

## Bid Document

<b>Bid Details</b>	
<b>Bid End Date/Time</b>	13-09-2021 18:00:00
<b>Bid Opening Date/Time</b>	13-09-2021 18:30:00
<b>Bid Life Cycle (From Publish Date)</b>	90 (Days)
<b>Bid Offer Validity (From End Date)</b>	80 (Days)
<b>Ministry/State Name</b>	Ministry Of Finance
<b>Department Name</b>	Department Of Revenue
<b>Organisation Name</b>	Central Board Of Excise And Customs (cbec)
<b>Office Name</b>	Cgst Audit Thane
<b>Item Category</b>	Monthly Basis Cab & Taxi Hiring Services - Sedan; 2000 km x 320 hours; Local , Monthly Basis Cab & Taxi Hiring Services - Premium Sedan; 2000 km x 320 hours; Local , Monthly Basis Cab & Taxi Hiring Services - Premium Sedan; 2500 km x 320 hours; Local
<b>Contract Period</b>	1 Year(s)
<b>Minimum Average Annual Turnover of the Bidder</b>	15 Lakh (s)
<b>Years of Past Experience required</b>	3 Year (s)
<b>Past Experience of Similar Services required</b>	Yes
<b>MSE Exemption for Years Of Experience and Turnover</b>	Yes
<b>Startup Exemption for Years Of Experience and Turnover</b>	Yes
<b>SHG Exemption for Years Of Experience and Turnover</b>	Yes
<b>Document required from seller</b>	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),Additional Doc 1 (Requested in ATC),Additional Doc 2 (Requested in ATC),Additional Doc 3 (Requested in ATC),Additional Doc 4 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
<b>Bid to RA enabled</b>	No
<b>Time allowed for Technical Clarifications during technical evaluation</b>	2 Days
<b>Estimated Bid Value</b>	6930000
<b>Evaluation Method</b>	Total value wise evaluation

**EMD Detail**

Required	No
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**ePBG Detail**

Advisory Bank	State Bank of India
ePBG Percentage(%)	5.00
Duration of ePBG required (Months).	13

(a). EMD & Performance security should be in favour of Beneficiary, wherever it is applicable.

**Beneficiary:**

Superintendent

Cgst Audit Thane, Department of Revenue, Central Board of Excise and Customs (CBEC), Ministry of Finance  
(Sachin Kumar)

**Splitting**

Bid splitting not applied.

1. If the bidder is a Micro or Small Enterprise as per latest definitions under MSME rules, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria". If the bidder is OEM of the offered products, it would also be exempted from the "OEM Average Turnover" criteria. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.
2. If the bidder is a Startup, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria". If the bidder is OEM of the offered products, it would also be exempted from the "OEM Average Turnover" criteria. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.
3. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.
4. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid data sheet (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU / Public Listed Company. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.
5. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.
6. Past Experience of Similar Services: The Bidder must have successfully executed / completed at least one single order of 80 % of the Estimated Bid Value or 2 orders each of 50 % of the Estimated Bid Value or 3 orders each of 40 % of the Estimated Bid Value for similar service(s) in last three years to any Central / State Govt Organization / PSU / Public Listed Company. Copies of contracts / work orders and documentary evidence of successful execution / completion in support of Past Experience of Similar Services along with names, address and contact details of clients shall be uploaded with the bid for verification by the Buyer.

**Additional Qualification/Data Required****Monthly Basis Cab & Taxi Hiring Services - Sedan; 2000 Km X 320 Hours; Local ( 10 )****Technical Specifications**

Specification	Values
<b>Core</b>	
Vehicle Type	Sedan
Type of car (Please select at least 3 options)	Honda Amaze , Maruti Suzuki Dzire , Hyundai Xcent
Usage Variant	2000 km x 320 hours
Type of Service	Local
Year of Vehicle Model	2019
Km Travelled	Upto 25,000 Kms
Air Conditioning Requirement	A/C
The bidder should not have been blacklisted or debarred by any Central/ State Government/ agency of Central/ State Government/ Public Sector Undertaking/ Regulatory Authority of India at the time of submission of this bid	Yes
Area of Operation	Hilly + Plain Area
<b>Addon(s)</b>	
Outstation night charges applicable	No

