

OFFICE OF THE COMMISSIONER ,(APPEAL) CENTRAL GST ,
AHMEDABAD
7TH FLOOR , CENTRAL EXCISE , BHAVAN
OPP- POLYTECHNIC , AMBAWADI, AHMEDABAD
PHONE:-079-26305136 FAX:- 26305136



F. No. I/ 20-02 / 2018-19 /Adm.

Date :27-04-2018

TENDER NOTICE:- NO- 01/2018-2019

Sealed tenders are invited from reputed taxi /tour operator / service providers / Agency / firm for hiring of vehicles in sealed covers for one year of financial year 2018-19 & 2019-20 (i.e. 16-05-2018 to 15-05-2019) as per the requirement mentioned below in the schedule for the Office of the Commissioner (Appeal) Central GST, Ahmedabad.

Table :- 1 , Hiring of vehicles for Commissioner use Hdqrs level:-

S.No.	Type	No. of vehicles	Cost Ceiling
01.	Non- A C Taxi Car like Indigo or similar to be used up to 20-25 days up to 2,000 kms in a month for HQ Office.	01	Rs. 30,000/-

The detailed tender documents containing Terms & condition can be obtained from the Administrative Officer (H.Q.) Office of the Commissioner (Appeals), CGST, Ahmedabad at 7th Floor, Central Excise Building, Ambawadi, Ahmedabad- 380 015, during working days or can be downloaded from the departmental **Website** : www.cenexahmedabad.nic.in.


Tender Critical Date Sheet

Tender Publishing date & time	27.04.2018 at 05.00 pm
Bid Submission start Date & Time	27.04.2018 at 05.00 pm
Bid submission End Date & Time	11.05.2018 at 03.00 pm
Bid Opening Date & Time	14.05.2018 at 11.30 am

The interested bidders/Service providers/reputed firms providing such services on all India basis may submit their bids in the prescribed format with all the necessary documents on or before bid submission closing date & time.

The department reserves the right to reject any or all the bids without assigning any reason.

F.No. I/22-01/2017-18/Adm.
Place:- Ahmedabad
Dated:- 27.04.2018


(Uma Shanker)
Commissioner (Appeal)
Central Tax, Ahmedabad

Tender Documents

1. Tender Process and submission of Tender documents: -

- (i) The bid / tender will consist of two parts - Technical bid and Financial bid. Each of the bid are to be placed in two separate sealed envelopes (clearly super scribing "Technical bid" and "Financial bid") which in turn are to be placed in one sealed cover (clearly super scribing "Tender for Hiring Vehicle for 2000 kms") for each vehicle separately. The name of the Agency / firm must be mentioned on envelopes. The bid of all parties whose Price Bid is not in a separate sealed cover or the rates quoted by them finds no mention in their Technical Bid shall be rejected forthwith. All information sought under "Terms and conditions" and "other information to be supplied" is to be given in Technical Bid while the price quoted by them will be mentioned only in the Financial Bid.
- (ii) The offers / bids received incomplete and / or filed after the due date shall be summarily rejected.
- (iii) The Technical Bids shall be opened on **14.05.2018 at 11:30 hrs** in the presence of bidder or their authorized representative with authority letter, if they appear.
- (iv) The financial bids of only those parties shall be opened whose Technical Bids are found to be eligible.
- (v) The department reserves the right to accept or reject any or all tenders without assigning any reason. In case of any dispute of any kind and in respect of whatsoever, the decision of the O/o the Commissioner (Appeals), Central GST, Ahmedabadr will be final and binding.
- (vi) The tender documents must be received latest by **11.05.2018 at 15:00 hrs**. The documents received after due date & time due to any reason even postal delay shall not be accepted.

(Signature of the tenderer with stamp
in token of having fully agreed with mentioned above)

2. Authenticity of the tender document: -

Every page of tender document along with enclosures must be signed by the bidder.

