



भारतसरकार/GOVERNMENT OF INDIA  
वित्तमंत्रालय /MINISTRY OF FINANCE  
राजस्वविभाग / DEPARTMENT OF REVENUE  
OFFICE OF THE DEPUTY COMMISSIONER:उपायुक्त कार्यालय  
CENTRAL GST & CENTRAL EXCISE, BALASORE DIVISION,  
केंद्रीय वस्तु एवम सेवा कर, केंद्रीय उत्पाद शुल्क,बालासोर मंडल, बालासोर  
BHASKARGANJ, WHITE HOUSE LANE, BALASORE-756001  
भास्करगंज वाइट हाउस लेन, बालासोर- 756001

फा.स.V(30)10/Misc/Vehicle/BLS/2019/

दिनांक: .05.2021

**TENDER NOTICE**

For and on behalf of President of India, Sealed Tenders are invited from reputed parties/agencies supplying vehicles along with driver on monthly hired basis not exceeding Rs.40,000/- (Forty Thousand only) per month for official use of Office of Deputy Commissioner, CGST & Central Excise, Bhaskarganj-A, White House Lane, Balasore-756001. The period of hiring is from **01.07.2021 to 30.06.2022**. Interested parties/agencies willing to comply with the "Terms and Conditions" annexed to this Notice, may submit their Tender documents along with the prescribed documents duly signed and stamped in sealed cover to the undersigned on or before **4<sup>th</sup> day of June, 2021 by 12:00 hrs**. In case of any difficulty, they may contact the Office of Deputy Commissioner, CGST & Central Excise, Bhaskarganj-A, White House Lane, Balasore-756001 on any working day during office hours on or before 31<sup>st</sup> day of May, 2021. The Tender Notice can be downloaded from the website **www.cbic.gov.in**. The Tenders can also be sent by Registered Post/AD.

The date & time of opening of tenders will be on **11<sup>th</sup> day of June, 2021 at 15:00 hrs** at the office of the Deputy Commissioner, CGST & Central Excise, Balasore Division, Bhaskarganj-A, White House Lane, Balasore-756001. The sealed

cover should be marked on the top as **“QUOTATIONS FOR HIRING OF VEHICLE FOR CGST & CENTRAL EXCISE, BALASORE DIVISION, BALASORE”**.

The Tender Document is to be submitted in a sealed cover containing two separate internal sealed covers. Out of the two, one will contain Technical Bid and other will contain Financial Bid. These two sealed covers shall be marked on the top as “Technical Bid” and “Financial Bid” respectively.

Technical Bids should contain documents evidencing:

1. Annexure ‘B’ duly stamped and signed
2. Year of manufacture of the vehicle,
3. Previous experience with Govt. agencies served,
4. Whether the Vehicle is registered for Commercial purpose as per Motor Vehicle Act.
5. GST Registration No.

The Financial Bids will be taken up only if the technical specifications are satisfactory, otherwise, the bid will be straight way rejected.

The details of the vehicle to be hired are as under:-

Sl. No	Category	No of Vehicles required	Remarks	Earnest Money Deposit (Refundable)
1.	A3 Segment (Mid-size) vehicles (Operational vehicle)	01(One No.)	To be used upto 20/25 days, subject to a maximum of 2000Kms in a month	Rs.6,000/-

The tenders/quotations received incomplete and/or filed after the due date shall be summarily rejected. The parties who wish to be present at the time of opening of Tender/Quotation may represent themselves or authorize their representatives with an authority letter. Vehicles offered for services may also be required to be shown for inspection to find out the actual condition thereof after opening of Technical bid. The Deputy Commissioner CGST & Central Excise Division- Balasore, Bhaskarganj-A, White House Lane, Balasore-756001 reserves the right to accept or reject any or all tenders without assigning any reasons.

**Encl; :**

Annexure A-Terms & Conditions

Annexure B-Proforma for TECHNICAL BID

Annexure C-Proforma for FINANCIAL BID

(शोभन कुमार मंडल)  
उपायुक्त  
केंद्रीय वस्तु एवम सेवाकर, केंद्रीय उत्पादशुल्क  
बालासोर मंडल, बालासोर

F.No. C.No. V(30)10/Misc/Vehicle/BLS/2019/

.05.2021

Copy to :-

- 1) The Superintendent (Computer Cell), CGST & Central Excise, Bhubaneswar Commissionerate, Rajaswavihar, Vanivihar, Bhubaneswar for posting the said Tender Notice on the Departmental website immediately.
- 2) Notice Board.

