

Office of Commissioner
Central Goods and Service Tax Audit Commissionerate, Jaipur
New Central Revenue Building, Statue Circle, C-Scheme, Jaipur – 302005

F. No. I-7(26)Admn/Audit/2017

Date : 27 .02.2018

**NOTICE FOR E-TENDER INVITES THROUGH E-PROCUREMENT FOR HIRING OF
VEHICLE FOR OFFICE USES**

On behalf of the President of India, Online e-tenders are invited from reputed parties/agencies supplying vehicles with drivers on monthly hire basis for the period from 01.04.2018 to 31.03.2019 for this office use. Interested parties / agencies who have experience of supplying vehicles to a Government office and also willing to comply with the terms and conditions annexed to this notice, may submit their bids online on or before **19.03.2018 by 5.00 PM.**

There should be attachments for Technical Bid (**Annexure-A**), Financial Bid in BOQ Format (**Annexure-B**), Tender Acceptance Letter (**Annexure-C**). Technical Bids should contain documents evidencing (1) Year of manufacture of the cars, (2) Previous experience of Government agencies served, (3) GST Registration No. etc. The Financial Bid/Bids will be taken up only if the technical specifications are satisfactory otherwise the Tender will be straight way rejected. Details of tender notice are also available on the Central Public Procurement Portal (CPPP) website <https://eprocure.gov.in/eprocure/app>, <https://eprocure.gov.in/epublish/app> and centralexcisejaipur.nic.in & cexauditjaipur.gov.in.

The details of the Vehicle to be hired are as under-

Sr. No	Category	Premises	No. of Vehicle required	Usage	Estimated amounts
1.	Mid Size(Honda City/ Hyundai Verna/Maruti Suzuki Ciaz/Innova or its equivalent)	Office of the Commissioner (Audit), GST Jaipur	02(Two)	To be used upto 30-31 days subject to maximum of 2500 kms for commissioner and 2000 kms for other in a month	Rs. 40,000
2.	Small Size(Maruti Swift Dezire/Etios/Hyundai/Xcent/Honda Amaze/Tata Manza or its equivalent)	Office of the Commissioner (Audit), GST Jaipur	05(Five)	To be used upto 20-25 days subject to maximum of 2000 kms in a month.	Rs. 30,000

Note:- It is proposed that the Audit circle, Ajmer/Alwar/Bhiwadi to be shifted in their respective areas so that 3 small size vehicle will be deployed at Ajmer/Alwar/Bhiwadi whenever they are shifted.

2. Document Download:

Tender documents may be downloaded from Central Public Procurement Portal at <https://eprocure.gov.in/eprocure/app>. Aspiring Bidders who have not enrolled/registered in e-procurement should enroll/register before participating through the website <https://eprocure.gov.in/eprocure/app>. The portal enrolment is free of cost. Bidders are advised to go through instructions provided at CPP Portal.

3 The Critical Dates for the Tender Reference No. . **I-7(26)Admn/Audit/2017** dated 27.02.2018 for bid Submission and processing are as under:

Published Date	27 Feb, 2018(01.00 P.M.)
Bid Document Download Start Date	27 Feb, 2018(02.00 P.M.)
Bid Submission Start Date	27 Feb, 2018(02.00 P.M.)
Bid Document Download End Date	19 March, 2018(05.00 P.M.)
Bid Submission End Date	19 March, 2018(05.00 P.M.)
Technical Bid Opening Date	21 March, 2018(11.00 A.M.)

4. Bid Submission:

Bids shall be submitted online only at CPPP website:<https://eprocure.gov.in/eprocure/app>.

1. Tenderers can access Tender documents on the website, fill them with all relevant information and submit the completed Tender document into electronic Tender on the website <https://eprocure.gov.in/eprocure/app>.
2. Tenders and supporting documents shall be uploaded through e-procurement portal. Hard copy of the Tender documents shall not be accepted.

5. Earnest Money Deposit (EMD) or bid security of Rs. 10,000/- (Rs. Ten Thousand Only) shall be submitted by bidders in the form of Account Payee Demand Draft, Banker's cheque, from any of the Nationalized/Commercial Banks in India, drawn in favour of **Administrative Office(DDO),Central GST Audit Commissionerate, Jaipur**. The Hard Copy of original documents in respect of Earnest Money, must be produced, on or before Technical bid opening date/time as mentioned in critical date sheet.

Tenders will be treated as non-responsive and will be rejected, at the initial stage itself, if hard copy of EMD is not received on or before opening of Technical Bid.

