

	<p style="text-align: center;">भारत सरकार/ GOVERNMENT OF INDIA  वित्तमंत्रालय/ MINISTRY OF FINANCE राजस्व विभाग/ DEPARTMENT OF REVENUE  सहायक आयुक्त का कार्यालय/ OFFICE OF THE DY./ASSISTANT COMMISSIONER  वस्तु एवं सेवा कर &amp; केंद्रीय उत्पाद शुल्क भुवनेश्वर-II मंडल/GOODS AND SERVICE TAX  &amp;  CENTRAL EXCISE (GST &amp; CX) BHUBANESWAR-II DIVISION  Plot No. 258, District Centre, Chandra sekharpur, Bhubaneswar-751016  E-mail: cgstbbsrdivn2@gmail.com ☎: 0674-2747879</p>	
<b>C. NO. I(22)01/Vehicle/BBSR-II DIVN/2020/</b>		<b>Dated-04.11.2020</b>

NOTICE FOR INVITING TENDER FOR HIRING OF VEHICLES FOR OFFICE OF THE ASSISTANT COMMISSIONER OF CENTRAL GST & CENTRAL EXCISE, BHUBANESWAR-II DIVISION, BHUBANESWAR, FOR THE PERIOD OF JANUARY 2021 TO JUNE 2021.

For and on behalf of the President of India, sealed tenders are invited from reputed taxi operator/service providers for hiring of 1 (one) vehicle (small size) along with driver for the Office of the Assistant Commissioner of Central GST & Central Excise, Bhubaneswar-II Division, Bhubaneswar.

The detailed tender process and terms and conditions are enclosed as Annexure "A" to this tender notice. In case of any query, the Superintendent (HQ), GST & Central Excise, Bhubaneswar-II Division, Bhubaneswar shall be contacted, having office at above mentioned address on any working day during office hours on or before 11.12.2020. The tender form and Annexure A, B, and C can be obtained from Superintendent (HQ), GST & C. Ex Bhubaneswar-II Division, Bhubaneswar.

The interested parties/vehicle providers who comply with the terms and conditions of this tender notice should submit their bids in the prescribed Quotation Form duly signed and stamped, in sealed envelopes, super-scribing on the envelopes "TENDER FOR HIRING OF VEHICLES" addressed to the Assistant Commissioner of Central GST & Central Excise, Bhubaneswar-II Division, Bhubaneswar, having his office at the above mentioned address.

The last date for receipt of Tender : 11.12.2020 upto 15.00 Hrs.

Tenders shall be opened on : 11.12.2020 at 15.00 Hrs.

The tenders/quotations received unsigned/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. The financial bids of only those bidders shall be opened whose technical bids are qualified. The format of the "Technical Bid" and "Financial Bids" are enclosed as Annexure 'B' and Annexure 'C'.

The Assistant Commissioner of Central GST & Central Excise, Bhubaneswar-II Division, Bhubaneswar, reserves the right to accept or reject any or all tenders without assigning any reasons thereof.

**(SHASHI BHUSHAN)**  
Assistant Commissioner  
Central GST & Central Excise,  
Bhubaneswar-II Division,  
Bhubaneswar.

Encl.: Annexure - A, B & C.

C.No I(22)01/Vehicle/BBSR-II DIVN/2020/

Date: .11.2020

Copy to :

I. Notice Board.

## ANNEXURE 'A'

### I. Tender Process and submission of Tender documents: -

1. The bid/tender will consist of two parts - Technical bid and Financial bid. Each of the bids are to be placed in two separate sealed envelopes clearly superscripting Technical bid and Financial bid which in turn are to be placed in one sealed cover clearly superscripting Tender for hiring Vehicle (vehicle name). The name of the Agency/firm must be mentioned on envelopes.

The bid of all parties whose Price Bid is not in a separate sealed cover or the rates quoted by them finds mention in their Technical Bid shall be rejected forthwith. All information sought under Terms and conditions and other information to be supplied is to be given in Technical Bid while the price quoted by them will be mentioned only in the Financial Bid.

2. The offers/bids received incomplete and/or filed after the due date shall be summarily rejected.

3. The Technical Bids shall be opened by a committee on 11.12.2020 at 15.00 hrs. in the presence of bidder or their authorized representative with authority letter, if they appear.

4. The financial bids of only those parties shall be opened whose Technical Bids are found to be eligible.

5. The department 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 Assistant Commissioner of Central GST & Central Excise, Bhubaneswar-II Division, Bhubaneswar will be final and binding.

6. The tender documents must be received by Assistant Commissioner of Central GST & Central Excise, Bhubaneswar-II Division, Bhubaneswar latest by 11.12.2020 at 15.00 hrs the documents received after due date & time, due to any reason including even postal delay shall not be accepted.

### II Authenticity of the tender document: -

Every page of tender document along with enclosures must be signed by the bidder.

