NOTICE INVITING QUOTATIONS FOR HIRING OF VEHICLES

Sealed quotations are invited from reputed service providers under two bid system for hiring of 06 (Six) Cars for official use by the Office of the Pr. Commissioner, Goods & Services Tax and Central Excise, Bhubaneswar Commissionerate, C.R. Building, Rajaswa Vihar, Bhubaneswar-751007 for a period of One year from contract/agreement (prospectively from 01.02.2021), as per the terms and conditions mentioned in the Schedule. The details of vehicle requirement/period covered are as under:

<table>
<thead>
<tr>
<th>Name of the item</th>
<th>Specification, if any</th>
<th>For number of days/month</th>
<th>Approximate KM</th>
<th>Model Of The Vehicle</th>
<th>Cost ceiling per month (Exclusive of GST)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hiring of 06 (Six) Vehicles</td>
<td>(02) MPV in B-2 segment &amp; Model of the year- 2017 or later</td>
<td>20-25 Days</td>
<td>24000 KM/ year @ approx 2000 KM/month</td>
<td>Innova Crysta/ Mahindra Marazzo</td>
<td>Rs.50000/- per month</td>
</tr>
<tr>
<td></td>
<td>(04) Small- size car in A-3/A-2 segment &amp; Model of the year- 2017 or later</td>
<td>20-25 Days</td>
<td>24000 KM/ year @ approx 2000 KM/month</td>
<td>Honda City/Hyundai Verna/Hyundai Accent</td>
<td>Rs. 40000/- per month</td>
</tr>
</tbody>
</table>

Note: The contracts would be awarded to the lowest (or lowest average of rates) bidders, who fulfill all the terms and conditions given in the tender document.

Interested parties are required to submit their bids for each vehicle separately as per two bid systems i.e. Technical and Financial bid separately in two different sealed envelopes in the prescribed proforma. These envelopes shall be super-scribed “FINANCIAL BID” and “TECHNICAL BID” and put inside a bigger sealed envelope which shall be super-scribed with the words, “TENDER FOR HIRING OF VEHICLES” and addressed to

“The Joint Commissioner (Preventive), Goods & Services Tax and Central Excise, Bhubaneswar Commissionerate, C.R. Building, Rajaswa Vihar, Bhubaneswar-751007.”

Interested parties can deposit their quotations in sealed envelope up to 05.00 p.m. on or before 15.01.2021 in the sealed tender box kept for this purpose in room no. 318 (Third Floor),
The tender box shall be sealed just after 05:00 PM on 15.01.2021 and tenders received after the above said scheduled date and time will not be considered. No tender by FAX, E-Mail or any other means of electronic communications will be entertained. The said sealed tender box and sealed envelopes of technical bids therein shall be opened in the office of the Joint Commissioner (Preventive), Goods & Services Tax and Central Excise, Bhubaneswar Commissionerate, C.R. Building, Rajaswa Vihar, Bhubanseswar-751007 by the Tender Committee constituted by this office on 15.01.2021 at 05.30 pm. The Technical bids will be evaluated by the Tender Committee on 18.01.2021. The Financial Bids of only those bidders shall be opened, whose Technical Bids are qualified. The Financial Bids will be opened on 19.01.2021 at 11:00 AM in the office of the Joint Commissioner (Preventive), Goods & Services Tax and Central Excise, Bhubaneswar Commissionerate, C.R. Building, Rajaswa Vihar, Bhubanseswar-751007.

The bidders, who wish to be present at the time of opening of the Tenders may represent themselves or authorize their representatives with an authority letter for the said purpose. The bidders also, if required, may be requested to produce the vehicle on any working day after opening of Technical Bids for inspection as required by the Tender Committee.

The format of the Technical Bid and Financial Bid is enclosed as Annexure A and Annexure B.

NOTE: Annexure “A” & “B” are to be filled for each vehicle being offered in separate envelopes. Complete copy of RC Book indicating date of manufacture & registration is to be submitted with Annexure “A”, failing which the bid will be disqualified.

(G. K. Pati)
Joint Commissioner (Prev)
GST & Central Excise
Bhubaneswar Commissionerate
1. The contract shall be valid for a period of One year (w.e.f. 01.02.2021). The Department reserves the right to curtail or to extend the validity of contract on the same rates and terms and conditions at the discretion of the Department.

