
	<p style="text-align: center;">OFFICE OF THE DEPUTY COMMISSIONER CENTRAL GOODS & SERVICE TAX AND CENTRAL EXCISE, DIV- III HALL NO. 3, 12TH FLOOR KENDRIYA BHAWAN, ALIGANJ LUCKNOW – 226 024 e-mail: cgstlko-div3@gov.in Ph: 0522 2324570</p>	
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Date: 05.03.2021

**NOTICE INVITING E-TENDER FOR HIRING OF SMALL SIZED
OPERATIONAL VEHICLE
E-TENDER NOTICE No. 01/2021**

- The Office of the Deputy Commissioner, CGST & Central Excise Division Lucknow III, Hall No 3, 12th Floor Kendriya Bhawan Aliganj, Lucknow invites e-tenders / bid documents from reputed Service Providers for hiring of 1 (one) small sized-operational vehicle along with Driver for the use of Office of the Deputy Commissioner, CGST & Central Excise Division Lucknow III, Hall No 3, 12th Floor, Kendriya Bhawan Aliganj, Lucknow from 01.04.2021 to 31.03.2022.
- The details of 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
- **Document Download:** The tender documents can be downloaded from the Government of India, Central Public Procurement Portal (e-procurement) website www.eprocure.gov.in/eprocure/app and also from www.cbic.gov.in as per the schedule given in the CRITICAL DATE SHEET as under:

CRITICAL DATE SHEET

e-Tender Publishing Date	05.03.2021
Start Date & Time for downloading Tender Document	06.03.2021 from 0900 hours onwards
Last Date and Time for Submission of Online Bid	16.03.2021 upto 1000 hours
Technical Bid Opening Date and Time	17.03.2021 at 1100 hours
Financial Bid Opening Date & Time	17.03.2021 at 1200 hours after opening of Technical Bid

- 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 should be addressed to the Deputy Commissioner, CGST & Central Excise Division Lucknow III, Hall No 3 12th Floor Kendriya Bhawan Aliganj, Lucknow with words “Tender for Hiring of Vehicle on Contract basis for Twelve Months from 01.04.2021 to 31.03.2022”.**

- **Earnest Money Deposit of Rs 10,000/-(Rupees Ten Thousand only)** should 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 should ensure that Earnest Money Deposit (EMD) must reach the address at: O/o Deputy Commissioner, CGST & Central Excise Division Lucknow III, Hall No 3, 12th Floor Kendriya Bhawan Aliganj, Lucknow by 1000 hrs on 16.03.2021. Tenders without EMD will be treated as non-responsive and will be rejected, at the initial stage itself as "Tenders received without EMD".
- 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.
- The tenders/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.
- 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.
- **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 Deputy Commissioner, CGST & Central Excise Division Lucknow III, Hall No 13 12th Floor Kendriya Bhawan Aliganj, Lucknow will be final and binding.**

(Arnika Yadav)
Deputy Commissioner
CGST & Central Excise
Division Lucknow-III

Copy to:-

- Web-Master, CBEC website, Commissionerate of Systems, New Delhi with request to upload the tender on CBEC website (www.cbec.gov.in) at the earliest.
- The Administrative Officer, CGST & Central Excise Division Lucknow III for uploading the tender and its enclosures on www.eprocure.gov.in.
- Notice Board, O/o the Deputy Commissioner, CGST & Central Excise Division, Lucknow-III, Hall No 3, 12th Floor Kendriya Bhawan Aliganj, Lucknow.

ANNEXURE-I
Terms and Conditions

- The Bidder should 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	Monthly Cost Ceiling (Exclusive of GST)
Small Size (Dzire, Zest, Accent, Ciaz etc.)	(Operational Vehicle)	01	25/26 days	2000 Km	Rs. 40,000/-

- The service provider should have a well established agency engaged in the hiring of vehicles.
- The Service Provider should 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.
- Vehicles offered for hire should conform to the relevant Motor Vehicle Act/ Rules and having Uttar Pradesh registration. They should be kept in perfect running / mechanical condition and fitted with appropriate seat belts and safety air bags.
- The service provider should 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.
- The vehicle model shall not be older than **2018** and it should be with proper exteriors and new interiors & upholstery.
- The bid should be for monthly hire charges. The rates quoted should be exclusive of GST. All taxes, fees, levies, insurance charges etc. including GST (if applicable) would be deposited in the government exchequer by the Service Provider.
- No increase in rate due to cost escalation or whatsoever factors would be permitted during the period of contract.
- LPG Cylinders should not be used for running the vehicles in any case.
- Hygiene should be maintained inside the vehicle and it should be equipped with an air-freshener.
- 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.
- The vehicle must be available on all working days as desired by the Deputy Commissioner, CGST & Central Excise Division, Lucknow-III, 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 should be provided on Saturdays/Sundays or any other holidays at the request of the hiring department.

