



भारत सरकार

GOVERNMENT OF INDIA

वस्तु एवं सेवा कर सहायक आयुक्त का कार्यालय

OFFICE OF THE ASSISTANT COMMISSIONER OF GOODS AND SERVICE TAX

गुवाहाटी, मंडल-II/GUWAHATI, DIVISION-II

GST BHAWAN, KEDAR ROAD, MACHKHOWA, GUWAHATI-781001

जी एस टी भवन-गुवाहाटी, मचखोवा, केदार रोड, 781001

0361-2972024/25 email.dcceghy2-cexguw@gov.in



C.No.IV(16)03/Misc./Tender/Vehicle/ACG-II/Tech-II/19-20/

Date:- 18.03.2020

E-TENDER NOTICE FOR HIRING OF VEHICLES ON MONTHLY BASIS

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

Tender Critical Date Sheet

Tender Publishing Date & Time	19.03.2020 at 10:00 am
Bid submission start Date & Time	19.03.2020 at 10:00 am
Bid submission end Date & Time	06.07.2020 at 06: 00 pm
Bid opening Date & Time	07.07.2020 at 14.00 Hrs

2. The complete tender document containing general terms & conditions, pre-qualification requirements etc. are available on <http://eprocure.gov.in/procure/aap>, and can be downloaded free of cost.

3. Demand draft of Rs. 10,000/- as Earnest Money Deposit 'EMD' in favour of 'the Commissioner, CGST, Guwahati is to be submitted along with the bid; otherwise 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 for each vehicle	Cost Ceiling for each vehicle (Exclusive of GST)
Small Size Swift Dzire/Skoda Rapid/Ford Fiesta/Toyota Etios/Honda City/Ciaz or vehicle of same kind	1	26-28 days	2000 Km	Rs. 40,000/-

4. The bidders shall submit their bids online only at CPPP website, following the terms and conditions provided in the **Annexure – I**.

5. The bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

6. Not more than one tender shall be submitted by one bidder having business relationship. Under no circumstance will father and his son(s) or their close relations who have business relationship with one another (i.e. when one or more partner(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 to rejection.

7. The bidder who has downloaded the Tender from the Central Public Procurement Portal CPPP website <http://eprocure.gov.in/eprocure/app>, shall not tamper/modify the tender form including downloaded price bid template in any manner. In case if the same is found to be tampered / modified in any manner, 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/eprocure/app>, regularly till closing date of submission of tender for any corrigendum/addendum/amendment.

9. Submission of Tender:-

(a) The tender shall be submitted online in two part, viz., financial bid (**Annexure – II**) & technical bid (**Annexure – III**).

(b) All the pages of bid submitted must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading.

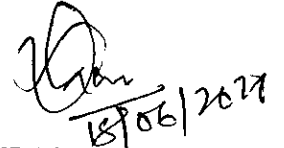


(SRIBAS DHAR)
Assistant Commissioner

Encl: As above.

Copy to:- 654

1. Uploading on CPPP website <http://eprocure.gov.in/procure/app>.
- ✓ 2. The Superintendent (system) for uploading in the website of CBEC.
3. Office Notice Board



(SRIBAS DHAR)
Assistant Commissioner

ANNEXURE-I

TERMS AND CONDITIONS:

While submitting bids, the applicant should specifically note that:

- [1] Separate Technical and Financial Bids should be uploaded. The Separate technical and financial bids should be clearly marked "Technical Bid" and "Financial Bid", strictly in the enclosed Proforma as the case may be.
- [2] The rates quoted in 'Annexure – II' attached is for a commercially registered 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 ten 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 shall not be older than two years and shall be kept neat and clean and in perfect running condition with shining body with good upholstery by the transport operator.
- [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 Assistant 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. The amount of GST (if any) should be mentioned separately.
- [12] The vehicle should be registered with concerned authority of Central/State Govt. The Transport operator shall provide a certificate to this effect. The Vehicle provided should strictly comply with the laws in force and they should be adequately experienced, and maintain decency, politeness, and neat dress and good habits.
- [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 the labour laws in force and all liabilities in this connection will be of Service Provider.

[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 Assistant Commissioner, GST, Division-II, 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 Assistant Commissioner, GST, Division-II, 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.

We agree to the above terms and conditions.

Signature of authorized signatory with date: _____

Name of the Firm & Address: _____

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
Small Size	Swift Dzire/Skoda Rapid/Ford Fiesta/Toyata Etios/Honda City/Ciaz or vehicle of same kind	1	26-28 days	2000 Km	Rs. 40,000/-

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	PAN No. of the agency/firm must be enclosed (attach copies of last two Income Tax	
9	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)