NOTICE INVITING E-TENDER IN TWO BID SYSTEM THROUGH E-PROCUREMENT FOR HIRING OF STAFF CAR TO BE USED BY THE OFFICE OF THE COMMISSIONER, CENTRAL GOODS AND SERVICES TAX, GAUTAM BUDDH NAGAR.

E-Tenders are invited for hiring of Staff Car on monthly rental basis by the Office of the Commissioner, Central Goods and Services Tax, Gautam Budh Nagar in two bid system (viz. Technical and Financial) from the interested Delhi NCR based Service Providers for providing one (01) Staff Car (A-3 segment - 4001 to 4500 mm such as Maruti Suzuki Ertiga, Hyundai Creta, Renault Duster, Mahindra Scorpio and likewise) for Office of the Commissioner, CGST, Gautam Budh Nagar in good condition and not more than three years old, as per requirement, along with driver for a period of one year from the date from which agreement is made effective.


**IMPORTANT DATES**

<table>
<thead>
<tr>
<th>Nature Of Bid</th>
<th>Hiring of vehicle on monthly rental basis by the Office of the Commissioner, Central Goods and Services Tax, Gautam Budh Nagar</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bid Published Date</td>
<td>06.04.2021 (7:00PM)</td>
</tr>
<tr>
<td>Bid Document Download Start Date</td>
<td>06.04.2021 (7:00 PM)</td>
</tr>
<tr>
<td>Bid Submission Start Date</td>
<td>06.04.2021 (8:00 PM)</td>
</tr>
<tr>
<td>Bid Documents Downloads End Date</td>
<td>26.04.2021 (6:00 PM)</td>
</tr>
<tr>
<td>Bid Submission End Date</td>
<td>26.04.2021 (7:00 PM)</td>
</tr>
<tr>
<td>Date &amp; Time of Opening of Technical Bid</td>
<td>28.04.2021 (11:30 AM)</td>
</tr>
</tbody>
</table>

3. Requirement of vehicle is as under -

**TABLE-A**

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Category</th>
<th>Name of office for which vehicle to be hired</th>
<th>Type / Make of vehicle</th>
<th>Requirement of vehicle (in No.'s)</th>
<th>Cost Ceiling amount (Exclusive GST)</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>04 wheeled SUV vehicle to be used for 30/31 days/months subject to a maximum of 2500 Kms/month (including Saturdays/Sundays/Holidays)</td>
<td>CGST Commissionerate, Gautam Budh Nagar</td>
<td>Staff Car (A-3 segment - 4001 to 4500 mm such as Maruti Suzuki Ertiga, Hyundai Creta, Renault Duster, Mahindra Scorpio)</td>
<td>01</td>
<td>Rs 50,000/- per month per vehicle</td>
</tr>
<tr>
<td>02</td>
<td>Rate for extra KM run or extra hours be separate</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
i. **Bid Submission**: Bids shall be submitted online only at CPPP website: http://eprocure.gov.in/eprocure/app. Tenderers are advised to follow the instructions and note the Terms and conditions of this contract, mentioned below as per Annexure -V (i.e. "Instructions to Bidders for online Bid submission"). Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

ii. **Period of Contract**: The contract will be for a period of one year from date of agreement.

iii. Service Provider has to follow the "Terms and Conditions" provided in Annexure-I, "General Terms & Condition" provided in Annexure-II and "Instructions for Online Bid Submission" as provided in Annexure-V.

iv. The tender shall be submitted online in two parts viz. Technical bid and Financial bid (in BoQ form). All the pages of bid being submitted must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading. The offers submitted by Telegram/Fax/email etc. shall not be considered. No correspondence will be entertained in this matter.

v. Earnest Money Deposit (EMD) or bid security of Rs. 1,500/- (Rs. Fifteen Hundred Only) shall be submitted by bidders, in the form of Account Payee Demand Draft or Fixed Deposit Receipt or Bank Guarantee from any of the Financial Banks in India, drawn in favour of the Commissioner, Central Goods and Service Tax, Gautam Budh Nagar. The hard copy of original documents in respect of Earnest Money, must be delivered to the Superintendent (HQ), CGST Commissionerate, Gautam Budh Nagar on or before Technical bid opening date/time as mentioned in date sheet at Para 2 above. 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.

vi. The bid forms and other details can be obtained from the website www.eprocure.gov.in (CPPP Portal).

