

**Government of Assam
Election Department
Dispur, Assam**

**SHORT NOTICE FOR INVITING TENDER
Transportation of EVMs**

NO. ELE153/2013/142

Date:18.09. 2015

Short Tender is invited in sealed cover affixing non-refundable Court fee stamp of Rs.8.25 (Rupees eight & twenty five paisa) from the Transporters having experience of interstate transportation of EVMs (Electronic Voting Machines) & having sufficient fleet of truck containers for **transportation of the EVMs**. The scope of the work is as follows-

I. No	Material	Transportation	
		From	To
1	2	3	4
1	EVM carrying trunks A- 1230 Nos Approx. size- 1069mm Length,605mm width,421mm Height. B- 1251 Nos Approx. size- 827mm Length,592 mm width,413 mm Height.	State of Uttar Pradesh from- Varanasi, Kanpur, Gorakhpur.	State of Assam as per the details in the tender document
2	EVM carrying trunks A- 2053 Nos Approx. Size- 1069mm Length,605mm width,421mm Height. B- 1603 Nos Approx. Size- 827mm Length, 592mm width, 413mm Height.	NCT Delhi	State of Assam as per the details in the tender document

Tender paper may be downloaded from the website www.ceoassam.nic.in. The Tender paper shall also be available in all working days in the Office of the Chief Electoral Officer, Assam, Assam Secretariat, Block -C, 4th Floor, Guwahati. The intending bidders may submit their tender by 12.00 P.M. 05/10/2015 and the Tender shall be opened on 05/10/15 at 02.00 P.M.. The bidders may be present at the time of opening of Tender. Change if any in the tender warranted by unavoidable circumstances etc. would be displayed on the website www.ceoassam.nic.in.

The Chief Electoral Officer, Assam, reserves the right to cancel the entire tender process, accept or reject any or all of the Tenders without assigning any reasons thereof. The decision of the Chief Electoral Officer, Assam shall be binding and final in all such cases.

Joint Chief Electoral Officer, Assam

The detail terms and conditions:-

- 1) Tender Paper can be downloaded from the website www.ceoassam.nic.in or may be collected from the Office of the Chief Electoral Officer, Assam, Assam Secretariat, Block –C, 4th Floor, Guwahati.
- 2) The tender to be filed in the tender document from **annexure iii to annexure - v** only. The tender filed on plain paper or in any other format shall be rejected summarily.
- 3) The tender document shall be filled in full from **annexure iii to annexure - v**. Incomplete tender may be rejected summarily.
- 4) The tenderer may file tender for both the works as indicated at the serial no. 1 & 2 or for single work also. Accordingly the work shall be awarded to a single bidder or two bidders depending on the lowest quote separately for each work.
- 5) The transportation of material shall be done by truck containers. Therefore only those transporters having fleet of truck containers should apply.
- 6) The transporter should have experience of interstate transportation of EVMs and must provide proof of the same.
- 7) The material shall reach the destination within one month of the work order.
- 8) Rate quoted both in figure & words shall be inclusive of all costs , All Taxes, duties & Loading/Unloading charges of the material.
- 9) The vehicle utilized for the job should have valid National Permit of transporting business and other statutory documents.
- 10) The truck container shall be locked and sealed and secured to ensure safe transportation. The transporter shall be responsible for any loss of the materials transported during the transit.
- 11) In case of the material to be lifted from U.P. one or two locations may be added to the locations already indicated in the tender document, if circumstance so demands.
- 12) The Tenderer shall have to deposit earnest money of Rs.50,000(fifty thousand only) by way of Bank draft in the name of Chief Electoral Officer, Assam,, payable at Guwahati which will be returned to unsuccessful bidders after tender process is over.
- 13) As work performance guarantee, the successful bidder/ bidders shall have to submit bank draft in the name of Chief Electoral officer, Assam payable at Guwahati, Assam equivalent to 10% of the bid amount valid for 6 months, within 5 days of the of the communication to this effect from the Chief Electoral Officer, Assam. If the successful bidder/bidders fail to deposit bank draft within the stipulated period his earnest money shall be forfeited.
- 14) The work performance guarantee shall be invoked and encashed by the Chief Electoral Officer, Assam, in case the successful bidder does not complete the awarded work in time and to the satisfaction of Chief Electoral Officer, Assam,.