2. The bidder should have the experience of similar works in any of the Departments/Autonomous Institutions/Universities/Public Sector Undertakings of the Government of India. The bidder who is having previous experience of working with the offices of CBEC will be preferred.

3. The service provider should give an undertaking that he or his firm has not been black listed by any Organization/Government department as on the date of submission of the bid.

4. The service provider must be in possession of GST registration number and must be a regular GST taxpayer. They should also provide the copy of PAN Card and Aadhar Card.

5. The service provider should furnish the details of the vehicles viz. i) Year of the manufacture ii) Registration number of the vehicles iii) mileage run iv) condition of the vehicles etc, as per Annexure-A.

6. The ‘service provider’ should provide Vehicles in a very good condition with shining body and clean interior with good upholstery. The Vehicles should not be more than 3 years old.

7. The vehicle(s) provided should comply with laws in force in India. The vehicle should carry necessary permits/clearance from the Transport Authority or any other concerned authority, including pollution certificates.

8. The vehicle shall be provided on any day including Saturday, Sunday and Holidays, if required by the hirer.

9. The service provider would ensure that the drivers employed have valid driving license and shall furnish the name and address of the drivers provided for the vehicles. The drivers should be adequately experienced and maintain decency, politeness, neat dress and good habits. They should not have any criminal record and should not be convicted for any offence.

10. The service provider/driver should have a mobile telephone for contact round the clock.

11. The drivers should be well versed with the routes and locations in entire Odisha region. The driver/service provider shall maintain log-book with vehicle indicating the day to day running mileage. The drivers should be fluent in Hindi & Odia languages.

12. Zero based mileage i.e. mileage starting and ending at/from duty or drop off location shall be adopted for the purposes of calculating the kilo meters.

13. Once hired, the vehicle will not be put to use for other purposes, and the vehicles and drivers will work under the overall supervision of the department for which they will do all as is necessary.

14. In order to ensure day to day functionality of hirer, once hired, service provider shall not keep changing or rotating vehicles and drivers, except if the hirer so indicates in the case of eventuality or unsuitability.

15. The billing will be done on monthly basis and bills to be submitted in triplicate by the 5th of the succeeding month. A log book for the car in proper format, for each of the journey performed, duly signed by the officer, would be maintained and submitted by the contractor with the bill and duty slips.

16. Any person, who is in government service or an employee of the Department should not be a partner, directly or indirectly, with the service provider.

17. They will comply with labour laws in force and all liabilities in this connection will be theirs.

18. The service provider should ensure that the vehicles which would be provided to the Department must be registered as Taxi/Transport purpose and the registration documents to that effect must be submitted along with the tender application. The technical bids submitted without the said registration documents will be immediately rejected.

19. If the contract is awarded, they will have to provide the department the complete details of vehicles, certified copies of the RC books, comprehensive insurance policies as well as full details of deployed
drivers, their addresses, copies of their driving licenses.

20. **It is clarified that the engagement of service provider for providing vehicle on contract basis does not in any manner confer any right on the service provider or any other person/driver may be deployed by her/him in this office to claim any regular employment in this office or any government office. The owner/service provider will be solely responsible for all wages/dues to the driver and to follow all the rules/provisions as per the law. This Office/Department shall not be responsible for any dispute/ liability whatsoever in this regard.**

21. In case of any accident, any and all the claims and damages arising there from shall be met by the service provider. The department shall not have any liability/Responsibility in this regard either for the driver, commuter vehicle or the third party.

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 demand thereof.

23. In the event of the hired vehicle developing snags the service provider will ensure that a replacement vehicle is provided on priority and in case of failure to make alternative arrangement, the Department will be at liberty to hire other vehicle and the cost incurred on account of such hiring shall be at the expense of the service provider.

24. The Department reserves the right to charge penalty, Rs.100 per hour of delay for non provision of vehicle in time and Rs.500 per instance of misbehaviour of driver.

25. The department reserves the right to terminate the contract without assigning any reason by giving fifteen days notice.

26. Department shall not make any advance payments and payments shall be made only on the basis of monthly bills submitted on and of every month.

27. Office of the Pr. Commissioner, Goods & Services Tax and Central Excise, Bhubaneswar Commissionerate, C.R. Building, Rajaswa Vihar, Bhubaneswar-751007 reserves the right to require fulfilment of other conditions, not expressly mentioned, which are consistent with use of vehicles on hire with this office, and this office has reserve the right to accept or reject any or all offers without assigning any reason.