vii. Tenderer who has downloaded the tender from the Central Public Procurement Portal (CPPP) website https://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 tempered/ modified in any manner, tender will be completely rejected and EMD would be forfeited and tenderer is liable to be banned.

viii. Interested service providers are advised to visit CPPP website https://eprocure.gov.in/eprocure/app regularly till closing date of submission of tender for any corrigendum / addendum/ amendment.

ix. Not more than one tender shall be submitted by one contactor or contractors having business relationship. Under no circumstance will father and his son(s) or other 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 parities liable to rejection.
x. In the event of any of the above-mentioned date being subsequently declared as a holiday/closed day for this office, the tenders will be opened on the next working day at the scheduled time.

xi. The Bidder should clarify any doubt/query, if any, from Shri Devendra Kumar Tomar, Superintendent (HQ). Central GST, Gautam Budh Nagar, Greater Noida [Phone No. 0120-6635836] on any working day between 11.00 A.M. to 05:00 P.M.

Additional Commissioner (P&V)
Central GST
Gautam Budh Nagar
ANNEXURE-I

TERMS & CONDITIONS OF THE TENDER

Interested parties are requested to submit their bids mentioning therein the rates to be charges by them subject to the following conditions:-

(i) The Office of the Commissioner, Central Goods and Services Tax, Gautam Budh Nagar, shall be liable to pay the hiring charges only. Other liabilities like salary and allowances of the driver, overtime payment, his outstation stay, repair and maintenance of vehicle, insurance, petrol/diesel, oil and any other incidental expenses etc. shall be borne by the vehicle provider.

(ii) The vehicle should be available at the disposal of departmental officer (s) everyday for 30-31 days in a month (including Saturday/Sunday/Holiday) for a time of 10 to 12 hrs per day. It will also be used to make out station trips and can be called during odd hours, when required. During outstation trips, the vehicle should be available at all times with no restriction of hours.

(iii) The monthly hiring charges(exclusive of Goods and Services Tax)shall be on the basis of zero based mileage i.e. mileage starting/ending from/at the office of the Commissioner, Central Goods and Services Tax, Gautam Budh Nagar Commissionerate, Greater Noida. 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. The vehicle shall report timely at Hqrs./ Division office at its starting point.

(iv) The vehicle should not be earlier than 2019 model and it should be in excellent running condition with proper exteriors and new interiors & upholstery. The service book of the vehicle may be inspected. The vehicle should comply with the norms of pollution control and obtains required certificate from time to time from competent authority under the period of contract. The vehicle(s) proposed for hiring shall confirm to the relevant Motor Vehicle Act/ Rules and be in good running/ mechanical condition. The vehicle(s) shall be properly and comprehensively insured and should posses necessary permits/ clearance from the Transport authorities including pollution clearance. Service provider/ Operator shall ensure that all the mandatory documents such as Registration Certificate, Insurance Papers, Pollution Control Certificate etc., relating to the hired vehicle are in the personal custody of the licensed driver.

(v) The vehicle provider would deploy a well experienced driver with good eye sight and having a valid Driving License, for the hired vehicle.

(vi) Driver should be in proper uniform, well versed with Delhi NCR routes and places and should be well behaved and courteous to the passengers. The driver(s) should be without any criminal record and shall observe all etiquette and protocol while performing duty. He should have a working mobile connection with him, for which no separate payment shall be made by this office. No mileage will be allowed for lunch/tea of the driver. Driver should carry his lunch.

(vii) The office shall not be responsible for any Toll Tax, 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. and there will be no reimbursement from the Department in this regard.

(viii) The Driver of the vehicle shall maintain a “Log Book” for the movement of the vehicle in the format as prescribed by the department and shall submit the extract every month before 2nd day of the next month along with bill and duty slip.
(ix) This office will not be responsible for any Toll Tax, fine charged by Police or other agencies, parking losses, damages, any accident of the vehicle or to any other vehicle or for the injury to the driver or any third party. All such expenses on this account shall be borne by the vendor/supplier of vehicle(s) and there will be no reimbursement from the Department in this regard.

(x) If the vehicle is not provided from the desired location, penalty upto Rs. 500/- per day can be imposed besides entailing termination of the contract.

(xi) It will be the responsibility of the service provider to ensure that the vehicle is washed and maintained regularly.

(xii) In case of any breakdown of vehicle on duty or vehicle not provided for any reasons whatsoever, 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.

(xiii) The hiring charges will be paid to the service provider on monthly basis. TDS and other taxes as applicable will be deducted from each bill.

