E-TENDER NOTICE FOR HIRING OF VEHICLES


The e-Tender’s details are available on cbec.gov.in. The bids shall be opened at 1200 hrs. on 12-08-2020 in the Office of the undersigned.

Date: 21.07.2020

(AKSHAY PATIL)
Assistant Commissioner
Mumbai West
TENDER DOCUMENT

Subject: Hiring of vehicles by the Central Goods & Service Tax, Mumbai West Commissionerate-reg.

The Commissioner of Central Goods & Service Tax, Mumbai West on behalf of the President of India invites e-tenders from reputed vendors latest by 1000 hrs on 11-08-2020 for hiring of a maximum of 18 (Eighteen) vehicles of different models. The requirement of the number of vehicles for any particular month will be intimated at the end of previous month so as to not to cause any inconvenience to both the parties and the payment shall be made on the basis of no. of vehicles provided for the particular month, for the use of the CGST Commissionerate, Mumbai West for a period of 1 year w.e.f. date of signing of contract and which can be extended further on the basis of same conditions and performance.

The 18 vehicles required are classified into three blocks:

- Block 1: 1 (One) Staff Car
- Block 2: 7 (Seven) Mid size Vehicle
- Block 3: 10 (Ten) Small Size Vehicle

Service provider should be able to provide the vehicles as requisitioned.

Type and number of Vehicles:

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Category</th>
<th>No. of vehicles required</th>
<th>Type of Vehicle</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Staff Car to be used for 30/31 days in a month subject to a maximum of 2500 kms in a month.</td>
<td>01</td>
<td>Innova Crysta or equivalent</td>
</tr>
<tr>
<td>2</td>
<td>Operational vehicle for headquarters to be used for 20/25 days in a month subject to a maximum of 2000 kms in a month.</td>
<td>07</td>
<td>Honda City/Mobilio, Toyota Innova, Maruti SX4/Ciaz, Ford Fiesta, Hyundai Verna, Ertiga or equivalent</td>
</tr>
<tr>
<td>3</td>
<td>Operational vehicle for Divisions to be used for 25/26 days in a month subject to a maximum of 2000 kms in a month.</td>
<td>10</td>
<td>Swift Dzire, Amaze, Tata Zest, Hyundai Xcent or equivalent</td>
</tr>
</tbody>
</table>
The e-bid shall consist of two parts i.e. Technical Bid and Financial Bid. In the technical bid, the bidder will provide details as per Annexure-I/Technical Bid. In the Annexure-II/Financial Bid, they should submit quotations on the website “https://eprocure.gov.in/eprocure/app”. The service providers will be short listed on the basis of their technical competency after opening of technical bids and only after ascertaining their technical competency and inspection of vehicles thereof, and fulfilment of all the conditions the financial bids would be opened.

**Bids of all the parties whose Financial Bid are not in Annexure-II or the rates quoted by them are mentioned in their Technical Bid shall be rejected forthwith.** All the information sought under the head “Conditions” and ‘Other information to be supplied is to be given in Technical Bid (Annexure-I). The price quoted for the same will be entertained only in respect of those, whose Technical Bids are found to be eligible. The Financial bid of the disqualified bidders’ shall not be entertained.

The bids shall be opened at 1200 hrs. on 12-08-2020 in the Chamber of Deputy/Assistant Commissioner, Investigation or Admin, CGST Mumbai West, 1st Floor, Mahavir Jain Vidyalaya, C.D. Barfiwalla Marg, Juhu Galli, Andheri (West), Mumbai-400058.

A. Eligibility Criteria for Bidder (Supporting evidences should be submitted along with Technical bid):

I. The Applicant Vendor should own sufficient number of vehicles at the time of making application for the contract and should produce evidences to that effect.

II. The Applicant’s Annual Turnover should not be less than Rs. 1 Crore from the business of hiring of such type of vehicles in the F.Y. 2017-18 to 2019-20. In support of this, Applicant vendor should submit their copies of return of income filed with the Income Tax Department along with Balance Sheet & Profit and Loss Account for the relevant assessment years.

III. Applicant Vendor should have a reputed client base & should not have been black listed by any Govt. department in last five years. The client list along with proof of work order received should be submitted in support of the same.

