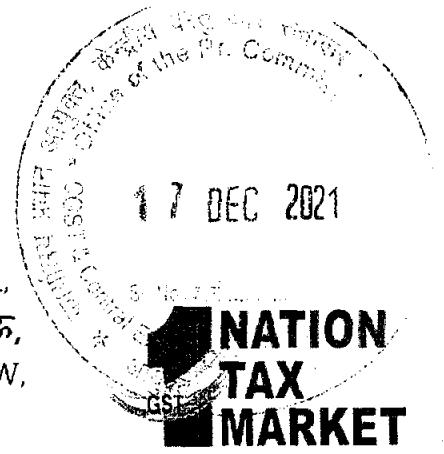




कार्यालय, प्रधान आयुक्त,
OFFICE OF THE PRINCIPAL COMMISSIONER,
केंद्रीय जीएसटी एवं केंद्रीय उत्पाद शुल्क, लखनऊ,
CENTRAL GST & CENTRAL EXCISE, LUCKNOW,

जीएसटी भवन, 7 ए, अशोक मार्ग, लखनऊ -226001
GST BHAWAN, 7A, ASHOK MARG, LUCKNOW-226001
BRANCH - HEADQUARTERS/ESTATE/ शाखा - मुख्यालय/सम्पदा
E-mail: supdt-hqlko@gov/in / Phone: 0522-2233065



C. No. I(22)01/Vehicle/HQ/2021

Dated: .12.2021

NOTICE INVITING E-TENDER FOR HIRING OF COMMERCIAL VEHICLE

E-TENDER NOTICE No. 03/2021

1. The Office of the Principal Commissioner, CGST & Central Excise, Lucknow, GST Bhawan, 7A, Ashok Marg, Lucknow invites e-tenders / bid documents from reputed Service Providers for hiring of **One (01) vehicle** along with Driver for the use of Office of the Principal Commissioner, CGST & Central Excise, Lucknow, GST Bhawan, 7-A, Ashok Marg, Lucknow for a period of **01.01.2022 to 31.03.2022**.
2. The details of general terms & conditions of tender and other documents to be submitted by bidder are outlined in the following Annexures to this e-tender:
 - Annexure-I: General Terms & Conditions of Tender
 - Annexure-II : Format of Technical Bid
 - Annexure-III : Declaration (Part of Technical Bid)
 - Annexure-IV : List of the offered Vehicles along with the documents (Part of Technical Bid)
 - Annexure-V : Financial Bid
3. **Document Download:** The complete tender documents containing general terms & conditions and other documents required are available on <https://eprocure.gov.in/eprocure/app> and can be downloaded free of cost.
4. **Following are the timeline which have to be strictly adhered by stakeholders:**

CRITICAL TIMELINE

1.	e-Tender Publishing Date	17.12.2021 at 13.25 hrs
2.	Start Date & Time for downloading Tender Document	17.12.2021 from 13:30 hrs onwards
3.	Seek Clarification start date	17.12.2021 from 13.30 hrs onwards
4.	Seek clarification end date	27.12.2021 upto 10.00 hrs
5.	Bid submission start date	17.12.2021 from 13.30 hrs onwards
6.	Last Date and Time for Submission of Online Bid	27.12.2021 up to 10.30 hrs.
7.	Technical Bid Opening Date and Time	28.12.2021 at 1100 hrs.
8.	Financial Bid Opening Date & Time	30.12.2021 at 1100 hrs. (After Technical Evaluation)

5. The bidders shall submit their bids online only at CPPP website, following the terms and conditions provided in the Annexure-I.
6. Not more than one bid shall be submitted by one bidder having business relationship. Under no circumstance will father and his son(s) or their close relations who have business relationship with one another (i.e. when one or more partner(s)/director(s) are common) be allowed to bid for the same contract as

separate competitors. Breach of this condition will render the bids of both the parties liable for rejection.

