



केन्द्रीय कर एवं केन्द्रीय उत्पाद कर आयुक्त का कार्यालय
OFFICE OF THE COMMISSIONER OF CENTRAL TAX AND CENTRAL EXCISE
सिकंदराबाद आयुक्तालय : SECUNDERABAD COMMISSIONERATE
जी एस्स टी भवन हैदराबाद : बशीरबाग :- 500 004
G S T Bhavan : Basheerbagh: Hyderabad-500 004

C.No.I/22/26/2019-Admn

Dt.09.03.2020

E-TENDER NOTICE

Sub:	Notice for inviting of Tender for hiring Vehicle for the office of the Deputy/Assistant Commissioner of Central Tax and Central Excise, Amberpet division, Secunderabad GST Commissionerate, Hyderabad -- Regarding
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1. E-tenders (in prescribed proforma) are hereby called for from the interested and eligible parties through e-procurement portal, for hiring of petrol /diesel vehicles as per the requirements mentioned below in the schedule, for the office of Deputy/Assistant Commissioner of Central Tax and Central Excise, Amberpet division, Secunderabad GST Commissionerate, Hyderabad for a period of one year from the date of execution of the agreement..

Sl. No	Description	No. of vehicles required	Cost Ceiling (for petrol /diesel) (exclusive GST) (in Rs.)
1	Small car	1	40000.00 per month

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

Tender Critical Data Sheet

Item	Description
Name of the Hirer	CGST & Central Excise, Amberpet division, Secunderabad GST Commissionerate
Tender Inviting Authority	Secunderabad GST Commissionerate
Tender Name	Hiring of vehicles
Tender No	eprocurement/2020/01
Method of Selection	Open Tender
Availability of Tender Documents	To be downloaded from Central Public Procurement Portal at https://eprocure.gov.in
Closing date and time for submission of	Submission (On or before) 23.03.2020, 04:00 PM

Bid/Proposal	
Language of Bid Submission	English
Currency	Indian Rupees (INR)
Technical Bid Opening Date and Time	24.03.2020 at 11.30 AM
Name and Address for Communication and seeking clarification	Shri. T.Ravi Kumar, Administrative Officer, Amberpet Division, Secunderabad GST Commissionerate, 2 ND FLOOR, 3-4-118/2, Elegant Edifice Building, Ramanthapur, Hyderabad- 500 013. Mob. 9885113050
Financial Price/ Bid (BOQ) opening date & time	24.03.2020 after evaluation of technical bid
Period of Hiring	One year

3. Document Download:

Tender documents may be downloaded from Central Public Procurement Portal at <https://eprocure.gov.in/eprocure/app> and from CBIC website. Aspiring Bidders who have not enrolled/registered in e-procurement should enroll / register before participating through the website. The portal enrolment is free of cost. Bidders are advised to go through instructions provided at Annexure- D regarding Instructions for Online Bid Submission.

- (i) Bid Submission: Bids shall be submitted online only on CPPP website: <https://eprocure.gov.in/eprocure/app> and www.cbic.gov.in
- (ii) Tenderers can access Tender documents on the website, fill them with all relevant information and submit the completed Tender document into electronic Tender on website <https://eprocure.gov.in/eprocure/app>. Terms and conditions are mentioned in
- (iii) Tenders and supporting documents shall be uploaded through eprocurement portal following the terms and conditions provided in the Annexure –I, II, A, B, C and instruction in Annexure D. Hard copy of the Tender documents shall not be accepted.
- (iv) There should be attachments for Technical Bid (Annexure-A), Tender Acceptance Letter (Annexure-B) and Financial Bid in BOQ Format (Annexure-C) and
- (v) The tender shall be submitted online in two parts, viz., Technical Bid & Price/financial Bid.
- (vi) All the pages of bid being submitted must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading.
- (vii) The offers submitted by Telegram/Fax/email shall not be considered. No correspondence will be entertained in this matter.

Yours faithfully

K.K.Nandi 09/03/2020

(K.K.Nandi)

Assistant Commissioner
Central Tax

Secunderabad GST Commissionerate
(Head of the Office, Amberpet division)

Copy to .