**Additional Specification Documents****Consignees/Reporting Officer and Quantity**

S.No.	Consignee/Reporting Officer	Address	Number of Vehicle(s)	Additional Requirement
1	Sachin Kumar	400604,4th Floor, GST Bhavan, Accel House, Plot No. A-125 & A-126, Wagle Industrial Estate, Road No. 22, MIDC, Thane West	10	<ul style="list-style-type: none"> <li>Duration in Months : 12</li> </ul>

**Monthly Basis Cab & Taxi Hiring Services - Premium Sedan; 2000 Km X 320 Hours; Local ( 2 )****Technical Specifications**

Specification	Values
<b>Core</b>	
Vehicle Type	Premium Sedan

Specification	Values
Type of car (Please select at least 3 options)	Maruti Suzuki Ciaz , Honda City , Hyundai Verna
Usage Variant	2000 km x 320 hours
Type of Service	Local
Year of Vehicle Model	2019
Km Travelled	Upto 25,000 Kms
Air Conditioning Requirement	A/C
The bidder should not have been blacklisted or debarred by any Central/ State Government/ agency of Central/ State Government/ Public Sector Undertaking/ Regulatory Authority of India at the time of submission of this bid	Yes
Area of Operation	Hilly + Plain Area
<b>Addon(s)</b>	
Outstation night charges applicable	No

#### Additional Specification Documents

#### Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Number of Vehicle(s)	Additional Requirement
1	Sachin Kumar	400604,4th Floor, GST Bhavan, Accel House, Plot No. A-125 & A-126, Wagle Industrial Estate, Road No. 22, MIDC, Thane West	2	<ul style="list-style-type: none"> <li>Duration in Months : 12</li> </ul>

#### Monthly Basis Cab & Taxi Hiring Services - Premium Sedan; 2500 Km X 320 Hours; Local ( 1 )

#### Technical Specifications

Specification	Values
<b>Core</b>	
Vehicle Type	Premium Sedan
Type of car (Please select at least 3 options)	Maruti Suzuki Ciaz
Usage Variant	2500 km x 320 hours
Type of Service	Local

Specification	Values
Year of Vehicle Model	2019
Km Travelled	Upto 25,000 Kms
Air Conditioning Requirement	A/C
The bidder should not have been blacklisted or debarred by any Central/ State Government/ agency of Central/ State Government/ Public Sector Undertaking/ Regulatory Authority of India at the time of submission of this bid	Yes
Area of Operation	Hilly + Plain Area
<b>Addon(s)</b>	
Outstation night charges applicable	No

#### Additional Specification Documents

#### Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Number of Vehicle(s)	Additional Requirement
1	Sachin Kumar	400604,4th Floor, GST Bhavan, Accel House, Plot No. A-125 & A-126, Wagle Industrial Estate, Road No. 22, MIDC, Thane West	1	<ul style="list-style-type: none"> <li>Duration in Months : 12</li> </ul>

#### Buyer Added Bid Specific Additional Terms and Conditions

1. Buyer Added text based ATC clauses

#### **Bid Specific Terms and Conditions**

1. On behalf of The President of India, office of The Commissioner of CGST and C.Ex, Audit Thane, Mumbai Zone invites the bids under two bid system (Technical Bid and Financial Bid) on GeM (Government e-Marketplace) Portal for hiring of **Ten(10)** A-2 segment(small size) sedan Operational Vehicle, **Two(2)** A-3 Segment (mid-size) Premium Sedan Operational Vehicles and **One(1)** A-3 Segment (mid-size) Premium Sedan Staff Car, along with drivers on monthly hire basis for a period of one year from the commencement of the contract.
2. Bids are invited from the established service providers based in Mumbai Region (Mumbai, Thane, Bhiwandi and Raigad), having at least 3 years of experience in such services in Government/PSU/Other Autonomous Bodies and at least a turnover of Rs. 15,00,00/- in each of the last three financial years i.e. 2020-21, 2019-20 and 2018-19, for supplying on vehicles on contract

basis subject to following terms and conditions.