3. Rates: -

- (i) Rate / bid / offer must be without any condition, assumption, qualification, reservation or variation. Rate / bid / offer must be mentioned in prescribed proforma in figures and in words in respect of each vehicle separately. In case of any discrepancy, rates quoted in words will prevail. Conditional tender offer or offer at variance from prescribed specification would be ineligible to compete for the tender. Prices and price components shall be firm and shall not be subject to any price variation or adjustment on account of any price escalations throughout the execution of the contract.
- (ii) Contracted hire charges include all charges, viz. charges of driver, repairs and parking, maintenance of vehicle, insurance, all taxes as per Motor Vehicle Act / State Government / Central Government, petrol / diesel, oil and also any other incidental expenses in running and maintenance of vehicle and penalty / fine etc.
- (iii) The lowest tender will be arrived based on sum of the quoted rate for 20-25 days in the month upto 2000 kms. The tender getting lowest consolidated rate will be declared as successful bidder.

4. Subletting of Contract: -

The successful bidder shall not be allowed to sublet / subcontract the contract to any Other contractor.

**(Signature of tenderer with stamp
in token of having fully agreed with mentioned above)**

5. Contract period: -

- (i) The contract shall be in force for a period of 12 (Twelve) Months from the date of execution of the contract in respect of each vehicle separately.
- (ii) The Commissioner (Appeals), Central GST Ahmedabad reserves the right to extend or reduce the period of the contract. The Commissioner (Appeals), Central GST Ahmedabad can terminate the contract in case of poor performance after giving one month advance notice. The department will have the right to terminate the contract of successful bidder and allot the same to L-2 bidder for rest of period or any other willing valid bidder in case of unsatisfactory performance of the successful bidder. The contract can also be terminated prematurely in case of introduction of change of system of the instant tender.

6. Capabilities, specification & formalities for Driver: -

- (i) The bidders must ensure that the drivers employed have valid driving license and clean driving record.
- (ii) The drivers of the vehicle provided must follow traffic rules and all other regulations prescribed by the Government from time to time.
- (iii) The drivers shall observe all the etiquette and protocol while performing the duty and shall be neatly dressed.
- (iv) The drivers should have minimum 5 years of experience of driving. They should have valid driving license for driving vehicles.
- (v) The drivers should be well versed with the roads and the places in Gujarat and should have experience in city/urban driving as well as rural driving.
- (vi) Once the driver has been allotted to a particular vehicle, he should remain with the same vehicle for a period of at least one year. Any change in the designated driver should be intimated to the PRO (HQ), of the Commissioner (Appeals), Central GST Ahmedabad before 24 hours such change is affected.
- (vii) The driver should be provided with a good working mobile phone which should not in switch off mode at any point of time.
- (viii) The driver should be decent and well behaved and should not have any criminal/adverse police record against him and he should not have any past history of accidents.
- (ix) The driver should not be addicted.
- (x) The driver should be ready / prepared for outstation journeys at short notice.

7. Billing and Payment: -

- (i) The billing will be done on monthly basis. The monthly bills, in duplicate, shall be submitted to the concerned vehicle in-charge within 1st week of every subsequent month. The bills should be duly verified by PRO (HQ) of the Commissioner (Appeals), Central GST Ahmedabad.
- (ii) The department will not make any advance payment. The payment will be done as per availability of grant.

8. Validity of the offer / bid: -

- (i) The offer / bid of the bidder will be valid for at least two months from the date of opening Of Technical bid.

9. Agreement: -

- (i) The successful bidder will have to execute a contract agreement as per Annexure - E with the department and the validity of contract agreement will be for a period of 12 (Twelve) Months.

**(Signature of tenderer with stamp
in token of having fully agreed with mentioned above)**

10. Penalty: -

A penalty of Rs. 1,000/- only per vehicle/ day will be levied if any vehicle or driver or agency / firm fail to meet effective terms and conditions on any day.