(xiv) Payment will be made after the bills are cleared by competent authorities of Central Goods and Services Tax, Gautam Budh Nagar and through RTGS by P&AO, CBIC, Noida, which will take about two to three weeks time on an average.

(xv) Rates once finalized will be fixed at least for one year or for period as extended. Upward change in rates will not be considered due to any hike in petrol/diesel/CNG prices or taxes.

(xvi) The period of contract is for one year or for period as extended, starting from the date of communication of acceptance of bid/quotation.

(xvii) During the period of this agreement, any matter which has not been specifically covered by in these terms and conditions shall be decided by the competent authority of this office whose decision shall be final.

(xviii) At least 50% of the vehicle should be registered in the name of Tenderer.

(xix) Rate for Extra KM or Extra Hours be separate.

Additional Commissioner (P&V)
Central GST
Gautam Budh Nagar

6.04.2021
ANNEXURE-II

GENERAL TERMS AND CONDITIONS

1. **Parties:** The parties to the Contract are the contractor/contractors (the tenderer to whom the work has been awarded) and the Government of India through O/o the Commissioner, Central Goods and Services Tax, Gautam Budh Nagar for and on behalf of the President of India.

2. **Addresses:** For all purposes of the contract including arbitration there under, the address of the contractor mentioned in the tender shall be final unless the contractor notifies a change of address by a separate letter sent by registered post with acknowledgement due to O/o the Commissioner, Central Goods and Services Tax, Gautam Budh Nagar. The contractor shall be solely responsible for the consequences of any omission or error to notify change of address in the aforesaid manner.

3. **Preparation and Submission of Tender/Quotation:** The service provider shall submit different bids viz. Technical and Financial Bid (in BoQ form).
   
   i. The Technical Bid shall contain the number of years of experience of the service provider in this field, the make and model of the vehicle offered, date of manufacture, Registration number of vehicle offered, details of permit, if any, required for hiring of vehicle, insurance details, GSTIN & PAN Number of service provider. The self attested photocopies of these documents shall be attached with the Technical Bid. **Financial quotes such as amount quoted per month etc. should not be mentioned in the Technical Bid.** If such financial quotes are found mentioned in the Technical Bid, the tender will be summarily rejected.

   ii. The Financial bid (in BoQ form) will be opened only if the Technical Bid is found to be satisfactory as per the schedule given below.

4. **Signing of Tender:** Individual signing the tender or other documents connected with contract must specify whether he signs as:-
   
   (a) A "sole proprietor" of the concern or constituted attorney of such sole proprietor.
   
   (b) A partner of the firm, if it be a partnership firm, in which case he must have authority to execute contracts on behalf of the firm and to refer to arbitration disputes concerning the business of the partnership either by virtue of the partnership agreement or by a power of attorney duly executed by the partners of the firm.

   (c) Director or Assistant, duly authorized by the Board or Directors of the Company, if it is a Company.

5. In case of partnership firms, a copy of the partnership agreement, or general power of attorney duly attested by a Notary Public, should be furnished on stamped paper duly sworn of affirmed by all the partners admitting execution of the partnership agreement or the general power of attorney. The attested copy of the certificate of registration of firm should also be enclosed along with the tender.

6. In the case of partnership firms, where no authority to refer disputes concerning the business of partnership firm has been conferred on any parties the tender and all other related documents must be signed by all partners of the firm.

7. A person signing the tender form or any documents forming part of the tender on behalf of another person should have an authority to bid such other person and if, on enquiry it appears that the persons so signing had no authority to do so, O/o the Commissioner, Central Goods and Services Tax, Gautam Budh Nagar may, without prejudice cancel the contract and hold the signatory liable for all costs, consequences and damages under the civil and criminal remedies available.
8. The tenderer should sign and affix his/his firm's stamp at each page of the tender and all its Annexure as the acceptance of the offer made by the tenderer will be deemed as a contract and no separate formal contract will be drawn. **NO PAGE SHOULD BE REMOVED/DETACHED FROM THIS TENDER DOCUMENT.** (This sub-clause will not be applicable in cases where signing of a separate agreement is considered by O/o the Commissioner, Central Goods and Services Tax, Gautam Budh Nagar, if necessary.)

9. The Technical bid should be submitted in form given in Annexure-III along with other documents/information i.e. Copy of PAN Number, Aadhar No, Service Tax No., full details of the number of Taxis registered in the name of the tenderer or his firm with photo copies of RCs and any other information sought for in the last section of the Annexure-III.