### III. Terms and Conditions:-

1. The Office of the Assistant Commissioner of Central GST & Central Excise, Bhubaneswar-II Division, Bhubaneswar, may requisition for use as per requirement.
2. Separate sealed Technical and Financial bids should be kept in a single sealed envelope and super-scribed with "Tender for Hiring of Vehicles". The separate technical and financial bids should be clearly marked "Technical Bid" or "Financial Bid" on the respective envelopes. The tender will be opened 11.12.2020 at 15.00 Hrs. in the office of the Assistant Commissioner of Central

GST & Central Excise, Bhubaneswar-II Division, Bhubaneswar, before a Tender Evaluation Committee and Tenderers present, if any.

3. The service provider should be able to provide the vehicles as requisitioned. Type and number of Vehicles:

Sr. No.	Category	Type of Vehicle	No. of Vehicles
1	Operational Vehicle small size For use by officers subject to maximum of 2000 kms per month	Swift Dzire, Amaze, Xcent ,Zest, Etios or similar vehicle.	01 (one)
The contract for the vehicles shall be valid for an initial Period of <b>Six months</b> which can be extended for another six months or part thereof from date of signing of the contract, subject to clause (27) of these terms & conditions.			

4. In case of break-down of vehicle or non availability of driver at any time, the firm shall provide substitute vehicle/driver as the case may be. They will have to produce the vehicle for physical verification as per direction of the Department before the finalization of their Financial Bids.
5. The rate quoted should be for a commercially registered vehicle and the vehicles to be provided should be in excellent working condition and not be of make older than 01.01.2020. The service provider should mention the year of manufacture of the vehicles. The vehicles 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.
6. The service provider 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 break-down of vehicle/non-availability of driver.
7. The vehicles must be available at any time of any day on 24 x 7 basis subject to maximum number of days per month for which the vehicle is hired, as desired by the department. Also, in case of breakdown of any vehicle, substitute vehicle shall be provided in time failing which the department shall have the right to hire a vehicle from the market and cost incurred to this will be borne by the agency/firm.
8. 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, Assistant Commissioner of Central GST & Central Excise, Bhubaneswar -II Division, Bhubaneswar, to whom the vehicle has been provided, would have a right to hire a vehicle from the market and the additional cost incurred by the Assistant Commissioner of Central GST & Central Excise, Bhubaneswar -II Division, Bhubaneswar, will be borne by the service provider.

9. The driver should be having Transport License, with a minimum of 03 years experience and their antecedents should be duly verified by Police authorities, at the instance of the service provider. The service provider would ensure that the drivers employed have valid driving license and clean driving record. 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.
10. The drivers employed along with the vehicle should satisfy the following conditions:
- i) Drivers should have minimum 03 years of experience of driving. They should have vehicle Transport Licenses for driving passenger vehicles on hire.
  - ii) Driver should wear the prescribed uniform i.e. Light blue shirt with navy blue trousers and black shoes.
  - iii) Drivers should be well versed with the roads and the places in Bhubaneswar City and should have experience in city driving.
  - iv) Once a driver has been allotted to the 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 effected.
  - v) Driver should be provided with a working mobile phone which is to be kept switched on for 24 hrs.
  - 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) Car should be kept clean and odour free, and suitable for official use.
11. 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.
12. The vehicle should be registered with the concerned authority of Central/State Govt. The agency/firm should have adequate number of telephones for contact round the clock.
13. Rates: -
- (i) Rate/bid/offer must be without any condition, assumption, qualification, reservation or variation. Rate/bid/offer must be mentioned in prescribed proforma in figures and in words. In case of any discrepancy, rates quoted in words will prevail. Conditional tender offer or offer at variance from prescribed specification would be ineligible to compete for the tender. Prices and price components shall be firm and shall not be subject to any price variation or adjustment on account of any price escalations throughout the execution of the contract.
  - (ii) The rates quoted should be exclusive of the GST component. No GST will be reimbursed for vehicles, if the operator fails to provide proof of valid GST

registration. All taxes, fees, levies, insurance charges etc. other than GST would be borne by the service provider.

