**TENDER NOTICE FOR HIRING OF VEHICLE**

On behalf of the President of India, the office of the Assistant Commissioner of Central Goods & Service Tax, Darjeeling Division, Darjeeling invites sealed Tenders/Quotation from reputed agencies/registered service providers for providing/supplying of vehicle as mentioned in the schedule below on monthly hired basis along with driver and fuel, for official/operational use in the office of the Assistant Commissioner of Central Goods & Service Tax, Darjeeling Division, Kinley House, Nimki Dara, Darjeeling, Pin- 734101. The vehicle is required to be provided/supplied for a period of one year (12 months) from the date of contract/agreement. The details of the vehicle to be hired are as under:

| 1 | Name of the Hirer | Office of the Assistant Commissioner, Central Goods and Service Tax & Central Excise, Darjeeling Division Darjeeling |
| 2 | Address of the Hirer | Office of the Assistant Commissioner, Central Goods and Service Tax & Central Excise, Darjeeling Division Kinley House, Hill Cart Road, Nimki Dara, Darjeeling, PIN-734101 |
| 3 | Place, Date and Time of collection of Tender Documents | Office of the Assistant Commissioner, Central Goods and Service Tax & Central Excise, Darjeeling Division, Darjeeling. between **10.00 hrs to 17.00 hrs** on all working days from 10-08-2020 to 25-08-2020 |
| 4 | Contact Official | Shri. Pema Yolmo (Superintendent) Ph.No : 7908889832 Shri Darthasang Guite Mob No.: 9163850643 |
| 5 | Last Date for Submission of Tenders | 5.00 PM on 25-08-2020 |
| 6 | Opening Date of Tenders | 3.00 PM 01.09.2020 |

Interested bidders/parties/agencies having experience of providing/supplying of vehicle to Central or State Government officers/PSU's etc. and also willing to comply with the general terms and conditions mentioned hereinafter in this notice may submit their bids/tender/quotation in the prescribed format in sealed conditioned superscribed as "tender for hiring of vehicles" and addressed to

The Assistant Commissioner,  
Central Goods & Service Tax & Central Excise  
Darjeeling Division, Kinley House  
Hill Cart Road, Nimkidara, Darjeeling  
Pin-734101(WB).

The sealed cover superscribed as "tender for hiring of vehicles" should contain two separate sealed envelopes, one for Technical bids(Annexure -II) and the other containing Financial bid (Annexure -III) which should be clearly marked/superscribed as "Technical bid" or "Financial bid" on the respective envelopes.
Technical bid should contain documents evidencing(i)year of manufacture of the vehicle(ii)Vehicle having registered for commercial purpose as per motor vehicle Act, 1988:(iii)Previous experience of Government agencies/PSU's served, if any:(iv)GST Registration No. among others,(v) Declaration/undertaking as per (part of Annexure-II). The financial bid will be taken up only if the Technical bid is found to be in order; else the Tender will be outrightly rejected. The sealed quotations should be submitted in the receipt section of office premises as mentioned above on or before 31.03.2019. Tender/Quotations received thereafter will be rejected.

The sealed tenders will be opened at 05.30 P.M (17.30 Hrs.) on 01.09.2020 at the chamber of the Assistant Commissioner of Central Goods & Service Tax, Darjeeling Division, Kinley House, Namkidara, Darjeeling, Pin- 734101 (WB) in presence of members of the Tender Committee. All the bidders may like to be present either themselves or through their authorized representative on the date and time mentioned above along with the Original documents of the Vehicle to be provided.

**General Terms & Conditions**

1. The vehicle offered to the Department should be of latest Model (Preferably White Colour) and should be in good running condition and well maintained. The vehicle should be properly and comprehensively insured and should have commercial Registration as per the motor vehicle Act, 1988, including regular pollution clearance certificate.

2. The usage of the vehicle will be on a monthly basis. This is subject to a maximum of 2500 Kms in a month. If the specified Kilometers of 2500 remain unutilized in a particular month, the same shall be carried forward to the next month on the first in first out basis (i.e. the utilized quota of 500Kms(out of 2500 Kms) for the month of July will be carried forward to the month of August. During August, the unutilized quota of 500 Kms will be utilized first and the quota of 2500Kms for August will be utilized subsequently and so on).

3. The vehicle should remain in the office campus during office hours and will normally be utilized during the said period. However, it may be utilized even after office hours, as and when required. The vehicle on hire must also be made available at any time or day as desired by the office, including Saturday & Sunday and public Holidays, if required. The said vehicle shall be deemed to be at the disposal of the Central GST and CG. Darjeeling Division, Darjeeling.

4. The vehicle should have seat cover, at least two sets of white seat covers, Towel and napkins. These should be changed by every week. A first aid kit, Fire extinguisher and Air Freshener should also be there.