10. The Financial Bid should be submitted in the form given in Annexure IV (in BoQ form). The Financial Bids of those tenderers who are found technically compliant, will be opened on the specified date and time given as above. A Committee of officers of O/o the Commissioner, Central Goods and Services Tax, Gautam Budh Nagar will evaluate the Financial Bids.

11. Terms of payment as stated in the Tender Documents shall be final.

12. At the time of payment of bills, the taxes liable to be deducted, if any, shall be deducted at source as per Government rules and guidelines as may be prevailing at the time of payment.

13. **Criterion for Evaluation of Tender:** - The evaluation of the tenders will be made first on the basis of technical information furnished in form given in Annexure-III and then on the basis of Financial information furnished in form given in Annexure-IV. The Financial bid (in BoQ form) (Annexure-IV) of such firms found valid based on technical parameters (as per annexure-III) will be opened along with the Technical Bid.

14. The reasons for selection or rejection of a particular tender will not be disclosed. The award of work will be further subject to any specific terms and conditions of the contract of this tender enquiry.

15. **Right of Acceptance:**
   16.1 The Commissioner, Central Goods and Services Tax, Gautam Budh Nagar, reserves all rights to reject any tender including of those tenderers who fail to comply with the instructions without assigning any reason whatsoever and does not bind itself to accept the lowest or any specific tender. The decision of the Commissioner, Central Goods and Services Tax, Gautam Budh Nagar, in this regard shall be final and binding.

   16.2 Any failure on the part of the contractor to observe the prescribed procedure and any attempt to canvass for the work will prejudice the contractor's quotation.

16. **Communication of Acceptance:** Successful Tenderer will be required to provide all documents as submitted in Technical Bid, in original to Superintendent (HQ) or any other designated authority of this office for verification and after such verification, will be informed of the acceptance of his Bid.

17. **Penalty:**
   (a) In case of breach of any conditions of the contract and for all type of losses caused including excess cost due to hiring of Taxi from the market in the event of Contractor failing to provide requisitioned taxis or not providing Taxis, the competent authorities of this office reserves the right to make deductions double the rate of Hiring rate on pro rata basis from the bills preferred by the Contractor or that may become due to the contractor under this or any other contract or from the security deposit or may be demanded from him to be paid within seven days to the credit of the Department of Revenue.
(b) The powers of the competent authority under these conditions shall in no way affect or prejudice the powers in certain events to terminate the contract vested in this office as herein provided.

18. **Disclaimer:** The near relatives of employees of O/o the Commissioner, Central Goods and Services Tax Commissionerate, Gautam Budh Nagar or employees working in Customs, CGST or Central Excise formations in Meerut are prohibited from participating in this tender enquiry process. The near relatives for this purpose are defined as:

(a) Members of a Hindu Undivided Family.
(b) Their husband and wife.
(c) The one is related to the other in the manner as father, mother, son(s), son’s wife (daughter-in-law), Daughter(s) & daughter’s husband (son-in-law), brother(s) & brother’s wife, sister(s) and sister’s husband (brother-in-law).

19. **Breach of Terms and Conditions:** In case of breach of any of terms and conditions mentioned above, the Competent Authority will have the right to cancel the work order without assigning any reason thereof, and nothing will be payable by O/o the Commissioner, Central Goods and Services Tax, Gautam Budh Nagar in that event.

20. **Subletting of Work:** The firm shall not assign or sublet the work or any part of it to any other person or party.

21. The tender is not transferable.

22. **Terms of Payment:**
   1. Neither payment shall be made in advance nor any loan form of any bank or financial institution recommended on the basis of the order of award of work.
   2. The contractor shall submit the bill at each stage/in the first week of following month in respect of previous month (in case of monthly payments) for sanction of the amount of bill and passing the bill for payment.
   3. All payments shall be made through RTGS by PAO, CBIC, NOIDA.
   4. The Commissioner, Central Goods and Services Tax, Gautam Budh Nagar shall be at liberty to withhold any of the payments in full or in part subject to recovery of penalties mentioned in preceding para.
   5. The term “payment” includes all types of payment due to the contractor arising on account of this contract excluding Earnest Money and Security Deposit governed by the separate clauses of the contract.
   6. Wherever applicable all payments will be made as per schedule of payments stated in Annexure-II.

23. **Termination of Agreement/ Contract:** This agreement/ contract can be terminated by either party for any reason whatsoever by giving suitable Notice to the other party at least 2 months before the intended date of termination and ensuring that the services provided under this agreement/ contract are continued as per this contract during the notice period without any interruption.