(शोभन कुमार मंडल)  
उपायुक्त  
केंद्रीय वस्तु एवम सेवाकर, केंद्रीय उत्पादशुल्क  
बालासोर मंडल, बालासोर

## **TERMS AND CONDITIONS**

1. Earnest Money Deposit/Bid Security as mentioned in Para 31 below refundable in the form of Demand Draft payable to the Administrative Officer CGST & Central Excise, Balasore Division, must accompany the tender. Tenders without Earnest Money Deposit and in any other form i.e. cheque, cash etc. will **NOT** be considered.
2. The contract for the above vehicles shall be valid for an initial period of 01 (One) year i.e. **Upto 30.06.2022** starting from date of signing the contract, subject to clause (28) of these terms & conditions. The vehicle shall be required to operate / travel anywhere in India for official purpose.
3. The tendered should be duly registered with concerned Central / State Govt. authorities and should be a well-established Taxi agency/firm (hereinafter referred to as the agency/firm). Such vehicle providers should also submit details of other such Govt. Organizations to which they have extended similar service in the recent past as well as the present.
4. The vehicles to be provided should be in excellent working condition and not be of make older than 02.07.2018 (**3 years before**) as on date of submission of tender. Applicant Contractor should mention the year of manufacture of the vehicles. **In case the tenderer intends to supply new vehicle (showroom condition) the tenderer shall attach the copy of booking receipts along with the tender documents.** In any case, no vehicle shall be deployed till the proper registration numbers issued by State Transport Authorities are available. The Contractor shall ensure road worthiness of the vehicle; ensure neat and clean condition of the vehicle with **goods upholstery, interiors and deodorants and regularly polished exterior** at all times during the period of contract. The contractor shall also ensure that the vehicle is in perfect

running condition at all times during the currency of the contract. The papers related to the vehicles including proper insurance papers of the vehicle should be available / kept in the vehicle, also requisite formalities as per RTO Act / Rules have to be complied with. The vehicle should be properly and comprehensively insured and should have commercial registration as per Motor Vehicle Act including pollution clearance certificate.

5. The Contractor shall provide dedicated vehicles and drivers 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 a breakdown of vehicle / non-availability of driver. The agency/firm should have sufficient numbers of the vehicles and drivers with them.
6. In case the condition of the vehicles is not found to be satisfactory, they shall be returned for immediate replacement. In case no replacement is provided on time, the Deputy Commissioner of CGST & Central Excise Balasore Division would have the right to hire a vehicle from the market and the additional cost incurred by the Deputy Commissioner of CGST & Central Excise, Balasore Division will be borne by the agency / firm.
7. In case of vehicle breakdown, a substitute vehicle shall be provided by the Contractor immediately. In case vehicle does not report within the reasonable time or does not report at all, the Department would have a 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.
8. In case any vehicle does not report on time/does not report at all, the Deputy Commissioner of CGST &, Central Excise, Division- Balasore, would have a

- right to hire a vehicle from the market and the additional cost incurred by the Deputy Commissioner of CGST & Central Excise, Division- Balasore, will be borne by the agency/firm.
9. In all such cases where a vehicle was hired as an alternative from the market by the Deputy Commissioner of CGST & Central Excise, Division-Balasore and the charges have to be borne by the agency/firm, the proof of payment for the hire of alternate vehicle has to be submitted along with submission of bill for that particular month.
  10. The calculation of mileage shall be from the reporting point to the relieving point and **will not be calculated on garrage to garrage basis**. The vehicle may have to remain in the office campus during office hours and even thereafter, as and when required.
  11. Rate for the supply of the vehicle will be binding on the tenderer for the period from the date of agreement till **30.06.2022**. If the performance is found unsatisfactory then the agreement/contract will be terminated by the Deputy Commissioner of CGST & Central Excise, Division-Balasore with seven day notice. In case of satisfactory performance, the department reserves the right to extend the contract for further period on existing terms and conditions, subject to acceptance by the contractor.
  12. The Bidder should have **office /place of providing the service in Balasore** and should submit the proof of the same.
  13. There will not be any limitation of minimum or maximum running Km of vehicles on day-to-day basis. The maximum Km. can be utilized in any manner on monthly basis by Balasore Division Office.
  14. The Extra KMs run in a particular month should be adjusted in the running KMs in the subsequent three months. In no case, a vehicle which is not

registered for the commercial purpose shall be supplied. The taxes and other statutory payments due on such vehicles shall be the liability of the contractor.