- (iii) The tender getting lowest rate will be declared as successful bidder.
14. Assistant Commissioner of Central GST & Central Excise, Bhubaneswar-II Division, Bhubaneswar, 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.
  15. The billing will be done on monthly basis 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.
  16. A daily record indicating time and mileage for each 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 Superintendent (HQ) in the, office of The Assistant Commissioner of Central GST & Central Excise, Bhubaneswar-II Division, Bhubaneswar regularly for scrutiny. The time and mileage shall be taken into account from the reporting point.
  17. Financial bids of only those service providers would be opened, who have qualified in respect of the technical bids.
  18. Once the hiring of vehicles commences from a particular service provider, the vehicle and the drivers should not be changed unless so requested by the Assistant Commissioner of Central GST & Central Excise, Bhubaneswar-II Division, Bhubaneswar, The vehicle must be available at any time of the day as desired by the Assistant Commissioner of Central GST & Central Excise, Bhubaneswar-II Division, Bhubaneswar
  19. On awarding of the contract, the service provider has to furnish to the Assistant Commissioner of Central GST & Central Excise, Bhubaneswar-II Division, Bhubaneswar, certified copies of RC books in respect of vehicle.
  20. The Assistant Commissioner of Central GST & Central Excise, Bhubaneswar-II Division, Bhubaneswar, shall be liable to pay the hiring charges only. Any other charges, including monthly charges of driver, repair and maintenance of vehicle, insurance, petrol/diesel, oil and any other incidental expenses shall be borne by service provider. The liability of the Assistant Commissioner of Central GST & Central Excise, Bhubaneswar-II Division, Bhubaneswar, will be limited to the hiring charges agreed to in the contract.
  21. A penalty of Rs.1,500/ - per day per vehicle may be levied, if the driver or service provider fails to meet above terms & conditions on any day.
  22. 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.

23. The service provider will comply with the labour laws in force and all liabilities in this connection will be theirs.
24. 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.
25. The contract between the Assistant Commissioner of Central GST & Central Excise, Bhubaneswar-II Division, Bhubaneswar, 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\_
26. Any matter during the period of this agreement, which has not been specifically covered by this agreement, shall be decided by the Assistant Commissioner of Central GST & Central Excise, Bhubaneswar-II Division, Bhubaneswar, whose decision shall be final and conclusive.
27. No additional terms & conditions over and above the conditions stipulated above shall be entertained by the Assistant Commissioner of Central GST & Central Excise, Bhubaneswar-II Division, Bhubaneswar.
28. In case of any dispute of any kind and in any respect whatsoever, the decision of Assistant Commissioner of Central GST & Central Excise, Bhubaneswar-II Division, Bhubaneswar, shall be final and binding.

ANNEXURE 'B'

TECHNICAL BID

QUALIFYING CRITERIA FOR TECHNICAL BID

1	Name Of The Organisation	
2	Name of The Proprietor/ Partner / Directors Mobile No	
3	Name of The Coordination Manager / Supervision with Mobile number	
4	Contact Number of Customer Service & Support 24 X 7	

Vehicle Information

1	Total number of commercially registered vehicles owned	
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	Vehicle model and year of manufacture	

Tax Related Information

1	PAN CARD No [Copy Enclosed]	
2	We have valid GSTIN Registration [Copy Enclosed]	

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

Signature  
Name of the Authorised Signatory  
Seal/ Stamp



ANNEXURE 'C'  
FINANCIAL BID

Rate of car (exclusive of GM)

1. One Vehicle (Small sized vehicles) for the category up to 25/26 days subject to a maximum of 2000 km, per month or 12000 Kms. in six months.

Rate in Rupees per month:

Extra Km. charge:

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

Signature  
Name of the Authorised Signatory  
Seal/Stamp

	<p>भारत सरकार/ GOVERNMENT OF INDIA वित्तमंत्रालय/ MINISTRY OF FINANCE राजस्व विभाग/ DEPARTMENT OF REVENUE सहायक आयुक्त का कार्यालय/ OFFICE OF THE DY./ASSISTANT COMMISSIONER वस्तु एवं सेवा कर &amp; केंद्रीय उत्पाद शुल्क भुवनेश्वर-II मंडल/GOODS AND SERVICE TAX &amp; CENTRAL EXCISE (GST &amp; CX) BHUBANESWAR-II DIVISION Plot No. 258, District Centre, Chandra sekharpur, Bhubaneswar-751016 E-mail: cgstbbsrdivn2@gmail.com ☎: 0674-2747879</p>	
C. NO. I(22)01/Vehicle/BBSR-II DIVN/2020/	Dated- .11.2020	

To  
The Superintendent(Systems),  
Office of the Principal Commissioner,  
GST & Central Excise,  
Bhubaneswar Commissionerate,  
Bhubaneswar.

Sub : Notice for inviting tender for hiring of vehicles for office o the Assistant Commissioner of GST & Central Excise, Bhubaneswar-II Division, Bhubaneswar for the period of January 2021 to June 2021 – reg.

It is to bring to your kind notice that a Tender Notice for inviting tender for hiring of vehicle for Office of the Assistant Commissioner of GST & Central Excise, Bhubaneswar-II Division, Bhubaneswar for the period of January, 2021 to June 2021 is prepared and the same needs to be uploaded in the website concerned.

In this regard you are requested to do the needful.

Encl : Tender Notice.

**(SHASHI BHUSHAN)**  
Assistant Commissioner  
Central GST & Central Excise,  
Bhubaneswar-II Division,  
Bhubaneswar.

Copy to the Principal Commissioner, GST & Central Excise, Bhubaneswar Commissionerate, Bhubaneswar for kind information please.