



'देशसेवार्थ करसंचय'

केंद्रीय वस्तु एवं सेवा कर लेखा परीक्षा आयुक्तालय

OFFICE OF THE COMMISSIONER OF CENTRAL GST AUDIT, RAJKOT

होटल रॉयल इन, गिरनार सिनेमा के पास, फूलछाब चौक, राजकोट

HOTEL ROYAL INN, NEAR GIRNAR CINEMA, PHULCHHAB CHOWK, RAJKOT

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NOTICE INVITING E-TENDER

NOTICE FOR INVITING E- TENDER FOR HIRING OF VEHICLE AT GANDHIDHAM IN THE OFFICE OF THE COMMISSIONER OF CGST AUDIT, COMMISSIONERATE, RAJKOT.

On behalf of the President of India, The Commissioner of CGST AUDIT, Rajkot invites E-tender under two bid system (Technical Bid and Financial Bid) for hiring of **One (01) Small Size (Petrol / Diesel) Vehicle (Operational Vehicle)** for Audit Circle, Gandhidham along with driver on monthly hire basis for a period of 12 month. The office is stationed at Gandhidham. The details of the E-tender can be downloaded from the CPP Portal (URL:<http://eprocure.gov.in>).

Earnest Money Deposit: Rs.10,000/-

Tender Cost: Nil

Critical date sheet:

Sl.No.	Description	Date
01	Date of publishing the tender on CPP portal	27.01.2021
02	Bid/Tender document download start date	27.01.2021
03	Last date of submission of Bid/Tender	12.02.2021
04	Date of opening of the Bid/Tender	15.02.2021

Note:

(i) All details regarding the subject tender are available on our websites www.cbec.gov.in & www.eprocure.gov.in. Any change/modification in the Tender will be intimated through above Websites only. Bidders are therefore, requested to visit our websites regularly to keep themselves updated.

(ii) Manual bids will not be accepted.

(iii) For submission of E-bids, bidders are required to register themselves with eprocure.gov.in website along with class III or class II digital signature certificates issued by any certifying authority recognized by CCA India (e.g.Sify/TCS/nCode/eMudhra etc).

(iv) Cost of Earnest Money Deposit of Rs.10,000/- in the form of demand draft drawn in favour of "The Commissioner of CGST Audit, Rajkot", only from a Nationalized Bank may be submitted to the Commissioner of CGST Audit, Rajkot, before end date of bid submission, failing which offer may be rejected. Bidders, however, have to attach scanned copies of Earnest Money deposit along with their e-tender. EMD of successful bidder will be converted into Security Deposit. However, the EMD of unsuccessful bidders will be returned as early as possible.

(v) The interested vendors / vehicle providers who comply with the terms and condition of this tender notice may submit their bids under two bid systems for the subject service on CPP portal (www.eprocure.gov.in), which will be e-processed by the department. The schedule of the subject e-tender is mentioned above.

(vi) The Commissioner of CGST Audit, Rajkot, reserves the right to accept or reject any or all tenders without assigning any reasons thereof. In case of any dispute of any kind and in any respect whatsoever, the decision of The Commissioner of CGST Audit, Rajkot shall be final and binding.

(vii) This issues with the approval of The Commissioner of CGST Audit, Rajkot.

(MANISH KUMAR)
JOINT COMMISSIONER,
CENTRAL GST AUDIT, RAJKOT.

Copy to:

1. E-procurement Portal
2. Notice Board
3. The Systems Section, CGST, HQ, Rajkot with a request to upload it on

the CBEC website.

ANNEXURE - "A"

ELIGIBILITY CRITERIA:

1. The bidders should be having adequate experience (atleast one (01) year) in this field.
2. He should be registered under GST & should have a valid PAN.
3. The tender shall be enclosed by EMD of Rs. 10,000/- in the form of demand draft only of a nationalized bank drawn in favour of "The Commissioner of CGST Audit, Rajkot". Tender without EMD will not be processed further. EMD of unsuccessful bidders will be returned as early as possible.
4. The vehicle hired **shall not be older than three years** and shall be in very good condition. However, preference will be accorded to the bidders deploying newest/latest vehicle.