11. Terms and conditions: -

- (i) The vehicles will be used for office as staff car and operational vehicle up to 20-25 days up to 2000 kms in a month.
- (ii) The vehicles will be deemed to be at the disposal of O/o the Commissioner (Appeals), Central GST Ahmedabad during the period of operational use and contractor shall have to make available the vehicle on all the days of a month, seven days a week.
- (iii) The vehicles must be available at any time of any day as desired by the department. Also, in case of breakdown of any vehicle, substitute vehicle shall be provided in time failing which the department shall have the right to hire a vehicle from the market and cost incurred to this will be borne by the firm.
- (iv) The liabilities of the official of this office will be limited to the hiring charges agreed in the contract.
- (v) The responsibility for the safety and security of the vehicles provided to department solely lies with the contractor. It is also the contractor's absolute responsibility to take care of any damage / repairs caused to the vehicle during the validity of the contract.
- (vi) The vehicle should fulfill the legal obligations prescribed by the State Transport Authority like payment of road tax, etc. All requirements under various statutory laws must be complied with. Any default will be liability of the contractor and this department shall not be liable in any matter whatsoever. In case of any accident or any other contingency, any claim arising out of it shall be borne by the contractor only and no claim whatsoever shall be borne by the Office of the Commissioner (Appeals), Central GST Ahmedabad.
- (vii) Insurance of the vehicles and the risk of passenger travelling in the vehicles should be covered by the contractor to the extent of liability as specified in the Motor Vehicle Act & Rules made there-under or any other law in force.
- (viii) Vehicle must be kept clean, odour free, in excellent condition, mechanically fit, suitable for official use and should not be more than 03 years old on the date of the tender notice.
- (ix) The firm / agency should not be blacklisted from any Central Government / State Government / Central and State undertakings and / or convicted by a Court of Law. An affidavit regarding non-blacklisting of the firm should be attached as proof. In absence of proof the tender/bid will be rejected.
- (x) The successful bidder shall have to provide the desired number of vehicle. However, in case the successful bidder expresses his inability to supply the total number of vehicle required, the option shall be given to the next lowest bidder to supply remaining number of vehicles at the lowest quoted rates.
- (xi) Vehicles should not have LPG/CNG gas kits as fuel.
- (xii) There should be at least two sets of white covers, towels and napkins in the car to be provided by the contractor and should be changed every week. The air spray is to be provided by the contractor.
- (xiii) In case of any dispute of any kind and in any respect whatsoever, the decision of the Commissioner (Appeals), Central GST Ahmedabad shall be final and binding.

- (xiv) **Manufacturing year of the cars should be October 2016 and onwards.**
- (xv) 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 GSO, Commissioner (Appeals), Central GST Ahmedabad.
- (xvi) **If any vehicle did not travel 2000 km in a month, then the remaining km will be carry forwarded for the next month to the same vehicle or any other vehicle.**

12. Jurisdiction of the Court: -

In case of any dispute of any kind and in respect of whatsoever arising out of tender / contract, the decision of the Hon'ble Courts at Ahmedabad will be final and binding.

(Signature of the tenderer with stamp
in token of having fully agreed with mentioned above)

Annexure-“A”

List of documents to be provided for technical evaluation

(Should be placed with technical bid)

(please tick enclosed/not enclosed)

S.No.	Detail	Enclosed	Not Enclosed
01.	Self attested copy of company/firm/agency's incorporation/ registration with any Centre govt./State Govt./Municipality		
02.	Self attested copy of company/firm/agency's PAN Card		
03.	Self attested copy of company/firm/agency's Service Tax /GST Registration certificate		
04.	Self attested copy of company/firm/agency's past and current customers list		
05.	Self attested copy of company/firm/agency's owned vehicles list		
06.	Self attested copy of company/firm/agency's income tax return of last two year		
07.	Self attested copy of work order/contract of hiring vehicle with Centre/State/PSU Govt. department of last two year		
08.	Self attested copies of RC Book of nine vehicles. that are to be provided to this office for one year.		

(if the bidder failed to provide any of the above self attested document(s) he will be technically disqualified)

(sign and seal of the bidder/ authorized person of bidder)

FINANCIAL BID (To be placed in separate envelop)

1. Rate per vehicle per month (**Inclusive of all taxes/ charges whatsoever**)

Sr. No.	Model Manufacturer and registration number of Vehicle (to be filled by tenderer)	No. of vehicles required	Rate (in Rupees) (Inclusive of all taxes)/ Vehicle/month to be filled by tenderer
01.	<p>Non- A C Taxi Car like Indigo or similar to be used up to 20-25 days up to 2,000 kms in a month for HQ Office.</p> <p>Manufacturere _____</p> <p>Manufacturing Year _____</p> <p>Registration No. _____</p> <p>(vehicle to be used up-to 20-25 days subject to maximum of 2000 Kms in a month)</p>	01 (One)	<p>Rate for Indigo or similar car</p> <p>Rs. _____</p> <p>(in words----- ---)</p>

Signature and name with office seal

Annexure "B"

Detail of the Vehicle that is to provided to this office for the period of 16.05.2018 to 15.05.2019.