<b>S.N</b> <b>o</b>	<b>T y p e of</b> <b>Vehicle</b>	<b>Mode of</b> <b>Vehicle</b> <b>Operatio</b> <b>n</b>	<b>N o . of</b> <b>Vehicles</b> <b>required</b>	<b>Terms and</b> <b>Conditions</b> <b>of use</b>	<b>C o s t of</b> <b>Ceiling</b> <b>(Excluding</b> <b>Taxes)</b>
1.	A3-Segment Premium Sedan Car (Mid Size) like City, V e r n a , Ciaz etc	Staff Car	1	Journey 2500 Kms in a month (30/31 days per month)	Limit/Cap of Rs. 50,000/- per vehicle per month excluding taxes.
2.	A3-Segment Premium Sedan Car (Mid Size) like City, V e r n a , Ciaz etc	Operation al Vehicle	2	Journey 2000 Kms in a month (20/25 days per month)	Limit/Cap of Rs. 50,000/- per vehicle per month excluding taxes.
3.	A2-Segment S e d a n Car (Small Size) like Dzire, Xcent, Amaze etc	Operation al Vehicle	10	Journey 2000 Kms in a month (20/25 days per month)	Limit/Cap of Rs. 40,000/- per vehicle per month excluding taxes.

3. Although the bidders under MSME/Startup India category are exempted from the past experience and turnover criteria and accordingly proof for the exemption of the same must be attached instead of Experience Certificate and Turnover Certificate as mentioned at point 13 below.
4. The Bidder shall quote the total lumpsum amount for 12 months of Service including all the taxes. While quoting the amount the bidder must make sure that the quoted amount is well within the prescribed limits above. Any mischievous act like quoting very low or very high may lead to the disqualification of the bid, blacklisting of the bidder and further judicial action against the bidder.
5. The Vehicles provided must not be older than 03 years and must be in very good condition. **LPG/CNG cylinders must not be used as fuel for running the vehicle in any case.** Further the vehicles must not be fitted with any LPG/CNG kit.
6. Bidder must take print out of the Bid Document, self-attest each page of the same and upload it as the **Additional Document 1**, alongwith the duly filled **Technical Bid Document as per Annexure-I**, merged in a single pdf file, in technical bid as a token of reading, understanding and agreeing with all the terms and conditions laid in the document. Failing to do so is liable to the rejection of bid.

- 7.** The Hiring of the vehicles shall be for **One year from the date mentioned in the Agreement** and may be extended, if services provided are found satisfactory. However, service provider shall have no right for continuity of his services after completion of 01 year from the date of hiring of vehicles. The hiring shall be extended at the sole discretion of The Commissioner of Central GST and Central Excise, Audit Thane, Mumbai Zone on the same terms and conditions subject to mutual consent of this office and the service provider.
- 8.** The normal working hours will be from 8:00 am to 9:00 pm. However, occasionally the vehicles may have to report earlier or may be relieved after 9:00 pm and for this no extra charges will be paid by this office.
- 9.** It will be the sole discretion of the department to use the deployed vehicles for any purpose including on Sunday and Holidays, irrespective of numbers of hours.
- 10.** If necessary, the vehicle may run more than prescribed limit of Kms in a month; which will be adjusted against carried over less utilization in Kms in previous months.
- 11.** The vehicles deployed must be available to the department for operations every day by 8:00 am or before, as directed. In case, hired vehicles does not report on time or does not report at all, the Department would have right to hire another vehicle from the market and the cost incurred by the Department and an additional penalty of Rs.1000/- for each such incident, shall be recovered from the service provider by the way of deduction from the monthly payment.
- 12.** In case of the failure of any vehicle deployed during the journey, the Service Provider must arrange for the alternate vehicle immediately. If the Service provider is unable to do so then the proportionate amount of deduction will be done from the monthly payment.
- 13.** The Bidders must provide this office with Technical Bid valid GST Registration Certificate of Maharashtra Zone, PAN Card, Professional Tax Registration Certificate, Turnover Certificate and past experience certificates all merged in a single pdf file as **Additional Document 2** in the technical bid. Failing to provide any of the aforesaid documents will lead to the rejection of the bid.
- 14.** The Service provider shall be responsible for the payment of all Government/Local Taxes/Tolls in respect of the hired vehicles.
- 15.** The vehicles provided under the contract must be properly and comprehensively insured and should carry necessary RC (Reg. Certificate), permits/clearances, including pollution clearance certificate (PUC), from the State Transport Authority of Maharashtra.
- 16.** The bidder must provide the details of the vehicles that it proposes to provide this office alongwith the technical bid as per **Annexure-II** alongwith the scanned copies of all the documents mentioned in S.No. 15 above, in respect of each vehicle mentioned, all merged in a single pdf file and uploaded as **Additional Document 3**.
- 17.** The Service provider should ensure that all the provisions relating to Motor Vehicle Act, Insurance provisions, Minimum Wages Act regarding the payment to the drivers and also the provisions of Gratuity to the drivers are strictly followed by the service provider while providing the vehicles, as all these