TERMS AND CONDITIONS:

1. The monthly charges payable shall be all inclusive i.e. salary of driver, fuel, maintenance, cleanliness, repairs, insurance etc. and any other incidental expenses exclusive of GST.

2. Type of the vehicle required to be supplied:

Sl. No.	Type of Vehicle	No. of vehicle required	Terms & Condition of use	Cost of Ceiling (Excluding GST)
01	Small size Segment vehicles (Honda City, Verna, Ciaz, etc and higher end models)	01	Journey 2000 kms per month (25/26 days per month)	Limit/Cap of Rs.40,000/- per vehicle per month

3. The contract for the above vehicle shall be valid for 12 month, subject to clause (27) of these terms & conditions.
4. The bid can be submitted for one vehicle.
5. In case of break-down of vehicle or non-availability of driver at any time, the Service Provider shall provide substitute vehicle/ driver or as the case may be. Vehicle to be provided should be registered in the name of service provider.
6. The vehicle to be hired shall be in proper running condition. The vehicle should be kept in neat, clean and in perfect running condition with clean interiors and proper upholstery. The vehicle should not have had any accident history.
7. There should be fan at the rear seat and at least two sets of white covers, towels and napkins in the car and should be changed every week and air sprayed in vehicle.
8. If the vehicle doesn't travel 2000 km in a month then the remaining

kms. will be carry forwarded to the remaining months. If a vehicle travels more than 2000 km in a month, extra Km. can be adjusted in coming month. Only when the vehicle travels exceed 24000 km during the year, the payment of extra Kilometer will be paid.

9. The service provider should have valid GST registration or submit an undertaking that he is not liable to pay GST.

10. The service provider shall provide dedicated vehicle and driver and any change in vehicle and/or driver should be made only in very exceptional circumstances. Replacement of the vehicle/driver should be provided in the event of break-down of vehicle/non-availability of driver.

In case of vehicle breakdown, a substitute vehicle shall be provided by the service provider immediately. In case vehicle does not report within a reasonable time or does not report at all, the Department would have the right to hire a vehicle from the market and the additional cost incurred by the Department will be borne by the Contractor. In case, neither a substitute vehicle is provided nor a vehicle is hired by the Department, proportionate contract charges are liable to be deducted from the contract charges payable.

11. In case the condition of the vehicle is not found to be satisfactory, they 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 the Department, will be borne by the service provider.

12. The driver should be having Transport License, with a minimum of 02 years' experience and their antecedents should be duly verified by Police authorities, at the instance of the service provider. The driver of the vehicle provided must follow traffic rules and all other regulations prescribed by the Govt., from time-to-time. The driver shall observe all the etiquettes and protocol while performing his duty & shall be neatly dressed in proper uniform.

13. The driver employed along with the vehicle should satisfy the following conditions:

i) Driver should have minimum 02 years of experience of driving. They should have vehicle Transport Licenses for driving passenger vehicles on hire.

ii) Driver should wear the prescribed uniform.

iii) Drivers should be well versed with the roads and the places and should have experience in city driving.

iv) Once a driver has been allotted to a particular vehicle, he should remain with the same vehicle for a period of at contract. Any change in the designated driver should be intimated to the office 24 hours prior to effecting any such change.

v) Driver should be provided with a mobile phone.

vi) Driver should not be addicted to alcohol or Gutka/pan masala.

vii) Driver should be decent and well behaved and should not have any criminal cases against him and should not have any past history of accident.

viii) Car should be kept clean and odour free, and suitable for official use.

14. The vehicle should be registered with the concerned authority of Central/State Govt. The agency/firm should have adequate number of telephones of contact round the clock.

15. The Commissioner of CGST Audit, Rajkot reserves the right to reject all or any of the offers without assigning any reason thereof and the decision of this office shall be final and binding.

16. The billing will be done on monthly basis to The Assistant / Deputy Commissioner, CGST Audit, Circle-VI/VII, Gandhidham by whom the vehicle has been hired and the bills will be submitted in triplicate by the 10th of the succeeding month along-with copy of the ECS mandate form duly certified by the Bank.

17. A daily record indicating time and mileage for vehicle shall be maintained by the driver in a log book in format as per the Government's instructions. The log book shall be submitted to the Assistant / Deputy Commissioner, CGST Audit, Circle-VI/VII, Gandhidham, regularly for scrutiny in respect of the vehicle. The time and mileage shall be taken into account from the reporting point.