(Should be placed with Technical Bid)

S.No.	Model and Manufacturer of vehicle	Registration No.	Month and year of manufacture	Chasis No.	Engine No.	Fuel used
01.						
02.						
03.						
04.						
05.						
06.						
07.						
08.						
09.						

Copies of registration (RC Book) (self attested) of above vehicle should be enclosed. If the service provider is ready to provide new vehicle, then he is exempted of providing the same.

Name and Signature of Authorized signatory

Seal/Stamp

Annexure "C"

DECLARATION REGARDING ACCEPTANCE OF TERMS AND CONDITIONS
CONTAINED IN THE TENDER DOCUMENT
(Should be placed with Technical Bid)

To,

The Commissioner (Appeals).
O/o the Commissioner of Central GST, Ahmedabad
7nd Floor, Central Excise Bhavan,
Ambawadi,
Ahmedabad-380 015.

Sir,

I have carefully gone through the Terms and Conditions contained in the Tender Notice No. 01/2018-19 dated 27.04.2018 regarding Hiring of Vehicle under regular motor vehicle grant for Office of the Commissioner (Appeals), Central GST, Ahmedabad. I declare that all the Terms and Conditions of this Tender Notice are acceptable to my Company/Firm/Agency. My Company/ Firm/Agency do not have any terms and conditions of its own in respect of quotation being submitted for the same. I further certify that I am an authorized signatory of my company/ Firm/Agency and am, therefore, competent to make this declaration.

Yours very truly,

Signature of authorized signatory with date:

Name: _____

Designation: _____

Name of firm: _____

Address of the firm at Ahmedabad: _____

Mobile No.: _____

Annexure – D
(Should be placed in technical bid)

The notary (public)
Civil Court,

I..... aged about
son of resident of Moh/village
.....
P.S..... Distt do hereby solemnly affirm/ state as
follows:

1. That I am the proprietor of M/s _____
2. That my Agency / firm full fills all the criteria to participate in the tender dated of O/o the Commissioner (Appeals), Central GST, Ahmedabad for hiring of vehicle.
3. That. I have neither been convicted nor any cognizance has been taken against by any Court of Law till date
4. That my Agency / firm / has not been blacklisted from any Central / State Government Department and Central or State government undertakings.

The above statement is true to the best of knowledge and belief.

Witness

Depondent

Annexure E

..... Space for Stamp

**Hired Vehicle Contract Agreement Between The O/o Commissioner (Appeals),
Central GST , Ahmedabad, situated at 7th Floor, Central Excise Bhavan, Ambawadi,
Ahmedabad -380015**

AND

M/s.....
.....
.....

A. Preamble:

This agreement is made on..... (..... day of..... 2017) between the office of the Commissioner (Appeals) of CGST Ahmedabad of the one part and M/s Having address,the other part (which expression shall unless excluded by or repugnant to the context by deemed to include his in office or assigned of the other part).

B. Whereas:

Office of the Commissioner (Appeals) Central GST Ahmedabad has issued letter award to M/s for **providing one vehicle on hire i.e.** (i)..... (Vehicle name & registration number) on monthly basis as per term and conditions stipulated intender documents and elaborated in clause 'D' below.

C. Contract:

M/s agrees to provide hired vehicles (As in clause 'B' above) on the charges valid as mentioned as below:

1. **Charges:** One vehicle(Vehicles name) @ Rs/- (exclusive of Service tax but inclusive of all other taxes and charges) per month for run up to 2000 kms per month.
2. **Validity of the Contract agreement:** The validity of the contract agreement will be one year i.e. from .05.2018 to . 05 .2019

D. Terms and Condition for hiring of the vehicles:**1. Subletting of Contract: -**

The successful bidder shall not be allowed to sublet / subcontract the contract to any other contractor.

