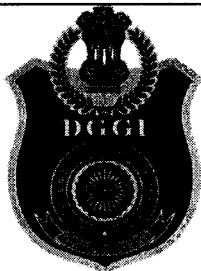


<p>भारतसरकार वस्तुएवंसेवाकर आसूचनामहानिदेशालय पुणेआंचलिकइकाई फिनिक्सबिल्डिंग, बंडगार्डनरोड, रेजीडेंसीक्लबकेसामने, पुणे - 411001 ☎ TELE 020-06121206, 26121207 ☎ FAX 020-26125498, 26120006</p>		<p>GOVERNMENT OF INDIA DIRECTORATE GENERAL OF GOODS AND SERVICES TAX INTELLIGENCE PUNE ZONAL UNIT, Phoenix Building, CTS NO. 14, Bund Garden Road Opp. Residency club, Pune - 411001 ☎ TELE -020-06121206, 26121207 ☎ FAX 020-26125498, 26120006 Email:-PZU-DGGI@gov.in</p>
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F. No: DGGI/(15)/30/2020-VEH-O/o ADG-DGGI-ZU-PUNE

Dated: 30.03.2022

NOTICE INVITING TENDER

Subject: E-Procurement for Hiring of Vehicle for the use as Operational Vehicle in office of DGGI, Pune on Monthly rental basis- reg.

E-Tenders are invited from reputed service providers for the hiring of 08 numbers of commercially registered vehicles as tabulated below, for the use as Operational Vehicles by the Office of Directorate General of GST Intelligence, Pune Zonal Unit, Phoenix Building, CTS No. 14, Bund Garden Road, Opp. Residence Club, Pune-411001(in short 'DGGI PZU') for the period **01.05.2022 to 30.04.2023** on monthly hire basis on contract for:

Details of the vehicles to be hired are as follows:

Sl. No	Category	Type of Vehicle	No. of Vehicles	Tenure	Year of Registration
01	Vehicles to be used for 30/31 days in a month for maximum 2000 Kms in a month.	Non Air-Conditioned Mid-Sized Vehicles like Toyota Etios, Maruti D Zire, Hyundai Xcent, Innova, Xylo, Maruti Ertiga or like vehicle etc.	08	01.05.2022 to 30.04.2023	Not older than 2019

1. The Tender enquiry documents will be available on official website

<https://eprocure.gov.in> and www.cbic.gov.in.

2. Bid Submission: Bids shall be submitted online only at CPPP website:

<https://eprocure.gov.in/eprocure/app>. Tenderers / suppliers are advised to follow the instructions "Instructions to Bidder for Online Bid Submission" provided in the Annexure VI for online submission of bids.

3. Suppliers have to follow the “terms and conditions” provided in **Annexure – I**. “Requirement of Bidder for Online Bid Submission” i.e. “Technical Bid/Financial Bid” provided in the **Annexure – II & Annexure – III** for online submission of bids and submit an undertaking as prescribed under **Annexure – IV** and tender acceptance letter as prescribed under **Annexure–V** and Bid Checklist as prescribed under **Annexure-VII**. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document. 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.

4. The bid forms and other details can be obtained from the website www.eprocure.gov.in (CPPP Portal). The bid forms and other details can be obtained from the website www.eprocure.gov.in (CPPP Portal). The critical dates for the Tender Submission and processing are as under:-

Published date	30.03.2022 (12.00 Noon)
Bid Document Download Start Date	30.03.2022 (12.00 Noon)
Bid Submission start date	30.03.2022 (01.00 P.M.)
Bid Document Download End Date	20.04.2022 (12.00 Noon)
Bid Submission End Date	20.04.2022 (01.00 P.M.)
Technical Bid Opening Date	25.04.2022 (01.00 P.M.)
Financial Bid Opening date (Those bidders who have qualified in the Technical Bids)	25.04.2022 (04.00 P.M.)

5. Tenderer who has downloaded the tender from the Central Public Procurement Portal 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 tampered /modified in any manner, tender will be completely rejected and tenderer is liable to be banned.

6. Interested suppliers 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.

7. Not more than one tender shall be submitted by one supplier or suppliers having business relationship. Under no circumstances 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)/directors(s) are common) be allowed to tender for the same supply as separate competitors. A breach of this condition will render the tenders of both parties liable to rejection.

8. This issues with the approval of Additional Director General DGGI Pune Zonal Unit, Pune.



31/3/22

(Rishabh Gupta)
Deputy Director

ANNEXURE-I

Detailed Terms and Conditions of the Tender

Eligibility Criteria

- i) Rate(s) quoted should be for a commercially registered vehicle which is registered not older than the year 2019 and without any accident history, in excellent and neat exterior, interior and running condition and which shall also be so maintained during the period of hire;
- ii) The firm(s)/service provider, preferably from Pune(MH), intending to submit the quotation should have at least 5 years of experience in the tour and travel business in providing vehicles to the Central Government departments with clean track record of satisfactory services;
- iii) Service providers owning and/or in possession of the vehicle offered in the tender bid on the date of submission of tender only are eligible to submit their quotations Preference will be given to service provider owning the vehicle offered in the tender bid on opening of the Technical Bid.
- iv) The firm should have GSTIN and PAN card issued by the concerned Department.

