

वस्तु एवं सेवाकर आसूचना महानिदेशालय
क्षेत्रीय इकाई, आगरा
आवास संख्या-२४ & २५, टाइप-३,
केन्द्रीय उत्पाद शुल्क कॉलोनी, वैशाली
सेक्टर-१५, सिकंदरा, आगरा-२८२००७.
टेलीफोन न. 0562-2972424



**DIRECTORATE GENERAL OF
GST INTELLIGENCE
REGIONAL UNIT, AGRA**

Quarter No. 24 & 25 Type-III,
Central Excise Colony, Vaishali
Sector-15, Sikandara, Agra-282007.
Email id:- deputydirectordggiaru@gmail.com

E-TENDER NOTICE FOR HIRING OF VEHICLES ON NEED/EMERGENCY BASIS

E-Tender (in prescribed format) is invited from the reputed vehicle providers through E-Procurement portal for hiring of vehicle on need/emergency basis as per requirement of official work in the office of the Deputy Director, Directorate General of Goods & Service Tax Intelligence, Agra Regional Unit, Quarter No. 24 & 25 Type-III, Central Excise Colony Vaishali Sector-15, Sikandara, Agra-282007.

Tender Critical Date Sheet

Tender Publishing Date	27.06.2022 upto 06.00 PM
Bid submission start Date	28.06.2022 at 10.00 AM
Bid submission end Date & Time	19.07.2022 at 10.00 AM
Bid opening Date & Time	20.07.2022 at 11.00 AM

2. The complete tender document containing general terms & conditions, pre-qualification requirements etc. are available on <http://eprocure.gov.in/procure/app>, and can be downloaded free of cost.
3. ***Demand draft of Rs.10,000/- as Earnest Money Deposit 'EMD' in favour of 'PAO' CBEC, Lucknow*** is to be submitted by the bidder except Micro and Small Enterprises (MSEs) as defined in MSE procurement Policy issued by the Department of Micro, Small and Medium Enterprises (MSME) or bidders are registered with the Central Purchase Organization or the concerned Ministry of Department) along with the bid, otherwise the bid shall be out rightly rejected.
4. ***The estimated cost of tender is Rs.5,00,000/- (Five Lakhs).***
5. The bidders shall submit their bids online only at CPPP website, following the terms and conditions provided in the Annexure-I.
6. The bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
7. Not more than one tender shall be submitted by any bidder.
8. The comparison of rates will be done on the basis of rate on monthly basis.
9. Interested bidders are advised to visit CPPP website <http://eprocure.gov.in/procure/app>, regularly till closing date of submission of tender for any corrigendum/addendum/amendment.
10. Submission of Tender:-
 - (a) The tender shall be submitted online in two part, viz., technical bid and financial bid. The bid will comprise of online technical bid and inspection.
 - (b) **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.**
11. The quoted rates shall remain firm throughout the tenure of the contract. No revision is permissible for any other reason.
12. The bidder shall produce the vehicle with well-dressed driver for inspection during technical evaluation and interview of the drivers will be conducted before opening of financial bid.

1/810301/2024-13. The Pr. Additional Director General, DGGI, Zonal Unit, Lucknow reserves the right to accept or reject any or all tenders without assigning any reason. In case of any dispute of any kind and in any respect whatsoever, the decision of Pr. ADG, DGGI, Zonal Unit, Lucknow shall be final. If any information furnished by the agency is found to be incorrect even at a later stage, the agency shall be liable to be debarred from the tendering process and black-listed for the future.

(Ajay Kumar Singh)
Sr. Intelligence Officer (Admn.)
DGGI, Regional Unit, Agra

Encl: As above.

Copy to-

1. The Tender creator/publisher for Uploading on CPPP website <http://eprocure.gov.in/procure/app>.
2. Web Master for uploading in the website of CBIC.

ANNEXURE-I**TERMS AND CONDITIONS**

While submitting bids, the applicant should specifically note that:

- [1] Separate Technical and Financial Bids should be uploaded. The Separate technical and financial bids should be clearly marked **“Technical Bid”** and **“Financial Bid”**, strictly in the enclosed Proforma as the case may be.
- [2] The rates quoted in **‘Annexure III’** attached is for a registered vehicle under Motor Vehicle Act. The vehicle provided shall be in excellent and neat exterior interior and running condition which they shall also so maintain during the period of hire.
- [3] Financial bids of only those agency/firm will be opened, who qualify the technical requirements.