15. Generally, vehicles should be utilized during the period from 09.00 hours to 21.00 hours. However, in case of urgency, continuously without any time limit. The vehicles must be available at any time on any day, as desired by the Office of Deputy Commissioner of CGST &, Central Excise, Division- Balasore. The vehicle and driver should not be changed unless requested by the Office of the Deputy Commissioner of CGST &, Central Excise, Division- Balasore.
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 contractor on production of the bill.
17. The contractor shall not, save, with the previous consent in writing of the Department, sublet/sub-contract/ transfer/ or assign the contract or any part thereof in any manner whatsoever. However, such consent shall not relieve the contractor from any obligations, duty or responsibility under the contract and contractor shall be fully responsible for the services hereunder and for the executions and performance of the contract.
18. **The bidder should provide latest vehicles and preference will be given to the bidder providing newer models and vehicles with better features and bigger dimensions.**
19. The drivers employed along with the vehicle should satisfy the following conditions:
  - i) Drivers should have minimum 5 years of experience of driving. They should have vehicle Transport Licenses for driving passenger vehicles. Their

- antecedents should be duly verified by Police authorities, at the instance of the contractor.
- ii) Driver should wear the prescribed uniform i.e. white shirt with white trousers (Light blue shirt with navy blue trousers) and black shoes.
  - iii) Drivers should be well versed with the roads and the places in Balasore and Bhadrak District and should have experience in city driving.
  - iv) Once the driver has been allotted to a particular vehicle, he should remain with the same vehicle for a period of at least one year. Any change in the designated driver should be intimated to the concerned officer 24 hours before such change is affected.
  - v) Driver should be provided with a mobile phone in operation at all times.
  - vi) Driver should be decent and well behaved and should not have any criminal cases against him and should not have any past history of accidents.
  - vii) Drivers should be free of all vices.
  - viii) Car should be kept clean and odor free, suitable for official use.
20. The vendor will be responsible for maintenance, up-keep and running of the said vehicle on his own account and no extra charges will be payable by the Department. All expenditures of Fuel, Mobile, Driver's salary and other expenses whatsoever have to be borne by the supplier of the vehicles.
21. Necessary Log Book will be maintained properly and to be submitted to the concerned officer of the Balasore Division for necessary verification at the end of the month.
22. Pre-receipted Bill, preferably in triplicate, shall be submitted by the vendor in triplicate duly supported by the copy of Log Book, latest by 5<sup>th</sup> of the subsequent month.



23. The Divisional Office, Balasore shall not be responsible for any Toll Tax, fine charged by Police or other agencies, parking, losses, damages, any accident of the vehicle or to any other vehicles or for the injury to the driver or any other third party. All such expenses on this account shall be borne by the vendor/supplier of vehicles and there will be no reimbursement from the Department in this regard.
24. The vendor shall provide photocopy of all relevant documents related to vehicles such as ownership, R.C. Book, Insurance copy, GST registration, etc. as well as details of the drivers, driving license & experiences of the driver of such vehicles. The agency/firm should have an adequate number of Telephone/Mobile Phone to contact round the clock.
25. It will be solely the discretion of the Department to use the said hired vehicle for official purpose on Saturdays, Sundays and Holidays, where-ever necessary. No garage/parking facility will be provided by the Department.
26. **The vendors should give an undertaking that he or his firm has not been black listed** by any of the organization/Govt. Department as on the date of submission of the Bid/Tender.
27. **The vendors shall also certify that he has read and understood the terms and conditions of the tender.** He should sign the terms and conditions. The quotations, which are not accompanied by the requisite documents, shall be outright rejected.
28. In case, any negligence regarding service by the contracted agency is noticed, the Divisional Office, Balasore may terminate the contract agreement after giving 7(seven) days notice. The vendor should intimate the office 60(sixty) days before withdrawal of vehicles in writing.