Earnest Money Deposit (E.M.D.)

Earnest Money Deposit of Rs. 10000/- (Rupees Ten Thousand Only) will have to be submitted while submitting the bids in form of Demand Draft/Fixed Deposit Receipt/Bank Guarantee drawn in favor of Administrative Officer, DGGI, Pune Zonal Unit, Phoenix Building, CTS No. 4, Bund Garden Road, Opp. Residency Club, Pune-411001, without which the quotations will not be considered. The E.M.D. amount will be returned to the unsuccessful bidders.

Performance Guarantee (Security Deposit)


The successful bidder shall give performance security in the form of Account Payee Demand Draft/Fixed Deposit Receipt/Bank Guarantee from a scheduled commercial bank amounting to 5% of the total estimated cost for the period of contract in favor of Administrative Officer, DGGI, Pune Zonal Unit, Phoenix Building, CTS No. 14, Bund Garden Road, Opp. Residency Club, Pune-411001. Performance Security should remain valid for a period of Sixty Days beyond the date of completion of all contractual obligations of the contractor. The Performance Guarantee Security deposit will be refunded only after the expiry of the contract. The deposit is liable to be forfeited, if during the period of contract, the services of the contract are found to be unsatisfactory in any respect, and/or if 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.

While quoting the rates, every service provider tendering/bidding should specifically note that:-

- i. The vehicle provided should be commercially registered. The said vehicles are hired for use by Office of the Additional Director General, DGGI Pune Zonal Unit, Pune, for the **period till 30.04.2023**.
- ii. The rates for hiring of vehicle should be quoted for each category/model of vehicle for 2000 kms. for 25/26 and 30/31 days as the case may be separately. The rates quoted should be excluding Goods & Services Tax (GST). The rate per Kilometer in excess of 2000 kms., as the case may be and overtime per hour beyond 12 hours/day should also be quoted separately;
- iii. The vehicle with the Driver would be placed at the disposal of this office as and when required. This office would be free to use the hired vehicle in any manner for carrying officials, material etc. as per its requirements and the firm will not have any objection to it.
- iv. The hired vehicle would be used by this office for a minimum of 12 hrs on each day. The hired vehicle could be used on any day beyond 12 hrs. if required.
- v. The log book should be maintained by the service provider in line with log book system for the departmental vehicles.
- vi. The billing will be done on monthly basis and bills to be submitted in triplicate by the 5th of the succeeding month to the Vehicle In-Charge.
- vii. Department shall be liable to pay the hiring charges and any other statutory levies for hiring a vehicle only. Other liabilities like monthly charges of Drivers, Repair and Maintenance of vehicles, Insurance, Petrol/Diesel, Oil and any other incidental expenses etc shall be borne by the service provider. In case of any mishap/accident, all the claims arising out of it shall be met by the service provider. In any case, department is not liable to pay any other charges in addition to monthly charges plus any other statutory levies for hiring a vehicle;
- viii. The service provider should ensure that the driver(s) employed possess a valid driving license. Service Provider should ensure that, the drivers on duty are well behaved and properly dressed, and well versed with the routes and locations in western Maharashtra.
- ix. In order to ensure day to day smooth functioning, the service provider shall not change, the vehicle once hired. Similarly, the drivers provided on the said vehicle should not be changed until and unless there is an emergency. In case of emergency, the said changes may be done with the prior intimation/permission. In case, wherein a regular vehicle could not be

- provided for any reason including repairs, servicing etc., the replacement vehicle should be provided in place of the regular vehicle.
- x Once the contract is awarded, service provider should provide to the department the complete details of vehicle, certified copies of the RC book along with the copy of the valid comprehensive insurance policy. Further, the service provider should ensure that, the comprehensive insurance policy for the vehicles is in-force during the entire period of contract.
 - xi The department will not be under any obligation, legal or otherwise, to provide employment to any of the personnel of the service provider during or after the expiry of the hire period. The department recognizes no employer-employee relationship between the department and the personnel deployed by the service provider. The department shall not be responsible financially or otherwise for any injury to the vehicle or driver or person deployed by the service provider during the course of contract.
 - xii The department reserves the right to terminate the contract if the terms and conditions are violated and/or without assigning any reason, by giving (15) fifteen days' notice.
 - xiii The contract shall be initially for a period of one year starting from the date of the approval by the competent authority, subject to these terms and conditions extendable up to two more years, one year at a time.
 - xiv Once hired, the vehicle will not be put to use for other purposes, and the vehicle and driver will work under the overall supervision of the Department for which they will do all as is necessary.
 - xv Any person who is in government service or any employee of the department, is not a partner directly or indirectly, with the service provider;
 - xvi Inspection of the vehicle will be done before finalizing the contract and also periodically by officer in-charge of Motor Vehicles.
 - xvii The bidders must have clean track record of satisfactory service.
 - xviii The Additional Director General, DGGI reserves the right to require fulfillment of other conditions, not expressly mentioned which are consistent with use of vehicles on hire with this office and to reject any or all tenders without assigning any reason thereof.
 - xix The vehicle should be equipped with FASTAGS for tolls on highways.
 - xx In case of dispute the decision of the Additional Director General, DGGI, shall be final and binding.