5. All legal obligations and necessary documentation which include necessary license & permission for conducting business, Registration certificate, Insurance, Pollution Control Certificate, Road Tax Driving license and other compliances shall be complied by the Service Provider/Vendor and this office does not own any responsibilities whatsoever in this regard.

6. The service provider/vendor shall not engage any sub contractor of transfer the contract to any other person.

7. This office is liable to pay the hiring charges only. The service provider/vendor will be responsible for maintenance and up-keeping of the said vehicle on his own account and no extra charge will be paid by the Department. All expenses including the cost of fuel, repair of vehicle, vehicle taxes, driver’s salary, mobile charges and /or any other incidental expenditure whatsoever, have to be borne by the Service provider/vendor. In case of any accident all the claims arising out it shall be borne by the service provider/vendor.

8. The office shall not be responsible for any toll tax, fine charged by police or other agencies, parking fees, losses, damages, any accident of the vehicle or to any other vehicles or for the injury to the driver or any other 3rd party. All such expenses on this account shall be borne by the service provider/vendor of vehicle and there will be no reimbursement from the Department in this regard.

9. Due to non-availability of the vehicle on any reason what so ever, like breakdown, servicing, maintenance, repair etc., the service provider/vendor shall make arrangement for providing substitute vehicle in good condition.
10. If the vehicle is out of order, the service provider/vendor shall provide a substitute vehicle immediately. In case the vehicle does not report on time does not report at all, the Department would have right to hire a vehicle from the market and the additional cost incurred by the Department will have to be borne by the service provider/vendor.

11. The driver of the vehicle should be polite, trained, well conversant in the local language and in Hindi, having good eye-sight and bear a good character, devoid of bad habits, he should have proper valid driving license and know the roads and routes of Darjeeling district and adjacent areas. The driver should observe all etiquette and protocol while performing the duty and shall be neatly dressed and carry a mobile in working conduction for which no payment shall made by the Department. The driver should always remain with the vehicle during entire period of duty. In case of any urgency, the driver may seek permission from the concerned officer.

12. The drivers of the hired vehicle must follow traffic rules and other regulations prescribes by the Government from time to time. Any liability on violation of traffic rules shall be borne by the service provider/vendor.

13. The driver should not be normally changed unless requested by the office/officer using the vehicle or due to weekly rest to the driver.

14. The service provider/vendor and the driver shall be bound to carry out the instruction of the Department/officer-in-charge of the vehicle as well as of the competent officer/officers to whom the vehicle is assigned.

15. A daily record indicating time and mileage shall be maintained as per the trip sheet and will have to be submitted to the Department/officer-in-charge of vehicle.

16. Service provider/vendor who are having in s position to provide vehicle as per the specification mentioned in this office tender notice are only required to submit their bids/quotations.

17. The quotation/rates are to quoted for hiring on monthly basis (Rs. 40,000/ per month) as per F.No-6/1/2019/ru/EC-II, Government of India, Ministry Of Finance, Department of Revenue (Integrated Finance Unit) dated 11/02/2019. The element of GST and other Taxes/rate/duties/levies etc. may be shown separately, with the understanding that, there will no increase or decrease in correct rates.

18. No additional terms and conditions from the service provider/vendor/tenderer over and above shall be entertained by the office.

19. Rate for supply of the vehicle shall remain in force and be binding on the service provider/vendor/tender for the entire period of agreement of one year (12 months). However, if the performances are found unsatisfactory, then the Authority/Office has the discretion to terminate the agreement/contract with one month notice.

20. The service provider/vendor shall provide copy of all relevant documents related to vehicle and driver of such vehicle. The agency/firm should have and adequate no. of telephone/mobile phone to contract round the clock. The owner/partners of the service provider/vendor should be available on telephone/office as well as residence) and also on mobile phone so as to call in a case of emergency.

21. The service provider/vendor shall certify and sign a declaration (Part of annexure-II) that he has read as understood all the terms and conditions of the tender and undertake to abide by them.

22. The service provider/vendor should also give a declaration (Part of annexure-II) that he or his firm/s has not been black listed by any Government Department/organization as on the date of submission of the bid/tender. The quotations, which are not accompanied by the requisite declaration (in Part of annexure-II) will summarily be rejected.

23. In case, any negligence regarding service by the contracted service provider/vendor is noticed, this office reserves the right to terminate the contract agreement after giving 15 (fifteen) days notice. However, the
24. Incomplete quotations or quotations containing incorrect information(s), even if found subsequently, will be disqualified and are liable for rejection without any intimation.

25. The department reserves the right to cancel the service provider’s/vendor’s bid and/or the contract agreement, if any information provided by the service provider/vendor is found unverifiable during the selection procedure, without assigning any reasons.

26. The contract so awarded will commence from the date of communication of the same, subject to acceptance of bid by the Competent Authority i.e. Commissioner, CGST & CX, Siliguri Commissionerate and will be valid for one year from the date of execution of the same and thereafter it may be extended for further period as may be necessary on mutual agreement.

