NOTICE INVITING E-TENDER THROUGH E-PROCUREMENT SYSTEM FOR ANNUAL CONTRACT FOR HIRING OF VEHICLES SERVICES FROM 01.10.2020 TO 30.09.2021

Office of the Commissioner, Central Goods & Services Tax (Audit) Commissionerate, Noida presently situated at Discovery Tower, First Floor, A-17, Sector-62, Noida, on behalf of the President of India, Online-tenders are invited under two bid system (both technical and Financial) from reputed parties/agencies/firms/bidders supplying vehicles with drivers on monthly hire basis for the period from 01.10.2020 to 30.09.2021 tentatively for this office use. Interested parties/agencies who have experience of supplying vehicles to a Government office and also willing to comply with the terms and conditions annexed to this notice, may submit their bids online on or before 16.09.2020 by 5.00 PM.

There should be attachments for Technical Bid (Annexure-A), Financial Bid in BOQ Format (Annexure-B), Tender Acceptance Letter (Annexure-C). Technical Bids should contain documents evidencing (1) Year of Manufacture of the cars. (2) Previous experience of Government agencies served, (3) GST Registration No. etc. The Financial Bid/Bids will be taken up only if the technical specifications are satisfactory otherwise the tender will be straightway rejected, Details of tender notice are also available on the CPP portal https://eprocure.gov.in or www.cbic.gov.in

The details of the vehicles to be hired are as under :-

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Category</th>
<th>Type of vehicle</th>
<th>No. of vehicles</th>
<th>Kilometers</th>
<th>No. of days</th>
<th>Cost ceiling amounts (Exclusive of Taxes)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Staff Car</td>
<td>Mid size (Honda City/Hundai/Verna/Maruti Suzuki/Ciaz/Innova or its equivalents)</td>
<td>01 (One)</td>
<td>2500</td>
<td>30/31</td>
<td>50,000/- Per month</td>
</tr>
<tr>
<td>2</td>
<td>Operational Vehicle</td>
<td>Mid size Vehicles</td>
<td>01 (One)</td>
<td>2500</td>
<td>30/31</td>
<td>50,000/- Per month</td>
</tr>
<tr>
<td>3</td>
<td>Operational Vehicle</td>
<td>Small size (Maruti Swift Dzire/Etios/Hundai/Xcent/ Honda Amaze/Tata Manza or its equivalents)</td>
<td>07 (Seven) for Circles 02 (Two) for HQDQS/ADMN</td>
<td>2000</td>
<td>25/26</td>
<td>40,000/- Per month</td>
</tr>
</tbody>
</table>

(RAMESHVAR MEENA)
Joint Commissioner
CGST, Audit Commissionerate Noida
2. Document Download:
Tender documents may be downloaded from Portal at https://eprocure.gov.in/ or www.cbic.gov.in. Aspiring Bidders who haven not enrolled/registered in e-Procurement Portal should enroll/registry before participating. The portal enrolment is free of cost. Bidders are advised to go through instructions provided at CPP Portal.

3. The Critical Dates for the Tender Reference No. **NIT No. 04/E-Tender/Hiring of Vehicles/CGST Audit Noida** dated **28.08.2020** for bid Submission and processing are as under:

**CRITICAL DATE SHEET**

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>e Published Date &amp; Time</td>
<td>28.08.2020 at 11:00 hrs</td>
</tr>
<tr>
<td>Bid Document Download Start Date &amp; Time</td>
<td>28.08.2020 at 11:00 hrs</td>
</tr>
<tr>
<td>Bid Submission Start Date &amp; Time</td>
<td>28.08.2020 at 11:00 hrs</td>
</tr>
<tr>
<td>Clarification Start Date &amp; Time</td>
<td>28.08.2020 at 11:00 hrs</td>
</tr>
<tr>
<td>Clarification End Date &amp; Time</td>
<td>09.09.2020 at 18:00 hrs</td>
</tr>
<tr>
<td>Bid Submission End Date &amp; Time</td>
<td>16.09.2020 at 18:00 hrs</td>
</tr>
<tr>
<td>Bid Opening Date &amp; Time</td>
<td>18.09.2020 at 14:00 hrs</td>
</tr>
</tbody>
</table>

4. Bid Submission:

Bids shall be submitted online only at [https://eprocure.gov.in/eprocure/app](https://eprocure.gov.in/eprocure/app) or [www.cbic.gov.in](http://www.cbic.gov.in).

i. Tenderers can access Tender documents on the website, fill them with all relevant information and submit the completed Tender document into electronic Tender on the CPPP website [https://eprocure.gov.in](https://eprocure.gov.in)

ii. Tenders and supporting documents shall be uploaded through CPP portal. Hard copy of the Tender documents shall not be accepted.

5. Earnest Money Deposit: EMD of Rs. 20,000/- (Rs. Twenty Thousand only) shall be submitted by bidders by Demand Draft/ Banker's Cheque drawn on a Scheduled Commercial Bank in India payable at Noida, in favour of the “ACAO, Central GST, (Audit) Noida” and must reach the tender inviting authority at ‘Discovery Tower A-17, First Floor Sector-62 Noida, (U.P.)- 201301 by 18:00 Hrs. on **16.09.2020**, EMD will be returned to all the unsuccessful bidders at the end of the selection process. However, the EMD shall be forfeited in case the successful bidder withdraws or the details furnished in the bid documents are found to be incorrect or false during the tender selection process. No interest shall be paid on the EMD and EMD of selected bidder will be returned on furnishing performance guarantee as detailed below. Tenders not accompanied with Earnest Money Deposit will be treated as non-responsive and will be rejected, at the initial stage itself “as Tenders received without EMD”. However, Tenderers / Bidders registered with MSME/NSIC as defined in the MSE Procurement Policy issued in Department of MSME (or) are registered with the Central Purchase Organisation or with the Finance Ministry of this Department, are exempted from payment of Earnest Money Deposit (EMD).

6. Performance Guarantee: The successful tenderer shall submit a Performance Guarantee either by way of Fixed Deposit or Bank Guarantee Receipt @ 5% of the value of contract within three days from the date of obtaining the contract. It will remain valid for a period of sixty days beyond the date of completion of all contractual obligations. No interest will be paid on this deposit.

7. The Technical Bids of only those Bidders/Tenderers would be entertained who are registered with the e-Procurement System.
8. OTHER TERMS AND CONDITIONS OF THE TENDER NOTICE

8.1 Service provider should be a proprietorship /partnership registered firm/company and the vehicle (s) should be registered with the concerned authority.

8.2 The contract for providing taxies on monthly basis will be given to the lowest bidder while meeting all the terms and conditions given in the tender documents. To safeguard against failure by the successful service provider in providing requisite number of vehicles, this office may empanel other service providers who are prepared to provide services as per same terms and conditions as that of L-1 (Firm who has quoted lowest rates) tenderer.

8.3 This office reserves the right to revise the requirements of vehicles being hired. The tenderer shall be required to provide as many vehicles as may be required by this office.

8.4 The vehicle deployed for the Department should be of latest model (no older than 03 years and shall have clean white seat covers/towels and in good running condition). It should be comprehensively insured and should carry necessary permits/clearance from the Transport authority. The vehicle should also carry necessary pollution certificates issued by the competent authority.

8.5 The vehicles shall be for exclusive use of this office and should not be used by the Service Provider for any other purpose.

8.6 The vehicle shall be made available on all days including Saturday, Sunday & Holidays, if required.

8.7 The calculation of mileage shall be from the reporting point to the relieving point and will not be calculated on garage to garage basis. For this purpose, the service provider shall ensure that the odometer of the supplied vehicle is properly sealed. In case of any doubt the authorized officer of this office may get odometer of the vehicle checked from any authorized work shop at the cost of Service Provider.

8.8 LPG Cylinders should not be used for running the vehicle in any case.

8.9 The service provider shall provide name, addresses and contract no. of the drivers. The drivers deputed for service of this office should not have any Police records/Criminal cases against them. He should make adequate enquiries about the drivers before deputing them for serving this office.

8.10 The driver(s) shall observe all the etiquette and protocol while performing duty. They should wear a uniform & must carry a mobile phone in working conditions, for which, no separate payment shall be made by this office.

8.11 The driver(s) deputed on duty should carry valid driving license. They should also not be involved in more than two punch or challan for negligent driving. The Service Provider should also ensure that they have arrangement for establishing contact and round the clock service. For this purpose, they should have adequate no. of telephones.

8.12 This Office shall not be responsible for any challan, loss, damage or any accident of the vehicle or to any other vehicles or for the injury to the driver or to any other third party. The loss or damage or legal expenses on this account shall be borne by the Service Provider.

8.13 The driver should be well conversant with roads and routes. The operation and functions of the Driver shall be governed as per the Motor Vehicles Act and Rules.
8.14 The driver should always remain with the vehicle during the entire period of duty. In case of any need, they should seek permission of the concerned officers.

8.15 The drivers should have a minimum experience of three years of driving, which should be verifiable from the date of issuance of his driving license.

8.16 In case of any breakdown of vehicle on duty, the service provider shall make arrangement for providing another vehicle. In such a case, mileage from garage to the point of breakdown would not be paid.

8.17 During the period of operation, the driver should not ordinarily be changed unless requested by this Office.

8.18 A daily record indicating time and mileage for each vehicle shall be maintained in a log book which should be submitted to the concerned officer of this Office for scrutiny & payment of the bills.

8.19 The billing will be for a maximum of 2000 kms (for small size vehicle)/ 2500 kms (for mid size vehicle) per month. The balance KMs will be carried forwarded to succeeding month(s). This Office will not reimburse toll tax and other taxes. The same will be borne by the service providers.

8.20 All expenses relating to salary and allowances of the driver shall be borne by the Service Provider. Likewise all expenditure related to the vehicle including insurance, maintenance & fuel etc. will also be borne by the Service Provider.

8.21 The Service Provider shall undertake to indemnify the department against all damages/ charges arising on account of or connected with the negligence of the service provider or his staff or any person under his control whether in respect of accident / injury to the person or damages to the property of any member of the public or any person or in executing the work or otherwise and against all claims and demand thereof.

8.22 If any vehicle does not report for duty on any day(s) or the driver reports late or for violation of any other provision of the tender, then an amount calculated on pro-rata basis per day shall be deducted from the monthly bill of that vehicle. The Service Provider shall also be liable for a penalty of Rs. 500/- per day per vehicle for each such incident.

8.23 If the vehicles are not provided from the desired location, a penalty up to Rs.500/- per day per vehicle can be imposed besides termination of contract.

8.24 The service provider shall provide the vehicle of the make/model as per the terms of the contract/tender during the entire period of contract. In emergency and rare circumstances, this condition can be waived by this office temporarily.

8.25 In case quality of service by the service provider is found wanting, this office may terminate the contract after giving 15 days” notice. In case of such termination, services of other empanelled Service Providers may be utilized.

8.26 Against Income Tax, Under Section 194(c) of Income Tax Act and the rules framed there under, the Department is free to deduct the amount at the rate applicable under the rules from the monthly due and payable to the Agency as TDS and shall issue suitable TDS certificate to that effect to the Agency.

8.27 GST will be reimbursed on production of proof of its payment by the service provider.
8.28 This office will have the discretion to terminate the contract prematurely in case of unsatisfactory service.

8.29 Security Deposit/Performance Security: On acceptance of tender, the successful bidder must provide Security Deposit/Performance Guarantee in the form of Account Payee Fixed Deposit or Bank Guarantee from any of the Nationalized/Commercial Banks in India, equal to 5% value of the Contract in favour of The A.C.A.O Central GST Audit Commissionerate, Noida. Performance security should remain valid for a period of Sixty days beyond the date of completion of all contractual obligations of the contractor. The Security Deposit/Performance Guarantee will be refunded without any interest only after the successful completion of the contract. The deposit is liable to be forfeited, if during the period of contract the services of the contractor are found to be unsatisfactory in any respect, and/or any of the conditions of the contract is contravened/ breached, and/or towards any damage caused due to negligence of the contractor or his employees. This forfeiture will be in addition to any action by the department that the contractor firm may invite upon themselves due to any of the reasons specified above.

8.30 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.

8.31 No conditional bids shall be entertained by this office bids will be rejected summarily.

8.32 In case of any dispute of any kind and in any respect whatsoever, the decision of the competent authority shall be final and binding.

8.33 This office reserves the right to require fulfillment of other conditions, not expressly mentioned, which are consistent with use of vehicles on hire by this office.

8.34 Contract can be terminated by either party prematurely by giving advance notice of one month.

8.35 Proof of payment of GST will be required to be submitted to this office.

8.36 The payment of bill will be based on “no work no payment”.

Encl: (i) Annexure-A: Technical Bid,
(ii) Annexure-B: Financial Bid,
(iv) Annexure-C: Acceptance Letter.

(RAMESHVAR MEENA)
Joint Commissioner
CGST, Audit Commissionerate Noida
## QUALIFYING CRITERIA FOR QUOTATION

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<table>
<thead>
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<tbody>
<tr>
<td>1</td>
<td>Name of the Registered Firm / Company</td>
</tr>
<tr>
<td>2</td>
<td>Status of ownership Proprietary /Partnership / Company</td>
</tr>
<tr>
<td>3</td>
<td>Address of the Firm / Company (with Tel. no./ Fax no. and Email)</td>
</tr>
<tr>
<td>4</td>
<td>Name &amp; Address of the Proprietor / Partners/ Director with mobile numbers</td>
</tr>
<tr>
<td>5</td>
<td>Contact Person (s) (with mobile number)</td>
</tr>
<tr>
<td>6</td>
<td>Details of EMD of Rs. 20,000/-</td>
</tr>
<tr>
<td>7</td>
<td>Permanent Account Number of the firm as allocated by the Income Tax Department (Please attach self-attested copy)</td>
</tr>
<tr>
<td>8</td>
<td>GST Registration Details (Please attach self-attested copies)</td>
</tr>
<tr>
<td>9</td>
<td>Experience if any, in providing vehicles to PSU/Govt. Departments, copies of the contract papers / letters are to be attached.</td>
</tr>
<tr>
<td>10</td>
<td>Make/Model : Registration No.</td>
</tr>
<tr>
<td>11</td>
<td>Copies of RC Books of Vehicles proposed to be hired with copies of the current insurance Policy to be enclosed</td>
</tr>
<tr>
<td>12</td>
<td>Details of pending legal disputes relating to providing of vehicles, if any.</td>
</tr>
</tbody>
</table>

Note:- Non-qualification in above criteria will result in disqualification of bid.

(Signature of the Bidder, with Official Seal)
FINANCIAL BID

PRICE BID

(a) Price bid undertaking
(b) Schedule of price bid in the form of BOQ_XXXX.xls

PRICE BID UNDERTAKING

From: (Full name and address of the Bidder)

To,

Dear Sir/Madam,

1. I submit the Price Bid for ________________________________ and related Activities as envisaged in the Bid document.

2. I have thoroughly examined and understood all the terms and conditions as contained in the Bid document, and agree to abide by them.

3. I offer to work at the rates as indicated in the price Bid, Annexure B inclusive of all applicable taxes.

4. I/We undertake that I/We have carefully studied all terms and conditions of the tender and shall abide by them. Further, it is certified that I/We have never been black listed by any Govt./PSU Department.

(Signature of the Bidder, with Official Seal)

Yours Faithfully,

Signature of Bidder, with Official Seal
ANNEXURE-C

TENDER ACCEPTANCE
LETTER
(To be given on Company Letter Head)

To

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No:

Name of Tender/Work:-

Dear Sir,

1. I/We have downloaded/obtained the tender document(s) for the above mentioned “Tender/Work” from the website(s) namely:

As per your advertisement, given in the above mentioned website(s).

2. I/We here by certify that I/we have read the entire terms and conditions of the tender Documents from Page No.________ to_______ (including all documents like annexure Schedule(s), etc.), which form part of the contract agreement and I/we shall abide hereby by the terms/conditions/ clauses contained therein.

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

4. I/We hereby unconditionally accept the tender conditions of above mentioned tender document(s)/corrigendum(s) in its totality/ entirety.

5. In case any provisions of this tender are found violated, then your department/organization shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)