


<b>भारतसरकार</b> <b>वस्तुएवंसेवाकर</b> <b>आसूचनामहानिदेशालय</b> <b>पुणेआंचलिकइकाई</b> <b>फिनिक्सबिल्डिंग, बंडगार्डनरोड,</b> <b>रेजीडेंसीक्लबकेसामने, पुणे - 411001</b> <b>☎ TELE 020-06121206, 26121207</b> <b>☎ FAX 020-26125498, 26120006</b>		<b>GOVERNMENT OF INDIA</b> <b>DIRECTORATE GENERAL OF</b> <b>GOODS AND SERVICES TAX</b> <b>INTELLIGENCE</b> <b>PUNE ZONAL UNIT,</b> <b>Phoenix Building, CTS NO. 14, Bund</b> <b>Garden Road Opp. Residency club,</b> <b>Pune - 411001</b> <b>☎ TELE -020-06121206, 26121207</b> <b>☎ FAX 020-26125498, 26120006</b> <b>Email:-PZU-DGGSTI@gov.in</b>
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F. NO. DGGI/I/(15)/29/2020-VEH-O/o ADG-DGGI-ZU-PUNE

Dated: 30.03.2022

**NOTICE INVITING E-TENDER THORUGH E-PROCUREMENT FOR HIRING OF VEHICLES "ON CALL BASIS" I.E. "AS AND WHEN" REQUIRED BASIS.**

E-Tenders are invited from reputed vehicle service providers for hiring of vehicles on casual hiring basis i.e. as and when required by the Office of Directorate of GST Intelligence, Pune Zonal Unit, Phoenix Building, CTS No. 14, Bund Garden Road, Opp. Residency Club, Pune-411001(in short 'DGGI PZU') for the period **01.05.2022 to 30.04.2023** on contract basis. The last date of submission of bids is 20.04.2022. The details of the vehicles required on Casual hiring basis and when required by DGGI, PZU is as follows:

S. No.	Category of Vehicle	Type of Vehicles	No. of Vehicles required.
1.	Commercially registered Vehicles	Innova/ Xylo/Tavera/Breeza/Indigo/Dzire/Etios or like vehicle as per requirement of DGGI PZU.	On Casual basis and as and when required.

2. The tender enquiry documents will be available on official website <https://eprocure.gov.in> and [www.cbic.gov.in](http://www.cbic.gov.in)

3. 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.

4. Suppliers / Service providers 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** alongwith tender acceptance letter as prescribed under **Annexure-V** and 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 he scanned document. The tender shall be submitted online in two parts viz. Technical bid and Financial bid. All the pages of bid being submitted must be signed and sequentially numbered by the bidder irrespective of nature of concept of the documents before uploading. The Offers submitted by Telegram/ fax/ email/by post etc. Shall not be considered and No correspondence will be entertained in the matter.

5. The bid forms and other details can be obtained from the website [www.eprocure.gov.in](http://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.)

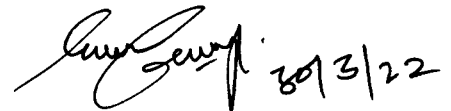
6. Tenderers who have downloaded the tender from the Central Public Procurement Portal website <https://eprocure.gov.in/eprocure/app> shall not tamper/modify the tender form including downloaded price bid template in any manner. In case if the same is found to be

tampered / modified in any manner, tender will be completely rejected and tenderer is liable to be banned.

7. Interested suppliers/ 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 etc.

8. Not more than one tender shall be submitted by one supplier/ Service Provider or suppliers/Service Providers 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)/director(s) are common) be allowed to tender for the same supply as separate competitors. A breach of this condition will render the renders of both the parties liable to rejection.

9. This issues with the approval of the Additional Director General, DGGI PZU.



(RISHABH GUPTA)

Deputy Director

DGGI, Pune Zonal Unit

**ANNEXURE-I**

**Detailed Terms and Conditions of the Tender**

**Eligibility Criteria**

- i) Rate(s) quoted should be for a commercially registered vehicle which is **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 a clean track record of satisfactory services;
- ii) 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.
- iii) The firm should have GSTIN and PAN card issued by the concerned Department.

**Earnest Money Deposit (E.M.D.)**

Earnest Money Deposit of Rs. 6000/- (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. 14, 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.

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

1. Types of Commercially Registered Vehicles required to be supplied: -

Sr. No.	Category	Type of Vehicles	No. of Vehicles required
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1	Commercially registered Vehicles	Innova / Xylo / Tavera / Breeza / Indigo / Dzire / Etios or like vehicle as per requirement of DGGI	On Casual basis/On Call basis i.e. as and when required
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2. The contract shall be initially for a period 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.

3. The service provider agency / firm should have sufficient number of the required vehicles with them either owned by him or under control through agreement. The list of the vehicles intended to be provided alongwith all the details, i.e. owner, driver make, registration no. registration date, No. of Kilometers run etc. should be attached with tender documents.

4. The bidders must have clean track record of satisfactory service.

5. The agency / firm would ensure that the drivers employed have valid driving license and clean driving record. The driver of the vehicle provided must follow traffic rules and all other regulations prescribed by Govt. from time to time. The drivers shall observe all the etiquette and protocol while performing the duty & shall be neatly dressed in proper uniform.

6. Vehicles must be fitted with Fire extinguishers inn proper working condition at all time and the driver should be trained to use them.

7. Rates quoted should be exclusive of the Goods and Services Tax (GST) component. No GST will be paid if the operator fails to provide proof of valid GST registration. All other taxes, fee, levy insurance charges etc. other than GST would be borne by the agency / firm.

8. DGGI reserves the right to reject all or any of the offers without assigning any reason thereof and the decision of this office shall be final and binding.

9. The billing will be done on trip basis. Billing of the vehicle called will start on **first pick up** within the PMC / PCMC area (start kilometers and time) and will end with **last drop** within PMC/ PCMC area (end kilometers and time). Bills preferably typed and in triplicate in connection with the service shall be submitted to DGGI within a week of each completion of trip. The vehicle must be available at any time of any day as desired by DGGI. The service Provider should maintain Vouchers signed by the officers of DGGI PZU after completion of every trip and the same should invariably enclosed with the bills.

10. Financial bids of only those service provider agencies / firm would be opened, who qualify the technical requirements. The lowest Bidder (L1) will be calculated on the basis of average rate (per K.M.) of all four items (2 Categories of Vehicle to be provided Local and Outstation) in BOQ for Financial Bid.

11. Though the rates in Financial Bids are invited on Per Kilometer Basis, following conditions are required to be considered while quoting the rates for hiring of vehicles on Local and Outstation basis. In such case outstation will be treated above 50 Kilometers from DGGI, Pune Zonal Unit Office. The conditions to be considered for quoting the rates per kilometer are as follows:-

Segment	Local Trip		Outstation Trip	
	Fix minimum Kilometer for Local trip (Kms.)	Fixed maximum hrs for local trip (Hrs.) *	Fixed minimum kilometer (Kms.)	Fixed maximum hrs (Hrs.) *
<u>Innova/ Ertiga</u>	80	12	300	24
<u>Indigo/Dzire/ Etios</u>	80	12	300	24
In no case extra hour payment or Driver allowance will be paid in extra by DGGI, Pune Zonal Unit.				
<b>* In case of Fixed hrs in above case the same will be count from First Pick up and Last Drop as mentioned in para 9 above.</b>				

12. DGGI shall be liable to pay the hiring charges only. Any other charges, including monthly charges of driver, repair and maintenance of vehicle, insurance, petrol / diesel, oil and other incidental expenses shall be borne by the service providing agency / firm.

13. The vehicle should be available / may be used for running in Maharashtra State / outside Maharashtra State as and when desired.

14. The vehicle provider and Driver shall be bound to carry out the instructions of the Directorate as well as of the officers assigned to the vehicle.

15. In case of any accident, all the claims arising out of it shall be met by the service providing agency / firm.

16. The contract between DGGI and the agency / firm can be cancelled at any time after a prior notice of one month from either side, in the event of poor service or violation of any of the conditions stipulated.

17. Any matter during the period of this agreement, which has not been specifically covered by this agreement, shall be decided by DGGI whose decision shall be final and conclusive.

18. No additional terms & conditions over and above the conditions stipulated above shall be entertained by DGGI.

19. In case any dispute, the decision of The Additional Director General, Directorate General of GST Intelligence, Pune Zonal Unit, Phoenix Building, Pune, shall be final and binding.

 28/3/22

(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

(list to be enclosed as per condition

No.3 **Annexure-I**)

(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)

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To,

The Deputy Director

Phoenix Building, CTS No.14

Bund Garden Road, 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, 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