E-QUOTATION DOCUMENT

FOR

HIRING OF VEHICLES

FOR

CGST AND CENTRAL EXCISE,
KOLKATA APPEAL-I COMMISSIONERATE

GST BHAWAN

180, Shantipally, Rajdanga Main Road

Kolkata- 700 107

Phone No. (033) 2442 – 3006

E-Mail : appeal1kolkata@gmail.com
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<td>19-20</td>
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</tbody>
</table>
NOTICE INVITING E-TENDER

NIT No. CGST-CX/KOLKATA APPEAL-1/HQ/NIT-04/2020-21

Subject: Notice for inviting of Tender for hiring of 03 Nos. of Vehicles for the Office of the Commissioner of CGST & CX, Appeal-I Commissionerate, Kolkata.

E-Tender (in prescribed format) are invited from the “vehicles on hire” service providers through E-procurement portal for hiring of vehicles as per the requirements mentioned below in the schedule for the office of the Commissioner of CGST & CX, Kolkata Appeal-I Commissionerate from the date of execution of the agreement. The Contract shall be awarded for the period of 1 (One) year from the date of execution of the agreement.

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Category</th>
<th>No. of vehicles required</th>
<th>Cost ceiling (Exclusive GST)</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Category 1 (Staff Car)</td>
<td>01 Nos.</td>
<td>To be used on monthly rental basis subject to maximum limit of 2000 Kms. 25/26 days in a month. (*)</td>
</tr>
<tr>
<td>02</td>
<td>Category 2 (Operational Cars)</td>
<td>02 No.</td>
<td>To be used on monthly rental basis subject to maximum limit of 2500 Kms. 30/31 days in a month. (*)</td>
</tr>
</tbody>
</table>

(*)In terms of latest office Memorandum dated 12.02.2019 issued by Ministry of Finance, Department of Revenue (Integrated Finance Unit), Cost ceiling Rs. 50,000/- exclusive of taxes for Category 1, Cost ceiling Rs. 40,000/- exclusive of taxes for Category 2.

2. The Complete tender documents containing general terms & conditions, pre-qualification requirements etc. are available on http://eprocure.gov.in./procure/app & www.cbic.gov.in and can be downloaded free of cost.

IMPORTANT DATES AND INFORMATION

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Particulars</th>
<th>Date &amp; Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Date of uploading of NIT Documents (online)</td>
<td>01/09/2020</td>
</tr>
<tr>
<td>02</td>
<td>Documents download start date (Online)</td>
<td>01/09/2020</td>
</tr>
<tr>
<td>03</td>
<td>Bid submission start date (online)</td>
<td>01/09/2020</td>
</tr>
<tr>
<td>04</td>
<td>Bid submission closing (online) &amp; Demand Draft submission hard copy (offline)</td>
<td>22/09/2020 till 1600 hrs.</td>
</tr>
<tr>
<td>05</td>
<td>Bid opening date for Technical Proposal (Online)</td>
<td>23/09/2020 at 1600 hrs.</td>
</tr>
<tr>
<td>06</td>
<td>Physical verification of offered vehicles</td>
<td>24/09/2020</td>
</tr>
<tr>
<td>07</td>
<td>Date of uploading list of Technically qualified bidders (online)</td>
<td>To be notified accordingly (25/09/2020 tentatively)</td>
</tr>
<tr>
<td>07</td>
<td>Date and place for opening financial proposal (online)</td>
<td>To be notified accordingly (tentatively 28/09/2020)</td>
</tr>
</tbody>
</table>
3. The tender form should be accompanied by an earnest money of Rs. 30,000/- (Rs. Thirty Thousand Only) in the form of Account Payee demand draft from any of the Nationalized/Commercial Banks in India, drawn in favour of 'Pay And Accounts Officer, CGST & CX, Kolkata-I' payable at Kolkata. The scanned copy of the demand draft should be uploaded in the cover 'EMD'. The earnest money in respect of unsuccessful tenderers will be returned after the selection process is over. No interest shall be paid by this office on the earnest money/security deposit. **Online submission of EMD is mandatory.**

4. Interested bidders/Service Providers/ reputed firms providing such services on all India basis may submit their bids in the prescribed format with all the necessary documents online with digital signature at [http://eprocure.gov.in/procure/app](http://eprocure.gov.in/procure/app) & [www cbic.gov.in](http://www cbic.gov.in) on or before bid submission closing date & time.


