



भारत सरकार/ GOVERNMENT OF INDIA
वित्त मंत्रालय/ MINISTRY OF FINANCE, राजस्व विभाग/ DEPARTMENT OF REVENUE
सहायक आयुक्त का कार्यालय/ OFFICE OF THE ASSISTANT COMMISSIONER
यस्तु एवं सेवा कर & केंद्रीय उत्पाद शुल्क, रायगडा मंडल/ GOODS AND SERVICES TAX &
CENTRAL EXCISE, RAYAGADA DIVISION, GST BHAWAN, JK ROAD
RAYAGADA-765001, ODISHA
Phone: 06856-222726



email: acrayagada.cgst@gmail.com

@cbic_india

TENDER NOTICE FOR HIRING OF VEHICLE

Sealed tenders are invited from reputed parties/ agencies supplying vehicle (along with driver) on hired basis for use by the office of the Assistant Commissioner, GST & Central Excise, Rayagada Division, J.K. Road, Rayagada. Interested parties/ agencies with experience of at least 2 (two) years and also willing to comply with the terms and conditions annexed to this notice, may submit their bids in sealed condition to the under signed on of before 20.09.2021 by 17.00 hrs. The sealed cover should be marked on the top as "Quotation for Hiring of Vehicle for G.S.T & Central Excise, Rayagada Division, Rayagada".

The tender document is to be submitted in a sealed cover containing two separate internal sealed covers, one containing Technical Bid, and other containing Financial Bid. These two sealed covers shall be marked on the top as "Technical Bid" and "Financial Bid" respectively.

- (1) Year of manufacture of the vehicle
- (2) Previous experience of service to government agencies
- (3) Whether the Vehicle is registered for commercial purpose as per Motor Vehicle Act
- (4) GSTIN No.

The Financial Bids will be taken up only if the technical specifications are satisfactory. Otherwise, the bid will be straight away be rejected.

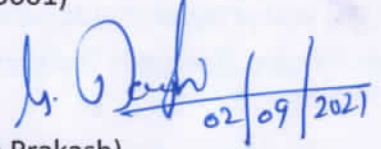
The details of the Vehicle to be hired are as under: -

Sl. No.	Category	No. of vehicle required	Remarks
1.	Small Size Vehicle	01 (One No.)	To be used up to 20-25 days, subject to a maximum of 2000 kms in a month

The tender document can also be accessed at Departmental website www.cbic.gov.in.

This office reserves the right to postpone and / or extend the date of receipt/ opening of rates/ quotations or to withdraw the same, without assigning any reasons thereof.

Period of hiring (tentative) : 01.10.2021 to 30.09.2022
Last date & time of depositing Tenders : 20.09.2021 by 17.00 hrs
Date & time of opening of Tender : 22.09.2021 by 11.00 hrs.
(In the office of the Assistant
Commissioner, GST & Central Excise,
Rayagada Division, J.K. Road, Rayagada,
Odisha-765001)


02/09/2021

(G. Jaya Prakash)
Assistant Commissioner,
GST & Central Excise,
Rayagada Division, Rayagada

C. No. V (12)1/PREV/VEHICLE/RGDA/2014/Pt./493

Dated. 02.09.2021

Copy forwarded to:-

1. The Principal Commissioner, GST & Central Excise,, Bhubaneswar Commissionerate, Bhubaneswar.
2. ✓ Webmaster, CBIC, for upload to website of CBIC (Tender Pages)(by email).
3. Notice Board of the GST & Central Excise, Rayagada Division, Rayagada.

TERMS AND CONDITIONS.