statutory liabilities will be on account of the service provider/contractor/vehicle provider.

- 18.** In case of any mishap/accident, all the claims arising out from, shall be paid by the vehicle provider only.
- 19.** The service provider shall ensure compliance with all labor laws in force.
- 20.** Driver must not smoke or drink (liquor or any type of intoxication), while on duty. In case of misbehaviour of the driver or failure to meet any of the agreed/accepted terms and conditions, a penalty of Rs. 2000/- per instance shall be charged from the contracted agency/service provider.
- 21.** Records of the journey/logbook undertaken by the vehicle shall be maintained on daily basis indicating the time and mileage.
- 22.** The Kilometers shall be calculated on the basis of Zero-based mileage starting from the office. If any vehicle does not travel upto the limit of prescribed km in any month, then the remaining km will be carried forward for the next month for the hired vehicle.
- 23.** All costs towards, fuel, repairs, maintenance and other taxes etc, if any, shall be borne by the service provider.
- 24.** Drivers provided with the vehicle must have minimum driving experience of 5 years and must possess a valid Driving licence to drive the vehicle.
- 25.** The service provider shall ensure that the speedometer and odometer (for measuring distance covered) of car supplied are properly sealed so that no tampering is done with a view to inflate distance travelled. The authorised officer of the Commissionerate would carry out surprise checks of speedometer and odometer of the vehicles. If found defective, would be got fitted from authorized workshop and cost for the same will be recovered from the Service provider by the mode of deduction.
- 26.** The service provider will be liable to pay the wages and allowances to the Driver and the Driver will be on the establishment of the service provider for all practical and legal purposes. This Department would not be responsible at all to see whether the minimum wages, as per the prevailing Acts and Rules, are being paid to the Drivers or not, and this would be a matter between the service provider and the Driver(s) and for any legal consequences department shall not be a party at all.
- 27.** The liability of this Commissionerate shall be limited to hiring charges only. The service provider and/or driver(s) shall not be treated as Government Servant on any ground including that vehicle being used for the Government office duties.
- 28.** The drivers provided along with the vehicles must be neatly dressed and in uniform and should also be in possession of Mobile phone and his mobile number along with the service provider's mobile number shall be made available to this office for contacting them regularly. Drivers should be well experienced and well conversant with city and its suburbs and should not have any police case pending or contemplated against them. A declaration to this effect needs to be submitted along with the Bid.
- 29.** The Commissioner of Central GST and Central Excise, Audit Thane, Mumbai



Zone shall have the right/discretion to terminate the agreement at any time without giving any notice, if unsatisfactory performance is found during the Contract period.

**30.** The Commissioner of Central GST and Central Excise, Audit Thane, Mumbai Zone shall have rights/discretion to reduce/increase number of vehicles provided as per the requirement by giving 1 month notice, effecting the bill amount in the proportionate way.

**31.** In case, The Service provider wants to withdraw the vehicle, he has to give two(2) months advance/prior notice failing which two months charges shall be recovered/forfeited (preceding from the date of stoppage of service by the service provider).