7. Interested bidders are advised to visit CPPP website <https://eprocure.gov.in/eprocure/app>, regularly till closing date of submission of bid for any corrigendum/addendum/amendment.
8. **Submission of Bid:-**
 - (a) The Bid shall be submitted online in two part, viz., Technical Bid (Annexure-II) & Financial Bid (Annexure-V).
 - (b) All the pages of bid submitted must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading.
9. **Earnest Money Deposit of Rs.15,000/-(Rupees fifteen Thousand only)** should be paid by bidders through Demand Draft/Banker's Cheque, drawn on a Scheduled Commercial Bank in India, in favour of "PAO CBIC LUCKNOW" payable at Lucknow. Bidders submitting their bids online should ensure that Earnest Money Deposit (EMD) must reach the address at: O/o the Pr. Commissioner of CGST & Central Excise, Lucknow, 7A, Ashok Marg, Lucknow, 226001, by 1500 hrs **on 29.12.2021. Bids without EMD will be treated as non-responsive and will be rejected, at the initial stage itself as "Bids received without EMD".**
10. **Performance Security Deposit** : 5% of the contract value shall be submitted by the successful bidder by way of Bank Draft in favour of the "PAO, CBEC Lucknow" as per GFR.
11. The bidder shall sign and stamp with date on each page of the tender document as a token of having read and understood the terms and conditions contained therein.
12. **The Bids/quotations received unsigned/incomplete shall be summarily rejected.** The financial bids of only those bidders who have qualified in the technical bid shall be opened and taken for consideration.
13. All information sought under General Terms and Conditions and any other information is to be given along with the Technical Bid. The price quoted is to be mentioned only in the Financial Bid.
14. This Office reserves the right to accept or reject any or all bids without assigning any reason whatsoever. In case of any dispute of any kind, the decision of the Pr. Commissioner, CGST & Central Excise, Lucknow, GST Bhawan, 7-A, Ashok Marg, Lucknow will be final and binding.


(Nitika Dubey)

Deputy Commissioner (HQ)

Copy to:-

1. The Deputy Commissioner (P&V) with request to get the e-tender uploaded on CPPP Portal- <https://eprocure.gov.in/> on **16.12.2021**.
2. The Deputy Commissioner (System) with request to get the e-tender uploaded through Web Master on CBIC Website (www.cbic.gov.in) at the earliest.
3. Notice Board.

ANNEXURE-I
TERMS AND CONDITIONS

While submitting bids, the applicant should specifically note that:

- [1] Separate Technical and Financial Bids should be uploaded. The bids should be clearly marked as "Technical Bid" and "Financial Bid" and should be strictly in the enclosed Proforma as the case may be.
- [2] **All Bidders shall provide the list of all offered vehicle(s) (in Annexure IV). The successful Bidder shall make available the same for physical verification before signing the agreement. Verification of vehicles shall be subject to satisfaction of the Committee approved for the same.**
- [3] Vehicle(s) provided should be in excellent and smoothly running condition with neat and clean interior and exterior. The successful bidder shall ensure that the vehicles offered and accepted by the office remain in the same working condition throughout the contract period.
- [4] The rates quoted in 'Annexure. V' attached are for a vehicle registered as Commercial Vehicle under Motor Vehicle Act.
- [5] **Only the Bids that qualify the technical requirement and associated terms and conditions shall be eligible for financial bid opening stage.**