The Superintendent (Systems), Secunderabad Commissionerate to upload the quotation document in the Hyderabad zone and CBEC website.
The Superintendent(Tech), Amberpet division, -to keep the copy in the Notice Board of Division officer

ANNEXURE-I

TERMS AND CONDITIONS

Transport services on hiring basis are required on the following basis:
Monthly mileage 2000 kms and duty hours as 24X7

1. The Hiring of vehicles will be for Sedan as well as Hatchback cars in the following categories

Sl. No	Description	No. of vehicles required	Cost Ceiling (for petrol /diesel) (exclusive GST) (in Rs.)
1	Small car	1	40000.00 per month

1. The vehicle should be registered as commercial vehicles. It should not be more than TWO(2) years older and should not have run more than 1,00,000 Km at the time of contract and also during the contract period. As soon as 1,00,000 Km are over, new vehicle with less than 1,00,000 Km running shall be provided.
2. The Hiring Charges should be specified (exclusive of service tax), as per the format of commercial proposal enclosed in Appendix-2. Toll Tax, Octroi, Parking Charges and other statutory levies, if any, paid during the journey would be billed on actual.
3. The hiring charges will be inclusive of fuel cost, lubricants, spare parts, maintenance, salary of the drivers/staff, payment of insurance/road/state taxes/permit/certificate etc. However, the vehicle/taxi will keep sufficient stock of BIS marked packaged drinking water which may be provided to user on demand on actual or the spot payment basis.
4. The vehicles provided by the service provider should have valid Registration Certificate, Full comprehensive insurance to cover third party and occupants, fitness certificate, PUC, Road Tax, permit etc and any other relevant permits/licenses essentially required by the RTO and any other statutory bodies for the operations of the vehicles, and must be revalidated before the expiry of the due date during the tenure of the contract period.
5. The service provider shall take comprehensive insurance with third party unlimited liability risk of the vehicles detailed for the user department requirement. User shall not be liable for any damages whatsoever to public property and /or any third person due to any accident arising out of and in the course of deployment of contractor's vehicle by user.
6. The service provider shall be solely responsible for any claims by any third party and/or employees of user department traveling in the vehicle for any injuries caused by the driver of the vehicle whether by accident or otherwise.
7. In the event of any break-down, servicing and repairs of vehicles, the service provider at his own cost shall make alternate arrangement by providing similar class of vehicle for which agreement is entered into. Failure to do so will evoke penalty clause.
8. The user department will in no way be responsible for violation of traffic rules and /or infringement of any other law for the time being in force, either by the driver of the vehicle or by the service provider. The driver as well as service provider shall comply with relevant rules and regulations of Motor Vehicles Act and Rules applicable at present and as may be enforced from time to time for which user departments would not be liable/ responsible in any manner whatsoever. Onus of compliance of all the applicable Laws / Acts/ Rules including those under Motor Vehicle Acts /Rules shall rest with the service provider only and user/user departments will not be liable in any manner.
9. The service provider shall ensure that the vehicles deployed by him are maintained well, cleaned thoroughly both internally and externally, boot kept clear off dust, rubbish, oil and any personal belongings of the driver. Adequate spares such as bulbs, belts, spare tyres etc in good condition shall be kept in the vehicles at all times along with toolkit for use, if necessary. Also, all vehicles should have an emergency medical kit and Fire Extinguisher.
10. The service provider shall be responsible for ensuring compliance with the provisions related to Labour Law [Central/State] and specially Minimum Wages Act, Payment of Wages Act, PF, ESI Act, Payment of Bonus Act, Contract Labour [R&A] Act, Workmen Compensation Act. Etc. as applicable from time to time. The

employees of the service provider shall not be deemed to be employees of the user department hence the compliance of the applicable acts laws will be the sole responsibility of the service provider.