18. Financial bids of only those service providers would be opened, who have qualified in respect of the technical bids.

19. Once the hiring of vehicle commences from a particular service provider, the vehicle and the driver should not be changed unless so requested by the Assistant / Deputy Commissioner, CGST Audit, Circle-VI/VII, Gandhidham by whom the vehicle has been hired. The vehicle must be available at any time of the day as desired by The Assistant / Deputy Commissioner of CGST Audit, Circle-VI/VII, Gandhidham.

20. On awarding of the contract, the service provider has to furnish the certified copies of RC books in respect of the vehicle hired to The Assistant / Deputy Commissioner, CGST Audit, Circle-VI/VII, Gandhidham.

21. The Department shall be liable to pay the hiring charges only in respect of the Vehicle hired. Any other charges, including monthly charges of driver, repair and maintenance of vehicle, insurance, Toll, petrol/diesel, oil and any other incidental expenses shall be borne by service provider.

22. They should provide their GST Registration Certificate number/receipts for payments of GST for last two years & PAN card.

23. A penalty of Rs. 500/- per day per vehicle may be levied if any vehicle or driver or service provider fails to meet above terms & conditions on any day.

24. In case of an 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 or 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.

25. The service provider will comply with the labour Laws in force and all liabilities in this connection will be theirs.

26. The Department will not be under any obligation, legal or otherwise, to provide any 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.

27. The contract between The Assistant / Deputy Commissioner, CGST Audit, Circle-VI/VII, Gandhidham and the service provider can be cancelled after a prior notice of one month from either side, in the event of poor service or violation of any of the conditions stipulated.

28. Any matter during the period of this agreement, which has not been specifically covered by this agreement, shall be decided by The Commissioner of CGST Audit, Rajkot, whose decision shall be final and conclusive.

29. No additional terms & conditions over and above the conditions stipulated above shall be entertained by The Commissioner of CGST Audit, Rajkot.

30. In case of any dispute of any kind and in any respect whatsoever, the decision of the Commissioner of CGST Audit, Rajkot, shall be final and binding.

31. Technical bid shall not mention any financial matters such as amount quoted per month etc. upon observance of any such mention in the Technical Bid, the tender will be summarily rejected.

32. This office reserves the right to accept or reject any tender, even the lowest one, without assigning any reason thereof. Further, this office reserves the right to scrap the entire tender process at any stage without assigning any reasons thereof.

ANNEXURE “B”

TECHNICAL BID

1. Name, address & telephone number of the service provider :
2. Name and address of the Proprietor / Partner / Director:

QUALIFYING CRITERIA FOR TECHNICAL BID:

1. We own vehicle :YES/NO
2. The vehicle is registered as commercial vehicle :YES/NO
3. We have attached copy of RC book offered in this Tender :YES/NO
4. We have valid GST registration :YES/NO
5. We have valid PAN :YES/NO
6. We have attached copy of PAN : YES/NO
7. Shop & establishment Number :
8. We have attached copy of shop & establishment no. :YES/NO
9. Annual turnover of previous three financial year details:
(Along with copy of profit & loss a/c, balance- sheet, Audit- report and
Income tax return for last three years should be attached)

ADDITIONAL EVALUATION CRITERIA:

10. Total number of commercially registered vehicles owned:
11. In 2020 whether provided vehicles on hire for over six months to the
Central Government /State Government/Public Sector Office
:YES/NO
12. If reply to (11) above is yes, then provide names of the offices :
13. Any employee of the O/o The Commissioner of CGST Audit, Rajkot
on your Board or shareholder in contractor's entity. (if yes, please
provide details)
14. Have your firm/company black listed at any time in past by any
Organization? :YES/NO
15. Have your any director/partner/entrepreneur convicted under any
law?: YES/NO

DECLARATION

I/We hereby certify that information furnished above is true and to the best of my/our knowledge. I/we understand that if any deviation is of and in above statement at any state, I/We shall be blacklisted and will not have any dealing with department in future. I/We have read the terms and conditions of the Tender Notice along with its Annexures.

I hereby confirm that I am authorized to sign the Tender Document.

Signature & Name of the authorized Signatory
Seal / Stamp

Date:

Place: