



सत्यमेव जयते

OFFICE OF THE ASSISTANT COMMISSIONER
CGST & CENTRAL EXCISE DIVISION,
EYE HOSPITAL ROAD, SITAPUR-261001

CNo. I(22)04/Admin./Vehicle Services/2021

Dated: 16.03.2021

NOTICE INVITING E-TENDER FOR HIRING OF SMALL SIZED OPERATIONAL VEHICLE

E-TENDER NOTICE No. 02/2021

- 1. The Office of the Assistant Commissioner, CGST & Central Excise Division, Eye Hospital Road, Sitapur** invites e-tenders / bid documents from reputed Service Providers for hiring of 1 (one) operational vehicle along with Driver for the use of Office of the Assistant Commissioner, CGST & Central Excise Division, Eye Hospital Road Sitapur, for a period of one year from 01.04.2021 to 31.03.2022.
- 2. The details of e-tender, terms & conditions and other documents are outlined in the following Annexures to this e-tender:**
 - Annexure-I : Terms & Conditions
 - Annexure-II : Technical Bid
 - Annexure-III : Declaration
 - Annexure-IV : Financial/Price Bid
- 3. Document Download:**The e-tender documents can be downloaded from the Government of India, Central Public Procurement Portal (e-procurement) website <https://eprocure.gov.in/eprocure/app> and also from www.cbec.gov.in as per the schedule given in the CRITICAL DATE SHEET as under:

CRITICAL DATE SHEET

e-Tender Publishing Date	16.03.2021
Start Date & Time for downloading Tender Document	17.03.2021 from 11:00hrs onwards
Last Date and Time for Submission of Online Bid	31.03.2021 upto 16:00 hrs.
Technical Bid Opening Date and Time	01.04.2021 at 10:00 hrs.
Financial Bid Opening Date & Time	01.04.2021 at 12:00 hrs. after opening of Technical Bid

4. The e-bids are invited in two separate parts i.e. (i) **Technical Bid** (ii) **Financial Bid**. The proforma for Technical Bid and Financial Bid are prescribed in Annexure – II and Annexure – IV respectively of this tender. **The Tender shall be addressed to the Assistant Commissioner, CGST& Central Excise Division, Eye Hospital Road, Sitapur words “Tender for Hiring of SMALL SIZED OPERATIONAL Vehicle on Contract basis for one year from 01.04.2021 to 31.03.2022”.**
5. **Earnest Money Deposit of Rs5000/-(Rupees Five Thousand only)** shall be paid by bidders by 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 shall ensure that Earnest Money Deposit (EMD) must reach the address at: **O/o Assistant Commissioner, CGST & Central Excise Division, Eye Hospital Road, Sitapur-261001** by 16.00 hrs on 31.03.2021. Tenders without EMD will be treated as non-responsive and will be rejected, at the initial stage itself **“as Tenders received without EMD”**.
6. The tenderers shall sign and stamp each page of the tender document as a token of having read and understood the terms and conditions contained therein.
7. The tenders/quotations received unsigned/incomplete shall be summarily rejected. The financial bids of only those bidders who have qualified in the technical bid in the first place shall be opened and taken for consideration.
8. All information sought under Terms and Conditions and other information is to be given along with the Technical Bid while the price quoted is to be mentioned only in the Financial Bid.
9. This Office reserves the right to accept or reject any or all tenders **without assigning any reason**. In case of any dispute of any kind and in respect of whatsoever, the decision of the **the Assistant Commissioner, CGST& Central Excise Division, Eye Hospital Road, Sitapur** shall be final and binding.

—sd—

(AJAY KUMAR)

Assistant Commissioner

CGST & Central Excise Division-Sitapur

Copy to:-

1. The Deputy Commissioner (P&V), CGST& Central Excise, Commissionerate Lucknow with request to issuing necessary direction for uploading the tender on departmental website CBIC (www.cbic.gov.in) & CCO website.
2. Notice Board.

Assistant Commissioner

CGST & Central Excise Division-Sitapur

ANNEXURE-I

Terms and Conditions

- 1) The Bidder shall be able to provide the vehicles as requisitioned. Type and numbers of Vehicles are:-

Type of Vehicle	No. of Vehicle	No. of working days in a month for hire	Maximum Kms. per month	Cost Ceiling (Exclusive of GST)
Small Size (Swift Dzire, Honda City, Amaze, Accent etc.) preferably white	01	25/26 days	2000 Km	Rs. 40,000/-

- 2) The Service Provider shall have a well-established agency engaged in the hiring of vehicles.
- 3) **The Service provider should provide vehicle having commercial registration.**
- 4) The Service Provider shall give an undertaking that he or his firm has not been blacklisted by any organization/ Government Department as on the date of submission of the bid.
- 5) Vehicles offered for hire shall conform to the relevant Motor Vehicle Act/ Rules and having Uttar Pradesh registration. They shall be kept in perfect running / mechanical condition and fitted with appropriate seat belts and safety air bags.
- 6) The service provider shall ensure that the vehicle is covered under comprehensive insurance during the period of contract. In the event of accident, the claim for the damage of property or injury to third party shall be settled by the service provider himself. The department will not have any liability.
- 7) The vehicle shall not be older than **2017** model and it shall be with proper exteriors and new interiors & upholstery.
- 8) The bid shall be for monthly hire charges. The rates quoted shall be exclusive of GST. All taxes, fees, levies, insurance charges etc. including GST (if applicable) will be deposited in the government exchequer by the Service Provider.

