TENDER NO. 01/2020

Sub:- Tender for providing 1 (One) Mid Size Vehicle preferably Honda City or similar vehicle for Staff Car at DGGI, Bhubaneswar, Odisha.... Reg.

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Sealed Tender invited from interested parties/agencies for supplying vehicle 01 (one) Mid Size vehicle preferably Honda City or similar vehicle for use as “Staff Car” at DGGI, Bhubaneswar in the state of Odisha, subject to terms and conditions given in “Annexure-A”. Interested parties/agencies willing to comply with the terms and conditions annexed to this notice, may submit their bids in separates sealed covers (Technical Bids-as Annexure-“B” & Financial Bids- as Annexure-“C”) and then both these sealed envelope should be further placed in a third envelope which should be marked on the top in bold capital letters as “QUOTATION FOR HIRING OF VEHICLE” and this envelope should reach the undersigned on or before 08.12.2020 by 17:00 Hrs.

There should be two separate sealed cover for each bidder; one containing the Technical Bid and the other containing the Financial Bid. The Financial Bids will be considered only, if the Technical Bid is found satisfactory, otherwise the Tender will be straight way rejected. No extra hours of duty or overnight outstation stay of driver will be paid.

Details of quotation are also available in the CBIC website i.e. www.cbic.gov.in. The details of the vehicles to be hired are as under.

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Category of Vehicles</th>
<th>Nos. of Vehicles of Vehicles required</th>
<th>Manufacture year</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Staff-Car Mid-Sized Vehicle (Honda City)</td>
<td>01</td>
<td>Not older than one year</td>
<td>To be used 31 days subject to maximum of 2500 Kms. In a month</td>
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Period of Hiring: One year starting from date of contract

Termination of Contract: The contract can be terminated with a 07(seven) days notice by department and one month notice by vendor.

Schedule of the Tender process is as under:

1. Last date & Time of receipt of Tender: 08.12.2020, 17:00 Hrs.
2. Date & Time of opening of Tender: 09.12.2020, 16:00 Hrs.
3. Address for submitting Tender: Sri Pranaya Dhal, Senior Intelligence Officer, O/o The Additional Director General, DGGI, Bhubaneswar Zonal Unit.

Santosh Kr. Mohanty I.R.S. 17/11/2020

Copy to :-

1. Webmaster, CBIC for upload to webpage of CBIC.
2. Notice board, DGGI Bhubaneswar Zonal Unit.
**Terms And Conditions:**

1. The contractor or service provider shall have to provide well-furnished Car(s) with necessary comforts and facilities. Registration number of the vehicle will have to be intimated to this office. The time and the distance in respect of the hired vehicle shall commence and terminate from the office to which the vehicle will be attached to. The vehicle shall report at appointed time and place and must be sent only after checking fitness condition of the vehicle for travel including battery, coolant oil, tyre air pressure, breaks, indicators, wipers etc. In case the condition of the vehicle is not found to be satisfactory at any point of time during the service/contract, the provider will have to replace the car immediately and in any case, the replacement vehicle should not be more than one (1) year old. As the vehicle is meant for official use of the department as Staff Car, the contractor or service is meant for official use of the department as Staff Car, the contractor or service provider must ensure that all the necessary documents (Registration certificate, Road permits, Insurance papers, and Pollution control certificate etc) are valid/ up to date and in the personal custody of the licensed driver attached to the hired vehicle. The contractor or service provider shall provide a direct contact number (office as well as residence) so that he can be contacted in case of any emergency or urgency. The driver of the vehicle shall also be readily available on his mobile phone even beyond office hours.

2. The driver should have valid licence without any adverse records and with clear antecedents and the vehicle should be properly and comprehensively insured and should carry necessary permits/ clearances from Road Transport authorities or any other concern authority including Pollution clearance certificate. The vehicle shall be required on all working days. However, in case of any need or exigencies, vehicle must be provided on any non office working days including holidays. The vehicle must be responsibility of the provider to ensure timely availability of the vehicle. However, no further sub-contracting of the contract will be allowed by the selected firm/contractor. Once the rates are finalized, no increase will be considered in the rates quoted by the firms in case during the contract period. The department shall be liable to pay the hiring charges only along with Goods and Service Tax, as applicable. All other liabilities/taxes charges shall be borne by the Service Provider or Contractor.

3. In case of any untoward incident involving the hired vehicle along with the driver, the consequent actions arising thereof like attending police/ judicial/ insurance proceedings shall be dealt with by the service provider only. The department shall not be responsible for any loss/damage/injury to the vehicle or the driver or to any third party. The loss or damage or legal expenses on this

**Annexure-A**
account shall be borne by the service provider or contractor only. The service provider shall also indemnify for any loss or damage of property or life arising out of the negligence of the driver or poor maintenance of the vehicle.

4. Before finalizing the tender, the vehicle shall be inspected by an officer of this office. The designated vehicle and driver, which shall be approved after inspection at the time of awarding the contract, will only be put into operation and any change(s) in vehicle or driver will be allowed only under exceptional circumstances after due concurrence of this office.

5. A log book specifying daily reporting and relieving time as well as daily opening meter reading shall be maintained for the vehicle. The service provider shall provide a copy of the log books along with remarks, while submitting bills for payment. Bills of the service provided in a month shall be submitted to this office in the 1st week of every succeeding month. Payment shall be made only on monthly basis and on receipt of the bill after rendering satisfactory service. No intermediate payment shall be made for work. TDS at the applicable rates will be deducted from the amount payable to the service provider by this office every calendar month after obtaining the bill in triplicate from the service provider. The bill should be enclosed along with an attendance sheet and stamped receipt for payments to the motor vehicle driver. Parking of the vehicle at any time will be at service provider’s risk and responsibility. New vehicle shall be given preference and service book of the vehicle will also be inspected.

6. The contract so awarded will commence from the date of the consent of the bidder to the term and conditions of the contract. The contract shall be initially for maximum of one (01) year but the department reserves the right to terminate the contract so awarded at any point of time by giving a 15 days prior notice without conveying any reason thereof. The contractor or service provider can also terminated the contract by giving a one month prior notice. The contract may be considered for further extension by mutual agreement of both the parties for such further period(s) as may be agreed upon but not exceeding one year at a time. However, the contractor shall have no right to claim any extension of the contract and No compensation will be payable to the contractor/service provider on this account.

7. The engagement of the service provider is purely on contractual basis and in no way it confers any right to the service provider or any of his employees to claim any regular employment in this office or any other government office. In case of any dispute of any kind whatsoever in relation to this contract, the decision of the Additional Director General, DGGI Bhubaneswar Zonal Unit shall be final and binding.
8. In case of breakdown of the vehicle or the driver not reporting for duty, alternate arrangements have to be made by the service provider immediately.

9. Award of contract for hiring of the vehicle is subject to the following condition:--

(i) The vehicle (Staff Car) shall be used for a maximum of 2500 kilometers per month.

(ii) Charges quoted in the financial bid must be inclusive of all charges including, but not limited to, rent of the vehicle, cost of fuel, Driver's salary and uniform, parking or toll charges, maintenance of the vehicle etc. Further, ceiling of Rs 50,000/- and 2500 kilometers per month (without taxes, if any) are to be strictly followed while quoting in FINANCIAL BIDS.

(iii) No minimum or maximum distance per trip should be insisted by the provider of the vehicles.

(iv) The bidders must be present themselves at the stipulated time and date of opening of the tender. As a proof of acceptance of the term and conditions of this office tender notice, each page of the tender should be endorsed /signed by the bidder and submitted along with the quotation. Withdrawal of the quotation shall not be allowed after opening of the quotations and service provider which indulges in withdrawal after opening the tender shall be black listed.

12. The department reserves the right to reject any or all the quotations or terminate the contract at any time, without assigning any reason thereof.
**ANNEXURE- “B”**

(TECHNICAL BID (QUALIFYING BID DOCUMENT))

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<tbody>
<tr>
<td>1.</td>
<td>Name, Address &amp; Telephone No of Agency/Firm/PAN</td>
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<tr>
<td>2.</td>
<td>Name of the owner of the agency/firm with address (with Tel. No &amp; Fax No.)</td>
</tr>
<tr>
<td>3.</td>
<td>GST Registration No (enclose Copy of registration certificate)</td>
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<tr>
<td>4.</td>
<td>Make Model, Mileage, Registration No and other details of Vehicle {self attested copies of Registration certificate to be attached}</td>
</tr>
<tr>
<td>5.</td>
<td>List of other Government organization, where the vehicle had been provided</td>
</tr>
</tbody>
</table>

**DECLARATION**

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

(Signature of Authorised Signatory with date)
FINANCIAL BID DOCUMENT

1. Name of the party along with the name of the: ________________
   Proprietor/ partner /Director with Mobile No of the Bidder.
2. Address with Tel. No. / mobile no.: _________________________
3. Rate quoted :

<table>
<thead>
<tr>
<th>Sl. No</th>
<th>Type of vehicle</th>
<th>Monthly charges (in Rs.) for 2500 Kilometre per month without GST applicable (if any) both in Rs. and words.</th>
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