**32.** The authorized person of the successful bidder/service provider shall sign the agreement within 4 days of the letter of awarding of contract by this office. The successful bidder of the contract will have to submit a performance security of 5% of the value of the contract. Performance Security may be furnished either by the way of an Account Payee Demand Draft, Fixed Deposit Receipt from a commercial bank or as bank guarantee from a commercial bank, within 10 days of awarding of contract. The performance security should remain valid for at least 13 months from the date of hiring of vehicles. The same will be refunded on completion of the contract period and after deductions that may have to be made from the service provider for any deficiency in the service etc.

**33. Checklist of Documents**

**(failing to provide the following documents will lead to rejection of bid)**

<b>S.No</b>	<b>Document Title</b>	<b>Documents to be Uploaded</b> (in a single merged file for each)
1.	Additional Document 1	<ul style="list-style-type: none"> <li>· Technical Bid Document (as per Annexure - I)</li> <li>· Self attested copy whole bid document</li> </ul>
2.	Additional Document 2	<ul style="list-style-type: none"> <li>· GST Registration of Mumbai Zone</li> <li>· Copy of PAN Card</li> <li>· Copy of Professional Tax Registration</li> <li>· Turnover Certificate</li> <li>· Past Experience Certificate</li> </ul>

3.	Additional Document 3	· Details of Vehicles (as per Annexure - II) · Copy of Insurance of Vehicles · Copy of RC of Vehicles · Copy of PUC of Vehicles · Any other relevant document in r/o the Vehicles
4.	Additional Document 4	· MSME/Startup India Registration Certificate
5.	Certificate Required	· Declaration in r/o the drivers to be deployed in accordance with S. No. 28 of Terms and Conditions above.

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### **Annexure - I**

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### **Technical Bid Document**

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1. Name, Address and Telephone Number of Service Provider :
  
2. Name, Address and Mobile No. of the Proprietor/Partner/Directors of the Firm :
  
3. GST Registration No. (of Mumbai Zone) :
4. PAN No. :
5. Total No. of Cars Owned/ in possession of the Bidder :
6. Years of Experience in the field :
7. Turnover of Last Three Financial Years
  - a. 2020-21 :
  - b. 2019-20 :

c. 2018-19 :

8. Whether The Bidder has read, understood and agreed  
With the Terms and Conditions : Yes / No

9. Details of the Vehicles willing to be provided.

<b>Sr. No</b>	<b>Vehicle Make &amp; Model</b>	<b>Registration No.</b>	<b>Month and Year of Experience</b>
<b>1.</b>			
<b>2.</b>			
<b>3.</b>			
<b>4.</b>			
<b>5.</b>			
<b>6.</b>			
<b>7.</b>			
<b>8.</b>			
<b>9.</b>			
<b>10.</b>			
<b>11.</b>			
<b>12.</b>			
<b>13.</b>			

I/We hereby declare that the above mentioned particulars are true and correct.

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

Signature of Bidder :

Name :

Seal/Stamp:

Capacity in which Signed :

**Annexure - II**

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**Details of Vehicles that is to be provided to this office**

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(Should be placed with Technical Bid)

<b>S.No</b>	<b>Model and Manufacture of Vehicle</b>	<b>Registration No</b>	<b>Month and Year of Manufacture</b>	<b>Chasis No.</b>	<b>Engine No.</b>	<b>Fuel Used</b>
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						

Self attested copies of registration(RC Book) of above vehicles should be enclosed.

(Name and Signature of Authorized Signatory)

Seal/Stamp

**Disclaimer**

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization. Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specification and / or terms and conditions governing the bid. Any clause incorporated by the Buyer such as demanding Tender Sample, incorporating any clause against the MSME policy and Preference to make in India Policy, mandating any Brand names or Foreign Certification, changing the default time period for Acceptance of material or payment timeline governed by OM of Department of Expenditure shall be null and void and would not be considered part of bid. Further any reference of conditions published on any external site or reference to external documents / clauses shall also be null and void. If any seller has any objection / grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

This Bid is governed by the [General Terms and Conditions](#), conditons stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

**---Thank You---**