

	OFFICE OF THE COMMISSIONER, GOODS & SERVICES TAX, “GST BHAVAN” PLOT NO. 67-76/B-I, “SIDDHI SADAN” BUILDING, NARAYAN UPADHYAY MARG, BHAVNAGAR - 364 001.	 सत्यमेव जयते
Phone: - (0278) 2523625 Fax: - (0278) 2513086 E-mail :- admhqbhavnagar@gmail.com		

**NOTICE FOR INVITING ONLINE BIDS FOR HIRING OF 03 MOTOR VEHICLES FOR
CGST BHAVNAGAR COMMISSIONERATE AND ITS DIVISION OFFICES**

This office requires **03** motor vehicle (preferably white colour) on monthly hiring basis for a period of **01 year** 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.

Sr . No	Type of vehicles required	No. of vehicles	Criteria for hiring of vehicles	Used for
1.	Mid-size vehicle (A-3 Segment) like Innova or similar kind of vehicle	01	For 25-26 days subject to maximum of 2000 km in a month. Cost ceiling (exclusive of taxes) – CNG Vehicles Rs. 45,000/- per month Petrol/Diesel Vehicles Rs. 50,000/- per month Hiring Period- For the period of 01 year from 16.04.2022 to 15.04.2023	Alang Range, CGST Division, Bhavnagar-2
2.	Small-size vehicle (A-2 Segment) like Honda City, Verna, Ciaz, etc and higher end models	01	For 25-26 days subject to maximum of 2000 km in a month. Cost ceiling (exclusive of taxes) – CNG Vehicles Rs. 35,000/- per month Petrol/Diesel Vehicles Rs. 40,000/- per month Hiring Period- For the period of 01 year from 01.07.2022 to 30.06.2023	CGST Division, Surendranagar
3	Small-size vehicle (A-2 Segment) like Honda City, Verna, Ciaz, etc and higher end models	01	For 25-26 days subject to maximum of 2000 km in a month. Cost ceiling (exclusive of taxes) – CNG Vehicles Rs. 35,000/- per month Petrol/Diesel Vehicles Rs. 40,000/- per month Hiring Period- For the period of 01 year from 01.07.2022 to 30.06.2023	CGST Division, Junagadh

Interested parties should submit their bids **ONLINE** in two parts Technical Bid (Annexure II) & Financial Bid in BOQ format 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. The complete bid should be submitted after signing and for accepting the general terms and conditions as per Annexure-I by **1700 hrs on 10.04.2022**. The online received bids will be opened online on **11.04.2022** by the members of the Tender Committee on e-procurement portal.

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

(Anil Pandole)
Assistant Commissioner (Adm.)
Date: .03.2022

Copy to:

1. The Superintendent (Systems), HQ, Bhavnagar, for displaying the said Tender Notice on the department's website and Commissionerate Website.
2. Bid publisher for publishing the said Tender Notice on E-procurement portal by 1700 hrs on 22.03.2022.
3. Superintendent (GSO)/ PRO, GST, HQ, Bhavnagar.
4. Bid Opener, Bid Evaluator & Notice Board

ANNEXURE-I

TERM & CONDITIONS:

1. The Tender shall be submitted **ONLINE** only through the website www.eprocure.gov.in in two parts i.e. Technical Bid & Financial Bid.
2. **Following documents should be uploaded with the bid before last date of bid submission:-**
 - (i) Scanned copy (clearly visible) of the entire Tender documents, signed on all pages.
 - (ii) Scanned copy of the company/firm registration/incorporation certificate.
 - (iii) Scanned Copy of the PAN No. of owner/firm/company 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 the owner/proprietor/Company/firm. If not, a consent letter of No Objection duly signed by both the parties i.e. the owner of the vehicle and proprietor of the firm/company, should be submitted, otherwise the bidder will be rejected on Technical Ground.
4. Vehicle should preferably not be more than **03 years** old (as on Tender Publishing date) and should be in good running condition and **comprehensively insured with pollution control certificate or any other Certificate required as per law**. New vehicles will be given preference. Further, the bidders providing more no of vehicles will be given preference.
5. Each quotation should be accompanied with a **bid security of Rs. 10,000/-** as a DD/Cheque drawn in favour of the Principal Commissioner of Goods and Service Tax, Bhavnagar. The bid security in the form of DD/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, DD/Cheque will be forfeited and contract awarded to next lowest bidder. No documents will be entertained either offline or online after the last date of bid submission.
6. The bidders should provide the details of the vehicle being offered in Technical bid proforma as per the S.No. of the vehicles stated above. Further, the rate for the offered vehicle should be filled in BOQ format of the financial bid proforma on E-procurement portal. There are 03 rows in the BOQ for all vehicles as per S.No. of the above table. The interested bidders should quote their rate in the relevant row of the vehicle being offered.
7. Technical bid shall not mention any financial matters such as amount quoted per month etc. upon observance of any such mention in the Technical Bid, the tender will be summarily rejected.
8. Financial bids of only those service providers would be opened, who have qualified in respect of the technical bids. The contract will be awarded to the lowest rate bidder. If the successful bidder fails to provide the offered vehicle in prescribed time limit, the contract may be awarded to the next lowest bidder at the rate offered by the lowest responsive bidder.
9. On approval of Tender/ quotation, the vehicle must be supplied within a **07 days period**.
10. Drivers of the vehicle should be well conversant with Bhavnagar City to Junagadh/Surendranagar/Ahmedabad City routes/Roads and also with any other route required by the department.
11. 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.

