



भारत सरकार
GOVERNMENT OF INDIA

आयुक्त का कार्यालय

OFFICE OF THE COMMISSIONER

जीएसटी एवं केन्द्रीय उत्पादशुल्क आयुक्तालय, गुवाहाटी

GST & CENTRAL EXCISE COMMISSIONERATE, GUWAHATI

सेठी ट्रस्ट बिल्डिंग, पांचवीं मंजिल, जी .एस रोड, भंगागढ़ , गुवाहाटी 781005-

SETHI TRUST BUILDING, 5TH FLOOR, G.S. ROAD, BHANGAGARH,

GUWAHATI - 781 005

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C. No. : 1(22)06/TENDER/PRO/GST/GHY/2018/PT-I/

Date: - 25/9/19

E-TENDER NOTICE FOR HIRING OF VEHICLES.

1. E-Tender (in prescribed format) is invited from the vehicle providers through E-Procurement portal for hiring of 01 mid-size and 01 small-size vehicles with Commercial Registration Certificate completed, in excellent condition for official/ operational use on monthly basis.

TENDER CRITICAL DATE SHEET

Tender Publishing Date & Time	25.09.2019 at 11.00 AM
Bid Submission Start Date & Time	25.09.2019 at 11.00 AM
Bid Submission End Date & Time	10.10.2019 upto 1500 hrs.
Bid Opening Date & Time	14.10.2019 at 1400 Hrs.

2. The complete tender document containing general terms and conditions, pre-qualification requirements, etc are available on <http://eprocure.gov.in/procure/app>, and can be downloaded free of cost.
3. Demand draft of Rs. 10,000/- (Rupees Ten Thousand) only as Earnest Money Deposit 'EMD' in favour of 'The Commissioner, CGST, Guwahati' is to be submitted alongwith the bid, failing which, the bid shall be out rightly rejected.

Type of Vehicle	No. of Vehicles	No. of working days in a month of hire	Maximum Kms. Per month	Cost Ceiling (Exclusive of GST)
Mid Size Honda city/Verna/ Innova or vehicle of same kind	01	24-25 days	2000 Km	Rs. 50000
Small Size Swift/Accent/Dzire/ i-20 or the vehicle of same kind	01	24-25 days	2000 Km	Rs. 40000

4. The bidders shall submit their bids online only at Central Public Procurement Portal (CPPP) website following the terms and conditions provided in Annexure-I.
5. The bid documents may be scanned with 100dpi with black and white option which helps in reducing size of the scanned documents.
6. Not more than one tender shall be submitted by one bidder. Under no circumstances will father and his son(s) or their close relations who have business relationship with one another (i.e., when one or more partners(s)/Director(s) are common) be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable for rejection.
7. The bidder who has downloaded the Tender from the Central Public Procurement Portal (CPPP) website, <http://eprocure.gov.in/procure/app>, shall not temper/modify the tender form including downloaded price bid template in any manner. In case the same is found to be tempered/ modified in any manner, the tender will be completely rejected and tender is liable to be banned.
8. Interested bidders are advised to visit CPPP website, <http://eprocure.gov.in/procure/app>, regularly till closing date of submission of tender for any corrigendum/addendum/amendment.
9. Submission of Tender :-
 - (a) The tender Shall be submitted in two parts, viz., Technical Bid and Financial Bid.
 - (b) All the pages of bid submitted must be signed and subsequently numbered by the bidder irrespective of nature of content of the documents before uploading.



25/09/19

(Dr. Prakash Borgohain)
Joint Commissioner (P&V)

Encl: As above.

Copy to:-

1. Uploading on CPPP website <http://eprocure.gov.in/procure/app>.
2. The Superintendent (system) for uploading in the website of CBIC and Guwahati Central GST website.
3. Office Notice board.


25/09/19

(Dr. Prakash Borgohain)
Joint Commissioner (P&V)

TERMS AND CONDITIONS:

While submitting bids, the applicant should specifically note that:

- [1] The tender/bid will consist of two parts- Technical Bid and Financial Bid. Each of the Bids are to be placed in two separate sealed envelopes clearly super scribing "Technical Bid" or "Financial Bid", which in turn are to be placed in one sealed cover clearly super scribed "Tender for Hiring Vehicle". The name of the agency/firm must be mentioned on each envelope. The bid of parties whose Price Bid is not in a separate sealed cover or the rates quoted by them finds mention in their Technical Bid shall be rejected forthwith. The tender will be opened on 07.10.2019 at 1600 hrs. in the office of the Commissioner, Central GST, Kedar Road, Guwahati before the Tender Committee and Tenderers, if present.
- [2] The rates quoted in 'Annexure – III' attached is for a vehicle in excellent and neat exterior/interior and running condition which they shall also so maintain during the period of hire.
- [3] Financial bids of only those agency/firm will be opened, who qualify the technical requirements.
- [4] The vehicles must be fitted with Fire Extinguishers on proper working condition at all time and the driver should be trained to use them.
- [5] The contract shall be valid for an initial period of one year starting from the date of agreement and extendable for one year more on the same term & conditions of both the parties agreed. The department reserves the right to terminate the contract without assigning any reason by giving 30 (Thirty days notice.
- [6] The bidder should have arrangement for establishing contact and round the clock service.
- [7] The vehicle shall be provided on any day including Saturday, Sunday and Holidays, required by the Hirer.
- [8] Zero based mileage i.e. mileage starting and ending at/from duty or drop off location shall be adopted for the purpose of calculating the kilometers.
- [9] The vehicle should be in excellent condition and shall not be older than three year and shall be kept neat and clean and in perfect running condition with shining body with good upholstery by the transport operator. Applicant Contractor should mention the year of manufacture of the vehicle.
- [10] In case vehicle provided is not found satisfactory, the same shall be returned for immediate replacement. In case no replacement is provided in time,, O/o the Commissioner, CGST would have a right to hire a vehicle from the market and the additional cost incurred by this office will be borne by the Transport Operator.
- [11] The rates shall be quoted exclusive of GST but inclusive of all other taxes, if applicable. The amount of GST (if any) should be mentioned separately. All taxes, fee, levy, insurance charges, etc other than GST would be borne by the agency.
- [12] The Tenderer shall ensure that the vehicle is always fully insured including insurance claim of Driver and all passengers and all statutory dues are paid in time and shall also comply with Motor

Vehicle Acts/rules/Other Statutory requirements. Any lapse on part of the agency/firm/tenderer will be duly compensated by the agency/firm. This office shall not be responsible for any of the aforesaid claims/dues.

[13] The Service provider should have an adequate number of telephones or contact numbers round the clock. The driver must carry a mobile phone in working condition for which, no separate payment shall be made.

[14] The Vehicle should be kept with sufficient stock of fuel. However, in case of any emergency, if any officer pays for refuel, the same should be reimbursed by the Transport Operator on production of the bill.

[15] As regard vehicle timings, the Transport Operator will not pass on the instructions directly to the driver concerned. All the instructions should be routed through the officer of CGST Commissionerate, Guwahati.

[16] The service provider will comply with all statutory Acts, Labour laws/Regulations/MV Acts, etc in force and all liabilities in this connection will be of Service Provider. This office will be in no way liable towards taxes, fee, penalties, cost of fuel and salary of drivers, maintenance or any other charges except for the contract price.

[17] In case of breakdown of any vehicle during official duty, it shall be the responsibility of Transport Operator to provide a substitute vehicle immediately. In case, the substitute vehicle does not report on time/does not report at all Commissionerate office, GST would have the right to hire a vehicle from the market and the additional cost incurred by the customer will be borne by the Transport Operator.

[18] The contract shall not save with the previous consent in writing of the Department sublet/sub-contract-transfer or assign the contract or any part thereof in any manner whatsoever. However, such consent shall not relieve the contract from any obligations, duty or responsibility under the contract and contractor shall be fully responsible for the services hereunder and for the executions and performance of the contract.

[19] In case of failure of the contractor/ Service Provider in providing/making available of vehicle on account of any defect/fault/breakdown/not reporting, liquidated damages/compensations or alternative arrangements with prior permission shall be made, not by way of penalty, shall be imposed and recovered from the contractor's bill without any notice as under.

[20] The vehicle should be available/may be used for running in Assam/outside Assam as and when this office so desires.

[21] The billing will be done on monthly basis. Bills preferably should be in triplicate, and should be submitted alongwith log book to this office in time 1st week of the following month.

[22] The service provider shall undertake to indemnify the department against all damages/charges arising on account of or connected with the negligence of the service provider or his staff or any person under his control whether in respect of accident/injury to the person or damages to the property of any member of the public or any person or in executing the work or otherwise and against all claims and demands thereof.

[23] If the contract is awarded, the owner shall provide the department the complete details of the vehicle, certified copy of the RC book, comprehensive insurance policies as well as full details of the deployed drivers, their addresses and copies of their driving licenses.

[24] Bidders must have experience of one year in providing services i.e. hiring of vehicle to Central/State Government office.

[25] The Commissioner, GST, Guwahati reserves the right to require fulfillment of other conditions, not expressly mentioned, which are consistent with use of vehicles on hire with this office, and to reject any or all tenders without assigning any reason thereof.

[26] In case of any dispute of any kind and in any respect whatsoever, the decision of the Commissioner, GST, Guwahati shall be final and binding.

[27] The EMD of the bidders will be refundable within 30 days after the completion of the process. No interest would be payable on amount of EMD. The EMD will be forfeited in case the bidder asks for modification in his/their bids or do not accept the Contract after being awarded the same.

[28] The Commissioner of Central GST Commissionerate reserves the right to reject all or any of the offers without assigning any reason thereof and the decision of this office shall be final and binding. No correspondence in this regard shall be entertained by this office.

[29] Records of journeys undertaken by each vehicle shall be maintained on a daily basis indicating the time and mileage and will be cross verified by the PRO's office.

[30] The contract with the service provider can be cancelled after a prior notice of one month from either side, in event of poor service or violation of any of the condition stipulated.

[31] All pages of the tender documents must be signed by the firm, in token of its understanding and acceptance. The Department reserves its full right to relax any of the aforesaid conditions of any bidder/tenderer.

[32] The Service Provider shall provide seat cover in their vehicles. If asked by this office, the driver is to be replaced by the Service Provider immediately.

[33] All legal obligations which include insurance, pollution control, road tax and other compliances shall be complied by the Service providers and this office does not own any responsibility whatsoever in this regard.

[34] All expenses towards repair, maintenance, and Driver's salary shall be borne by the Tenderer.

[35] The agency/firm shall ensure that the safety belts are available in good working condition for all passengers and Driver. They will comply with all Safety Rules and Regulations as presented/prescribed by the Government/competent authorities from time to time..

[36] Kilometers spent from to and fro from garage or parking space to of the agency would not be included in the agreed 2000 kilometers and would not be claimed by the agency/firm.

[37] The agency/firm shall neither use the vehicle/car under agreement for their personal purposes/journeys nor in hiring to any other party. The night charges for outstation halt will be payable at the rate of rs.300/- (Rupees Three Hundred) only per night and no other extra charges will be payable.

[38] Agreement would be terminated if the services are not found satisfactory and also in case, the service are no longer required by this office at a notice of 30 days in advance.

[39] The Driver and vehicle both should be available whenever required.

[40] The Tenderer should be duly registered with concerned Central/State Govt. authorities and should be a well established Taxi agency/firm. Such vehicle providers should also submit details of other such Govt. organizations to which they have extended similar service in the recent past as well as present.

[41] The agency/firm should have sufficient numbers of vehicles and drivers with them.

[42] Code of Conduct of Driver :-

- a. The Driver shall be neat and clean with proper uniform.
- b. The Driver will report for duty at the specified time given by the Officers of this office.
- c. The Driver has to keep the vehicle neat and clean before the commencement of the duty and carry out daily inspection of the same.
- d. The driver will not use his mobile phone while driving and in the presence of the Officer unless he is instructed to do so.
- e. The Driver will open or close the door of the vehicle when the Officer is getting in and out of the vehicle.
- f. The Driver will maintain the Log Book daily.
- g. The driver will take the permission from the Officers of this office to take the vehicle to the workshop, if required.
- h. The Driver will not leave the vehicle unattended in public places.
- i. The driver will not remain absent from duty without prior permission from this office.
- j. The driver must ensure that all necessary documents required by the Registering Authority/Traffic Police are in the vehicle.
- k. The driver shall strictly follow all the traffic rules and regulations and never over speed. Besides, the vehicle will be parked in the area earmarked for the same.

We agree to the above terms and conditions.

Signature of authorized signatory with date: _____

Name of the Firm & Address: _____

Seal : _____

Technical Bid

1	Name of the Service provider	
2	Address	
3	Name and address of the partners/Director/Proprietor (With mobile number)	
4	Contact Person(s) (with mobile number)	
5	Number of Years of experience in providing transport Services top Central/ State Government offices (Copies of contract letters are to be enclosed).	
6	List of the vehicles with model & year provided by the bidder.	
7	GSTIN (Goods & Services Tax Identification Number.	
8	Details of EMD	

DECLARATION

I/We, _____ hereby certify that the information furnished above is full and correct to the best of my/our knowledge. I/We understand that in case any deviation is found in the above statement at any stage, the concern will be blacklisted and barred without any notice from having dealing with the department in future.

(Signature)

(Date & Seal)

Financial Bids

Type of Vehicle (The bidder must specify the type of vehicle for which the rates are quoted)		No. of Vehicles	No. of working days in a month of hire	Maximum Kms. Per month	Rates in Rs. Monthly basis with driver
Mid Size	Honda City/Verna/Innova or vehicle of same kind	01	24-25 days	2000 Km	
Small Size	Swift/Accent/Dzire/i20 or the vehicle of same kind	01	24-25 days	2000 Km	

Signature of authorized signatory with date: _____

Name of the Firm & Address : _____

Seal : _____