OBLIGATIONS

(A) SERVICE PROVIDER: -

1. The Annual Turnover of service provider should not be less than Rs. **50 Lakhs** in last financial year. If the Final Balance Sheet is not available, kindly provide the copy of Provisional Balance Sheet duly certified by the authorized Chartered Accountant.
2. Bidders must have experience of at least three years in providing such services i.e. hiring of vehicle to Central/State Government/PSU office.
3. The Service Provider should give an undertaking that he/she or his/her firm has not been blacklisted by any organization/ Government Department as on the date of submission of the bid.
4. Service provider shall ensure that assigned vehicles and drivers report as per schedule provided by the Department. In an event of delay in arrival beyond 15 minutes, the Department shall have right to hire other taxi services (which may or may not be of similar hired car category). The fare of such hired taxi/cab shall be charged to service provider.
5. Service provider to ensure that all maintenance works related to assigned vehicles shall be carried out in off duty hours only.
6. Service provider to ensure that vehicles deployed shall arrive at designated location on time with full tank of fuel.
7. In the event of any break-down servicing and repairs of vehicles, the service provider at their own cost shall immediately make alternate arrangement by providing similar or higher class of vehicle(s) for which agreement is entered into no additional payment for the same shall be charged by the service provider on the Department.. In case of failure of the same and resultant delay in arrival beyond 15 minutes, the department shall have

right to hire other taxi services (which may or may not be of similar hired car category). The fare charges shall be charged to service provider. In case of non-compliance of this condition, penal provision of the agreement shall be invoked which also includes possible termination of agreement.

8. The service provider shall in no condition be allowed to sub-let the Contract.
9. Police verification of deployed drivers shall be ensured by service provider at the time of entering into agreement as well as in cases where the driver is replaced.
10. The service provider shall prepare logbook on daily basis and submit it to the **Vehicle-in-charge i.e. Superintendent (HQ), CGST & Central Excise, Lucknow** for verification.

(B) VEHICLES:-

- 1) The Bidder should be able to provide the vehicle(s) as requisitioned. Type and numbers of Vehicle(s) is/are:-

Sl. No.	Type of Vehicle	No. of Vehicles	Cost Ceiling (Exclusive of GST)
a	Mid Size (Innova/Innova Crysta) Operational Vehicle (Non-CNG)	01	Rs. 50,000/-

2. The vehicles should not be earlier than 2019 model. It should be a commercial vehicle with proper exteriors and prepped up interiors & upholstery.
3. The availability of the Vehicles should be as follows:-
 - a. 20-25 days in a month (excluding Saturday & Sunday) for a time of 10 to 12 hours per day for a maximum of 2000 Kms per month for vehicles mentioned at Sl. No.a of the aforesaid scheduled.
4. Vehicles hired will also be used to make out-station trips and can be called during odd hours or on Saturdays / Sundays / Holidays, if required for official purposes. During out-station trips, the vehicle should be available at all times without any restriction of hours. If the vehicle is not available, the amount payable for any alternate arrangement shall be deducted from the concerned bill of that month.
5. The vehicle(s) provided by the service provider shall have valid registration Certificate, Comprehensive insurance to cover third party and occupants, fitness certificate, PUC, permit etc. and any other relevant permits/licenses essentially required by the RTO and any other statutory bodies for commercial operations. The same must be revalidated before the expiry of the due dates during the tenure of the contract period.

6. The service provider to ensure that the vehicles are not run on CNG/LPG. Fuel used should either be Petrol or Diesel.
7. The vehicles deployed should be well maintained & cleaned thoroughly both internally and externally on daily basis. The color of vehicle should be white color or off white which suitable for official use.
8. All vehicles shall be equipped with an emergency medical kit and a Fire Extinguisher.
9. It shall be ensured that all electrical connections including lights (both rear and front), horn, turn indicators, air conditioning (demarcated for the same) and other vehicle system shall be periodically checked and maintained by Service Provider / Supervisory Representative to avoid any inconvenience.
10. Vehicles should be parked at the place demarcated by the Vehicle-in-charge. It should be available at all the times. If the vehicles need to be away for some reasons like refueling, petty repairing etc., it should be under intimation to the Vehicle-in-charge. Moving the Vehicle away without the knowledge of the Vehicle-in-charge will be considered as non-availability of the Vehicle and shall be liable for penalty.
11. Vehicle must have a port for mobile charging and car freshner.
12. The Vehicles offered for deployment should not have run more than 50,000 Kms at the time of inspection and approval.
13. In case Vehicle provided is not found satisfactory, the same shall be returned for immediate replacement. In case no replacement is provided in time, this office would have a right to hire a vehicle from the market and the additional cost incurred by this office will be borne by the Service Provider.
14. The Vehicle shall be made available on any day including Saturdays, Sundays and Holidays (day & night), if required by this Office.
15. The Vehicle should be available/may be used for running in the U.P State/outside U.P State as and when this office so desires.
16. The Vehicle should be kept with sufficient stock of fuel. However, in case of any emergency, if any officer pays for refuel, the same should be reimbursed by the Service Provider on production of the bill.
17. The requirement of vehicle in any categories will be as per actual requirement of this office. However, such number of vehicles may increase or decrease.

