

	<p>केंद्रीय शुल्क के प्रधान आयुक्त का कार्यालय OFFICE OF THE PRINCIPAL COMMISSIONER OF CENTRAL TAX हैदराबाद जीएसटी आयुक्तालय HYDERABAD GST COMMISSIONERATE जीएसटी भवन, एल बी स्टेडियम रोड, बशीर बाग, हैदराबाद-500 004 GST BHAVAN, L B STADIUM ROAD, BASHEERBAGH, HYDERABAD-500004 e-mail:cgst.hydcmmr@gov.in</p>	
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**C.No.I/24/02/2019 -Admn**

**Date : 31.12.2019**

**e-TENDER NOTICE**

**Sub:- Notice for Inviting of Tender for hiring of 06(six) Operational Vehicle(Small size Cars) for Hyderabad GST Commissionerate**

The Principal Commissioner of Central Tax, Hyderabad GST Commissionerate on behalf of the President of India, invites online tender quotations through e-procurement portal for hiring of 06 Operational vehicles(Small size cars) for the office of the Principal Commissioner of Central Tax, Hyderabad GST Commissionerate, GST Bhavan, Basheerbagh, Hyderabad -500 004 as detailed below.

2. The complete tender document containing general terms & conditions, pre qualification requirements etc. are available on <http://eprocure.gov.in/epublish/app> , [www.cbic.gov.in](http://www.cbic.gov.in) & [www.cexhyd2.gov.in](http://www.cexhyd2.gov.in) and can be downloaded free of cost.

3. The last date for submission of online tenders is 20.01.2020 11.30 AM and tenders will be opened on 21.01.2020 at 11.30 AM.

4. The terms and conditions for the Technical & Financial Bids are specified in the documents attached. (Annexure A, B, C, D).

5. Interested bidders/Service Providers/ reputed firms providing such services on all India basis may submit their bids in the prescribed format with all the necessary documents online with digital signature at <http://eprocure.gov.in/procure/app> on or before bid submission closing date & time.

Encl: As Above

Sd/-  
**(WAGHMARE JAY G)**  
**DEPUTY COMMISSIONER (ADMN)**

**ANNEXURE-‘A’**

**TERMS AND CONDITIONS FOR PROVIDING VEHICLE**

The interested parties must be capable of providing vehicles on their own on the following terms and conditions: -

1. The bidder should have a registered and well-established Taxi Agency/ Firm having sufficient number of latest models of taxi cars for hiring. List of vehicles owned by the bidders and the detail of the vehicle to be provided to this office must be attached along with the Technical Bids. Also the bidder should have registered under GST, valid PAN card.

2. Earnest Money Deposit/Bid Security of Rs.5000/- (Rupees Five thousand only), per vehicle, in the form of Demand Draft payable to the Chief Accounts Officers (CAO), Hyderabad GST Commissionerate must accompany the tender. Tenders without Earnest Money Deposit and in any other form i.e., cheque, cash etc. will not be considered. A scanned copy of the Earnest Money Deposit should be uploaded on the e-procure portal and the original DD of the Earnest Money Deposit should be submitted in a sealed paper cloth envelope to the Principal Commissioner of Central Tax, Hyderabad GST Commissionerate, GST Bhavan, Basheerbagh, Hyderabad-500004 on or before 20.01.2020 by 11.30 AM. The envelope should be super scribed with the words, “EARNEST MONEY DEPOSIT, TENDER FOR HIRING OF VEHICLES” on the top of the sealed cover.

3. The details of the vehicles required are as under:

S.No.	Category of the vehicle	Number of Vehicles required	Number of days vehicle is to be provided per month	Maximum distance in Kilometres per month
OPERATIONAL VEHICLES				
1.	Small Size Car	06	25/26 days	2000 Kms per month

4. The Contract for the above vehicles will be for a period of 12 months starting from the date of awarding this contract, i.e, 01.02.2020 to 31.01.2020, subject to conditions mentioned in the agreement. The vehicles shall be required to operate/travel anywhere in India for official purpose and necessary permit etc. shall be necessary.

5. The Technical and Financial bids should be submitted separately by each firm/agency. Submission of bids should be as per two bid system i.e., Technical and Financial bid separately.

6. The Principal Commissioner of Central Tax, Hyderabad GST Commissionerate reserves the right to reject all or any of the bids without assigning any reason thereof and the decision of this office shall be final and binding.

7. The terms and conditions of the tender are as under:

a) The Contract of hiring of Vehicle will be initially for a period of 12 months from 1<sup>st</sup> February, 2020 to 31<sup>st</sup> January, 2021.