29. The Divisional Office, Balasore reserves the right to terminate the accepted tender during the period of the contract without giving any reason and without consulting the tenderer. The tenderer will have no right to demand any compensation in this respect. Divisional Office, Balasore also keeps right to relax any of the conditions above. In case of any dispute of any kind and any respect whatsoever, the decision of the Deputy Commissioner shall be final and binding.
30. It is clarified that the engagement of service provider for providing vehicle on contract basis does not in any manner confer any right on the service provider or any other person/driver may be deployed by her/him in this office to claim any regular employment in this office or any government office. The owner/service provider will be solely responsible for all wages/dues to the driver and to follow all the rules/provisions as per the law. This office/department shall not be responsible for any dispute/liability whatsoever in this regard.
31. Each bidder must be accompanied with refundable earnest money of Rs 6000/-(Rupees six thousand only), in the form of Bank Draft/D.D in favour of “the Administrative Officer, in charge of DDO, Central GST & Central Excise, Balasore Division, Balasore.”
32. **Performance Guarantee:** The Successful bidder has to submit a Performance Guarantee either by way of Fixed Deposit or Bank Guarantee @ 5% of the total value of contract within three days from the award of contract. It will remain valid for a period of sixty days beyond the date of completion of all contractual obligations. No interest will be paid on this deposit.
33. The tender will be awarded to the lowest successful bidder up to period of 12 (Twelve) months contract and in case the lowest bidder unable to fulfill the

above terms and condition within 7 days of the letter of acceptance, his/her earnest money of Rs. 6000/- shall be forfeited and the tender will be offered to the second lowest bidder.

34. The Office of Deputy Commissioner of CGST &, Central Excise, Balasore Division reserves the right to require fulfillment of other conditions, not expressly mentioned which are consistent with use of vehicle(s) on hire with this office and to reject any or all tenders without assigning any reason thereof.

**(शोभन कुमार मंडल)**  
उपायुक्त  
केंद्रीय वस्तु एवम सेवाकर, केंद्रीय उत्पादशुल्क  
बालासोर मंडल, बालासोर

C.No. V(30)10/Misc/Vehicle/BLS/2019/

Date: .05.2021

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**Annexure B**  
**TECHNICAL BID**

(To be enclosed in a separate sealed envelope)

For Supply of Vehicle on hire basis to CGST & Central Excise, Balasore Division,  
Balasore

1	Name of the Firm/agency/supplier	
2	Registered address of Firm/agency/supplier	
3	Telephone No	
4	Fax.No	
5.	Mobile No	
6.	E-mail ID	
7.	Name of the proprietors/partners/directors with address and PAN	
8	Registration No of the firm, if any (copy to be enclosed)	
9	PAN of Firm (copy to be enclosed)	
10	GST Registration No (Copy to be enclosed)	
11	Length of the experience in the field	
12	Details of vehicle being offered for hiring: make, model, registration number (Copy of RC to be enclosed)	

**DECLARATION**

(To be submitted with Technical Bid)

For Supply of vehicles on hire basis to Central GST & Central Excise, Balasore Division, Balasore

1. I, Sri/Smt..... Son/ daughter/ wife of....., Proprietor/ Partner /Director/Authorised signatory of firm/agency.....Address..... , am competent to sign this declaration and execute this tender document;
2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them;
3. The information /document furnished along with the application are true and authentic to the best of my knowledge and belief;
4. I/we am/are aware of the fact that furnishing of any false/misleading Information/fabricated document would to rejection of my quotation at any stage and the department is free to initiate appropriate legal action against me/us;
5. The firm/agency has not been blacklisted by any of the organizations/Government Departments as on date of submission of Bid/Tender.

Date:

Signature of authorized person  
with full name

Place:

Seal:

Technical Bid Checklist of documents to be attached

Document copy	Yes/No
R. C. Book / Booking receipt (if new)	
Insurance	
GST Registration	
Earnest Money (Bank Draft/ DD)	
PAN card	
Previous Govt Experience (if any)	

**FINANCIAL BID**

(To be enclosed in a separate sealed envelope)

For supply of vehicles on hire basis to Central GST & Central Excise, Balasore Division, Balasore

1. Name of the bidder company/firm/agency:
2. Address with Telephone and Fax numbers:
3. Permanent Account Number(PAN):
4. Details of Hiring charges ( exclusive of service Tax):

Sl. No	Description of Vehicle (Type & Model)	Monthly Rate/ Hiring charges (in figure)	Monthly Rate/ Hiring charges (in words)
1.			

Date:

Place: Signature of authorized person with full name

Seal:-