Copy to:-

1. Shri Tarup Kanti Ghosh, Superintendent (Bid Evaluator), CGST & CX, Kolkata Appeal-I Commissionerate for information and necessary action.

2. Shri Dhiman Sarkar, Superintendent (Tender Opener), CGST & CX, Kolkata Appeal-I Commissionerate for information and necessary action.

3. Shri Shiladitya Maitra, Superintendent (Tender Publisher), CGST & CX, Kolkata Appeal-I Commissionerate for information with request to upload the same on the cbic website.

TENDER DOCUMENT

Subject: Hiring of vehicles by the office of the Commissioner of CGST & CX, Appeal-I Commissionerate, Kolkata-reg.

The Head of the Office, CGST&CX, Appeal-I Commissionerate, Kolkata (hereinafter referred to as “the H.O.O”) on behalf of the President of India invites e-tenders from reputed vendors latest by 1600 hrs on 22.09.2020 for hiring of a maximum of 03 (three) 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 not to cause any inconvenience to both the parties and the payment shall be made on the basis of number of vehicles provided for the particular month, for the use of the CGST & CX, Appeal-I Commissionerate, Kolkata for a period of one year from the date of signing of contract and which can be extended further on the basis of same conditions and performance. The 03 (three) vehicles required are classified into two categories:

Category 1 : 01 (One) Staff Car
Category 2 : 02 (Two) Operational Vehicles

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

**Type and Number of Vehicles to be hired:-**

<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 maximum of 2500 kms in a month</td>
<td>01</td>
<td>Innova Crysta.</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>02</td>
<td>Toyota Innova/ Honda City/ Maruti Ciaz/ Hyundai Verna</td>
</tr>
</tbody>
</table>

The e-bid shall consist of two parts namely, Technical Bid and Financial Bid. In the Technical bid, the bidder will provide details as per Annexure-I and in the Financial Bid, they should submit quotations in Annexure-II on the website “https://eprocure.gov.in /eprocure/app”. After opening of the Technical Bid, the service providers will be short listed based on their technical competency which will be determined after inspection of vehicles and fulfilment of all other statutory conditions.

**Bids of all the participants whose Financial Bid are not in the prescribed format or the rates being quoted by them are mentioned in their Technical Bid shall be rejected forthwith.** The price quoted for the same will be entertained only in respect of those, whose Technical Bids are found to be eligible. The Financial Bids of the disqualified bidders’ shall not be entertained.

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The Technical bids shall be opened at 1600 hrs on 23.09.2020 in the Chamber of the H.O.O. Appeal-I Commissionerate, Kolkata, GST Bhawan, 8th Floor, 180 Shantipally, Kolkata - 700107.

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

The Tender/Bid is invited in SINGLE STAGE, TWO-BID SYSTEM (Technical/Qualifying & Financial Bid) and is open to all contractors who fulfill the following eligibility criteria:

1. The bidder should have a valid PAN and other statutory requirements as per Rules in force and should not have been black-listed by this department.

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

3. Applicant Vendor should have a reputed client base & should not have been black listed by any Govt. department in last five years.

4. The Applicant Vendor should have the minimum experience of running a fleet of vehicles on hiring basis for at least 2 years out of which at least 1 year of experience working with Government or Semi-Government Institution.

5. The contractors must quote prices in respect of model and make of vehicles mentioned against Category 1 and Category 2 above.