SERVICE PROVIDER OBLIGATIONS:-

1. Service provider shall agree to provide quality services as per terms and conditions of agreement.
2. Service provider shall ensure that assigned vehicle and driver report as per schedule provided by the department/individual user. In an event of delay in arrival beyond 15 minutes, the department shall have right to hire other taxi services (which may or may not be of similar hired car category). The fare charges shall be charged to service provider.
3. Service provider to ensure that all maintenance works related to assigned vehicle shall be carried out in off duty hours.
4. Service provider to ensure that vehicle deployed shall arrive at designated location on time with full tank of fuel.
5. In the event of any break-down, servicing and repairs of vehicles, the service provider at his own cost shall make alternate arrangement by providing similar or higher class of vehicle(s) for which agreement is entered into. In an event of delay in arrival beyond 15 minutes, the department shall have right to hire other taxi services (which may or may not be of similar hired car category). The fare charges shall be charged to service provider. Failure to do so will evoke penalty or possible termination of contract.
6. The service provider shall not be allowed to sub-let the Contract.
7. Police verification of deployed staff shall be ensured by service provider.
8. All attempts shall be made to provide quality services.

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VEHICLES:-

1. The vehicle(s) provided by the service provider shall have valid registration Certificate, full Comprehensive insurance to cover third party and occupants, fitness certificate, PUC, permit etc. and any other relevant permits/licenses essentially required by the RTO and any other statutory bodies for commercial operations, and must be revalidated before the expiry of the due date during the tenure of the contract period.
2. The vehicles deployed should be well maintained, cleaned thoroughly both internally and externally.
3. All vehicle shall be equipped with an emergency medical kit and a Fire Extinguisher.
4. It shall be ensured that all electrical connections including lights (both brake and front), horn, turn indicators, air conditioning (if requested as an add-on) and other vehicle system shall be periodically checked and maintained by service provider to avoid any inconvenience to the department.
5. Vehicle must have mobile charger and ambient freshener.

DRIVER/ STAFF DEPLOYED:-

The service provider shall be responsible for the acts and deeds of drivers of the vehicle including following:

- (i) The driver in no case shall report to duty in an inebriated state or consume alcohol while on duty.
- (ii) The driver/staff of the vehicles deployed for the department duties maintain polite & courteous behavior towards department as well as to other departmental staff. Following may be construed as "Misbehavior" and shall attract penalties as per provisions of contract. Repeated instances may result in termination of services.
 - 1) Denial of duty during contract period or during duty hours,
 - 2) Use of abusive language.
- (iii) Driver must be provided a working mobile phone with map application and contact number be provided to this department. The driver should be proficient in using mobile application.
- (iv) In an event that for any reasons the driver changes his contact number during the tenure of the contract then service provider will immediately notify the department of the above change.
- (v) The driver shall be reachable at all times during duty hours.

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- (vi) Only drivers that possess a valid driving license shall be deployed by service provider.
 - (vii) Driver should be properly dressed in neat and clean attire, if required driver should wear uniform of specific color as per department's requirement.
 - (viii) The driver shall not report for duty in an inebriated state. In such an event, the Department shall have full rights to terminate the contract with immediate effect.
 - (ix) Any complaints from the staffs/users of the department with respect to their behavior/uniform will be viewed seriously and it will be brought to the notice of the service provider, who shall take suitable action.
 - (x) Gossips with the guests and using mobile phone during driving is not allowed. In case of urgency, driver should park the vehicle with permission from the user and talk in the mobile to minimum duration.
 - (xi) As soon as the driver is advised to attend any guests by the department, the driver should call/SMS the guest giving his mobile and vehicle details. Charges of calls/SMSs will be on contractor's account.
 - (xii) Vehicle and driver should not be changed frequently. Any such changes should be informed by the contractor to authority well in advance for permission.

STATUTORY RULES COMPLIANCE & TAXES:-

1. The hiring charges will be inclusive of fuel cost, lubricants, spare parts, maintenance and salary of drivers/staff, payment of insurance /Road tax etc. required for operation of vehicle in a state where service is required. However, state taxes required for operation in other states shall be provided by department.
2. The service provider shall take comprehensive insurance cover with third party unlimited liability risk of the vehicles detailed for the department requirement. Department shall be liable for any damages whatsoever to public property and/or any third person due to any accident arising out of and in the course of deployment of service provider's vehicle.
3. The service provider shall be solely responsible for any claims by any third party and/or employees of department travelling in the vehicle for any injuries caused by the driver of the vehicle whether by accident or otherwise.
4. The department will in no way be responsible for violation of traffic rules and/ or infringement of any other law for the time being in force, either by the driver of vehicle or by the service provider. The driver as well as service

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provider comply contract and as may be enforced from time to time for which department would not be held liable/responsible in any manner whatsoever. Onus of compliance of all the applicable Laws/Acts/Rules including those under Motor Vehicle Acts/Rules shall rest with the service provider only and department will not be liable in any manner.

