OFFICE OF THE ASSISTANT COMMISSIONER OF CENTRAL TAX, CGST,
2nd Floor, Siddi Plaza Commercial Centre, Opp. District Court, Kadapa.

KADAPA DIVISION:: KADAPA 1/343, CITY PLAZA COMMERCIAL CENTRE, OPP. DISTRICT COURT,
KADAPA - 516001.

PHONES: 08562-251383 Mail:kdp-cgstdivision@gov.in FAX: 08562-240181


NOTICE FOR INVITING ONLINE-TENDER FOR HIRING OF VEHICLES FOR THE OFFICE
OF ASSISTANT COMMISSIONER OF CENTRAL TAX, KADAPA CGST DIVISION FOR
THE YEAR 2020-21.

Online Tenders are invited through CPP portal (https://eprocure.gov.in/
eprocure/app) for hiring of 01 Vehicle as per the category of the vehicle detailed hereunder
along with Drivers for the use of “Office of the Assistant Commissioner of Central Tax
(GST), Kadapa CGST Division, Kadapa, D.No: 1/343, 2nd Floor, City Plaza Commercial
Centre, Opp District Court, Kadapa-516001”.

<table>
<thead>
<tr>
<th>Sl.No</th>
<th>Type of Vehicle</th>
<th>No of Vehicle required</th>
<th>Vehicle to be used for (Days/KMs)</th>
<th>Cost ceiling (Exclusive of GST)</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a)</td>
<td>A2,B1 Segment vehicles (Etios, Swift/ Swift Dzire, Honda Amaze etc.)</td>
<td>01</td>
<td>25/26 Days 2000 KMs</td>
<td>40,000/- per month</td>
</tr>
</tbody>
</table>

02. The interested Service providers/Car operators/firms who comply with the terms and
conditions of this tender are requested to submit their tenders online in two separate
parts i.e., (i) Technical Bid (ii) Financial Bid as per the below mentioned time schedule.
The proforma for Technical Bid and Financial Bid are prescribed in Annexure – I and
Annexure – II respectively of this tender.

TIME SCHEDULE FOR TENDER

<table>
<thead>
<tr>
<th>Sl.No</th>
<th>Particulars</th>
<th>Date &amp; Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Tender E-Publish</td>
<td>24.11.2020 - 12:00 Hrs</td>
</tr>
<tr>
<td>2.</td>
<td>Bid Submission last date</td>
<td>10.12.2020 - 12:00 Hrs</td>
</tr>
<tr>
<td>3.</td>
<td>Bid Opening date</td>
<td>11.12.2020 - 12:00 Hrs</td>
</tr>
</tbody>
</table>

03. The tender documents can be downloaded from the Government of India, Central
Public Procurement Portal (e-procurement) website https://eprocure.gov.in and also from
www.cbic.gov.in.

04. The tenders/quotations received unsigned/incomplete and/or submitted/received
after the due date and submitted through any other means (other than online) shall be
summarily rejected. The Competent Authority, reserves the right to accept or reject any or
all tenders without assigning any reasons thereof. No correspondence in this regard will be
entertained.

Enclosures:
1. Terms and Conditions.
2. Annexure-I to V.

M. Jeyakumar
23 November 2020
(M. Jeyakumar)
ASSISTANT COMMISSIONER
The interested parties must be capable of providing vehicles on their own on the following terms and conditions:

1. The Contract is for the period of one year from the date of agreement.

2. The vehicle provided should be neat and clean with good upholstery and in good running condition. The same should be maintained well during the period of hire.

3. The vehicles should be commercially registered and not older than 03 years.

4. Type of the vehicles required to be supplied:

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Category</th>
<th>Type of vehicle</th>
<th>No. of vehicles required</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Vehicle used by the officers for 25/26 days subject to a maximum of 2000 Kilometer per month.</td>
<td>A2,B1 Segment vehicles (Etiyo, Swift/ Swift Dzire, Honda Amaze etc.)</td>
<td>01</td>
</tr>
</tbody>
</table>

5. The cost ceiling for hiring of vehicles is Rs. 40,000/- (exclusive of GST).

6. The vehicles provided should comply with legal requirements viz. Road tax, commercial tax, Insurance etc. It is the sole responsibility of the service provider to obtain all the necessary clearance and permissions from RTO and any other agencies and in case of any default no charges will be paid by this office.