Submission of Tender

The tender shall be submitted online in Two part, viz., technical bid and price bid. All the pages of bid being submitted must be signed and the offers submitted by Telegram/Fax/Email shall not be considered. No correspondence will be entertained in this matter.

OTHER TERMS AND CONDITIONS OF THE TENDER NOTICE

1. The service provider should be a proprietorship/ partnership registered firm / company and the vehicle(s) should be registered.
2. The contract for providing taxis on monthly basis will be given to the lowest bidder while meeting all the terms and conditions given in the tender document. To safeguard against failure by the successful service provider in providing requisite number of vehicles, this office may empanel other service providers who are prepared to provide services as per same terms and conditions as that of L-I (Firm who has quoted lowest rates) tenderer.
3. This office reserves the right to revise the requirements of vehicles being hired. The Tenderer shall be required to provide as many vehicles as may be required by this Office.
4. The vehicle deployed for the Department should be of latest model (not older than **03 years** and shall have clean white seat covers / towels and in good running condition). It should be comprehensively insured and should carry necessary permits/clearance from the Transport authority or any other concerned authority. The vehicle should also carry necessary pollution certificates issued by the competent authority.
5. The vehicles shall be for exclusive use of this Office and should not be used by the Service Provider for any other purpose.
6. The Vehicle shall be made available on all days including Saturday, Sunday & Holidays, if required.
7. The calculation of mileage shall be from the reporting point to the relieving point and will not be calculated on garage to garage basis. For this purpose, the service provider shall ensure that the odometer of the supplied vehicle is properly sealed. In case of any doubt the authorized officer of this Office may get odometer of the vehicle checked from any authorized workshop at the cost of Service Provider.
8. LPG Cylinders should not be used for running the vehicle in any case.
9. The service provider shall provide name & addresses of the drivers. The drivers deputed for service of this Office should not have any Police records/Criminal cases against them. He should make adequate enquiries about the drivers before deputing them for serving this Office.
10. The driver(s) shall observe all the etiquette and protocol while performing duty. They should wear a uniform & must carry a mobile phone in working conditions, for which, no separate payment shall be made by this office.

11. The driver(s) deputed on duty should carry valid driving licence. They should also not be involved in more than two punch or challan for negligent driving. The Service Provider should also ensure that they have arrangement for establishing contact and round the clock service. For this purpose, they should have adequate no. of telephones.
12. This Office shall not be responsible for any challan, loss, damage or any accident of the vehicle or to any other vehicles or for the injury to the driver or to any other third party. The loss or damage or legal expenses on this account shall be borne by the Service Provider.
13. The driver should be well conversant with roads and routes. The operation and functions of the Driver shall be governed as per the Motor Vehicles Act and Rules.
14. The driver should always remain with the vehicle during the entire period of duty. In case of any need, they should seek permission of the concerned officers.
15. The drivers should have a minimum experience of three years of driving, which should be verifiable from the date of issuance of his driving license.
16. In case of any breakdown of vehicle on duty, the service provider shall make arrangement for providing another vehicle. In such a case, mileage from garage to the point of breakdown would not be paid.
17. During the period of operation, the driver should not ordinarily be changed unless requested by this Office.
18. A daily record indicating time and mileage for each vehicle shall be maintained in a log book which should be submitted to the concerned officer of this Office for scrutiny & payment of the bills.
19. The billing will be for a maximum of 2000 kms (for small size vehicle)/ 2500 kms (for mid size vehicle) per month. The balance KMs will be carried forwarded to succeeding month(s). This Office will not reimburse toll tax and other taxes. The same will be borne by the service providers.
20. All expenses relating to salary and allowances of the driver shall be borne by the Service Provider. Like-wise all expenditure related to the vehicle including insurance, maintenance & fuel etc. will also be borne by the Service Provider.
21. 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 demand thereof.