5. The service provider shall be responsible for ensuring compliance with the provisions related to Labour Law (Central/State) and specially Minimum Wages Act, Payment of Wages Act, PF, ESI Act, Payment of Bonus Act, Contract Labour (R&A) Act, workmen Compensation Act etc. as applicable from time to time. The employee of the service provider shall not be deemed to be employees of the department hence the compliance of the applicable acts laws will be the sole responsibility of the service provider.
6. The service provider shall be personally responsible for any theft, misconduct and / or disobedience on the part of drivers so provided by him.
7. During the contract period, if the vehicle is seized or detained or requisitioned by Police / Motor Vehicle Authority or any other authorities for whatsoever reasons that will be at the service provider's risk. Also, alternate vehicle of similar or higher category will be provided by Service provider without any extra charges.
8. The vehicle deployed for duty for the department shall at no point of time carry any person other than personnel authorized by the department. The service provider has to ensure the safety of passengers by avoiding negligent driving by their drivers such as over speeding, rash driving, and driving vehicle without brakes/defective brakes.
9. The service provider shall provide, at his own cost proper uniform and badges as per STATE MOTOR VEHICLE RULES (amended up to date) and photo identity cards to the drivers.

TAXES DURING JOURNEY:-

1. Toll tax, Octroi, Parking Charges and other Statutory levies, if any, paid during the journey would be billed on actual and shall be paid by the department.

PAYMENTS OF EXTRA Kms/ Hours.:-

1. All distances shall be calculated from the reporting point. No payment shall be made for journey from garage to reporting point.

MISCELLANEOUS IMPORTANT CONDITIONS:-

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- 1) The contract shall be valid for an initial period of one year starting from the date of agreement/service and extendable for one year more on the same term & conditions if both the parties agreed. The department reserves the right to terminate the contract without assigning any reason by giving 15 days notice.
 - 2) **The bidder should have local office at Agra and should have arrangement for establishing contact and round the clock service. Alternate contact number must be provided.**
 - 3) The vehicle shall be provided on any day including Saturday, Sunday and Holidays including day & night as required by the office.
 - 4) **The vehicle shall not be older than three year and shall be kept neat and clean and in perfect running condition with shining body with good upholstery by the transport operator. The color of vehicle should be white color or off white suitable for official use.**
 - 5) In case vehicle provided is not found satisfactory, the same shall be returned for immediate replacement. In case no replacement is provided in time, DGGI would have a right to hire a vehicle from the market and the additional cost incurred by this office will be borne by the Transport Operator.
 - 6) The rates shall be quoted exclusive of GST.
 - 7) The vehicle should be registered with the concerned authority of Central/State Govt. The vehicles should have necessary registration/license as required under motor vehicle act or any other acts. The Transport operator shall provide a certificate to this effect.
 - 8) The driver provided should strictly comply with the laws in force and they should be adequately experienced, and maintain decency, politeness, and neat dress and good habits. The driver's attitude and behavior should be humble in nature and well-disciplined in following the instructions of the department officers. The rude behavior of driver shall not be tolerate at all and if found any such incidence, an alternative arrangement should be made on the top priority.
 - 9) The Transport Operator should have an adequate number of telephones or contact numbers around the clock.
 - 10) The Vehicle should be kept with sufficient stock of fuel. However, in case of any emergency, if any officer pays for refuel, the same should be reimbursed by the Transport Operator on production of the bill.
 - 11) As regard vehicle timings, the Transport Operator will not pass on the instructions directly to the driver concerned. All the instructions should be routed through the officers of DGGI.

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- 12)** The vehicle should be available/may be used for running in the U.P State/outside U.P State as and when the DGGI so desires.
 - 13)** Bills should be in triplicate, and should be submitted to this office in the 1st week of the following month.
 - 14) If the contract is awarded, the owner shall provide the department the complete details of the vehicle, certified copy of the RC book, comprehensive insurance policies as well as full details of the deployed drivers, their addresses and copies of their driving licenses.**
 - 15)** Bidders must have experience of one year in providing services i.e. hiring of vehicle to Central/State Government/PSU office.
 - 16)** The requirement of vehicle in any categories will be as per actual requirement of office situated at Agra and as such number of vehicle may be increased or decreased.
 - 17)** The EMD of the bidders will be refundable within 45 days after the completion of the process. No interest would be payable on amount of EMD. The EMD will be forfeited in case the bidder asks for modification in his/their bids or do not accept the Contract after being awarded the same.
 - 18)** A penalty of Rs.500/- per day per vehicle will be levied if any vehicles or drivers or agency/ firm fails to meet above terms and conditions. Further, the Department may choose to terminate services at their discretion once above terms and conditions have been breached beyond 3 instances.
 - 19)** Procurement under this bid is reserved for purchase from Micro and Small Enterprises whose credentials are validated online through Udyog Aadhar for that product category. If the bidder wants to avail the reservation benefit, the bidder must be the manufacture of the offered product in case of bid for supply of goods. Traders are excluded from the purviews of Public Procurement Policy for Micro and Small Enterprises. In respect of bid for services, the bidder must be the service provider of the offered service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered product or service.
 - 20)** In case of any dispute of any kind and in any respect whatsoever, the decision of Pr. Additional Director General, DGGI, Lucknow shall be final and binding.
 - 21)** The Pr. Additional Director General, DGGI, LZU, Lucknow reserves the right to require fulfillment of other conditions, not expressly mentioned, which are