27. In case of any service provider/vendor baking out midway without any explicit consent of the Authority, the appropriate Authority has to right to impose penalty on the service provider/vendor of the vehicle.

28. Pre-receipted bill for a month shall be submitted by the service provider/vendor induplicate on or before 10th of succeeding/subsequent month. The payment shall normally be made within the month in which the bills are submitted by ECS through bank.

29. The service provider/vendor must provide the Income Tax permanent account number (PAN) and GST Registration number. If applicable, along with bid/quotation photocopies of the said documents are required to be submitted as proof of the same.

30. This office reserves the right to terminate the accepted tender during the period of the contract without giving any reason and without consulting the service provider/vendor. The service provider/vendor will have no right to demand any compensation in this respect. The office also reserves its right to relax any of the conditions above. In case of any dispute of any kind and of any respect whatsoever, the decision of the Assistant Commissioner (P&V), Central Goods & Service Tax, Siliguri Commissionerate shall be final and binding.

31. This office also reserves the right to accept or reject any/all the tender without assigning any reason what so even.

(Pradip Lama)
Assistant Commissioner,
CGST, Darjeeling Division,
Darjeeling.

Dated: 13.07.2020

C.No. 11221/Veh/CGST/DJ/DIV/17-18 1630
Copy forwarded to:

1. The Commissioner, CGST & CX, Siliguri Commissionerate, Siliguri.
2. The Superintendent (HQ), CGST & CX, Siliguri Commissionerate, Siliguri.
3. Notice Board, Darjeeling CGST Division, Darjeeling.
4. Notice Board of CGST, Siliguri Commissionerate, Hakimpura, Siliguri.
5. The Superintendent (Computer Cell), with a request for uploading the Tender Notice in the Departmental Web site and on the Central Public Procurement Portal for necessary action for the processing of e-Procurement.

(Pradip Lama)
Assistant Commissioner,
CGST, Darjeeling Division,
Darjeeling.
### ANNEXURE-II

**TECHNICAL BID FOR HIRING OF VEHICLE**
(To be submitted subscribing “Technical Bid”)

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
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<tbody>
<tr>
<td>1</td>
<td>Name of the organization/Firms with full address with pin code, telephone no., e-mail etc.</td>
</tr>
<tr>
<td>2</td>
<td>Name of the Tenderer i.e. proprietor/partner etc. with full address with pin code, telephone no., e-mail etc.</td>
</tr>
<tr>
<td>3</td>
<td>PAN No. of the proprietor/partner or firm allocated by the Income Tax Department</td>
</tr>
<tr>
<td>4</td>
<td>Details of the in the field (please attach the copy of job order/service certificate from any of the agencies) if any</td>
</tr>
<tr>
<td>5</td>
<td>GST Registration No. (if any)</td>
</tr>
<tr>
<td>6</td>
<td>Complete details of the vehicle offered</td>
</tr>
<tr>
<td>7</td>
<td>Year of Make and Model No. and mileage run so far. (Copy of the RC book has to be enclosed with Technical Bid)</td>
</tr>
<tr>
<td>8</td>
<td>Color of Vehicle (along with photograph of the vehicle)</td>
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<tr>
<td>9</td>
<td>Any other Information</td>
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UNDEARTAKING (Part of Annexure-II)

1. I/We hereby certify that the information furnished above is true and correct in all respect to the best of my/our knowledge. I understand that increase any deviation is found in the above statement at any stage; I/we will be blacklisted and will not have any dealing with the department in future.

2. I/we undertake that, I/we have carefully studied all the terms and condition as indicated in Annexure-I and understood the parameter of the proposed requirement of vehicle and shall be abide.

3. Should this tender be accepted, I/we hereby agree to abide by and fulfill all terms and provisions of the said conditions as indicated in Annexure-I so far as applicable.

Signature of Authorized
Person with Deal & Seal

Name & Full Address
ANNEXURE-III

FINANCIAL BID FOR HIRING OF VEHICLE

PROFORMA FOR QUOTING RATES
(To be submitted subscribing “Financial Bid”)

<table>
<thead>
<tr>
<th></th>
<th>Name &amp; address of the Contractors/Firms/agencies</th>
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<tbody>
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<td>1</td>
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<thead>
<tr>
<th></th>
<th>Name of the proprietor/Partner</th>
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<td>2</td>
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<table>
<thead>
<tr>
<th></th>
<th>Rate quoted per month (Excluding of all taxes charges/Levies)</th>
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<tbody>
<tr>
<td>3</td>
<td>Rate per Kilometer (for extra KMs over and above 2500-200 Kms)</td>
</tr>
</tbody>
</table>

Signature of Authorized+  
Person with Deal & Seal______________________________

Name & Full Address ________________________________