6. The tender form must be accompanied by an earnest money of Rs. 30,000/- (Rupees Thirty Thousand only) in the form of Account Payee Cheque / Demand Draft from any of the Nationalized / Commercial Banks in India, drawn in favour of “Pay and Accounts Officer, CGST & CX, Kolkata-I” payable at Kolkata. The scanned copy of the demand draft should be uploaded in the cover ‘EMD’.
The hard copy of the original instrument in respect of the bid security must be delivered to the office on or before bid opening date/time, as mentioned in the critical date sheet.

7. All the documents in proof of meeting eligibility criteria, uploaded with the tender, are to be duly signed by the duly authorized signatory (ies) of the bidding entity. The person (s) authorized to sign the tender shall sign all the pages of the tender and other documents including those which are required to be submitted along with Technical Bid.

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.
2. Trade License & valid PAN.
4. Number of Vehicles presently under the possession of the vendor along with the type of vehicle.

After opening of the Technical Bid, the original documents as per the requirement of e-Tender document will be verified by the department. The department reserves the right to seek any document in original related to the vehicles offered for hire for the purpose of verification at any stage of the tender process.

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 (Category 1) and 2000 km for 25/26 days for Operational Vehicles (Category 2) per month. The time and distance will be calculated from...
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 kilometres 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 kilometer available to the department will lapse at the end of first contract year. From the beginning of second or subsequent contract year, the same will be followed for adjustment in each contract year. The unused hour for a driver in a month will also be adjusted accordingly against excess hours in subsequent months.

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

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

(v) 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 22.09.2020 up to 1600 hrs.
GENERAL TERMS & CONDITIONS FOR HIRING

1. The H.O.O, Appeal-I Commissionerate, Kolkata 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 filled in, will be received up to the date and time mentioned in the 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 roadworthy and in proper running conditions at all times. The colour of the vehicles must be preferably white or of lighter shades. They should have been manufactured on or after 01.04.2017 and should not have run for more than 50,000 kms.

5. The vehicles should be for the exclusive use of the office of the Commissioner of CGST & CX, Appeal-I Commissionerate, Kolkata during the days of the 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 under any circumstances during the contract period.

6. The vehicles will be at the disposal of the Commissioner of CGST & CX, Appeal-I Commissionerate, Kolkata, 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, fuel, lubricants 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 employees 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 under any circumstances.

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 always have to be kept neat and clean and in perfect running condition. The vendor should arrange for regular sanitization of the vehicles, both
exterior and interior, as per the guidelines issued by the competent authority.

Considering the ongoing pandemic situation in the country, the vendor must take adequate steps in safeguarding the health and hygiene of the users of the hired vehicles. The internal upholstery of the vehicles shall also be provided and maintained by the vendor and must be replaced at regular intervals.

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 the right to hire a vehicle from the market & the additional cost incurred by the Department will be borne/ reimbursed by the vendor, or will be deducted from his monthly bill.

13. The drivers deployed by the contractor should fulfil the 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 carry Identity Card, while on duty.
   (iii) The driver of a particular vehicle should not be changed frequently.
   (iv) Driver on duty should be provided with mobile phone for easy communication. The expenses for mobile phone shall be borne by the vendor.
   (v) Driver should preferably be young in age with sound physical and mental health. The vendor must sensitize the drivers about the health-related protocols to be followed in curbing the spread of Corona Virus. The vendor must monitor the health of the drivers on a daily basis by way of thermal screening and must maintain adequate records for periodical inspection by the department.
   (vi) The drivers must be wellbehaved and should not have criminal antecedents. It shall be the 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 contractors 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 vehicles 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. 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.

18. 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.

19. 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.

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

21. The Contract for vehicle can be terminated at any time after giving, one month notice without assigning any reason by the department, and two months’ notice by the vendor.

22. 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.

23. 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.

24. 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.

25. 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.

26. 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.

27. 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.

28. No other person except the vendor’s authorized representative/ driver shall be allowed to enter the office premises.

29. Within the office premises, the vendor’s personnel/driver shall not do any private work other than assigned duties.

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

31. The vendor or his representative would ensure that all his personnel/driver would behave courteously and decently with the officers/officials of the CGST & CX, Department and also ensure good manners.
32. 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.