7. The driver should have valid driving license and comply with all the relevant laws in force and he should be adequately experienced and maintain decency, politeness, neatly dressed and good habits.

8. The driver should be equipped with a functional mobile phone at the service provider's cost, for contact purpose. Driver should be well versed with the route and locations.

9. Once hired, the vehicle will not be put to use for any other purpose, and the Vehicle and driver will work under the overall supervision of this office.

10. The Service Provider and driver shall be bound to carry out the instructions of this office as well as the officers assigned to the vehicle.

11. In order to ensure day-to-day functionality of this office the service provider shall not keep changing or rotating vehicle or the driver, except if this office so indicates in case of any eventuality or unsuitability.

12. Before entering in to the agreement, the service provider has to place his vehicle as stated in their respective bids/tenders for inspection as stipulated by this office along with the details of driver's assigned vehicle wise along with the valid documents i.e., documents pertaining to vehicle viz., Original Registration certificate of the vehicle, Insurance etc along with the valid documents of the driver viz., Aadhar cards, Police verification certificate for good conduct, driving license etc.,

13. The said hiring charges includes Monthly salary of the driver, repairs and maintenance of vehicle, insurance, fuel etc. and also any other incidental expenses in relation to the care to be provided by the Service provider.

Contd-2
14. The vehicle should invariably reach at appointed place and time when called, should be sent with adequate fuel, in washed up clean outer and interior condition.

15. This office will not be under any obligation, legal or otherwise, to provide employment to any of the personnel of the service provider during or after the expiry of the hire period. The department recognizes no employer-employee relationship between the department and the personnel deployed by the service provider. The department shall not be responsible financially or otherwise for any injury to the vehicle or driver or person deployed by the service provider during the course of hire.

16. Vehicle should be kept with sufficient stock of fuel. However, in case of any emergency, if any officer refuels on payment from his pocket, the same should be reimbursed by the service provider as soon as possible.

17. In case of any accident, any and all the claims and damages arising there from shall be met by the service provider. 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 of 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.

18. In the event of the hired vehicle developing snags, not found to be satisfactory, the service provider will ensure that a replacement vehicle is provided on priority. In case of failure to make alternative arrangements, the Department will be at liberty to hire other vehicle and the cost incurred on account of such hiring shall be deducted from the service provider bills.

19. The rates quoted should specifically mention the GST component, if any. No GST will be paid if the operator fails to provide proof of valid GST registration and payment of GST. No extra charges will be paid except GST if applicable.

20. The Assistant Commissioner of Central Tax, Kadapa CGST Division, Kadapa reserves the right to incorporate terms and conditions apart from these terms and conditions before entering in to the agreement and also reserves the right to accept or reject the quotation wholly or partly without assigning any reasons thereof.

21. The Service Provider shall be whole and sole responsible for any accident, damage or injury caused to any of his employees or property or any person or property in course of the Service and death while on service and shall not hold this office responsible in respect of any claim made by any person for any reason whatsoever.

22. The Statutory compliances including those pertaining to Motor Vehicle Act, Pollution Act and other legislations as applicable from time to time, with regard to vehicles & persons engaged by the service provider in this office are the responsibility of the service provider. This office shall not bear any damage / claim of any nature.

Contd-3
23. The billing will be made on monthly basis; the service provider needs to submit the vehicle hiring bills through Superintendent (Tech), Kadapa CGST Division, Kadapa in the 1st week of every month.

24. The department would normally make the payment at the earliest of the submission of the bills along with all the supporting documents to the satisfaction of competent authority. No interest would be payable in case of any unavoidable delay in settling the bills, though the department would endeavor to settle the bills at the earliest. This office shall be liable to pay the hiring charges as accepted only. Apart from the hiring charges as accepted for providing of said vehicle, no other charges will be paid to the service provider. TDS at the rates applicable shall be deducted U/ S 194 (c) of Income Tax Act 1961 on the whole amount.

25. A daily record indicating time and mileage for each vehicle shall be maintained in a log book and log book shall be submitted to Superintendent (Tech), Kadapa CGST Division, Kadapa regularly for scrutiny.

26. Once the hiring of cars commences from a particular operator, the driver/vehicle should not be changed in normal course. The vehicle must be available at anytime on any day as desired by the officers concerned.

27. In case of any dispute of any kind and in any respect whatsoever, the decision of The Assistant Commissioner of Central Tax, Kadapa CGST Division, Kadapa shall be final and binding.

28. As regard to vehicle timings, the car operator will not pass on the instructions directly to the driver concerned. All the instructions should be routed strictly through the Superintendent (Tech), Kadapa CGST Division, Kadapa or the Officer concerned.

29. The Bids/tender submitted by the Bidder shall comprise the following documents;
   - Scanned copy of Technical Bid (Annexure-I),
   - Scanned copy of tender acceptance letter (Annexure II),
   - Scanned copies of Annexures III & IV with necessary enclosures,
   - Scanned copy of Financial bid (Annexure V).

30. A declaration/agreement regarding acceptance of the above mentioned terms and conditions is to be submitted once hiring is done.

31. If any of the terms & conditions shown above at Sr. No (1) to (28) is not found fulfilled during the period of contract, The Assistant Commissioner of Central Tax, Kadapa CGST Division, Kadapa reserves the right to discontinue the contract without assigning any reason thereof and no correspondence in this regard will be entertained.

\[\text{M. Jeyakumar}\]
\[23\text{ November 2020}\]

(M.JEYAKUMAR)
ASSISTANT COMMISSIONER
To,
The Assistant Commissioner,
Central Goods and Services Tax,
Kadapa CGST Division.

Sir,

Sub: Tender for hiring of vehicles-Reg.

With reference to your Tender Notice calling for offers for providing vehicles on contract basis for official purpose in the office of the Assistant Commissioner of Central Tax, Kadapa CGST Division, Kadapa I/ We hereby submit my/our offer as follows :-

a) Technical Bid: Annexures – I, II, III, IV along with EMD of Rs.2000/- by DD No .................. dt..................& other supporting documents Page No. to ...............)
b) Financial Bid: Annexure – V

2. I hereby undertake to abide by various terms and conditions contained in the tender document.
3. I also certify that the details furnished in the bids, various enclosures and other documents are true and correct submit the Price Bid for and related activities as envisaged in the Bid document.
4. I have thoroughly examined and understood all the terms and conditions as contained in the Bid document, and agree to abide by them.
5. I offer to work at the rates as indicated in the price Bid, inclusive of all applicable taxes (except GST) fees, levies, etc.

Yours faithfully,

Date:
Place:

Signature of the bidder
ANNEXURE-II
TECHNICAL BID
Tender for hiring of vehicles

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Name of the bidder Firm/Company</td>
</tr>
<tr>
<td>2.</td>
<td>Address of the Firm/ company (With Tel. No. and email)</td>
</tr>
<tr>
<td>3.</td>
<td>Status of Ownership (Proprietary / Partnership / Company</td>
</tr>
<tr>
<td>4.</td>
<td>Name &amp; Address of the Proprietor/ Partners/ Directors (with mobile number)</td>
</tr>
<tr>
<td>5.</td>
<td>Contact Person(s) (with mobile number)</td>
</tr>
<tr>
<td>6.</td>
<td>PAN No. of Firm / Company (upload copy)</td>
</tr>
<tr>
<td>7.</td>
<td>GST Registration No. upload copy of Registration certificate)</td>
</tr>
<tr>
<td>8.</td>
<td>Are Vehicles owned by the bidder? In case of No, detail the mode of arrangement.</td>
</tr>
<tr>
<td>9.</td>
<td>Details of the experience in the field (Up-load the copy of job order/certificate), if any</td>
</tr>
</tbody>
</table>

**Complete details of the Operational Vehicles offered:**

<table>
<thead>
<tr>
<th>Type of Vehicle/ Model</th>
<th>Year of manufacture of vehicle</th>
<th>Color of vehicle</th>
<th>Registration number of vehicle</th>
<th>Whether the vehicle is registered as commercial vehicle (Upload copy of RC of each vehicle)</th>
</tr>
</thead>
</table>

**DECLARATION**

I/We hereby certify that the information furnished above is full and correct to the best of my/our knowledge. I/we understand that in case any deviation is found in the above statement at any stage, the company / firm will be blacklisted and will not have any dealing with the Department in future.

Date:
Place:

Signature of the Bidder.
ANNEXURE - III

Acceptance Letter of Terms and Conditions

To,
The Assistant Commissioner,
Central Goods and Services Tax,
Kadapa CGST Division,
Kadapa-516001.

Sir,

Sub: Acceptance of Terms & Conditions of Tender for hiring of vehicles-Reg.

1. I/We have downloaded the tender documents for the above mentioned "Tender" from the website as stated in the tender document along with the terms and conditions.
2. We hereby certify that I/We have read the entire terms and conditions of the tender documents including it annexures 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. We hereby declare that our Firm has not been blacklisted/debarred by any Govt. Department/Public sector undertaking.
5. We hereby unconditionally accept the tender conditions of above mentioned tender document(s)/corrigendum(s) in its totality / entirely.
6. We certify that all information furnished by 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 including the forfeiture of the full said earnest money deposit absolutely.

Date:
Place:

Yours faithfully,

Signature of the bidder
ANNEXURE-IV

UNDERTAKING BY THE BIDDER

1. I/We undertake that my/our firm M/s ......................
   has not been blacklisted by any Govt. Department/ Public Sector
   Undertaking/Autonomous Body.

2. I/we have carefully read and understood all the term and
   conditions of the tender and undertake to abide by them.

3. The information /documents furnished along with the above
   application are true and correct to the best of my knowledge and
   belief. I/We, am/are well aware of the fact that furnishing of any
   stage besides liabilities towards prosecution under appropriate
   law.

4. I/We abide by all the statutory compliances including those
   pertaining to Motor Vehicle Act, Pollution Act and other legislations
   as applicable from time to time, with regard to vehicles & persons
   engaged by the contractor (Service Provider) for service in the
   office of the Assistant Commissioner of Central Tax, Kadapa
   CGST Division ,Kadapa are the responsibility of the contractor
   and shall be fully & solely responsible for any violation.

5. I/We understand that in case any deviation is found in the
   above statement at any stage, my/our concern/firm/co. shall be
   blacklisted and shall not have any dealing with the Department in
   future.

Date:
Place:

Signature of the Bidder
ANNEXURE-V

FINANCIAL BID

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Name, Complete Address and Telephone number of Bidder</td>
</tr>
<tr>
<td>2</td>
<td>Category of Vehicle</td>
</tr>
<tr>
<td>3</td>
<td>Small Sized vehicles to be used for 25-26 days /</td>
</tr>
<tr>
<td></td>
<td>month subject to maximum 2000 Kms. (including</td>
</tr>
<tr>
<td></td>
<td>Saturdays/Sundays/Holidays)</td>
</tr>
<tr>
<td></td>
<td>Bid amount per month Rs.</td>
</tr>
<tr>
<td></td>
<td>(Exclusive of GST)</td>
</tr>
</tbody>
</table>

1. The rates will be inclusive of all taxes (except GST) fees, levies, etc. and any revision in the statutory taxes, fees, etc. will be the responsibility of the Bidder.
2. In case of any discrepancy/ difference in the amounts indicated in figures and words the amount in words will prevail and will be considered.
3. The quoted rates shall remain firm throughout the tenure of the contract and no revision is permissible for any reason.

DECLARATION

a) I submit the above said price bid for and related activities as envisaged in the Bid document.
b) I have thoroughly examined and understood all the terms and conditions as contained in the Bid document, and agree to abide by them.
c) I offer to work at the rates as indicated in the price Bid, inclusive of all applicable taxes (except GST) fees, levies, etc.

Date:
Place:

Yours faithfully

Signature of the Bidder.