

केन्द्रीय वस्तु एवं सेवा कर लेखा परीक्षा आयुक्तालय
 OFFICE OF THE COMMISSIONER OF CENTRAL GST AUDIT, RAJKOT
 होटल रॉयल इन, गिरनार सिनेमा के पास, फूलछाबचौक, राजकोट
 HOTEL ROYAL INN, NEAR GIRNAR CINEMA, PHULCHHAB CHOWK, RAJKOT
 दूरभाष/Telephone: 0281-2433902 ईमेल आईडी/Email id.: commradt3-cexamd@nic.in

**NOTICE INVITING E-TENDER
 NOTICE FOR INVITING E- TENDER FOR HIRING OF VEHICLE IN THE
 OFFICE OF THE COMMISSIONER OF CGST AUDIT, 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 **Two (02) Mid Size (Petrol / Diesel) Vehicles** for Rajkot office along with driver on monthly hire basis for a period of one year from the commencement of the contract. Tenders are invited from the established service providers for supplying vehicles on contract basis subject to the following terms and conditions:-

Sl. No.	Type of vehicle	No. of vehicle Required	Terms and Condition of use	Cost of seiling (Excluding GST)
01	B2 Segment Vehicles (Innova, Innova Crysta Fortuner, etc. and higher end models)	02	Journey 2000 kms in a month (20/25) days per month)	Limit/Cap of Rs.50,000/- per vehicle per month excluding GST

- The bidder shall quote their rate including other taxes but excluding GST, which will be paid extra by this office, as per rate applicable, on the documentary evidences of payment of GST for the previous month. The vehicles must not be older than 03 years and must be in very good condition. **LPG/CNG Cylinders must not be used as fuel for running of the vehicle in any case.**
- The rates quoted by the bidders need to be duly signed. Rate should be written both in figures and words. In case of any difference between rates quoted; the rates quoted in words shall prevail. There should not be any over writing in tender. Overwriting/corrections in rate must be attested by the bidders.

3. The Hiring of the vehicle shall be **for one year from the date mentioned in the agreement** and may be extended, if services provided are found satisfactory, however, service provider shall have no right for continuity of his services after completion of 01 year from the date of hiring of vehicle. The hiring shall be extended at the sole discretion of the Commissioner of Central GST Audit, Rajkot on the same terms and condition subject to mutual consent of this office & Service Provider and satisfactory service by the Service Provider.
4. The normal working hours will be from 9:00 a.m. to 9:00 p.m. However, occasionally the vehicle may have to report earlier or may be relieved after 9:00PM and for this no extra change will be paid by this office.
5. It will be the discretion of the department to use the said hired vehicle for any purpose including on Sundays and Holidays, irrespective of KMs and /or no. of Hours.
6. If necessary, the vehicle may run more than prescribed limit of. kms. In a month which will be adjusted against carried over less utilization in Km. in previous months. Rate per KM beyond limit of kms. may also be mentioned, for payment beyond adjustments, if required.
7. The Vehicle must report at office every day by 9:00 AM or before, as directed. In case, hired vehicle does not report on time or does not report at all, the Department would have right to hire another vehicle from the market and the cost incurred by the Department shall be recovered from the service providers by way of deduction from the monthly payment to them.
8. In case of failure of vehicle in the journey transit then Service provider should arrange alternate vehicle. If Service provider is unable to do so then the proportionate amount of deduction will be done from the monthly rent.
9. The bidders/service providers must provide a valid **GST Registration** Certificate. If the Service provider is exempted from payment of GST, the same should be clearly stated on the authority of such exemption.
10. The bidders/service provider, shall be responsible for payment of all Government/ Local taxes in respect of the hired vehicles.
11. The vehicles provided under the contract must be properly and comprehensively insured and should carry necessary RC (Reg. Certificate), permits/clearances, including pollution clearance certificate (PUC), from the concerned State Transport Authority or any other concerned authority. The service provider/vehicle provider should ensure that all the provisions relating to Motor Vehicle Act, Insurance provisions, Minimum Wages Act regarding payment to the driver and also the provisions of Gratuity to the driver are strictly followed by the service provider / vehicle provider while providing the vehicles as all these

statutory liabilities will be on account of the service provider/contractor/vehicle provider.