(C) **DRIVER/ STAFF DEPLOYED:-**

The service provider shall be solely responsible for the acts and deeds of the drivers / Supervisory Representative of the vehicle including following:

1. Only those drivers who possess a valid driving license shall be deployed by service provider.
2. All Vehicle drivers should be registered for EPF/ESI.
3. **Drivers deployed shall be approved by the Superintendent (HQ).**
4. The driver in no case shall report to duty in an inebriated state or consume alcohol while on duty. In such an event, the Department shall have full rights to terminate the contract with immediate effect.
5. The driver provided should be well-versed with the local routes and laws applicable and should strictly comply with the same.

6. The driver/staff of the vehicles deployed shall maintain polite & courteous behavior towards departmental officers as well as staff. They should be adequately experienced and well disciplined. Driver should be properly dressed in neat and clean attire. If required driver should wear uniform of specific color as per department's requirement. Further, casual dress like T-shirt, Kurta, Payjamas etc are prohibited during duty hours.
7. Any complaints from the officers of the department with respect to their behavior/uniform will be viewed seriously. The Service Provider shall take immediate action as and when such issue about the concerned driver is brought to their notice. Following may be construed as "Misbehavior" and shall attract penalties as per provisions of contract. Repeated 3 instances may result into termination of services.
 - 1) Denial of duty during contract period or during duty hours,
 - 2) Use of rude & abusive language.
8. Driver must be provided a working mobile phone with map application. The driver should be proficient in using mobile application.
9. The Contact details of all the drivers deployed by the Service Provider should be provided to this office. In an event, for any reason, the driver changes his contact number during the tenure of the contract, the service provider will immediately notify the department of the same.
10. The driver shall be available on call or on his mobile number at all times during duty hours and beyond if and when required for official purposes.
11. While driving, the drivers should not be allowed to use mobile phone. In case of urgency, driver should park the vehicle with permission from the user and conversation on mobile shall be for minimum duration.
12. As soon as the driver is advised to attend to official guests by the department, the driver should call/SMS the guest giving his mobile and vehicle details. Charges of calls/SMSs will be on Service Provider's account.
13. Vehicle and driver should not be changed frequently. However, if any such situation occurs, such changes should be made only with prior permission of Vehicle-in-charge.
14. The Service Provider shall ensure to depute a Supervisory representative to this office with immediate effect for effective day to day monitoring of the Vehicles condition and as well as the Drivers.

(D) STATUTORY RULES COMPLIANCE & TAXES:-

1. The rates shall be quoted exclusive of GST.
2. The hiring charges will be inclusive of fuel cost, lubricants, spare parts, maintenance and salary of drivers/staff, payment of insurance /Road tax, Toll Taxes etc. required for operation of vehicle in a state where the service is required.
3. Department shall not be liable for any damages whatsoever to public property and/or any third person due to any accident arising out of and in the course of deployment of service provider's vehicle.
4. **Vehicle(s) should be registered in the name of Service Provider / Contractor.**