- 15) The successful bidder/bidders shall have to submit at the time of transportation the list showing the Registration nos. of vehicle Name of Driver & his Contact Nos.
- 16) The successful bidder/ bidders have to provide their accounts personnel for correct maintenance of accounts of material at the time of loading/unloading.
- 17) The successful bidder/bidders shall have to bear the entire incidental expenditure of whatsoever nature including any legal or accidental claim which may arise from execution of the work. The Election Department, Assam shall pay to the successful bidder nothing except the payment towards work execution as described in the tender notice and based on the accepted quoted rates.
- 18) The successful bidder/bidders shall be responsible for any kind of loss or damages to the materials.
- 19) The payment for the work execution shall be made within 3 months of the completion of allotted work. No part payment shall be made.
- 20) The taxes will be deducted at the time of payment at source as per the statutory provisions.
- 21) The Chief Electoral Officer, Assam, reserves the right to cancel the tender proceedings accept or reject any or all the Tenders without assigning any reasons thereof. The decision of the Chief Electoral Officer, Assam will be binding and final in all cases.
- 22) The work will have to be completed within one month from the date of award of work failing which penalty of Rs.1000 per day will be imposed deductible from the earnest money and bank guarantee.
- 23) The transporter shall submit status report of the trucks in transit on daily basis to Chief Electoral Officer, Assam,
- 24) The statutory deductions shall be made from the payable bill as per rule.
- 25) If any dispute arise between the Election Department and the bidder an arbitrator shall be appointed by the CEO, Election Department, Assam, the decision of the arbitrator shall be acceptable to both the parties.
- 26) Civil courts of Kamrup (metro) district and Guwahati High court alone shall have jurisdiction in case of any dispute which arise out of the execution of the contract.
- 27) The successful bidder shall have to give an under taking at the time of signing the contract that all the terms and condition of the tender document are acceptable and binding on him.
- 28) If need so arise, the Election Department may amend the terms and condition of the tender till a day prior to the last day of filing tender. The amendment shall be displayed on the web site www.ceoassam.nic.in.

TRANSPORTATION PLAN OF EVMs FROM UTTAR PRADESH TO ASSAM

Sl. No.	Nodal Districts in Assam where EVMs are to be transported	Total no. of EVMs to be shifted to Nodal districts in Assam from Andhra Pradesh	
		BU	CU
1	DISTRICT ELECTION OFFICER, LAKHIMPUR	1873 (188 nos trunks)	3014 (302 nos trunks)
2	DISTRICT ELECTION OFFICER, KAMRUP	6122 (613 nos trunks)	5776 (578 nos trunks)
3	DISTRICT ELECTION OFFICER, BONGAIGAON	4269 (427 nos trunks)	3710 (371 nos trunks)
	Total	12264 BUs (1228 nos trunks)	12500 Cus (1251 nos trunks)

TRANSPORTATION PLAN OF EVMs FROM NCT OF DELHI TO ASSAM

Sl. No.	Nodal Districts in Assam where EVMs are to be transported	Total no. of EVMs to be shifted to Nodal districts in Assam from NCT of Delhi	
		BU	CU
1	DISTRICT ELECTION OFFICER, TINSUKIA	2745 (275 nos trunks)	1002 (101 nos trunks)
2	DISTRICT ELECTION OFFICER, JORHAT	3644 (365 nos trunks)	3168 (317 nos trunks)
3	DISTRICT ELECTION OFFICER, NAGAON	4501 (451 nos trunks)	3482 (349 nos trunks)
4	DISTRICT ELECTION OFFICER, TEZPUR (SONITPUR)	2963 (297 nos trunks)	2575 (258 nos trunks)
5	DISTRICT ELECTION OFFICER, CACHAR (SILCHAR)	3707 (371 nos trunks)	3218 (322 nos trunks)
6	DISTRICT ELECTION OFFICER, GOALPARA	2940 (294 nos trunks)	2555 (256 nos trunks)
	Total	20500 BUs (2053 nos trunks)	16000CUs (1603 nos trunks)