IV. The Applicant Vendor should have the minimum experience of running a fleet of vehicles on hiring basis for at least 5 years out of which at least 3 years of experience working with Government or Semi government institution.
B. TECHNICAL BID (Annexure -I):-

Eligible transport vendors, tour/taxi operators are requested to upload the following information in the performa enclosed with this tender document:-

1. Name & address of the bidder.
3. Income Tax assessment particulars, Ward/Circle & PAN.
4. Number of vehicles presently owned by the vendor along with proof of ownership of each vehicle.
5. Turnover in the past three years along with documentary evidence.
7. Details of hiring of vehicles done in the past:-
   7.1 Name & address of the parties to whom vehicles were given on hire during last 3 Financial Years (F.Y. 2016-17, 2017-18 and 2018-19).
   7.2 Period for which the vehicles were hired out;
   7.3 Number of vehicles given on hire.

C. FINANCIAL BID (Annexure –II):-

The Financial bid should be uploaded in the form given in Annexure – II. Following points should be taken into consideration while making price bid.

i. The rate for hiring of vehicles should be quoted for 2500 kms. for 30/31 days for staff car and mid size vehicle and 2000 km for 25/26 days for small Size per month for vehicles preferably new and in any case not before 2016/17 model, and having run for not more than 50,000 Kms. The time and distance will be calculated from the time & place of reporting to the time & place of release.

ii. The balance unused kilometre during a month for each car shall be carried forward and will be available for adjustment against the excess km of that car (or any other car replaced in place of that particular) in any succeeding months and any cumulative shortage will lapse at the end of a contract year. For example, If a car runs for 1700 KM in first month of contract, say September 2020, then the unused Kilometres i.e. 300 KM ( 2000 KM-1700 KM) shall be available for adjustment against excess KM run in any Subsequent month till August 2021. Similarly, the unused kilometers for the month of September 2020 will also be available for adjustment against excess Kilometers run in any succeeding month.
till the month of August 2021. Any unused accumulated kilometre available to the department will lapse at the end of first contract year. From the beginning of second or subsequent contract year, the same formula for adjustment of unused kilometre against excess kilometre of run will be followed in each contract year. The unused hour for a driver in a month will also be adjusted against excess hours in subsequent months on similar lines.

iii. The rates for petrol / diesel run vehicles for different category are to be given separately.

iv. All the rates must be written in both figures and words. Corrections, if any, should be authenticated by countersigning.

v. The rates quoted should be exclusive of any Govt. Taxes, levies etc. as applicable.

vi. The department will be hiring all vehicles from a single party. Therefore, for the purpose of deciding the lowest bidder, the total amount of charges quoted for all types of vehicles required by the department will be taken into consideration.

The e-Tender can be obtained from the website www.cbec.gov.in. Quotation should be submitted on the website https://eprocure.gov.in/eprocure/app before 11-08-2020 up to 1000 hrs.

GENERAL TERMS & CONDITIONS FOR HIRING

1. The Commissioner, Central Goods & Services Tax, Mumbai West reserves the right to postpone or extend the date of e-tender/ opening rates/ quotations or to withdraw the same, without assigning any reason thereof.

2. Rates/Quotations duly filed in, will be received up to the date and time mentioned in the letter/advertisement given in the newspaper or website.

3. The agency will not contact in any way, any person/authority, for availing the contract. If found so, the tender of the agency doing so, will be rejected.

4. The vehicles to be deployed should be fit and in proper running conditions at all times. The colour of the cars will be white. They should have been manufactured on or after 01.04.2017 and should not have run for more than 50,000 kms. and in excellent condition.

5. The vehicles should be for the exclusive use of the CGST Mumbai West Commissionerate (hereinafter referred as Commissionerate) during the all days of
contract period. The Department shall not allow use of the hired vehicles, by the vendor, for any other purpose. Hence, the vendor shall not use the deployed vehicles for any other purpose in any case.

6. The vehicles will be at the disposal of the Commissioner, CGST, and timing and duration of deployment of vehicles will be as per the requirement of the controlling officers.

7. All expenses relating to salary and allowances of the driver, over time payment, maintenance of vehicles, insurance, petrol/diesel, oil or any other expenditure related to the vehicle and the driver will be borne by the vendor.

8. **The vendor will have to follow all the statutory rules and regulations in respect of its employee's i.e. Labour Law, ESI, Provident Fund, etc., and has to mandatorily submit proof of payments of all statutory dues while submitting bills. No relaxation would be provided for payment of government dues in any condition.**

9. All legal obligations in respect of the vehicle i.e. Road Tax, RTO registration and permissions etc. and in respect of the driver, i.e. minimum wages as per Govt. Regulation, social security etc. will be the responsibility of the vendor.

10. The vehicles will be kept neat and clean and in perfect running condition. The seat covers & curtains shall also be provided by the vendor.

11. The department shall not make any payment other than the agreed Hire Charges. No increase in hire charges shall be considered during the period of contract for any reason.

12. In the event of breakdown of vehicles, or absence of driver, the vendor shall provide a substitute vehicle/driver, immediately. In case vehicle does not report on time/does not report at all, the Department would have a right to hire a vehicle from the market & the additional cost incurred by the Department will be borne / reimbursed by the vendor, or deducted from his monthly bill.

13. The drivers deployed by the contractor should fulfil following conditions:
   
   (i) The drivers should have valid taxi driving license with a minimum experience of three (3) years of driving the cars.

   (ii) Driver should wear the **prescribed uniform** as well as **Identity Card**, while on duty.

   (iii) The driver on a particular vehicle should not be frequently changed.

   (iv) Driver on duty should be provided with mobile phone for easy communication. The expenses for mobiles shall not be borne by the department.
(v) Driver should be decent and well behaved. The driver should not have criminal antecedents and it shall be responsibility of the contractor to verify his background before deployment and to get the police verification conducted. The conduct of the driver will be sole responsibility of the contractor and in this regard, department shall not be responsible in any manner, whatsoever.

14. The contractor shall submit copies of the Registration Certificate and insurance policies of the vehicles being offered for hire and particulars of the drivers with photograph. One copy of these documents must always be kept in each of the respective vehicles.

15. The contractor shall be required to produce the vehicle in the office for the physical verification/inspection after opening of Technical Bid. If failed to produce the vehicle in the office for the physical verification/inspection, financial bid will not be entertained. Only those financial bids will be entertained who qualify the physical inspection test by designated officer of the office. The date of inspection of vehicles will be informed separately to those bidders who qualify the technical bids.

16. In case condition of vehicle/vehicles produced, is not found to be satisfactory, it shall be returned for immediate replacement. In case no replacement is provided on time, this office would have a right to hire vehicles from the market and the additional cost incurred by this will be borne by the contractor.

17. The operator is bound to provide one extra Driver, if the numbers of vehicles hired by this office does not exceed six vehicles. In case, number of vehicles exceeds six, two extra drivers are to be provided during the period of contract.

18. Vendor and drivers shall be bound to carry out the instructions of the Department as well as of the Office/Officers to whom the vehicles are assigned.

19. In case of any accident, all the claims/damages arising out of it shall be met by the vendor. The contractor will be responsible for any loss/damages to property or life because of negligence of driver or poor maintenance of vehicle, or due to an accident. The department will not be responsible for any such loss/damage.

20. A daily record indicating time and mileage for each vehicle shall be maintained in a log book and shown to the officer every day and initial obtained.

21. The Kilometres entry in the Log Book maintained for every vehicle should start from the place of pick-up and drop of the officer.

22. TDS will be deducted from the payment due to the vendor as per the Income-tax Act 1961 and CGST Act, 2017 rules etc.
23. The Contract for a vehicle can be terminated at any time after giving, one month notice without assigning any reason by the department, and two month’s notice by the vendor.

24. **The rate should be specified (exclusive of Govt. Taxes and levies as applicable) for 2000/2500 kms (reckoned from place of reporting to place of release) on monthly basis (reckoned from time of reporting to the time of release) for each vehicle. The charges for each vehicle for additional hours. In case any vehicle is required on Saturday and Sunday kilometre, mileage/hours for those days will be included in the monthly limit of 2000/2500 kms.**

25. The vendor shall provide dedicated vehicle and driver for each officer. Any change in vehicle and/or driver should be made only in exceptional circumstances and with the prior permission of the concerned officer.

26. The vendors should ensure payment of wages, as per minimum wages Act, to the drivers deployed by them. Department may call for the wages or salary register/vouchers for verification, as and when required in order to ensure payment of correct wages as per law.

27. While computing the amount on account of extra Kms, over and above the agreed 2000/2500 kms per month per vehicle for the number of vehicles provided, the total or unused kms of other vehicles of the vendor for that month shall be reduced. In case, the utilization of kms per month is less than 2000/2500 kms. the un-utilized no. of kms. shall be added to the next month for the concerned Officer’s opening balance and so on for the succeeding month.

   **Explanation:** For the purpose of clause, unused kms would mean the difference between cumulative agreed kms and the cumulative actual kms for three months, run by one or more vehicles of the vendor, if the cumulative actual kms run by them is less than the cumulative agree kms.

28. If the total kilometres run during a month is more /less that the scheduled, if any, would be carried forward and cumulative shortage will lapse at the end of contract year, as per kilometre basis.

29. The vendor should have been registered with the authority concerned of State or Central Government. He is also required to fulfil the conditions prescribed in Section 66 of Motor Vehicle Act, 1988 for hiring vehicles.

30. No other person except the vendor’s authorized representative / driver shall be allowed to enter the office premises.
31. Within the office premises, the vendor’s personnel/driver shall not do any private work other than assigned duties.

32. The vendor shall ensure that peace and order is maintained in the office premises by his employees.

33. The vendor or his representative would ensure that all his personnel/driver would behave courteously and decently with the officers/officials of the Central Goods & Service Tax, Department and also ensure good manners.

34. The vehicle should carry a designation office plate as designed by the department for which no separate payment shall be made. The designation plate should be covered when the concerned officer is not occupying the vehicle.

35. The vendor must deploy one separate supervisor at Mahavir Jain Vidyalaya for supervising the smooth implementation of the vehicle contract.

36. The driver shall be allowed one day leave in a week by the department/controlling officer.

37. The decision to increase or decrease the number of vehicle in the tender for particular model during the period mentioned in the tender is at the sole discretion of the Commissioner of Central Taxes and CGST, Mumbai West.

38. Any violation of aforementioned terms/conditions may lead to termination of the contract without any notice.

39. In case of any dispute or question of interpretation of any condition laid down in the tender document, the decision of The Commissioner, Central Taxes and CGST, Mumbai West shall be final.

40. After acceptance of technical bid vendor should bring the vehicles for physical verification before acceptance of financial bid.

41. TERMS OF PAYMENT:-
   a. The monthly consolidated bill in triplicate for the no. of vehicles hired will be submitted to the office of The Commissioner, Central Goods & Service Tax, Mumbai West, within five days of the end of the month with log book, which shall be duly verified and signed by the officer-in-charge. Payments will be released after making necessary verification.
   b. The payment will be made as per availability of fund.
c. Central Goods & Service Tax, Mumbai West shall release due amount after making recoveries related to the liabilities/ reimbursement/ claim and penalties (as mentioned below), if any, through crossed account payee cheque, in favour of vendor, subject to deduction of tax at source.

42. **PENALTIES :-**

The default and the consequential penalties will be applicable as below:

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Nature of default</th>
<th>Penalty Rs.</th>
</tr>
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<tbody>
<tr>
<td>1</td>
<td>Late reporting</td>
<td>Rs.500/- per day.</td>
</tr>
<tr>
<td>2</td>
<td>Non-reporting</td>
<td>Rs.1000/- per day, or as prescribed above in General Terms &amp; Conditions of the tender document.</td>
</tr>
<tr>
<td>3</td>
<td>Poor maintenance of vehicles / unclean vehicle</td>
<td>Rs.300/- per day.</td>
</tr>
<tr>
<td>4</td>
<td>Refusal of duties</td>
<td>Rs.2,000/- per day per vehicle.</td>
</tr>
<tr>
<td>5</td>
<td>Non-wearing of uniform and identity card</td>
<td>Rs.100/- for first instance, and Rs.200/- for subsequent instances.</td>
</tr>
<tr>
<td>6</td>
<td>Change of drivers without permission</td>
<td>Rs.1000/- per instance.</td>
</tr>
<tr>
<td>7</td>
<td>Unsafe/Rash driving</td>
<td>Rs.1000/- for first instance, and Rs.2000/- for subsequent instances.</td>
</tr>
<tr>
<td>8</td>
<td>Stoppage of vehicle due to insufficiency of fuel</td>
<td>Rs.500/- for first instance, and Rs.1000/- for subsequent instances.</td>
</tr>
<tr>
<td>9</td>
<td>Breakdown of vehicle more than once a month</td>
<td>Rs.500/- per instance.</td>
</tr>
<tr>
<td>10</td>
<td>Salary paid to the driver after 15th of the Month</td>
<td>Rs.500/- per day.</td>
</tr>
<tr>
<td>11</td>
<td>Any other default which is not mentioned above.</td>
<td>Rs.1000/- per default.</td>
</tr>
</tbody>
</table>