24. In case of any dispute of any kind and in any respect whatsoever, the decision of the competent authority of this office shall be final and binding.

[Signature]
Additional Commissioner (P&V)
Central GST
Gautam Budh Nagar
## ANNEXURE-III

### TENDER FORM-I

#### TECHNICAL BID

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Name of the firm/ Company/ Agency (copy of Shop Act/ Company Registration Certificate should be enclosed)</td>
</tr>
<tr>
<td>2</td>
<td>Complete Address &amp; Contact Number</td>
</tr>
<tr>
<td>3</td>
<td>PAN Card No. (attach copy)</td>
</tr>
<tr>
<td>4</td>
<td>GSTIN (attach copy)</td>
</tr>
<tr>
<td>5</td>
<td>Aadhar Number of Proprietor/ partner in case of firm and Director/ authorized person in case of company</td>
</tr>
<tr>
<td>6</td>
<td>Number of years experience of providing vehicles in Government / Semi-Government/ Public Sector Govt. Undertakings</td>
</tr>
<tr>
<td>7</td>
<td>Name &amp; Address of the departments in respect of S. No.6 above</td>
</tr>
<tr>
<td>8</td>
<td>Details of the vehicles owning/ in Possession for providing on hire (with make, model and year alongwith the copy of Registration Certificate of each of the vehicle).</td>
</tr>
</tbody>
</table>

**Declaration**

1. I, ...........................................................(Son/Daughter/Wife of Shri .................................................................................................................. & Proprietor/Director/ Authorised Signatory of the (Agency/ Firm).......................................................................................................................... am competent to sign this declaration and execute this tender document,

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

3. My Agency/Firm/ Company have not been black listed by any of the organisation/ govt. department as on date of submission of the bid/tender.

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

Dated: .........................................................

(Dated Signature of Tenderer with stamps of the firm)

Place: .........................................................
ANNEXURE-IV

FINANCIAL/PRICE BID UNDERTAKING

(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,

1) I submit the above 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 Financial Bid (BOQ).

4) I have read the terms and conditions of the Tender Notice and I agree to and undertake to abide the same. Further, it is certified that I/We have never been black listed by any Govt./PSU Department.

Yours faithfully,

(Signature of Authorized Signatory with date & Stamp)
ANNEXURE-V

Instructions for Online Bid Submission:

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at http://eprocure.gov.in/eprocure/app.

REGISTRATION:

1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: https://eprocure.gov.in/eprocure/app) by clicking on the link “Online bidder Enrollment” on the CPP Portal which is free of charge.

2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.

3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.

4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify/ nCode / eMudhra etc.), with their profile.

5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC’s to others which may lead to misuse.

6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS:

1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.

2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.

3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS:

1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.

2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” or “Other Important Documents’” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

**SUBMISSION OF BIDS**

1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.

2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.

3) Bidder has to select the payment option as “offline” to pay the tender fee / EMD as applicable and enter details of the instrument.

4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.

5) Bidders are requested to note that they should necessarily submit their financial bids (in BoQ form) in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.

6) The server time (which is displayed on the bidders” dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.

7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opener’s public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

8) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.

9) Upon the successful and timely submission of bids (i.e. after Clicking “Freeze Bid Submission” in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

10) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

**ASSISTANCE TO BIDDERS**

- Clicking "Freeze Bid Submission".
1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.

2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.

Additional Commissioner (P&V)
Central GST
Gautam Budh Nagar

6.04.2021
# Item Rate BoQ

Tender Inviting Authority: Office of the Commissioner of Central Tax, Gautam Buddh Nagar

Name of Work: Hiring of Vehicle

Contract No: II(22)HQ/Hiring of Vehicles/GBN/05/18/Pt.

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Item Description</th>
<th>Quantity</th>
<th>Units</th>
<th>BASIC RATE PER MONTH (Exclusive Taxes) In Figures To be entered by the Bidder in Rs. P</th>
<th>TOTAL AMOUNT Without Taxes Col (6) = (3)x(5) Rs. P</th>
<th>TOTAL AMOUNT In Words</th>
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<td>1</td>
<td>Services:</td>
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<td></td>
<td>1.01 Staff Car Segmant Vehicle Midsize-4001mm to 4500mm</td>
<td>1,000 Nos</td>
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<td>0.00 INR Zero Only</td>
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Quoted Rate in Words  

INR Zero Only