(b) The bidder 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.

(c) The firm/agency should have prior experience of atleast 2 years (satisfactory track record) in serving any State/Central Government organisations. Proof to that extent should be enclosed.

(d) The agency/firm should ensure that the drivers employed have valid driving license and clean driving track record and the vehicle or driver should not have indulged in any serious accident in the past three years and a proof of the same in the form of non-claiming of insurance amount from the insurer shall be submitted. The driver of the vehicle provided must follow traffic rules and all other regulations prescribed by the Government from time to time. The papers related to the vehicles including proper insurance papers of the vehicle should be available / kept in the vehicle. The vehicle should have a comprehensive insurance to cover the risk during the contract period. In case of any accident, all the claims arising out of it shall be met by the Contractor.

(e) Tenders can be submitted for single vehicle or multiple vehicles based on the availability of vehicles with the bidder

(f) The agency/firm should have sufficient number of the vehicles and drivers with them. In case of breakdown of vehicle or non-availability of driver at any time, the firm shall provide substitute vehicle / driver as the case may be. The drivers employed along with the vehicle should satisfy the following conditions:

(i) Drivers should have minimum 5 years of experience of driving supported by driving license. They should have vehicle transport licenses for driving passenger vehicles.

(ii) Drivers should be well versed with the roads and the places in Hyderabad City and should have experience in driving in the Metropolitan city.

(iii) Once the driver has been allotted to a particular vehicle, he should remain with the same vehicle throughout the contract period. Any change in the designated driver should be intimated to the concerned officer 24 hours before such change is affected.

(iv) Driver should be provided with a mobile phone in operation at all times.

(v) 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.

(vi) Car should be kept clean and odour free, suitable for official use.

(g) The vehicle should be of latest model (not older than 3 years) and in good running condition. In case, the condition of the vehicle is not found to be satisfactory, they shall be returned for immediate replacement. In case, no replacement is provided on time, a penalty will be levied as deemed fit on day to day basis and the Commissioner has right to hire a vehicle from the market and the cost incurred has to be borne by the agency/firm. Vehicles of brands like Maruti, Honda and in good condition will be preferred.

(h) The billing will be done on monthly basis and bills to be submitted in triplicate by the 5<sup>th</sup> of the succeeding month.

(i) The rates quoted should be exclusive of the GST component.

(j) A daily record indicating time and mileage for each vehicle shall be maintained by the driver in a log book in the prescribed format as per Government's instructions and this log book shall be submitted to the concerned officer in the Commissionerate regularly for scrutiny.

(k) Hyderabad GST Commissionerate shall be liable to pay the hiring charges and GST (if found eligible) 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 the agency/firm.

(l) The contractor (agency/firm) shall not engage any sub-contractor or transfer the contract to any other person. The vehicles must be fitted with Fire

extinguisher in proper working condition at all times and the driver should be trained to use them.

(m) There should be at least two sets of white seat covers, towels and napkins. It should be changed every week. There should be an air spray in every car. The items mentioned shall be made available at the cost of the owner of the agency/firm.

(n) A penalty of Rs.1,000/- per day per vehicle will be levied in case of unapproved change of vehicle / driver, non-satisfactory performance or lack of proper upkeep of the vehicle or non-observance of any term or condition prescribed above. The number of days will be calculated on the basis of period during which the default continues or on the occasions of occurrence of the concerned events as applicable. However, in case of frequent violations of the terms or conditions, the contract can be cancelled forthwith without any notice.

(o) The vehicles should be preferably registered in the name of the agency /firm with the concerned authority of Central/State Government. Self-attested photocopies of Registration Certificate should be attached with the Technical Bid. The agency/firm should have adequate number of telephones for contact round the clock. Vehicles should have pollution clearance certificate issued by the competent authority.

(p) The vehicle should have necessary permits from the transport department/authority. This office will not be responsible for any challans, loss, damage and accident to the vehicle or any other vehicle or injury to anybody. In case of any accident, all the claims arising out of it shall be met by the agency/firm.

(q) The vehicle should display at a conspicuous place the Name of the owner, Telephone and Mobile No. with an indication to invite complaints, if any. All such complaints should be probed into by the owner of the vehicle and action should be taken against the erring Driver, if found guilty, under intimation to the Department.

(r) The vehicle shall be provided on any day including Saturday, Sunday and Holidays, if required by the Hirer i.e. Department.

(s) It is obligatory for the agency/firm that drivers are paid not less than minimum wages prescribed under Minimum Wages Act and other statutory levies as fixed by the Government from time to time.