43. Any violation of above mentioned terms/conditions may lead to termination of the contract without any notice.

sd/-
<table>
<thead>
<tr>
<th>Sr. No</th>
<th>Particulars</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Name, address &amp; telephone No. of the bidder</td>
</tr>
<tr>
<td>2</td>
<td>Income Tax assessment particulars: Circle/Ward &amp; PAN</td>
</tr>
<tr>
<td>3</td>
<td>Numbers of registered commercial vehicles presently owned, along with proof of ownership</td>
</tr>
<tr>
<td>4</td>
<td>Turnover in the past three years along with documentary evidence (A.Y 17-18 to 19-20.)</td>
</tr>
<tr>
<td>6</td>
<td>Service tax number (attach last 2 year’s Service tax return’s copy)/ GST registration number &amp; GST tax return’s Copy</td>
</tr>
<tr>
<td>7</td>
<td>Provident Fund Number allotted by Regional Provident Fund Office. (attach copies of last 3 years PF deposit.)</td>
</tr>
<tr>
<td>8</td>
<td>ESI Registration No. (attach copies of last 3 years ESI deposit)</td>
</tr>
<tr>
<td>9</td>
<td>In F.Y 2017-18, 2018-19 and 2019-20 whether provided vehicles on hire to central/state/Govt./Public Sector Office:- A. Name &amp; address of the departments to whom vehicles were given on hire; B. Period for which the vehicles were hired out; C. Number of vehicles given on hire.</td>
</tr>
<tr>
<td>10</td>
<td>Whether the vendor has been blacklisted by any Govt. office/department in last 5 years if yes, detail thereof</td>
</tr>
<tr>
<td>Sr. No.</td>
<td>Model of Vehicle</td>
</tr>
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Name & signature of the Authorized signatory
FINANCIAL BID

(Separate form is to be submitted for different types of vehicles)

i) Name, Address & Telephone no. of
   the bidder i.e. the Applicant Vendor:

ii) Rate Chart per Vehicle
    (exclusive of Govt. Taxes and levies)

TYPE OF VEHICLE:
(Specify the type of vehicle for which Rates are being quoted)

<table>
<thead>
<tr>
<th>Sr.No.</th>
<th>Description</th>
<th>Rate (Rs.) for</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>For 2000/2500 km</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>For every extra kilometre (as per above)</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>No. of vehicles offered</td>
<td></td>
</tr>
</tbody>
</table>

- Staff Car
- Mid Size Vehicle
- Small Size Vehicle

Name & signature of
the Authorized signatory

[Note-1: The maximum rate limit for hiring of a vehicle is Rs.50,000/- per month for mid-size and SUV vehicles exclusive of GST and any other Govt. levies etc. as applicable.]

[Note-2: The maximum rate limit for hiring of a vehicle is Rs.40,000/- per month for small-size vehicles exclusive of GST and any other Govt. levies etc. as applicable.]

[Note-3: For each Model of vehicle, a separate financial bid in the above format is to be submitted]

*Conditions: This tender has been issued as per the Vehicle Deployment Policy, 2017 for the formation under Central Board of Excise and Customs. The mid size and small size vehicles may be amended/merged after approval.
Annexure - A (Technical bid for the Vehicle .......... for ........ Kms) 1. Name of bidder: 2. Address: 3. Mobile no. of Bidder; 4. PAN No. (enclose self attested copy of proof) 5. GST Registration no. (enclose self attested copy of proof): 6 Name of the Vehicle: 7 Details of the Earnest Money:- (i) Name of the Bank: (ii) B.D. No. & Date (iii) Amount (iv) In case of Exemption (supporting documents enclosed): 8. Whether providing new vehicle (Write YES or NO) 9* Model and year of manufacture of Vehicle Vehicle model Year of manufacture 10*. RC Book No. for each vehicle (enclose self attested copy of proof ) 0011* Kms run by the vehicle upto date of filing of tender 12. Whether blacklisted by any Central / state Government or Central / State Government under takings? If blacklisted, indicate details.(submit the affidavit about non-blacklisting in prescribed format) 13 Whether convicted any court of law? If convicted, indicate details and enclosed a self attested copy of the court’s order. * Not applicable for the bidder who wants to give a new vehicle (yet to be purchased) if the contract is awarded to him. It is certified that all terms and conditions stipulated in the tender document is acceptable.

Date: ........................................ Name and Signature of bidder with seal