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consistent with use of vehicles on hire with this office, and to reject any or all tenders without assigning any reason thereof.

We agree to the above terms and conditions:-

Signature of authorized signatory with date : _____

Name of the Firm : _____

Seal : _____

TECHNICAL BID
Tender for hiring of vehicles

1.	Name of the bidder Firm/Company	
2.	Address of the Firm/company (With Tel. No. and email)	
3.	Local address of the firms/company. (upload copy of address proof.)	
4.	Status of Ownership (Proprietary / Partnership /Company)	
5.	Name & Address of the Proprietor/ Partners/ Directors (with mobile number)	
6.	Contact Person (s) (with mobile number)	
7.	PAN No. of Firm / Company (upload copy)	
8.	GST Registration No. (upload copy of Registration certificate)	
09.	Vehicles are owned by the bidder in case of No, detail the mode of arrangement	Yes/No
10	Number of owned vehicle by the bidder (please give details, copy of proof must be upload)	
11.	Details of the experience in the field (Up-load the copy of job order/certificate), if any	

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The List of Enclosures to be attached with the Technical Bid:: Attested photocopies / certified true copies of the following documents are required to be annexed with the Technical Bid. Technical Bids received without these documents are liable to be rejected. Originals of these documents/ certificates shall be produced at the time of execution of the Agreement / Contract, if desired.

1. Certified copy of the registration certificate of the firm/company,
2. Certified copy of PAN Card,
3. Certified copy of GST Registration,
4. Service provider shall have the experience of minimum one year of providing such services to the any Govt. Offices/ Public Sectors Undertakings (copy must be submitted).
- 5. Proof of Registered Office / Branch Office of Company /Firm /Agency in Agra, Uttar Pradesh (UP).**
6. Earnest money of Rs. 10,000/- (Rupees Ten Thousand only) in form of Demand Draft in favour of PAO, CBEC, Lucknow.

Signature and stamp of the Owner/ bidder/
Authorized Signatory with complete, Name, Address,
Contact No. (s), including Mobile No.

Financial Bids

Journey Type	Journey description	Vehicle Type		
		Rate for Big Size vehicle (i.e. Innova, Scorpio, Mahindra xuv 500 etc) (Non AC) (Rs.)	Rate for Mid Size vehicle (i.e. Etios/ Indigo/ swift etc.) (Non AC) (Rs.)	Small Size vehicle (i.e. wagonr/Indica/ I-10 e.tc.) (Non AC) (Rs.)
Local Journey within Agra. (upto 50 kms from city limit)	8 Hrs or 80 KM			
	Extra KM rate above 80 KM			
	Extra Hrs rate above 08 Hrs			
Outstation Journey	12 hrs or 250 KM			
	Extra Hrs rate above 12 Hrs.			
	Extra KM rate above 250 KM			
Night charge.				

Note:-(1). The above rates are exclusive of GST as applicable.

(2) Other charges such as GST, Toll Tax/Entry Tax, Parking charges etc would also be paid on submission of payment receipt alongwith the Bill.

(3) Night charges will be applicable between 11:00 pm to 05:00 am.

Signature and stamp of the Owner/ bidder/
Authorized Signatory with complete, Name, Address,
Contact No. (s), including Mobile No.

Complete details of the Vehicles offered:

Type of Vehicle/ Model	Vehicle registration no.	Year of manufacture of vehicle	Colour of vehicle	Any other details

DECLARATION

I/We hereby certify that the information furnished above is full and correct to the best of my/our knowledge. I/we understand that in case any deviation is found in the above statement at any stage, the company / firm will be blacklisted and will not have any dealing with the Department in future.

Signature and stamp of the Owner/ bidder/
Authorized Signatory with complete, Name, Address,
Contact No. (s), including Mobile No.