- The service provider should 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.
- The service provider should 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.
- The service provider should deploy a well experienced driver having a valid driving license for the hired vehicle. The driver should be well conversant with road routes in Uttar Pradesh. The vehicle should be legally utilizable all over India. The antecedents of the drivers should be duly verified by Police authorities, at the instance of the service provider.
- He must drive responsibly & as per due speed limit norms.
- 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.
- 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 of the agreed / accepted terms and conditions, the Deputy Commissioner, CGST & Central Excise Division Lucknow-III will have discretion on the continuance of the contracted driver. If the driver is not replaced as if requested the contract shall be terminated without assigning any reasons.
- The vehicle should 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. should be displayed).” All such complaints should be probed into by the owner of the vehicle and action taken against the erring Driver, if found guilty, under intimation to the Department.
- The vehicle should 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.
- In case the vehicle does not report on time / does not report at all, the Deputy Commissioner, CGST & Central Excise Division, Lucknow-III would have the right to hire a vehicle from the market and the additional cost incurred will be borne by the Service Provider.
- If any information furnished by the agency is found to be incorrect even at a later stage, the agency shall be liable to be debarred from the tendering process and black-listed for the future.
- 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 Deputy Commissioner, CGST & Central Excise Division, Lucknow-III shall have no liability whatsoever in this regard.
- The driver of the vehicle should be equipped with mobile telephone in full working condition at all times.

- The driver of the vehicle should wear decent uniform which is to be supplied by the service provider.
- The vehicles will be used, generally, for a maximum distance of 2000 Kms for 30/31 days and if any vehicle is used for less than the said 2000 km in a particular month then the left over kms will be carried forward in the next succeeding months and same will be continued for further upcoming months likewise. In case of excess kms. running of the vehicles, the same will be also adjusted accordingly.
- 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 contractor along with bill and duty slip.
- The bid should be for monthly rental which would 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.
- 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 will be deposited/paid by the contractor in the government account.
- The service provider should also have 24 hours working mobile so that he can be called in case of any problem pertaining to the vehicle or the driver.
- The service provider shall provide fire extinguisher in each vehicle.
- 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.
- The service provider should ensure proper maintenance of the vehicle.
- The billing will be done on monthly basis; bill preferably typed and in triplicate, in connection with the service shall be submitted to this office before 5th of succeeding month.
- The contractor or the service provider should have a valid GST registration (if not exempted) as per the GST Act and deposit the tax into the government account as per the provisions of CGST ACT 2017. If the Service Provider is exempted from payment of GST the same should be clearly stated on the quotation, mentioning authority of such exemption.
- Time is of essence in official matters. The vehicle with driver should invariably reach before the appointed time whenever called. If the driver (with vehicle) reaches after the scheduled / given time, the department would 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 Rs 2000/- per day would be imposed and deducted from the monthly bill.
- The service provider should ensure that in normal circumstances the fuel tank should never be less than half fuel. For outstation trips, the driver should be provided ample cash by the service provider, to take care of extra fuel usage and other charges / expenses.

- In case of breakdown / repairs of vehicle, the service provider shall provide suitable substitute vehicle immediately.
- The contract can be terminated by the department without assigning any reason and by giving an advance notice of 15 days.
- The service provider shall not terminate the contract without prior notice of at least one month.
- 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 should 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.
- The Financial bid will be opened only if the Technical bid is found to be satisfactory.
- The Financial Bid shall contain the amount quoted for per month hiring charges for the period of hire, in terms of the departmental requirement as in preceding paragraphs.
- The sealed bids superimposed as **“Quotation for Hiring of Vehicle”** should contain two separate sealed envelopes, one for **TECHNICAL BID (Annexure-II)** and the other containing **FINANCIAL BID (Annexure-IV)** marked as **“TECHNICAL BID”** and **“FINANCIAL BID”** respectively and should be uploaded on the departmental website e.procurement.nic.in and addressed to the Deputy Commissioner, CGST & Central Excise Division, Lucknow-III **before 1000 hrs. on 16.03.2021**. The Tenders received after the due date and time i.e. 16.03.2021 at 1000 hrs will not be entertained under any circumstances. Tenders will be opened on **17.03.2021 at 1100 hrs.**
- 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.
- In case of any dispute, the decision of the Deputy Commissioner, CGST & Central Excise Division, Lucknow-III shall be final and binding.

In view of the COVID-19 pandemic and to ensure safety of official staff, the following conditions are to be met:-

- Daily temperature check of the driver will be undertaken and only a driver in fit medical condition should be sent on duty.
- It shall be mandatory for the driver to install Aarogya Setu application on his/her mobile and record his risk status daily on the same.
- Driver should wear a mask at all times and undertake all COVID-19 related precautionary measures as prescribed in government guidelines from time to time.

- The vehicle is to be fumigated on a weekly basis.
- Sanitizer and tissue paper should be readily available inside the vehicle at all times.
- 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 should 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 Annexure and agree on the same.

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

ANNEXURE-III

DECLARATION

(To be submitted with the Technical Bid)

- 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;
- I/We, undersigned, offer to provide vehicle in conformity with the conditions of contract and specifications for the amount quoted above.
- I/We have carefully read and understood all the terms & conditions of the tender and undertake to abide by them;
- 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 would led to rejection of my tender at any stage.
- 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')

- Name, Address and Telephone number of Bidder:-

Category of Vehicle	Rate per month Rs. (Exclusive of GST)	Extra Km. and Extra hours charge in Rs.
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)		

- Name and address of the Proprietor/Partner/Directors

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)