33. 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 H.O.O, Appeal-I Commissionerate, Kolkata.

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

35. In case of any dispute or question of interpretation of any condition laid down in the tender document, the decision of the H.O.O, Appeal-I Commissionerate, Kolkata shall be final.

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

37. The department reserves the right to seek any information/documents in original related to the credentials of the successful bidder and decide accordingly before awarding the contract.

38. 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.

39. 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 of CGST & CX, Appeal-I Commissionerate, Kolkata, 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) CGST & CX, Appeal-I Commissionerate, Kolkata shall release due amount after making recoveries related to the liabilities/ reimbursement/ claim and penalties (as
mentioned below), if any, through electronic fund transfer, in favour of vendor, subject to deduction of tax at source.

40. **PENALTIES:**

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

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Name of default</th>
<th>Penalty (Rs.)</th>
</tr>
</thead>
<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. 1,000/- per day, as or prescribed above the 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 to 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. 1,000/- per instance.</td>
</tr>
<tr>
<td>7.</td>
<td>Unsafe/ Rash driving</td>
<td>Rs. 1,000/- for first instance, and Rs. 2,000/- 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. 1,000/- 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. 1,000/- per default.</td>
</tr>
</tbody>
</table>

41. Any violation of the above mentioned terms/conditions may lead to termination of the contract.

Signature:

Name of the Authorized Signatory

Seal / Stamp.

[Note-1: The maximum rate limit for hiring of a vehicle is Rs.50,000/- per month for Category 1 vehicle 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 Category 2 vehicles exclusive of GST and any other Govt. levies etc. as applicable.]
ANNEXURE-I

TECHNICAL BID

The following documents are to be furnished by the Service Provider along with Technical Bid as per the tender documents.

i) Signed and Scanned copy of Technical data sheet (In format as per Annexure – A)

ii) Signed and scanned copy of Tender Acceptance Letter (As per Annexure – B) & Letter of authorization to submit bid.

iii) An undertaking (self-certificate) that the agency hasn’t been blacklisted / terminated by a Central /State / UT Government institution and there has been no litigation with any government Department.

iv) Signed and Scanned copy certificates like PAN No., Trade License, RC book of offered vehicles and experience, if any etc.

v) List of the Organizations where similar services have been provided since last three years.

Signature:

Name of the Authorized Signatory

Seal / Stamp.
ANNEXURE - "A"

TECHNICAL / QUALIFYING BID FORM FOR TENDER OF HIRING OF VEHICLES FOR THE OFFICE OF THE COMMISSIONER OF CGST & CX, KOLKATA APPEAL-I COMMISSIONERATE:

<table>
<thead>
<tr>
<th></th>
<th>Name, Address &amp; Telephone of Organization/Firm</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Name(s), Address &amp; telephone of the Proprietor/Directors</td>
</tr>
</tbody>
</table>

QUALIFYING CRITERIA FOR TECHNICAL BID:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>01.</td>
<td>We own the vehicles: Yes / No</td>
</tr>
<tr>
<td>02.</td>
<td>We have attached copy of RC Book of Vehicles offered in this tender.</td>
</tr>
<tr>
<td>03.</td>
<td>We have valid GST Registration No. Yes / No</td>
</tr>
<tr>
<td>04.</td>
<td>We have attached copy of GST Registration Yes / No</td>
</tr>
<tr>
<td>05.</td>
<td>Attached copy of PAN Yes / No</td>
</tr>
<tr>
<td>06.</td>
<td>Trade License:</td>
</tr>
<tr>
<td>07.</td>
<td>Has your firm / company black listed / terminated at any time in past by any organization. Yes / No, If Yes, please Provide details.</td>
</tr>
<tr>
<td>08.</td>
<td>The Vehicles is registered as commercial vehicles. Yes / No, If Yes, please Provide details.</td>
</tr>
<tr>
<td>09.</td>
<td>Name of the Organizations where similar services have been provided since last three years.</td>
</tr>
</tbody>
</table>

DECLARATION

I / We here by certify that information furnished above is true and correct to the best of my / our Knowledge. I / We understand that if any deviation is of and in above statement at any stage I / We shall be blacklisted and will not have any dealing with the department in future.