28. In case of dispute, the decision of the Pr. Commissioner, Goods & Services Tax and Central Excise, Bhubaneswar Commissionerate, C.R. Building, Rajaswa Vihar, Bhubaneswar-751007 shall be final and binding.

29. Successful bidder shall submit ‘Performance Security’ in the form of A/c payee DD, FDR, Bank Guarantee from a commercial bank for an amount equivalent to 5% of the annual contract value.

30. Additional payment for engaging vehicle beyond kilometre ceiling, i.e., 2000 KM/month shall be made one time at the end of the year only if cumulative engagement has exceeded 24000 KMs, i.e., 2000 KM * 12 months. Hence, Log Books must be gotten verified at the end of every month for substantiation of claims at the end of the period of contract.

(G. K. Pati)
Joint Commissioner (Prev)
GST & Central Excise
Bhubaneswar Commissionerate

Copy to:
1. Notice Board of Office of the Pr. Commissioner, GST & Central Excise, Bhubaneswar Commissionerate, C.R. Building, Rajaswa Vihar, Bhubaneswar-751007
2. Superintendent (Systems), Central GST & Central Excise, Bhubaneswar Commissionerate for posting it on CBEC website (www.cbec.gov.in), Central Public Procurement Portal (www.eprocure.gov.in) and GeM website.
ANNEXURE -A

PROFORMA OF TECHNICAL BID FOR HIRING OF VEHICLES.

(To be enclosed in a separate sealed envelope)

For supply of vehicles on hire basis to the office of the Principal Commissioner, Goods & Services Tax and Central Excise, Bhubaneswar Commissionerate (To be filled separately for each vehicle)

For Vehicle No:

1. Name, Address and Telephone no. of Tenderer:

2. Name and address of the Proprietor /Partner/ Directors:

Qualifying criteria for Technical Bid

1. We own the vehicle Yes / No

2. The vehicle is registered as commercial vehicle (Documents enclosed) Yes / No
   - The year of manufacture
   - The registration number of vehicle
   - The total mileage run
   - Any accident history

3. We have attached photocopy of RC Book offered in this tender Yes / No

4. We have attached copy of GST Registration Certificate/acknowledgement Yes / No

5. We have attached copy of valid PAN Yes / No

6. We have attached the copy of vehicle insurance Yes / No

Additional evaluation criteria

7. Total number of vehicles owned
   (Please fill number opposite) ______________

8. In 2017-18 provided vehicles on hire for over 6 months to Central/State Government /Public Sector offices Yes / No

9. If reply to 8 above is yes, then provide names of the offices ______________
DECLARATION

(To be submitted with the Technical Bid)

1. I, ___________________________ Son / Daughter / Wife of Shri ____________________________, Proprietor/Director/Authorized Signatory of the agency/firm ____________________________, Address ____________________________, am competent to sign this declaration and execute this tender document;

2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them;

3. The information / documents furnished along-with the application are true and authentic to the best of my knowledge and belief. I / we, am / are well aware of the fact that furnishing of any false / misleading information / fabricated document would lead to rejection of my tender at any stage.

Date:

Signature of authorized person

Full Name :-

Place: 

Address:

Seal:
**ANNEXURE ‘B’**

**FINANCIAL BID**

Name, Address and Telephone no of Tenderer:

Name and address of the Proprietor/Partner/Directors:

GST Registration Number:

<table>
<thead>
<tr>
<th>Category of car</th>
<th>Total number of days and km/Month</th>
<th>Rate in Rs. (Exclusive of GST)</th>
<th>Extra Km. Charge in Rs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>(02) MPV segment &amp; Model of the year- 2017 or later (Innova Crysta/Mahindra Marazzo)</td>
<td>20-25 Days &amp; approx. 2000 Kms/Month (subject to ceiling of 24000 KM per year)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(04) Small- size car in A-3/A-2/ segment &amp; Model of the year- 2017 or later (Honda City/Hyundai Verna/Hyundai Accent)</td>
<td>20-25 Days &amp; approx. 2000 Kms/Month (subject to ceiling of 24000 KM per year)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

“I have read terms & conditions of the Tender Notice.”

Signature

Name of Authorized Signatory

Seal/Stamp