- 9) No increase on rate, by reason of cost escalation due to whatsoever factors, will be permitted during the period of contract.
- 10) LPG Cylinders shall not be used for running the vehicles in any case.
- 11) In case the condition of vehicle is not found to be satisfactory, they shall be returned for immediate replacement. In case no replacement is provided on time, this Office has the right to hire a vehicle from the market and the additional cost incurred will be borne by the service provider.
- 12) The vehicle must be available on all working days as conveyed by the office of **the Assistant Commissioner, CGST& Central Excise Division, Eye Hospital Road, Sitapur**, subject to maximum number of days per month for which the vehicle is hired. No extra charges will be paid for duty even after office hours or night. Vehicle shall be provided on Saturdays/Sundays or any other holidays at the request of the hiring department.
- 13) The service provider shall be eligible to hire out vehicle as per the RTO norms. It is the sole responsibility of the service provider to obtain necessary permissions from RTO or other Transport Agencies as required.
- 14) The service provider shall ensure that the vehicle complies with the norms of pollution control and obtains required Certificate from time to time from competent authority under the period of contract.
- 15) The service provider shall deploy a well experienced driver having a valid driving license for the hired vehicle. The driver shall be well conversant with road routes in Uttar Pradesh. The vehicle shall be legally utilizable all over India. The antecedents of the drivers shall be duly verified by Police authorities, at the instance of the service provider.
- 16) In case the driver is indisposed or otherwise unable to attend to his duties, it shall be the responsibility of the service provider to provide a relief / substitute.
- 17) Driver must not smoke or drink (liquor or other intoxicants), while on duty. In case of misbehavior of the driver or failure to meet any or the agreed / accepted terms and condition, **the Assistant Commissioner, CGST& Central Excise Division, Eye Hospital Road, Sitapur** will have discretion on the continuance of the contracted driver. The contract shall be terminated without assigning any reasons.
- 18) The vehicle shall display at a conspicuous place the following: "In case of irresponsible / rash driving or exceeding speed limit prescribed on a particular stretch of road, you may complain to the owner of the vehicle (Name of the owner, Telephone and Mobile No. shall be displayed)." All such complaints shall be probed into by the owner of the vehicle and action to be taken against the erring Driver, if found guilty, under intimation to the Department.

- 19) The vehicle shall be always with full tank of fuel. In case of breakdown of any vehicle during official duty, it shall be the responsibility of the Service Provider to provide a substitute vehicle / replacement immediately at his own cost.
- 20) In case the vehicle does not report on time / does not report at all, the office of **the Assistant Commissioner, CGST& Central Excise Division, Eye Hospital Road, Sitapur,** will have the right to hire a vehicle from the market and the additional cost so incurred will be borne by the Service Provider.
- 21) In case of any accident, involving the use of vehicle and / or injury etc., to the persons and driver deployed, all the claims arising out of the same shall be met by Service Provider and the office of **the Assistant Commissioner, CGST& Central Excise Division, Eye Hospital Road, Sitapur** shall have no liability whatsoever in this regard.
- 22) The driver of the vehicle shall be equipped with a mobile phone with mobile data in full working condition at all times & the driver shall have knowledge of using GPS.
- 23) The driver of the vehicle shall wear decent uniform which is to be supplied by the service provider.
- 24) The vehicles will be used, generally, for a maximum distance of 2000Kms for 25/26 days and if any vehicle is used less than the said 2000 km in a particular month then the number of kms (minus 2000) will be carried forward in the succeeding month and same will be continued for further upcoming months. In case of vehicle exceeding 2000 Kms limit in a particular month, the same will be adjusted accordingly.
- 25) **The driver of the vehicle shall maintain a "Log Book" for the movement of the vehicle and shall submit the extract every month before 5th of the next month duly verified by the driver and the service provider along with bill and duty slip.**
- 26) The bid shall be for monthly rental which will include all charges. Hence all expenses relating to salary and allowances of the driver, over time payment, maintenance of vehicle, fuel, oil or any other expenditure related to the vehicle and the driver including outstation stay of the driver will be borne by service provider.
- 27) The hiring charges will be paid to the service provider on monthly basis inclusive of GST and other taxes. GST and other taxes as applicable shall be deposited/paid by the Service Provider in the government account.
- 28) The service provider shall also have 24 hours working telephone/Mobile phone so that he can be called in case of any problem pertaining to the vehicle or the driver.
- 29) The service provider shall provide fire extinguisher in each vehicle.
- 30) It will be the responsibility of the service provider to ensure that the vehicle is washed, exteriors are polished and interiors are vacuum-cleaned/ washed / dry cleaned at regular intervals.