I hereby confirm that I am authorized to sign the Tender Document.

Signature:

Name of the Authorized Signatory

Seal / Stamp.
ANNEXURE – “B”

TENDER ACCEPTANCE LETTER

[To be given on Company Letter Head]

Date:

To,
The Assistant Commissioner (P&V),
O/O The Commissioner of CGST & CX, Kolkata Appeal-I Comm’te
GST Bhawan, 180, Shantipally, 8th Floor,
Kolkata – 700 107.

Sub: Acceptance of Terms & Conditions of Tender.

(NIT No. ..........................................................)

Sir,

1. I/We hereby certify that I / We have read the entire terms and conditions of the tender Documents (including all documents like annexure(s), schedule(s), etc..,) which form part the contract agreement and I/We shall abide by the terms / conditions / clauses contained therein.

2. The corrigendum(s), if any issued from time to time by your department / organization will also been taken into consideration, while submitting this acceptance letter.

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

1. I / We do hereby declare that our Firm has not been blacklisted / debarred by any Govt. Department / Public sector undertaking.

2. I / We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect / untrue or found violated, then your department / organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy.

6. In case any provisions of this tender are found violated, then your department/ organization shall be, without prejudice to any other right or remedy, 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].
ANNEXURE -II

FINANCIAL BID

A. Price Bid:-

Schedule of price bid under Bid of Quantity [BoQ].

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Item Description</th>
<th>Item Code</th>
<th>Quantity</th>
<th>Unit</th>
<th>Cost Ceiling of each item per month (in Rs.)</th>
<th>Rate per month offered for each item (in Rs.)</th>
<th>Total amount with taxes (in Rs.)</th>
<th>Total amount in words</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Category-1 (Staff Car)</td>
<td>Item-1</td>
<td>1.00</td>
<td>Nos.</td>
<td>50,000/-</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Category-2 (Operational Car)</td>
<td>Item-1</td>
<td>2.00</td>
<td>Nos.</td>
<td>40,000/-</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Total Figures in Rs.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Total Figures in words</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note:

1. The above rate should be quoted excluding GST.
2. Comparison of rates will be done on the basis of rate per month.

I have read the terms and condition of the Tender Notice as provided in the Tender document and accept the same.

Signature:

Name of the Authorized Signatory

Seal / Stamp.
ANNEXURE – III
INSTRUCTIONS FOR ONLINE BID SUBMISSION

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: https://eprocure.gov.in/eprocure/app.

REGISTRATION:

1] Bidders are required to enrol on the e-Procurement module of the Central Public Procurement Portal (URL :https://eprocure.gov.in/eprocure/app) by clicking on the line “Online bidder Enrolment” on the CPP Portal which is free of charge.

2] As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.

3] Bidders are advised to register their valid email address and mobile numbers as part of the Registration process. These would be used for any communication from the CPP Portal.

4] Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India ( e.g. Sify / nCode / eMudhra etc.) with their profile.

5] Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC’s to others which may lead to misuse.

6] Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS:

1] There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.

2] Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.

3] The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.
**PREPARATION OF BIDS:**

1. Bidder should take into account any corrigendum published on the tender document before submitting their bids.

2. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents – including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

3. To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” or “Other Important Documents” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

**SUBMISSION OF BIDS:-**

1. Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.

2. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.

3. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard PDF format with the document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the PDF file.

4. The server time (which is displayed on the bidders’ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.

5. The uploaded tender documents become readable only after the tender opened by the authorized bid openers.

6. Upon the successful and timely submission of bids (i.e. after Clicking “Freeze Bid Submission” in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

7. The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

**ASSISTANCE TO BIDDERS**

1. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the “Tender Inviting Authority” for a tender or the relevant contact person in the office of the Commissioner of CGST & CX, Kolkata Appeal-I Commissionerate.

2. Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24 x 7 CPP Portal Helpdesk.