30/3/22
(Rishabh Gupta)
Deputy Director

ANNEXURE-'II'

TECHNICAL BID

1. Name of firm/Company/Agency :
(Copy of Shop Act/Company
Registration Certificate should
be enclosed)
2. Complete Address :
& Contact Number
3. Number of years' experience :
in providing vehicles
in Government/Semi-
Government/Public Sector
Undertakings.
4. Name and Address of the :
Departments in respect of
Sl.No. 3 above.
5. PAN Number (with proof) :
6. GST Registration No :
(with proof)
7. Details of the vehicles owning/in :
Possession for providing on hire
(With Make Model and Year
Along with the copy of
Registration Certificate
of each of the vehicle.)

The eligible vehicle details only should be included

ANNEXURE-'III'

PRICE/FINANCIAL BID DOCUMENT

Price bid undertaking
Schedule of price bid in the form of BoQ.

PRICE BID UNDERTAKING

From: (Full name and address of the Bidder)

To,
The Deputy Director
Phoenix Building, CTS NO. 14,
Bund Garden Road Opp. Residency club,
Pune – 411001.

Dear Sir/Madam,

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

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

I offer to work at the rates as indicated in the price bid, Annexure III exclusive of all
applicable taxes.

Yours Faithfully,

Signature of Authorized Representative

ANNEXURE- IV

UNDERTAKING BY THE BIDDER

I/We undertake that my/our firm/company, M/s..... has not been blacklisted by any Govt. Department/Public Sector Undertaking/Autonomous Body.

I, Son / Daughter / Wife of Shri....., Proprietor/ Partner/ Director/ Authorized signatory of M/s..... am competent to sign this declaration and execute this tender document.

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

The information/documents furnished along with the above application are true and correct to the best of my knowledge and belief. I/We am/are well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

I /We understand that in any case any deviation is found in the above statement at any stage, my/our concern/firm/co. shall be blacklisted and shall not have any dealing with the Department in future.

Date:

Signature of the authorized Signatory of the firm/company/Organization

Place:

Office Stamp/Seal:

ANNEXURE- V

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

Date:

To,
The Deputy Director
Phoenix Building, CTS NO. 14,
Bund Garden Road Opp. Residency club,
Pune – 411001.

Sub: Acceptance of Terms and Conditions of Tender.

Tender Reference No.: _____
Name of Tender/Work:- _____

Dear Sir,

I/We have downloaded/obtained the tender document(s) for the above mentioned 'Tender/Work' from the website(s) namely:

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

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, etc.) Which form part of the contract agreement and I/We shall abide hereby by the terms/conditions/clauses contained therein.

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

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

I/We do hereby declare that our firm has not been blacklisted /debarred by any Govt. department / Public sector undertaking.

I/We certify that all information furnished by our firm is true and correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully

ANNEXURE- VI

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: <https://eprocure.gov.in/eprocure/app> .

REGISTRATION

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.

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

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.

Upon enrolment, the bidders will be required to register their valid Digital Signature Certificates (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.

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.

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

SEARCHING FOR TENDER DOCUMENTS

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.

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.

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

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

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.

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.

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.

SUBMISSION OF BIDS

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

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

Bidders are requested to note that they should necessarily submit their financial bids 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 colored (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.

The server time (which is displayed on the bidder’s 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.

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 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.

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

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.

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

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.

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.

ANNEXURE-VII
BID CHECKLIST

Bidder is required to fill-up this checklist and enclose along with the envelope containing the Earnest Money:

Sl.	Item description	Yes/No	Bid Reference
1	Tender Acceptance Letter		
2	Letter of authorization to submit bid		
3	An Undertaking that the agency hasn't been blacklisted		
4	Financial/Price Bid Undertaking		

This is to certify that I/We before signing this Tender have read and fully understood all the terms and conditions contained herein and undertake myself / ourselves to abide by them and all of it is included in cost.

Signature

Name of the Authorized Signatory

Seal / Stamp