

	<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>	 <p>भारतीय मानक ब्यूरो IS 15700 मानक: एवमरुद्रक BUREAU OF INDIAN STANDARDS SQMS IS 15700 : 2005 Certified Commissionerate</p>
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C.No.I/24/02/2019 -Admn

Date : 03.07.2020

e-TENDER NOTICE-02/2020-21

**Sub:- Notice for Inviting of Tender for hiring of 13 (thirteen) Vehicles
(09 Small & 04 Mid size cars) for
CCO & Hyderabad GST Commissionerate-Reg**

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 13(Thirteen) vehicles (09 Small size & 04 Mid size cars) for the office of the Principal Commissioner of Central Tax, Hyderabad GST Commissionerate, GST Bhavan, Basheerbagh, Hyderabad -500 004 as detailed below. SUV type of vehicles will be preferred in Mid size category.

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

3. The last date for submission of online tenders is 23.07.2020 11.30 AM and tenders will be opened on 24.07.2020 at 11.30 AM.

4. The terms and conditions for the Technical & Financial Bids are specified in the documents attached. Technical Bid format and BOQ are annexed.

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 23.07.2020 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. Bid Security (also known as Earnest Money) is to be obtained from the bidders except Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) or are registered with the Central Purchase Organisation or the concerned Ministry or Department.

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	09	25/26 days	2000 Kms per month
2.	Mid Size Car (Preferably SUV)	02	25/26 days	2000 Kms per month
STAFF VEHICLES				
1.	Mid Size Car (Preferably SUV)	02	30/31 days	2500 Kms per month

4. The Contract for the above 11 Operational vehicles (09 small size cars, 02 Mid size cars) and 01 Staff vehicle (01 Mid size car) will be for a period of 12 months starting from the date of awarding this contract, i.e, 01.08.2020 to 31.07.2021, and for 01 staff vehicle (01 Mid size car) will be from 01.09.2020 to 31.08.2021, 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 bid and BOQ should be submitted separately by each firm/agency. Submission of bids should be as per two bid system i.e., Technical bid and BOQ 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 follows:

a) The Contract for the above 11 Operational vehicles (09 small size cars, 02 Mid size cars) and 01 Staff vehicle (01 Mid size car) will be for a period of 12 months starting from the date of awarding this contract, i.e, 01.08.2020 to 31.07.2021, and for 01 staff vehicle (01 Mid size car) will be from 01.09.2020 to 31.08.2021, subject to conditions mentioned in the agreement.

(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 having prior experience of atleast 2 years (satisfactory track record) in serving any State/Central Government organisations will be given preference. 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) Drivers linked with Staff Cars should maintain proper uniform, the cost of which should be borne by the vehicle owner. 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 5th 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 Inspector (Vehicle In charge) on a daily basis for scrutiny and authorisation. The opening and closing metre reading will be verified by the Inspector daily.
- (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 Inspector (Vehicle In charge) (Ph no : 9704410444), Hyderabad GST Commissionerate, Room No.408, 3rd 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)

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) Details of only those vehicles that will be provided should be submitted.	
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 :