TENDER NOTICE FOR HIRING OF VEHICLE

On behalf of the President of India the office of the Assistant Commissioner of Central Goods & Service Tax, Malda Division, Silliguri Commissionerate, Malda invites sealed Tenders/Quotations from reputed agencies/registered service providers for providing/supplying of vehicle as mentioned in the schedule below on monthly hired basis alongside driver & fuel, for official/operational use in the office of the Assistant Commissioner of Central Goods & Service Tax, Malda Division, Malda, Maheshmati – 732 101 (West Bengal). 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:

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<tr>
<th>SI No.</th>
<th>Category/Type of Vehicle</th>
<th>No. of Vehicle required</th>
<th>Usage</th>
</tr>
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<tbody>
<tr>
<td>1.</td>
<td>SUV/MUV Vehicle, Preferably Mahindra Scorpio, XUV, Bolero, TUV, TATA Safari, Hexa, etc under the category of Preferably BS-6, i.e. Bharat stage (BS) emission standards as laid down by the government.</td>
<td>01 (One)</td>
<td>Monthly Basis</td>
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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/quotations in the prescribed format in two-bid system in sealed condition super scribed as “Tender for Hiring of Vehicles” and addressed to:
As per two-bid system, the sealed cover superscribed as “Tender for Hiring of Vehicle” should contain two separate sealed envelopes, one for Technical bid (Annexure “A” and Annexure “C”) and the other containing Financial bid (Annexure ‘B’) which should be clearly marked/super-scribed 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 Annexure ‘C’. 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 premise, as mentioned above, on or before 11.09.2020. Tender/Quotations received thereafter will be rejected. The sealed Tenders will be opened at 03.30 pm (15:30 Hrs) on 11.09.2020 at the chamber of Assistant Commissioner, 1st Floor, office building, Maheshmati-732101 in presence of A.O., Superintendent (Vehicle). 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. This office reserves the right to extend the date of acceptance of quotations in unavoidable circumstances.

Bid Security/Earnest Money Deposit: EMD of Rs.5,000/- (Rs. Five Thousand) per vehicle in the form of Demand Draft/ Banker’s Cheque in favour of A.O., CENTRAL EXCISE MALDA DIVISION shall be accompanied with the tender while submitting the technical bid to the office. EMD will be returned to all the unsuccessful bidders after completion of the selection process. No interest will be paid on the EMD. EMD of the selected bidder will be returned on furnishing of agreement.

**General Terms and 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
2. The usage of the vehicle will be monthly basis. This is subject to a maximum of 2000 Kms in a month. If the specified kilometers of 2000 remain unutilized in a particular month, the same shall be carried forward to the next month on the first in first out basis (e.g. the unutilized quota of 500 kms (out of 2000 Kms) for the month of July will be carried forwarded to the month of August. During August, the unutilized quota of 500 Kms will be utilized first and the quota of 2000 Kms for August will be utilised subsequently and so on).

3. The vehicle should remain in the office campus during office hours and will normally be utilised during the said period. However, it may be utilised 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 & CX, Maida Division, Malda.

4. Vehicle should be seat cover, at least two sets of white seat cover, towels and napkins. These should be changed by every week. A First Aid Kit, fire extinguisher & air freshner should also be there.

5. All legal obligations and necessary documentation which include necessary license & permissions 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 responsibility 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 maintence 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 of 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 third 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 whatsoever, like breakdown, servicing, maintenance, repair etc., the service provider/vendor shall make arrangement for providing substitute vehicle in good condition.
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10. If the vehicle is out of order, the service provider/vendor shall provide a substitute vehicle immediately. In case the vehicle doesn’t report on time/doesn’t 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 a proper valid driving license and know the roads and routes of Malda and adjacent areas. The driver should observe all etiquette and protocol while performing the duty and shall be neatly dressed and carry a mobile phone in working condition for which no separate 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 prescribed 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 a 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 be quoted for hiring on monthly basis {Maximum Rs. 36000/- (Rupees Thirty Six Thousand) per month including driver and fuel}. 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 the 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/tenderer 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.
agency/firm should have an adequate number 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 (Annexure ‘C’) that he has read and 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 (Annexure ‘C’) that he or his firm has not been black listed by any Government Department/Organization as on the date of submission of the Bld/Tender. The quotations, which are not accompanied by the requisite declaration in Annexure ‘C’, 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 service provider/vendor should intimate the office in writing at least 30 days (one month) notice in advance before withdrawal of vehicle.

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 backing 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 in duplicate 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, alongwith 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, Central Goods & Service Tax, Malda Division, Malda shall be final and binding.

31. This office also reserves the right to accept or reject any or all the tender without assigning any reason whatsoever.

(Kishore Kumar Nayak)
Assistant Commissioner

C. No. II(37)/GL/MLDN/2015/1st I

(Dated: 14.02.2020)

Copy forwarded to:

1. The Commissioner of Central Goods & Service Tax, Siliguri, Kolkata (North)/Kolkata (South)/Howrah/Haldia/Kolkata Audit-I/Audit-II/Appeal-I/Appeal-II/Bolpur/Durgapur Audit I & II/ for information and for wide circulation.

2. Notice Board of Malda Division, Maheshmati, Malda.

3. The Superintendent (Computer Cell), Siliguri Hqrs, with a request for uploading the tender notice in the Departmental website and on the Central Public Procurement Portal for the necessary action for the processing of E-procurement.