- 12.** In case of any mishap/accident, all the claims arising out from, shall be paid by the vehicle provider only.
- 13.** The service provider shall ensure compliance with all labour laws in force.
- 14.** Driver must not smoke or drink (liquor or any type of intoxicated); while on duty. In case of. Misbehavior of the driver or failure to meet any of the agreed/accepted terms and conditions, a penalty of Rs. 1000/- per instance or penalties mentioned at Sl.No.36 of said Tender Notice shall be charged from the, Contracted agency / service provider.
- 15.** Records of the journey/log, book undertaken by the vehicle shall be maintained on a daily basis indicating the time and mileage.
- 16.** The Kilometers shall be calculated on the basic of Zero-based mileage starting from the office. If any vehicle does not travel up to the limit of prescribed km in any month, then the remaining km will be carried forward for the next month for the hired vehicle.
- 17.** All costs towards fuel, repairs, maintenance & other taxes (excluding GST) etc if any shall be borne by the service provider.
- 18.** Driver provided with the vehicle must have minimum driving experience of 5 years.
- 19.** The service provider shall ensure. That speedometer and odometer (for measuring distance covered) of car supplied are properly sealed so that no tampering is done with a view to inflate distance travelled. The authorized officer of the Commissionerate would carry out surprise check of speedometer and odometer of the car If found defective, would be got fitted from authorized work shop and cost thereof will be recovered from the service provider.
- 20.** The service provider will be liable to pay the wages and allowances to the Driver and the Driver will be on the establishment of the service Provider for all practical and legal purposes. This Department wouldnot be responsible at all to see whether the minimum wage, as per the prevailing Act and Rules, is paid to the Driver or not and this would be a matter between the service provider and the Driver(e) and for any legal consequences department shall not be a party at all.
- 21.** The liability of this Commissionerate shall be limited to the hiring charges only. The service provider and / or Driver/ shall not be treated as Government Servant on any ground including that vehicle being used for Government office duties.

22. The driver provided along with the vehicle should be neatly dressed and in uniform and should also be in possession of Mobile phone and his Mobile phone number along with the service provider's mobile phone number shall be made available to this office for contacting them regularly. Driver should be well experienced and well conversant with city and its suburbs and should not have any police case pending against them. Driver must have valid driving license and should have police verification. A declaration to that effect needs to be submitted along with the Bid. His antecedents and personal details including present & permanent addresses are also required to be submitted so that if any time department wishes, it may get the verification done at its end also.
23. The Commissioner of Central GST Audit, Rajkot shall have the right/discretion to terminate the agreement at any time without giving any notice, if unsatisfactory performance is found during the Contract period.
24. In case, the Service Provider wants to withdraw the vehicle, he has to give two (2) months advance/prior notice failing which two months charges shall be recovered/ forfeited (preceding from the date of stoppage of service by the Service Provider).
25. The bidder must submit two separate bids marked as "Technical Bid" and "Financial Bid".
26. Technical Bid: The technical bid should be as per Annexure A. It should be supported by documents indicated in sub Annexure-I, II.
27. Financial Bid: The Financial Bid shall be as per Annexure B.
28. Initially only the technical bids will be opened. The department reserves the right to inspect all the vehicles on offer before opening the Financial Bid of those bidders whose technical bids are found in order.
29. The Financial Bid will be opened only if the bidders fulfill the stipulated conditions of the technical bid.
30. "Technical Bid" and "Financial Bid" should be placed separately. These two bids shall be named as TECHNICAL BID or FINANCIAL BID, as the case may be. The bids, shall be super-scribed with the words TENDER FOR HIRING OF VEHICLES along with Name of the tenderer, address and contact land line/ Mobile No. and must be addressed to the "The

Commissioner of Central GST Audit, Rajkot-360001 and should be submitted before due date. The said tenders must also be sent online on e-procurement site. Tenders received by ordinary post or courier shall not be considered and would be invalid. Tenders received after due date and time will be summarily rejected.