12. Each driver shall observe all the etiquette and protocol while performing the duty & shall be neatly dressed. The driver of the vehicle should be present in office premises during the working hours and should not leave the office premises without proper intimation to the office.
13. 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.
14. 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.
15. 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.
16. 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 by 10th of each completed month.
17. **For Mid-size vehicles and Small-size vehicles, the Kilometers of the vehicles 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 carried forward 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.**
18. 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.
19. Any person who is in government service or any employee of the department shall not be partner directly or indirectly, with the service provider.
20. TDS and other taxes as applicable will be deducted from each bill. During the period of this agreement, any matter which has not been specifically covered by this agreement shall be decided by the competent authority of this Office whose decision shall be final.
21. The vehicle should be in excellent working condition and should be sent only after checking battery, coolant, oil, air tyre pressure & fuel.

22. In case of non-availability of the vehicle for any reasons with the service provider, alternate arrangements are to be made by them and intimation regarding this may be given to user of the vehicle in time.
23. 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.
24. The car shall report for duty as and when required maintaining regularity and punctuality. No conditional bids shall be entertained by this Office and all conditional bids will be rejected summarily
25. 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.
26. Contractor shall ensure that the personnel deployed by him do not have any criminal antecedents. The service provider will comply with the labour Laws in force and all liabilities in this connection will be theirs. Further, if any complain is received against the driver/owner/firm from anywhere, the department is free to terminate the agreement instantly without assigning any reason.
27. A penalty of **Rs. 1000/- per day per vehicle** may be levied if any vehicle or driver or service provider fails to meet above terms & conditions on any day and the same will be deducted from the bills submitted by the contractor for payment.
28. This office reserves the right to accept or reject any tender, even the lowest one, without assigning any reason thereof. Further, this office reserves the right to scrap the entire tender process at any stage without assigning any reasons thereof.
29. The Commissioner, CGST Bhavnagar 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. This Office reserves the right to require fulfillment of other conditions, not expressly mentioned, which are consistent with the use of vehicles on hire by this office.
30. After the completion of whole tendering process, the successful bidder will have to execute an agreement with this office **within 10 working days**. The contract will be signed by Assistant Commissioner (Adm), CGST, HQ, Bhavnagar on behalf of Principal Commissioner, CGST, Bhavnagar. The executed contract can be cancelled after a prior notice of **one month** from either side, in the event of poor service or violation of any of the conditions stipulated.
31. Any matter during the period of this agreement, which has not been specifically covered by this agreement, shall be decided by The Commissioner of CGST, Bhavnagar, whose decision shall be final and conclusive.

32. In case of any dispute of any kind and in any respect whatsoever, the decision of the Commissioner of CGST, Bhavnagar, shall be final and binding.
33. **In case of any violation of the above conditions, the Principal Commissioner, CGST Bhavnagar has right to repudiate the agreement immediately. The Principal Commissioner may also consider imposing appropriate penalty in deserving case.**

Assistant Commissioner
CGST, HQ Bhavnagar

ANNEXURE-II

TECHNICAL BID FOR HIRING OF VEHICLE

To be submitted **ONLINE** only through www.eprocure.gov.in subscribing “TECHNICAL BID”

1.	Name of the Organization/Firms with full address with pin code, Phone No., e-mail etc.			
2.	Name of the Proprietor			
3.	PAN No. of the Firm as allocated by the Income tax department			
4.	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			
5.	Copy of GST Registration Certificate or submit undertaking that you are not liable to pay GST.			
6.	Details of Vehicle offered (A copy of RC book of the vehicle being offered, has to be enclosed with the technical bid)			
S. N o.	Type of vehicle/Model and Manufacturer Name	Month and Year of manufacture/	Fuel Type/ Colour of vehicle/ Vehicle Registration No.	Insurance period
1				

2					
3					
4.	Any other information				

UNDERTAKING (Part of Annexure-II)

I/We undertake that, I/We have carefully studied all the terms and conditions of the tender notice as indicated in Annexure-I and shall abide by them. Further, it is certified that I/We have never been blacklisted by any Govt./PSU Department.

I/we further undertake that the information submitted by me/us in Annexure-II of this tender are true and correct in all respects and to the best of my/our knowledge

I/we understand that if any deviation is of and in above statement at any stage, is found, I/We shall be blacklisted and will accept the penalty awarded by the department.

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

I/We hereby confirm that I/We am/are authorized to sign the Tender Documents.

Signature of Authorized person with date: _____

Name & full address: _____

Mobile No. -----

Special Instructions to the Contractors/Bidders for the e-submission of the bids online through the e-Procurement Portal :- (Not a part of tender documents)

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 /SafeScript/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)**