- 31) The service provider shall ensure proper maintenance of the vehicle.
- 32) The billing will be done on monthly basis. The invoice shall be preferably typed and in triplicate. The invoice shall be submitted to this office before 5th of succeeding month.
- 33) The service provider has a valid GST registration (if not exempted) as per the GST Act and deposit the tax into the government account as per the provisions CGST ACT 2017. **If the Service Provider is exempted from payment of GST the same shall be clearly stated on the quotation, mentioning authority of such exemption.**
- 34) Time is the essence in official matters. The vehicle with driver shall invariably reach before the appointed time whenever called. If the driver (with vehicle) reaches after the scheduled / given time, the department will be within its rights to refuse the vehicle and impose penalty upon the service provider. On every occasion that driver or the vehicle is not able to reach at the appointed time, pro-rata deduction for that day and an additional penalty of Rs2000/- per day will be imposed and deducted from the monthly bill.
- 35) **The service provider shall ensure that in normal circumstances the fuel tank shall never be less than half fuel.** For outstation trips, the driver shall be provided ample cash by the service provider, to take care of extra fuel usage and other charges / expenses.
- 36) In case of breakdown / repairs of vehicle, the service provider shall provide suitable substitute vehicle immediately.
- 37) **The contract can be terminated by the department without assigning any reason and by giving an advance notice of 15 days.**
- 38) The service provider shall not terminate the contract without prior notice of at least one month.
- 39) The Technical Bid shall contain the number of years of experience of the service provider in this field, the make and model of the vehicle offered, date of manufacture, Registration Number of vehicle offered, details of permit if any required for hiring vehicles, Insurance details, GST Registration Number & PAN Number of service provider. The self-attested photocopies of these documents shall be attached with the Technical Bid. **There shall be no mention of any financial matters such as amount quoted per month etc. in the Technical bid.** Upon observance of any such mention in the Technical bid, the tender will be summarily rejected. The technical bid shall also contain a declaration by the service provider that he is agreeable to all the terms and conditions as above mentioned and the vehicle is being offered only after being satisfied with the said terms and conditions.
- 40) **The Financial bid shall be opened only if the Technical bid is found to be satisfactory.**

- 41) The Financial Bid shall contain the amount quoted for per month hiring charges (excluding GST & other taxes) for the period of hire, in terms of the departmental requirement as in preceding paragraphs.
- 42) The sealed bids superimposed as **“Quotation for Hiring of Small sized operation Vehicle”** shall contain two separate sealed envelopes, one for **TECHNICAL BID (Annexure-II)** and the other containing **FINANCIAL BID (Annexure-IV)** shall be marked as **“TECHNICAL BID”** and **“FINANCIAL BID”** respectively and uploaded on departmental website e.procurement.gov.in. It shall be addressed to the **Assistant Commissioner, CGST& Central Excise Division, Eye Hospital Road, Sitapur**, and shall be submitted by **16.00 hrs. on 31.03.2021**. The Tenders received after the due date and time i.e. 31.03.2021 at 16:00 hrs will not be entertained under any circumstances. Tenders will be opened on **01.04.2021 at 10:00hrs**.
- 43) The service provider will have to enter into an agreement on the non-judicial stamp paper of Rs.100/- within 7 days from the date of communication of acceptance of his offer by this office.
- 44) In case of any dispute, the decision of the **Assistant Commissioner, CGST& Central Excise Division, Eye Hospital Road, Sitapur** shall be final and binding.
- 45) **In view of the COVID-19 pandemic and to ensure safety of official staff, the following conditions are to be followed on duty.**
- It shall be mandatory for the driver to install AarogyaSetu application on his/her mobile and record his risk status daily on the same.
 - Daily temperature check of the driver will be undertaken and only a driver in fit medical condition should be sent on duty.
 - Driver should wear a mask and gloves (sanitized regularly) at all times and undertake all COVID-19 related precautionary measure as prescribed in government guidelines from time to time.
 - The towels /Covers placed on the seats inside the vehicle shall be changed and washed on a daily basis.

ANNEXURE-II
TECHNICAL BID

(To be submitted in a separate sealed envelope superscripted as 'Technical Bid')

1.	Name of firm/Company/Agency (Copy of Shop Act/Company Registration Certificate shall be enclosed)	
2.	Complete Address & Contact Number	
3.	PAN Card No. (Uploaded copy)	
4.	GST Registration (Uploaded copy) (if not exempted)	
5.	Number of Years 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 the vehicles owning/in Passion for providing on hire (With Make, Model and Year alongwith the copy of Registration Certificate of the vehicle). (Uploaded copy)	

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

(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 along with 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 will lead to rejection of my tender at any stage.
5. I/ We declare that we have not been blacklisted 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

FINANCIAL BID

(To be submitted in a separate sealed envelope superscribed as '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 GST)	Extra Km. and Extra
Small Sized vehicles to be used for 25-26 days / month subject to maximum 2000 Kms. (including Saturdays/Sundays/Holidays)	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)