5. The service provider shall be solely responsible for any claims by any third party and/or employees of department travelling in the vehicle for any injuries caused by the driver of the vehicle whether by accident or otherwise.
6. The department will in no way be responsible for violation of traffic rules and/ or infringement of any other law for the time being in force, either by the driver of vehicle or by the service provider. The driver as well as service provider must ensure all the rules and regulations enforced from time to time for which the department would not be held liable/responsible in any manner what-so-ever. Onus of compliance of all the applicable Laws/Acts/Rules including those under Motor Vehicle Acts/Rules shall rest with the service provider only and department will not be liable in any manner.
7. The service provider shall be responsible for ensuring compliance with the provisions related to Labour Law (Central/State) and especially Minimum Wages Act, Payment of Wages Act, PF, ESI Act, Payment of Bonus Act, Contract Labour (R&A) Act, workmen Compensation Act etc. as applicable from time to time. The employee of the service provider shall not be deemed to be employees of the department. Hence, the compliance of the applicable acts laws will be the sole responsibility of the service provider.
8. The service provider shall be personally responsible for any theft, misconduct and / or disobedience on the part of drivers so provided by him.
9. During the contract period, if the vehicle is seized or detained or requisitioned by Police / Motor Vehicle Authority or any other authorities for whatsoever reasons that will be at the service provider's risk. Also, alternate vehicle of similar or higher category will be provided immediately by Service provider without any extra charges.
10. The vehicle deployed for duty for the department shall at no point of time carry any person other than personnel authorized by the department. The service provider has to ensure the safety of Departmental officers / Staffs by avoiding negligent driving by their drivers such as over speeding, rash driving, and driving vehicle without brakes/defective brakes.
11. The service provider shall provide, at his own cost proper uniform and badges as per STATE MOTOR VEHICLE RULES (amended up to date) and photo identity cards to the drivers.

(E) PAYMENTS:-

1. The billing will be done on monthly basis. Bills should be in triplicate, and should be submitted to this Office by the 1st week of the following month.
2. Generally, payment for the hired vehicle will be made within one month time from submission of bill. However, in rare circumstances, payment may be delayed for some time.
3. All distances shall be calculated from the reporting point. No payment shall be made for journey from **garage to reporting point**. However, in rare circumstances when it may be required for over 2500/2000 kms. in a month, the payment would be made @ Rs. 8/Kms for every extra Kms so travelled.
4. The usage of 2000 Kms/ month shall be calculated on actual usage basis and shall be transferrable. If the Vehicles have run less than 2000 Kms in a month, the remaining Kms shall be added cumulatively for the Vehicle in the next month.

5. This office will reserve the right to make direct payment to engaged persons as per law, if there is any violation. Accordingly, amount will be deducted from the bill amount of the Service Provider.

(F) **OTHERS CONDITIONS: -**

- 1) If the contract is awarded, the owner shall provide the Department with the complete detail of the Vehicle, certified copy of the RC book, comprehensive insurance policies as well as full details of the deployed drivers, their addresses and copies of their driving licenses.
- 2) The department shall cancel the contract, if bidder fails to comply with any of the terms and conditions enlisted and agreed to by the Service Provider.
- 3) The contract shall be valid up to 31st March 2022 from the starting date as per the agreement. The department reserves the right to terminate the contract without assigning any reason by giving 15 days' notice.
- 4) The bidder should have local office at Lucknow and should have arrangement for establishing contact and round the clock service. Alternate contact number must be provided.
- 5) The Service Provider should have an adequate number of telephones or contact numbers around the clock.
- 6) As regard vehicle timings, the Service Provider will not pass on the instructions directly to the driver concerned. All the instructions to the Driver should be routed through this office only.
- 7) As per the Public Procurement policy, the bidders fall under the category of registered Micro and Small Enterprises (MSEs) are exempted from the payment of Earnest Money.
- 8) The EMD of the bidders will be refundable within 30 days after the completion of the process. No interest would be payable on amount of EMD. The EMD will be forfeited in case the bidder asks for modification in his/their bids or do not accept the Contract after being awarded the same.
- 9) **A penalty of Rs. 500/- per day per vehicle will be levied if any vehicles or drivers or agency/ firm fail to meet the above terms and conditions. Further, the Department may choose to terminate services at their discretion once above terms and conditions have been breached beyond 3 instances.**
- 10) If required, the agreement so signed with the successful Bidder may be extended for further periods.
- 11) The Pr. Commissioner, CGST & Central Excise, Lucknow reserves the right to require fulfillment of other conditions, not expressly mentioned, which are consistent with use of vehicles on hire with this office, and to reject any or all tenders without assigning any reason thereof.
- 12) The service provider will have to enter into an agreement on the non-judicial stamp paper of Rs.100/- within 15 days from the date of communication of acceptance of his offer by this office.
- 13) In case of any dispute, the decision of the Pr. Commissioner, CGST & Central Excise Commissionerate, 7-A, Ashok Marg, Lucknow-226001 shall be final and binding.

We agree to the above terms and conditions.

Signature of authorized signatory with date : _____

Name of the Firm : _____

Seal : _____

ANNEXURE-II

TECHNICAL BID

1.	Name of firm/Company/Agency (Copy of Shop Act/Company Registration Certificate should be enclosed)	
2.	Complete Address & Contact Number	
3.	PAN Card No. (Uploaded copy)	
4.	GST Registration (Uploaded copy)	
5.	Experience in providing vehicles in Government/Semi-Government/ Public Sector Undertakings	
6.	Name & Address of the Departments in respect of Sl. No. 5 above	
7.	Details of Turn Over of the last Financial Year i.e. 2019-20 (Assessment year 2020-21) If final Balance sheet not available, then Provide the provisional balance sheet duly certified by authorized Chartered Accountant	
8.	Details of the vehicles owned / in Possession for providing on hire (With Make, Model and Year alongwith the copy of Registration Certificate of each vehicle). (Uploaded copy)	

I have read the terms and conditions of the Tender Notice along with its Annexures.

(Signature and Name of Authorized Signatory with date & stamp)

ANNEXURE-III

DECLARATION

(To be submitted with the Technical Bid)

1. I/We _____ (Son / Daughter /
Wife of Shri _____ Proprietor / Director / Authorized Signatory of
the _____ (Agency / _____ Firm)
_____ am competent to
sign this declaration and execute this tender document;
2. I/We, undersigned, offer to provide vehicle in conformity with the conditions of contract
and specifications for the amount quoted above.
3. I/We have carefully read and understood all the terms & conditions of the tender and
undertake to abide by them;
4. The information / documents furnished alongwith the application are true and authentic to
the best of my knowledge and belief. I am fully aware of the fact that furnishing of any
false/misleading information/fabricated document would led to rejection of my tender at
any stage.
5. I/ We declare that we have not been blacklisted in last three years by any Government
department or body and we have not been disbarred from participating in Government
tenders.

Date :

Place :

Signature of the authorized person

Full Name (with seal) _____

ANNEXURE -IV

Sl.No.	Make / Model of the offered Vehicles	Vehicle No.
1		

ANNEXURE -V

FINANCIAL BID

1. Name, Address and Telephone number of Bidder:-
2. Name and address of the Proprietor/Partner/Directors

Category of Vehicle	Rate per month Rs. (Exclusive of Service Tax)	Extra Km. and Extra hours charge in Rs.
<u>Mid Size vehicle</u> used for 20-25 days / month subject to maximum 2000 Kms. (excluding Saturdays & Sundays)	Vehicle Model:	
BID AMOUNT (per month)		
(BID Amount in words)		

I have read the terms and conditions of the Tender Notice, and I agree to and undertake to abide by the same.

(Signature and Name of Authorized Signatory with date & stamp)