(t) If any of the terms and conditions above, is not found fulfilled during the currency of contract, the Principal Commissioner of Central Tax, Hyderabad GST Commissionerate reserves the right to terminate the contract without assigning any reasons thereof. However, this contract can be terminated with a notice period of one month by the either side. The liability of the Principal Commissioner of Central Tax, Hyderabad GST Commissionerate will be limited to the hiring charges agreed in the contract.

(u) No Additional terms and Conditions over and above the conditions stipulated above shall be entertained by this Office.

(v) In case of any dispute, the decision of the Principal Commissioner of the Central Tax, Hyderabad GST Commissionerate shall be final and binding. Contract 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 and any matter not specifically covered by this agreement shall be decided by the Principal Commissioner of Central Tax, Hyderabad GST Commissionerate.

(w) TDS under Section 51 of GST Act, 2017 and Section 194-i of Income Tax Act, 1961 will be deducted every month if applicable.

(x) In case of any clarification is required please contact the Superintendent (Administration) (Ph no : 040-29801026), Hyderabad GST Commissionerate, Room No.408, 3<sup>rd</sup> floor, GST Bhavan, Basheerbagh, Hyderabad-500 004.

(y) Performance Security: The successful bidder will be wholly and solely responsible for any damage/levy/claim and will be liable to pay the said damage/levy/claim. In this context, the successful bidder will deposit five percent of the value of the contract as performance security which is non-interest bearing in the shape of bank draft / Bank Guarantee issued by a Nationalized bank only drawn in favor of the Chief Accounts Officer, Hyderabad GST Commissionerate, payable at Hyderabad in respect of each vehicle separately. Performance security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the bidder including warranty obligations.

Encl: As Above

Sd/-  
**(WAGHMARE JAY G)**  
**DEPUTY COMMISSIONER (ADMN)**

**ANNEXURE-'B' (TECHNICAL BID)**

**Operational Vehicle(s)**

1	Name, address and telephone/mobile no. of the bidder i.e the Applicant Contractor	
2	Particulars of Earnest Money Deposit (Refundable)	Amount :
		DD No. :
		Date. :
		Drawn on :
3	PAN No. (Attach a self attested copy)	
4	GST registration No. (if available) (Attach a self attested copy)	
5	No. of years (atleast 02 years) of experience of running a fleet of vehicles on hiring basis with Government Organisations (Attach a copy of satisfactory work experience)	
6	Model and year of manufacture of Vehicle ( Attach a self attested copy of RC )	
7	Approximate KMs run by the vehicle upto date of filing of tender	
8	No. of Drivers available with the bidder & their years of experience along with License Numbers	
9	Are there any criminal cases pending against the driver(s) (YES/NO) , if YES, provide details	
10	Are there any pending challans or cases against the vehicles intended to provide. (YES/NO), if YES, provide details	

(Note: - Attach attested photo copies of all the above Documents.)

**DECLARATION**

I/We hereby certify that information furnished above is true and correct to the best of my/our knowledge. I/We understand that if any deviation is of and in above statement at any state I/We shall be blacklisted and will not have any dealing with the department in future.

I hereby confirm that I am authorized to sign the Tender Document.

Signature of the Authorized signatory :

Name of the Authorized signatory :

Seal / Stamp :

**ANNEXURE-‘C’ (FINANCIAL BID)**  
**Operational Vehicle(s)**

1. Name of the bidder :
  
2. Address and telephone/mobile no. of :  
the bidder

**Small Size Car**

No.of vehicles to be provided by the firm : \_\_\_\_\_

Sl.No	Model and make of the Vehicle	Quoted bid rate in Rs. (exclusive of taxes) per month for each vehicle
1		
2		
3		
4		
5		
6		

We hereby certify that information furnished above is true and correct to the best of my/our knowledge. I/We understand that if any deviation is of and in above statement at any state I/We shall be blacklisted and will not have any dealing with the department in future.

I hereby confirm that I am authorized to sign the Tender Document.

Signature of the Authorized signatory :

Name of the Authorized signatory :

Seal / Stamp :



**ANNEXURE- D**  
**Instructions for Online Bid Submission**

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

**REGISTRATION**

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link "Online bidder Enrolment" on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID/password and the password of the DSC / e-Token.

**SEARCHING FOR TENDER DOCUMENTS**

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal

to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.

3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

### **PREPARATION OF BIDS**

1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.

2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

3) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

### **SUBMISSION OF BIDS**

1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.

2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.

3) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard PDF format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the PDF file.

4) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.

5) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.

6) Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid

submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

7) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

### **ASSISTANCE TO BIDDERS**

1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender.

2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.