31. The tenders shall be opened in presence of bidders (who have submitted bids) or their representative duly authorized by them in writing, who desires to remain present.
32. In case the approved L1 party is not in a position to provide the required number of vehicles alone, the requirement may be shared with L2 and L3 bidders on the same rate terms and conditions as quoted by the L 1 bidder.
33. The acceptance of tender shall depend upon the fulfillment of term and conditions of this Tender Notice. The decision of the Commissioner, Central GST Audit, Rajkot shall be final and can't be challenged in any Court of Law. The Commissioner shall have power to cancel the process or the tender or any condition for reasons what so ever and the same can't be questioned.
34. The Bid Security (Earnest Money Deposit) of Rs. 10,000/- (Rs. Ten thousand only) should be paid by Demand Draft in favour of "The Commissioner of Central GST Audit, Rajkot" payable at Rajkot along with technical bid. The same will be returned to all unsuccessful bidders and to successful bidder after execution of agreement.
35. The authorized person of service provider shall sign the agreement within 4 days of the letter of intent by this office. Signing of Agreement shall constitute the award of contract to the successful bidder. The successful bidder of the contract will have to submit a performance security of an amount five to ten percent of the value of the contract as specified in the bid documents. Performance security may be furnished either by way of an Account Payee Demand Draft, Fixed Deposit Receipt from a commercial bank, bank Guarantee from a commercial bank, for the vehicle within 5 working days from the date of obtaining the contract. The performance security should remain valid for 01 year from the date of hiring of vehicle. The same will be refunded on completion of the contract period and after deductions that may have to be made from the service provider for any deficiency in the service etc. as detailed at SI.No. 36.

36. In case of non-compliance of the terms and conditions of contract, penalty may be levied. The penalties for some defaults are as under:

Sl.No.	Nature of Default	Penalty (Rs.)
1	Late Reporting	50% of proportionate contract charges per day.
2	Non-Reporting	200% of proportionate contract charges per day.
3	Poor maintenance vehicle	Rs. 5000/- per month.
4	Refusal of duties	200% of proportionate contract charges per day.
5	Vehicles kept unclean	100% of proportionate ontract charges per day.

37. The vehicles provided by the service providers should be registered in commercial vehicle/Transport category i.e. taxi passing and the driver should have driving license with badge number.

(Manish Kumar)

JOINT COMMISSIONER,
CENTRAL GST AUDIT, RAJKOT.

Copy to:

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

ANNEXURE "A"

TECHNICAL BID

1. Name, address & telephone number of the service provider :
2. Name and address of the Proprietor / Partner / Director:
3. Income Tax PAN Card No:
4. GST Registration No.
5. Make and Model of Vehicle,
6. Vehicle Registration No. (Self attested copy of RC Book should be attached),
7. Year of manufacture of Motor Vehicle and mileage run so far.

Signature & Name of the authorized Signatory
Seal / Stamp

Date:

ANNEXURE "B"

1. Name, address & telephone number of the service provider :
2. Name and address of the Proprietor / Partner / Director:
3. Income Tax PAN Card No:
4. Hiring Charges of vehicle(Excluding GST) per month

Sl. No.	Description	Rate(Rs.)	Rate for Extra Kms.
1	For 2000 kms. Every month and 20-25 days a month B2 Segment Vehicles (Innova, Innova Crysta Fortuner, etc. and higher end models)		

Signature & Name of the authorized Signatory
Seal / Stamp

Date:

ANNEXURE "I"

List of documents to be provided for technical evaluation
(Should be placed with technical evaluation)

(Please tick enclosed/not enclosed)

Sl. No.	Details	Enclosed	Not Enclosed
1.	Self attested copy of company/ firm/ agency's incorporation/registration with any Central Govt. /State Govt. / municipality		
2.	Self attested copy of company/firm/agency's PAN Card		
3.	Self attested copy of company/firm/agency's GST Registration Certificate		
4.	Self attested copy of company/firm/agency's past and current customer list		
5.	Self attested copy of company/ firm/ agency's owned vehicles list(minimum 2 required)		
6.	Self attested copy of company/ firm/ agency's owned vehicle with Centre/State/PSU Govt. department of last two year.		
7.	Self attested copy of RC Book of vehicle that are to be provided to this office for one year.		
8.	Demand draft of Rs. 10000 bid security(EMD) drawn in favor of "The Commissioner of Central GST Audit, Rajkot"		

(If the bidder failed to provide any of the above self attested documents the will be technically disqualified)

Signature & Name of the authorized Signatory
Seal / Stamp

Date:

Annexure-II

**(Details of the vehicle that is to be provided to this office
For the period of _____)**

(Should be placed with technical Bid)

Sl. No.	Model and Manufacture of the vehicle	Registration No.	Month and Year of manufacture	Chasis No.	Engine No.	Fuel Used

(Self attested copies of Registration (RC Books) of above vehicle should be enclosed.

Signature & Name of the authorized Signatory
Seal / Stamp

Date: