TENDER NOTICE FOR INVITING ONLINE BIDS FOR HIRING OF 01 VEHICLE FOR CENTRAL GOODS AND SERVICES TAX, HO OFFICE, BHAVNAGAR

This office requires 01 Non A/c vehicle (preferably white colour) on monthly hiring basis for a period of 01 year (i.e. 01.02.2021 to 31.01.2022) as per the terms & conditions available at website www.cenexbhavnagar.nic.in, www.cbic.gov.in, www.eprocure.gov.in and with the GSO/PRO (Hqrs.), Office of the Commissioner, Goods and Services Tax, Bhavnagar. The following vehicle is to be hired by this HQ office.

<table>
<thead>
<tr>
<th>Sr. No</th>
<th>Model of the vehicles</th>
<th>No. of vehicles</th>
<th>Criteria for hiring of vehicles</th>
<th>Cost ceiling (exclusive of taxes)</th>
<th>Hiring Period</th>
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<tbody>
<tr>
<td>1.</td>
<td>Small size vehicle like Maruti Swift Dzire/ Honda Amaze/Hyundai Xcent/ similar kind of vehicle</td>
<td>01</td>
<td>For 25-26 days subject to maximum of 2000 km in a month. Preferably not more than 02 years old</td>
<td>CNG Vehicles Rs. 35,000/- per month Petrol/Diesel Vehicles Rs. 40,000/- per month</td>
<td>For the period of 01 year from 01.02.2021 to 31.01.2022</td>
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Interested parties should submit their bids ONLINE in two parts Technical Bid (Annexure II) & Financial Bid on E-procurement portal i.e. www.eprocurement.gov.in. No tender document will be accepted which has been sent to this office offline viz. by fax/e-mail or any other such means except Earnest Money Deposit (EMD) amounting to Rs. 10,000/-. The complete bid should be submitted after signing and for accepting the general terms and conditions as per Annexure-I by 1700 hrs on 04.01.2021. The online received bids will be opened online on 05.01.2021 by the members of the Tender Committee on e-procurement portal.

This issues with the approval of the Commissioner, Goods and Services Tax, Bhavnagar.

Assistant Commissioner

Date: 11.12.2020

Copy to:
1. The Superintendent (Systems), HQ, Bhavnagar, for displaying the said Tender Notice on the department's website and Commissionerate Website.
3. Superintendent (GSO)/ PRO, GST, HQ, Bhavnagar.
4. Bid Opener, Bid Evaluator & Notice Board
1. The Tender shall be submitted **ONLINE** only through the website [www.eprocure.gov.in](http://www.eprocure.gov.in) in two parts i.e. Technical Bid & Financial Bid.

2. **Following documents should be uploaded with the bid:-**
   
   (i) Scanned copy of the entire Tender documents, signed on all pages.
   
   (ii) Scanned Copy of the PAN No. owner of the vehicle.
   
   (iii) Scanned Copy of the Driving License of driver of the vehicle
   
   (iv) Scanned Copy of the GST Registration No, if applicable or an undertaking that not liable to pay GST.
   
   (v) Scanned Copy of the Registration Certificate of the vehicle.
   
   (vi) Scanned Copy of all necessary documents as required in Annexure I & Annexure II.

3. Offered vehicle should be in the name of Proprietor of the Firm, otherwise the bidder will be rejected on Technical Ground.

4. Vehicle should preferably not be more than **02 years** old and should be in good running condition and comprehensively insured with pollution control certificate or any other Certificate required as per law. New seat cover/towels and fan at the rear seat will have to be provided by the owner. Preference may be given to the newer Vehicle offered.

5. Each quotation should be accompanied with a **bid security of Rs. 10,000/-** as a cheque drawn in favour of the Commissioner of Goods and Service Tax, Bhavnagar. The bid security in the form of cheque of the successful bidder will be retained till the specific time indicated for providing vehicles. If the party fails to provide vehicle within a stipulated time, cheque will be forfeited and contract awarded to next lowest bidder.

6. The rate for the offered vehicle should be filled in BOQ format of the financial bid proforma.

7. On approval of Tender/ quotation, the vehicle must be supplied within a **07 days period**.

8. Drivers of the vehicle should be well conversant with Bhavnagar City to Ahmedabad City routes/Roads and also with any other route required by the department.

9. The service provider must have 24 hours working telephone system so that he can telephonically be contacted at short notice and at odd hours and on holidays in case of requirement of vehicle and should declare all these contact numbers in the quotation. It would also be essential for the driver to have a mobile phone so that he could be contacted for duty.

10. Each driver shall observe all the etiquette and protocol while performing the duty & shall be neatly dressed.

11. No dead mileage would be payable from contractor’s premises to starting point and vice versa. A Log book for the car in the format prescribed by the Ministry, for each of the journey performed, duly signed by the officer (utilized the said vehicle), would be maintained and submitted by the contractor along with the bills and duty slips.

12. It will be solely the discretion of the Department to use the said hired vehicle for any official purpose including Saturday, Sunday and Holidays where & whenever necessary.
13. The vehicle to be hired will not be used for any other commercial/personal purpose or any other purpose by the service provider, the vehicle should remain at the disposal of this office during the contract period.

14. Payment of hiring charges will be made on monthly basis. The bills for the use of vehicle accompanied by the duty slips/log books should be submitted after each completed month.

15. The Kilometers of the vehicle will be calculated annually i.e. 24,000 Kms per year (12x2000). If the vehicle does not travel 2000 kms in a month, then the remaining Kms will be carry forwarded to the next month to the same vehicle. Only when the vehicle travels exceed to 24000 kms during the year, the payment of extra kilometers will be paid.

16. It is the sole responsibility of the service provider to obtain all the necessary clearances and permissions from RTO and any other agencies and in case of any default; no charges will be paid by this office.

17. TDS and other taxes as applicable will be deducted from each bill.

18. The vehicle should be in excellent working condition and should be sent only after checking battery, coolant, oil, air tyre pressure & fuel.

19. In case of non-availability of the vehicle for any reasons with the service provider, alternate arrangements are to be made by them and intimate regarding this may be given to user of the vehicle in time.

20. The service provider should have valid GST Registration or submit an undertaking that he is not liable to pay GST. The rates offered should be exclusive of GST. GST will be reimbursed on production of proof of its payment by the service provider. No extra charges will be paid except GST if applicable.

21. The car shall report for duty as and when required maintaining regularity and punctuality.

22. In case of any accident or theft, all the claims arising out of it shall be met by the Party and department (Hirer) shall not be liable in any matter whatsoever.

23. Contractor shall ensure that the personnel deployed by him do not have any criminal antecedents.

24. In case of any violation of the above conditions, the Commissioner has right to repudiate the agreement immediately. The Commissioner may also consider imposing appropriate penalty in deserving case.

Assistant Commissioner
CGST, HQ Bhavnagar
**TECHNICAL BID FOR HIRING OF VEHICLE**

To be submitted **ONLINE** only through [www.eprocure.gov.in](http://www.eprocure.gov.in) subscribing “TECHNICAL BID”

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<tr>
<td>1.</td>
<td>Name of the Organization/Firms with full address with pin code, Phone No., e-mail etc.</td>
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<td>2.</td>
<td>Name of the Proprietor</td>
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<td>3.</td>
<td>PAN No. of the Firm as allocated by the Income tax department</td>
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<tr>
<td>4.</td>
<td>List of the Public Sector/Govt. Organization to which similar Services have been provided by the Contractors/Firms/Agencies during the last 5 years. List of Government Organizations where the Service Provider is currently providing services may also be indicated. (Please attach the job order/service certificate from Govt. Office/Public Sector), if any</td>
</tr>
<tr>
<td>5.</td>
<td>Copy of GST Registration Certificate or submit undertaking that you are not liable to pay GST</td>
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<tr>
<td>6.</td>
<td>Details of Vehicle offered (A copy of RC book has to be enclosed with the technical bid)</td>
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<tr>
<td></td>
<td>Vehicle Model Name</td>
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<tr>
<td>7.</td>
<td>Any other information</td>
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**UNDERTAKING (Part of Annexure-II)**

1. I/We undertake that, I/We have carefully studied all the terms and conditions of contract as indicated in Annexure-I and understood the parameters of the proposed work and shall abide by them.
2. I/we further undertake that the information given in this tender are true and correct in all respects.

Signature of Authorized person with date: ________________________________

Name & full address: ________________________________________________

Mobile No. ______________________________________________________

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Special Instructions to the Contractors/Bidders for the e-submission of the bids online through the e-Procurement Portal :-

1. Bidder should do Online Enrolment in this Portal using the option Click Here to Enroll available in the Home Page. Then the Digital Signature enrollment has to be done with the e-token, after logging into the portal. The e-token may be obtained from one of the authorized Certifying Authorities such as eMudhraCA /GNFC /IDRBT /MtnlTrustline /SafeScrpt/TCS.

2. Bidder then logs into the portal giving USER ID/PASSWORD chosen during enrollment.

3. The e-token that is registered should be used by the bidder and should not be misused by others.

4. DSC once mapped to an account cannot be remapped to any other account. It can only be Inactivated.

5. The Bidders can update well in advance, the documents such as certificates, purchase order details etc., under My Documents option and these can be selected as per tender requirements and then attached along with bid documents during bid submission. This will ensure lesser upload of bid documents.

6. After downloading / getting the tender schedules, the Bidder should go through them carefully and then submit the documents as per the tender document, otherwise, the bid will be rejected.

7. The BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for that tender. Bidders are allowed to enter the Bidder Name and Values only.

8. If there are any clarifications, this may be obtained online through the eProcurement Portal, or through the contact details given in the tender document. Bidder should take into account of the corrigendum published before submitting the bids online.

9. Bidder, in advance, should prepare the bid documents to be submitted as indicated in the tender schedule and they should be in PDF/XLS/RAR/DWF formats. If there is more than one document, they can be clubbed together.

10. Bidder should arrange for the EMD as specified in the tender. The original should be posted/couriered/given in person to the Tender Inviting Authority, within the bid submission date and time for the tender.

11. The bidder should read the terms and conditions and accepts the same to proceed further to submit the bids.

12. The bidder has to submit the tender document(s) online well in advance before the prescribed time to avoid any delay or problem during the bid submission process.

13. There is no limit on the size of the file uploaded at the server end. However, the upload is decided on the Memory available at the Client System as well as the Network bandwidth available at the client side at that point of time. In order to reduce the file size, bidders are suggested to scan the documents in 75-100 DPI so that the clarity is maintained and also the size of file also gets reduced. This will help in quick uploading even at very low bandwidth speeds.

14. It is important to note that, the bidder has to Click on the Freeze Bid Button, to ensure that he/she completes the Bid Submission Process. Bids which are not Frozen are considered as Incomplete/Invalid bids and are not considered for evaluation purposes.

15. In case of Offline payments, the details of the Earnest Money Deposit(EMD) document submitted physically to the Department and the scanned copies furnished at the time of bid submission online should be the same otherwise the Tender will be summarily rejected.

16. The Tender Inviting Authority (TIA) will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders due to local issues.
17. The bidder may submit the bid documents online mode only, through this portal. Offline documents will not be handled through this system.

18. At the time of freezing the bid, the eProcurement system will give a successful bid updation message after uploading all the bid documents submitted and then a bid summary will be shown with the bid no, date & time of submission of the bid with all other relevant details. The documents submitted by the bidders will be digitally signed using the e-token of the bidder and then submitted.

19. After the bid submission, the bid summary has to be printed and kept as an acknowledgement as a token of the submission of the bid. The bid summary will act as a proof of bid submission for a tender floated and will also act as an entry point to participate in the bid opening event.

20. Successful bid submission from the system means, the bids as uploaded by the bidder is received and stored in the system. System does not certify for its correctness.

21. The bidder should see that the bid documents submitted should be free from virus and if the documents could not be opened, due to virus, during tender opening, the bid is liable to be rejected.

22. The time that is displayed from the server clock at the top of the tender Portal, will be valid for all actions of requesting bid submission, bid opening etc., in the e-Procurement portal. The Time followed in this portal is as per Indian Standard Time (IST) which is GMT+5:30. The bidders should adhere to this time during bid submission.

23. All the data being entered by the bidders would be encrypted at the client end, and the software uses PKI encryption techniques to ensure the secrecy of the data. The data entered will not be viewable by unauthorized persons during bid submission and not viewable by any one until the time of bid opening. Overall, the submitted bid documents become readable only after the tender opening by the authorized individual.

24. During transmission of bid document, the confidentiality of the bids is maintained since the data is transferred over secured Socket Layer (SSL) with 256 bit encryption technology. Data encryption of sensitive fields is also done.

25. The bidders are requested to submit the bids through online e-Procurement system to the TIA well before the bid submission end date and time (as per Server System Clock).