(OFFER COVERING LETTER)

TO : The Joint Chief Electoral officer

Election Department

4th Floor, C, Block

Secretariat

Dispur, Assam

Subject: Short notice tender No. Dated for transportation of EVMs

Dear Sir,

1. We have examined the short notice tender No. Dated and offer to execute the work – ‘**transportation of EVMs**’ as per the terms, conditions .
2. While submitting this bid, we certify that:
 - Prices in the Price bid have been arrived without agreement with any other bidder of this tender for the purpose of restricting competition.
 - The rates quoted have not been disclosed and will not be disclosed to any other bidder of this tender.
 - We have not induced nor attempted to induce any other bidder to submit or not submit a bid for restricting competition.
 - The rates quoted by us cover all the activities required in execution of the work as defined in the tender and we shall not have no other claim of whatever nature on the Election Department except the work execution payment based on our quoted rates.
 - We also agree for the change in scope of works if situation so demands.
4. Until a formal contract is prepared and executed, this offer, together with the Election Department’s written acceptance thereof/work order order/letter of intent/ constitute a binding contract between us.
5. We certify that the information/data/particulars furnished in our tender Proposal are factually correct. We also accept that in the event of any information/data/particulars proving to be incorrect, The Election Department, Assam will have the right to disqualify us from the bid.

Authorised signatory

AUTHORIZATION LETTER

**TO,
The Chief Electoral Officer
Election Department
Dispur, Assam**

Subject: Authorisation letter for signing the tender

Reference: Your short notice tender NO. Dated. for transportation of EVMs

Sir,

Kindly refer to your short notice tender NO. Dated asking for submission of tender for transportation of EVMs. In the matter it is submitted that Mr/ Ms is hereby authorised to sign the tender proposal on behalf of our organization. He/ She is also authorized to represent and take decision on behalf of our organization in all the proceedings relating to the tender under reference. A Xerox copy of the Power of Attorney vesting such authority in Mr/ Ms is enclosed herewith.

Signature is attested below

Specimen signature of the representative

Signature of the MD (or chief executive authority of the organization)

Annexure - iv

Transporter's profile

1	2	3	4
Name			
PAN			
Tax reg number			
Revenue receipt 2012-13		Certified copy of the accounts to be submitted.	
Revenue receipt 2013-14		Certified copy of the accounts to be submitted	
Previous experience of interstate transportation of EVMs.		Copy of the work order, completion certificate to be submitted.	
Number of truck containers owned			
Number of truck containers to be deployed for the work under consideration			

Annexure - v

Quotation for transporting EVM trunks from New Delhi to Assam

ser	Trunk size	Quoted rate per trunk inclusive of loading unloading charges and all taxes inclusive	remark
1	(approx)1069mmLength,605mm width,421mm Height		
2	(approx) 827mm Length, 592mm width, 413mm Height.		
3	Total *		

Authorised signatory

*Clarification – The L-1 rate shall be arrived at - on the total of ser no. 1 & 2, i.e. combined rate of a pair.

Quotation for transporting EVM trunks from Uttar Pradesh to Assam

ser	Trunk size	Quoted rate per trunk inclusive of loading unloading charges and all taxes inclusive	Remark
1	(approx)1069mm Length,605mm width,421mm Height		
2	(approx) 827mm Length, 592mm width, 413mm Height.		
	*Total		

Authorised signatory

*Clarification – The L-1 rate shall be arrived at - on the total of ser no. 1 & 2, i.e. combined rate of a pair.