1. The vehicle will be dedicated to the department and should be of latest model (not older than of year 2018) shall have clean white seat covers/ towels and in a good running condition. The vehicle should be properly and comprehensively insured and should have commercial registration as per Motor Vehicle Act and should have pollution control certificate.
2. The calculation of mileage shall be from the reporting point to the relieving point and will not be calculated on garage to garage basis. The vehicle may have to remain in the office campus during office hours and even thereafter, as and when required. If the distance (in km) remains unutilized at the end of any month, the same shall be carried forward to subsequent months. In essence, the maximum distance that can be travelled during one year of the contract would be 24000 km.
3. Rate for the supply of the vehicle will be binding on the renderer for one year starting from the date of agreement. If the performances found unsatisfactory then the agreement/ contract will be terminated without any notice. In case of satisfactory performance, the department reserves the right to extend the contract for further period on existing terms and conditions subject to acceptance by the contractor.
4. The vendor should have **PAN No. & Registration of Goods & Service Tax**, Photocopies of which are to be submitted as proof.
5. The vendor will be responsible for maintenance and up- keep of the said vehicle on his own account and no extra charge will be payable by the department. All expenditures of fuel, Driver's Salary and other expenses whatsoever have to be borne by the supplier of the vehicle.
6. Due to non- availability of vehicle for any reason whatsoever, like breakdown, servicing, maintenance, repair etc, the agency of the vendor shall make arrangement for providing substitute vehicle in a good condition. In such case, mileage from garage to the point of breakdown would not be paid.
7. Necessary Log Book should be maintained properly and is to be submitted to the concerned officer of the Division Office for necessary verification at the end of every month.
8. Pre -receipted bill shall be submitted by the vendor in duplicate, duly supported by the copy of Log Book.
9. The Division Office shall not be responsible for any fine charged by Police or other agencies, parking, 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 vendor/ supplier of vehicles and there will be no reimbursement from the department in this regard.
10. The driver should be trained, well conversant with roads and routes of Rayagada and jurisdiction of the office of the Assistant Commissioner, GST & Central Excise, Rayagada Division. The driver should have good eye-sight, be devoid of bad habits and have a valid driving license with proper uniform for driving the vehicles. 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.

11. The vendor shall provide photocopy of all relevant documents related to vehicle and drivers of such vehicles. The agency/firm should have an adequate number of Telephone/ Mobile phone to contact round the clock.
12. It will be solely the discretion of the department to use the said hired vehicle for official purpose on Saturdays, Sundays and Holidays, wherever and whenever necessary.
13. The vendor should have not been black listed by any of the organization or government department as on the date of submission of the Bid/ Tender.
14. The vendor shall also certify that he /she has read and understood the terms and conditions of the tender, He should sign the terms and conditions(all pages). The quotations, which are not accompanied by the requisite documents, shall be outright rejected.
15. In case any negligence regarding service by the contracted agency is noticed, the competent authority may terminate the contract agreement after giving 7 (Seven) days' notice. The vendor should intimate the office prior 30 (Thirty) days before withdrawal of vehicles in writing.
16. The tender should enter into agreement on stamp paper of Rs. 100/- and the cost of stamp paper is to be borne by the tenderer.
17. No additional terms and conditions over and above those mentioned above shall be entertained by the office.
18. The competent authority reserves the right to terminate the accepted tender during the period of the contract without giving any reason and without consulting the tenderer. The tenderer will have no right to demand any compensation in this respect. The competent authority also keeps right to relax any of the conditions above. In case of any dispute of any kind and any respect whatsoever, the decision of the competent authority shall be final and binding.
19. The tenderer must ensure taht the driver, at all time, takes all necessary precautions to stay safe from the spread of Corona Virus, whether on/off duty. It is the duty of the tender to educate his/her employees about the safety precautions. Any negligence, especially while on duty, however small, in this regard, may invite strict penal action.
20. Tenderer should sign all the pages of the tender in token of accepting the conditions of the contract.
21. For any queries contact Ph. No. **06856-295026 or 9848350141.**

TECHNICAL BID

(To be enclosed in separate sealed envelope)

For supply of Vehicle on hire basis to the Office of the Assistant Commissioner, GST & Central Excise, Rayagada Division, Rayagada.

1	Name of the firm/agency/supplier	
2	Registered Address of the firm/agency/supplier	
3	Telephone No.	
4	Fax No.	
5	Mobile No.	
6	E-Mail Id	
7	Name of the proprietor/partners/directors. With address.	
8	Registration number of the fir, if any (Copy to be enclosed)	
9	Aadhar No. of Vehicle owner (Copy to be enclosed)	
10	PAN of firm (Copy to be enclosed)	
11	GSTI No. (Copy to be enclosed)	
12	Length of the experience in the field	
13	Details of vehicle being offered for hiring: make, model, registration number (Copy of RC to be enclosed)	

*Terms and conditions of the notice to be signed on all pages and attached to this Technical Bid.

Signature
(Seal)
Name

FINANCIAL BID

(To be enclosed in separate sealed envelope)

For supply of Vehicle on hire basis to the Office of the Assistant Commissioner,
GST & Central Excise, Rayagada Division, Rayagada.

1. Name of the bidder company/firm/agency :
2. Address with Telephone and Fax numbers :
3. Permanent Account Number (PAN) :
4. Details of hiring charges
(inclusive of Goods & /service Tax) :

Sl. No	Description	Rate (in Rs.) (Inclusive all taxes)
1	Charges for 20-25 days, subject to a maximum of 2000 kms. in a month	

Date :

Signature of authorized person with full name

Place :

Seal :