2. Contract period: -

- (i) The contract shall be in force for a period of 12 (Twelve) Months w.e.f. 16 . 05 .2018 in respect of above vehicle.
- (ii) O/o the Commissioner (Appeals) of Central GST Ahmedabad reserves the right to extend or reduce the period of time. O/o the Commissioner (Appeals) of Central GST Ahmedabad can terminate the contract in case of poor performance after giving one month advance notice. The department will have the right to terminate the contract of successful bidder and allot the same for rest of period to L-2 bidder or any other willing valid bidder in case of unsatisfactory performance of the successful bidder. The contract can also be terminated prematurely in case of introduction of change of system of the instant tender.

3. Capabilities, specification & formalities for Driver: -

- (i) • The bidders must ensure that the drivers employed have valid driving license and clean driving record.
- (ii) The drivers of the vehicle provided must follow traffic rules and all other regulations prescribed by the Government from time to time.
- (iii) The drivers shall observe all the etiquette and protocol while performing the duty and shall be neatly dressed.
- (iv) The drivers should have minimum 5 years of experience of driving. They should have valid driving license for driving passenger vehicles on hire.
- (v) The drivers should be well versed with the roads and the places in Gujarat and should have experience in city/urban driving as well as rural driving.
- (vi) Once the driver has been allotted to a particular vehicle, he should remain with the same vehicle for a period of at least one year. Any change in the designated driver should be intimated to the concerned officer before 24 hours such change is effected.
- (vii) The driver should be provided with a good working mobile phone which should not in switch off mode at any point of time.
- (viii) The driver should be decent and well behaved and should not have any criminal/adverse police record against him and he should not have any past history of accidents.
- (ix) The driver should not be addicted.
- (x) The driver should be ready / prepared for outstation journeys at short notice.

4. Billing and Payment: -

- (i) The billing will be done on monthly basis. The monthly bills, in duplicate duly verified by PRO (HQ), shall be submitted to the concern office within 1st week of every subsequent month.
- (ii) The department will not make any advance payment and payment of the bills will be done as per availability of fund.

5 Penalty: -

- (i) A penalty of Rs. 1,000/- only per vehicle/ day will be levied if any vehicle or driver or agency /firm fail to meet effective terms and conditions on any day.

6 Other Terms and conditions: -

- (i) The vehicles will be used for office as staff car and operational vehicle upto 20-25 days upto 2000 kms in a month.
- (ii) The vehicles will be deemed to be at the disposal of O/o the Commissioner (Appeals) of Central GST Ahmedabad during the period of operational use and contractor shall have to make available the vehicle on all the days of a month, seven days a week.
- (iii) The vehicles must be available at any time of any day as desired by the department. Also, in case of breakdown of any vehicle, substitute vehicle shall be provided in time failing which the department shall have the right to hire a vehicle from the market and cost incurred to this will be borne by the firm.
- (iv) The liabilities of the official of this office will be limited to the hiring charges agreed in the contract.

- (v) The responsibility for the safety and security of the vehicles provided to department solely lies with the contractor. It is also the contractor's absolute responsibility to take care of any damage / repairs caused to the vehicle during the validity of the contract.
- (vi) The vehicle should fulfill the legal obligations prescribed by the State Transport Authority like payment of road tax, etc. All requirements under various statutory laws must be complied with. Any default will be liability of the contractor and this department shall not be liable in any matter whatsoever. In case of any accident or any other contingency, any claim arising out of it shall be borne by the contractor only and no claim whatsoever shall be borne by the O/o the Commissioner (Appeals) of Central GST Ahmedabad.
- (vii) Insurance of the vehicles and the risk of passenger travelling in the vehicles should be covered by the contractor to the extent of liability as specified in the Motor Vehicle Act & Rules made there-under or any other law in force.
- (viii) Vehicle must be kept clean, odor free, in excellent condition, mechanically fit, suitable for official use.
- (ix) The firm / agency should not be blacklisted from any Central Government / State Government / Central and State undertakings and / or convicted by a Court of Law. An affidavit regarding non-blacklisting of the firm should be attached as proof. In absence of proof the tender/bid will be rejected.
- (x) **If any vehicle did not travel 2000 km in a month, then the remaining km will be carry forwarded for the next month to the same vehicle/ any other vehicle.**
- (xi) **The manufacture year of the cars should be October 2016 and onwards**

7. Jurisdiction of the Court: -

- (i) In case of any dispute of any kind and in respect of whatsoever arising out of tender / contract, the decision of the Hon'ble Courts at Ahmedabad will be final and binding.