period State Election Commission reserve the right either to impose penalty of Rs. 1000/- per day per vehicle requisitioned or to cancel the work order and to blacklist the firm.
- 17) State Election Commission reserves the right to charge the liquidated damages also.
- 18) The tender forms are non-transferable.

- 19) The tenderer whose tender may be accepted shall hereinafter be called the supplier which shall include his heirs, executors, administrators and assignees.
- 20) The tenders received by the specified date and time will only be considered.
- 21) The tenders received after the due date and time will be rejected without assigning any reasons.
- 22) The tenders for hiring of all types of vehicles (as per list) for 24 hours x 7 days will only be considered.
- 23) Conditional/Ambiguous tenders shall not be accepted.
- 24) The vehicles should be provided on demand on a short notice.
- 25) The vehicle should be fully insured and should have all relevant documents. The State Election Commission will not be liable for payment to accidental claims if any caused to OR by the hired vehicle/driver.
- 26) The driver of the vehicle should have valid driving licence.
- 27) The successful bidder will give a certificate to the effect that the rates so charged are not higher than those charged to any other Govt. department during the period.
- 28) The vehicles to be provided are as per list attached. However, a tenderer may quote for one or more models. The rates should be quoted for each model separately.
- 28) Payment shall be made by the State Election Commission to the tenderer/supplier only after the vehicles are provided as per specifications to the full satisfaction of the State Election Commission and duly verified by the designated authority. In case of continuation of supply/service etc. the periodical payment may be made on pro-rata basis. Income tax shall be deducted at source as per rules.
- 29) In case of failure of the tenderer/supplier to execute the contract as per the terms and conditions and to the full satisfaction of the State Election Commission, Chandigarh the security deposited by the firms shall be forfeited.
- 30) The rates quoted by the tenderer shall be inclusive of all taxes and levies.
- 31) The rates quoted should be inclusive of all service charges, expenditure on oil, lubricants and damages.
- 32) The rates quoted should be for 80Km./8 hrs. with rate for extra Kms./extra hrs.
- 33) The successful bidder will have to deposit contract **performance security amounting to Rs.50,000/-** in the

- shape of bank guaranty/FDR in favour of State Election Commission, UT, Chandigarh.
- 34) The State Election Commission reserves the right of placing order for all vehicles or some vehicles as per requirements to one or more contractors at the approved lowest rates.
 - 35) The performance security will be forfeited in case of violation of any of the condition. Apart from above for any delay in providing of vehicle the supplier shall be liable to pay a fine of Rs. 1,000/- per day to the satisfaction of the State Election Commission, UT, Chandigarh.
 - 36) It will be the responsibility of the driver of the vehicles to get the Log Book/Duty Slip signed from the officer(s) concerned.
 - 37) The name of the officer signing the Log Book/Duty slip should clearly be written in capital letters along with his/her designation.
 - 38) In case the Log Book or Duty Slip is found having overwriting/cutting, the bill submitted against such Duty Slip will not be entertained.
 - 39) In case of any dispute, the decision of the State Election Commissioner, State Election Commission, U.T., Chandigarh will be final.
 - 40) The approved lowest rates will be **valid for six months** from the date of opening of the bid. The Contract can be extended with mutual consent of both the parties on approved rates.
 - 41) The State Election Commission, U.T., Chandigarh reserves the right to reject any or all tenders without assigning any reasons.
 - 42) The State Election Commission shall not be responsible for any loss/ damage caused to the vehicle/ driver during the election process on any account.
 - 43) Any legal dispute pertaining to this tender and contract awarded shall be dealt within the jurisdiction of U.T., Chandigarh.

I/We undertake to abide by the terms & Conditions of the tender form.

**Signature of the Tenderer
Along with Rubber Stamp**