22. If any vehicle does not report for duty on any day(s) or the driver reports late or for violation of any other provision of the tender, then an amount calculated on pro-rata basis per day shall be deducted from the monthly bill of that vehicle. The Service Provider shall also be liable for a penalty of Rs. 500/- per day per vehicle for each such incident.
23. If the vehicles are not provided from the desired location, a penalty up to Rs.500/- per day per vehicle can be imposed besides termination of contract.
24. The service provider shall provide the vehicle of the make/model as per the terms of the contract/tender during the entire period of contract. In emergency and rare circumstances, this condition can be waived by this office temporarily.
25. In case quality of service by the service provider is found wanting, this office may terminate the contract after giving 15 days" notice. In case of such termination, services of other empanelled Service Providers may be utilized.
26. Against Income Tax, Under Section 194(c) of Income Tax Act and the rules framed there under, the Department is free to deduct the amount at the rate applicable under the rules from the monthly due and payable to the Agency as TDS and shall issue suitable TDS certificate to that effect to the Agency.
27. GST will be reimbursed on production of proof of its payment by the service provider.
28. This office will have the discretion terminate the contract prematurely in case of unsatisfactory service.
29. **Security Deposit/Performance Security:** On acceptance of tender, the successful bidder must provide Security Deposit/Performance Guarantee in the form of Account Payee Fixed Deposit or Bank Guarantee from any of the Nationalized/Commercial Banks in India, equal to 5% value of the Contract in favour of The **Administrative Officer(DDO) Central GST Audit Commissionerate, Jaipur**. Performance security should remain valid for a period of **Sixty days** beyond the date of completion of all contractual obligations of the contractor. The Security Deposit/ Performance Guarantee will be refunded **without any interest** only after the successful completion of the contract. The deposit is liable to be forfeited, if during the period of contract the services of the contractor are found to be unsatisfactory in any respect, and/or any of the conditions of the contract is contravened/ breached, and/or towards any damage caused due to negligence of the contractor or his employees. This forfeiture will be in addition to any action by the department that the contractor firm may invite upon themselves due to any of the reasons specified above.
30. During the period of this agreement, any matter which has not been specifically covered by this agreement shall be decided by the competent authority of this office whose decision shall be final.
31. No conditional bids shall be entertained by this office bids will be rejected summarily.

32. In case of any dispute of any kind and in any respect whatsoever, the decision of the competent authority shall be final and binding.
33. This office reserves the right to require fulfillment of other conditions, not expressly mentioned, which are consistent with use of vehicles on hire by this office.
34. Contract can be terminated by either party prematurely by giving advance notice of two month.
35. Proof of payment of GST will be required to be submitted to this office.

Encl:

- Annexure-A: Technical Bid
- Annexure-B: Financial Bid
- Annexure-C : Acceptance Letter

(Mahendra Singh)
Additional Commissioner

TECHNICAL BID**QUALIFYING CRITERIA FOR QUOTATION**

1	Name of the Registered Firm / Company	
2	Status of ownership Proprietary /Partnership / Company	
3	Address of the Firm / Company (with Tel. no./ Fax no. and Email)	
4	Name & Address of the Proprietor / Partners / Director with mobile numbers	
5	Contact Person (s) (with mobile number)	
6	Details of EMD of Rs. 10,000/-	
7	Permanent Account Number of the firm as allocated by the Income Tax Department (Please attach self-attested copy)	
8	Service Tax Registration Details (Please attach self-attested copies)	
9	Experience if any, in providing vehicles to PSU/Govt. Departments, copies of the contract papers / letters are to be attached.	
10	Make/Model : Registration No. Copies of RC Books of Vehicles proposed to be hired with copies of the current Insurance Policy to be enclosed	
11	Details of pending legal disputes relating to providing of vehicles, if any	

Note:- Non-qualification in above criteria will result in disqualification of bid.

FINANCIAL BID
PRICE BID

- (a) Price bid undertaking
- (b) Schedule of price bid in the form of BOQ_XXXX .xls

PRICE BID UNDERTAKING

From: (Full name and address of the Bidder) _____

To,

Dear Sir/Madam,

I submit the Price Bid for _____ and related activities as envisaged in the Bid document.

2. I have thoroughly examined and understood all the terms and conditions as contained in the Bid document, and agree to abide by them.

3. I offer to work at the rates as indicated in the price Bid, Annexure B inclusive of all applicable taxes.

4. I/We undertake that I /We have carefully studied all terms and conditions of the tender and shall abide by them. Further, it is certified that I/We have never been blacklisted by any Govt./PSU Department.

Yours Faithfully,

Signature of authorized Representative:

TENDER ACCEPTANCE LETTER
(To be given on Company Letter Head)

To,

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: _____

Name of Tender / Work: -

Dear Sir,

1. I / We have downloaded / obtained the tender document(s) for the above mentioned “Tender/ Work” from the web site(s) namely:

as per your advertisement, given in the above mentioned website(s).

2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. _____ to _____ (including all documents like annexure(s), schedule(s), etc .), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.

3. The corrigendum(s) issued from time to time by your department/ organization too has also been taken into consideration, while submitting this acceptance letter.

4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.

5. In case any provisions of this tender are found violated, then your department/ organization shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)