11. The service provider shall be personally responsible for any theft, misconduct and /or disobedience on the part of drivers so provided by him.
12. During the contract period, if the vehicle is seized or detained or requisitioned by Police/Motor Vehicle Authority or any other authorities for whatsoever reasons that will be at the service provider's risk. Also, alternate vehicle will be provided by Service provider without any extra charges.
13. The cars deployed for duty for the user department shall at no point of time carry any person other than personnel authorized by user department. The service provider has to ensure the safety of passengers by avoiding negligent driving by their drivers such as over speed, rash driving, and driving vehicle without brakes/defective brakes.
14. Separate duty slip will be maintained for each vehicle, which will be signed by the authorized signatory of the user department. Before each car is allotted for duty, the odometer reading shall be noted down by the driver and subsequent entries for starting time/closing time, places visited etc. for each duty during office hours and after completion of duty, the driver shall again note down the odometer reading and get it checked and signed by the user of the vehicle deployed by the administration of the user department. On the basis of each vehicle's duty slip, the service provider shall prepare monthly bills enclosing therewith a consolidated statement of each vehicle's monthly running and original copies of duty slip.
15. The service provider shall provide at his own cost proper uniform and badges as per and photo identity cards to the drivers. The service provider shall be responsible for the acts and deeds of drivers of the vehicles including following:
 1. The drivers/staff of the vehicles deployed for user department duties should be non-smoker, nor user of any tobacco, maintain polite & courteous behavior towards users as well as to staff.
 2. Driver must possess a working mobile phone whose number should be given to user by service provider.
 3. Driver should have valid commercial driving license.
 4. Driver should wash his uniform every day.
 5. The driver should not be under influence of liquor or any other intoxicants or smoke while on duty. In the event of such happenings, the driver will have to be removed from services and any damages caused by such contractor's employees will be totally borne by the contractor.
 6. Any complaint from the users/staff of the user department with respect to their behavior/ uniform will be viewed seriously and it will be brought to the notice of the service provider, who shall take suitable action.
16. At the option of the Govt. user Service provider shall provide vehicle tracking system and will submit the record /data of journey including pickup time and drop time along with mileage.
17. A logbook of each instance of violation of contractual obligations by the vendor as mentioned in Appendix-1 shall be maintained. Every violation shall attract penalty as mentioned against each obligation in Appendix-1. Before imposing a penalty, the user department will provide 3 days prior notice to the vendor to make its representation. The vendor confirms and agrees that penalty whenever becomes payable the same shall be deducted by the user department from the payments due to the vendor.
18. The service provider shall submit his monthly bills in triplicate towards the service rendered on the previous month to the user. Payment shall be effected by credit into the bank account of the service provider through ECS/RTGS within 10 days from the date of receipt of bills with supporting documents, complete in all respect as per availability of funds. The service provider will have to intimate the bank account number and other details of the bank to enable the user department to credit the payment directly into the account.

User department shall pay the vendor all amounts on an invoice, that are not the subject of a bona fide dispute, on receipt of a valid invoice that complies in all material respects in terms of this Agreement; the payment shall be subject to any deductions such as penalties, statutory deduction etc.

Penalties for Non-Compliance of Service Level Agreement: Appendix-1
Penalties will be levied on the service provider for the violation of Service Level Agreement of the contract as mentioned below:

 1. **Major Penalties:** The following incidents will be considered as major penalties and will attract immediate termination of the services for their non-compliance:

S No.	Major Incident
1.	No Valid Registration papers of the vehicles
2.	No Valid Comprehensive Insurance
3.	No Valid Pollution Under Control (PUC) Certificate
4.	Odometer Tampering and Odometer not working
5.	Tampering with Log Book

2. Other Penalties:

S. No	Service Level Agreement	Penalties for Non-Compliance		
		1 st Offence (in Rs.)	2 nd Offence (in Rs.)	3 rd Offence (in Rs.)
1	Back Up Vehicle - To be provided within 30 minutes			In case of default the transporter must reimburse taxi charges claimed by the employee
2	Fire Extinguisher missing	100/-	200/-	500/-
3	First Aid Box missing	100/-	200/-	500/-
4	Tool Kit missing	100/-	200/-	500/-
5	Mobile with Driver missing/not functioning	200/-	400/-	1000/-
6	Vehicle Missing without information	500/-	1000/-	Contract Terminated
7	Driver without License	200/-	500/-	Driver Terminated
8	Vehicle without proper document	200/-	500/-	Driver Terminated
9	Driver without Uniform	100/-	200/-	300/-
10	Uniform not washed everyday	100/-	200/-	300/-
11	Vehicle delayed beyond 10 minutes an up to 30 minutes at 1st pick up	200/-	400/-	1000/-
12	Vehicle delayed beyond 30 minutes			Rs. 1500/- or user can hire another vehicle (taxi) and the

		Service provider must reimburse taxi charges claimed by the user on actual.		
13	Misbehavior with staff	1000/-	Driver Terminated	
14	Exterior and interior, including seat covers, floor mattresses, dash board, windows not clean	100/-	200/-	500/-
15	Re-fuelling while pickup/ drop	250/-	500/-	1000/-
16	Driver found under the influence of Alcohol or any other intoxication substance	500/-	Driver Terminated	
17	Driver smoke while driving	500/-	1000/-	Driver Terminated
18	Driver engage in distracting conversation or loud music or take calls while driving	200/-	500/-	1000/-
19	A/C not working (if air conditioned vehicle)	500/-	1000/-	2000/-
20	Over speeding	200/-	500/-	1000/- plus driver terminated

Annexure-II
Summary of Documents to be submitted

A. Technical Bid:-

The following documents are to be furnished by the Service Provider along with Technical Bid as per the tender document:

- i) Signed and Scanned Copy of Technical data sheet (In format as per Annexure-A)
- ii) Signed and Scanned Copy of Tender Acceptance Letter (As per Annexure-C) & Letter of authorization to submit bid.
- iii) An undertaking (self-certificate) that the agency hasn't been blacklisted by a Central/State/UT Government institution and there has been no litigation with any government department.
- iv) Signed and Scanned copy Certificates like GST Registration, PAN No., SHOPS & ESTABLISHMENTS, RC BOOK of offered vehicles, and experience if any etc.

B. Price Bid:-

- i) Price bid undertaking (As per Annexure-C).
- ii) Schedule of price bid under Bid of Quantity (BoQ).

ANNEXURE – ‘A’

TECHNICAL/QUALIFYING BID FORM FOR TENDER OF hiring of Vehicle for the Office
of the Commissioner of Central Tax, Secunderabad Commissionerate, Hyderabad

1	Name, Address & Telephone of Organization /Firm.	
2	Name(s), Address & Telephone of the Proprietors/ Directors	
3	We own the vehicles:	Yes/No
	We have attached copy of RC Book of Vehicle offered in this tender	Yes/No
	We have valid GST Registration	Yes/No
	We have attached copy of GST Registration	Yes/No
	Attached copy of PAN	Yes/No
	Shops & establishment Number:	
	Annual turnover of previous two financial years details (along with copy of profit & loss a/c, balance sheet, and Income Tax returns for last three years should be attached)	
	Has your firm/company black listed at any time in past by any organization.	Yes/No, if yes, please Provide details
	The Vehicles are registered as commercial vehicles.	Yes / No. If yes, please provide details.

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
Name of the Authorized signatory
Seal / Stamp.

ANNEXURE-B
TENDER ACCEPTANCE LETTER
(To be given on Company Letter Head)

Date:

To,

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: _____

Name of Tender / Work: -

Dear Sir,

1. I/ We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely:

as per your advertisement, given in the above mentioned website(s).

2. I/ We hereby certify that I / we have read the entire terms and conditions of the tender documents (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.

3. The corrigendum(s) issued from time to time by your department/ organization to have also been taken into consideration, while submitting this acceptance letter.

4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.

5. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/ Public sector undertaking.

6. I / We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/ untrue or found violated, then your department/ organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy.

Yours faithfully,
(Signature of the Bidder),
with Official Seal.

Annexure-C

PRICE BID UNDERTAKING Date:

From: (Full name and address of the Bidder)

To,

The Commissioner of Central Tax and Central Excise,
Secunderabad GST Commissionerate,
Hyderabad.

Sir/ Madam,

1. I submit the Price Bid for _____ and related activities as envisaged in the Bid document.
2. I have thoroughly examined and understood all the terms and conditions as contained in the Bid document, and agree to abide by them.
3. I offer to work at the rates as indicated in the price Bid, under BoQ inclusive of all applicable taxes except GST.

Yours faithfully,

Signature:-

Name of Representative

E-Mail:-

Phone:-

Office Address:-

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 their 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/TCS/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 DSCs 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 /email 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. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
4. 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. Bidder has to select the payment option as "offline" to pay the tender fee / EMD as applicable and enter details of the instrument.
4. Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details available in the scanned copy should be entered during bid submission time. Otherwise the uploaded bid will be rejected.
5. 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 BoQ 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 BoQ file, open it and complete the sky blue coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BOQ file is found to be modified by the bidder, the bid will be rejected.
6. The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for reference as the deadline for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
7. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
8. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
9. 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.
10. 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

Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7CPP Portal Helpdesk. The contact number for the helpdesk is 1800 3070 2232