



कार्यालय सहायक आयुक्त, केंद्रीय वस्तु एवं सेवा कर संभाग ई, बहरोड़

OFFICE OF THE ASSISTANT COMMISSIONER, CENTRAL GOODS AND SERVICE TAX DIVISION E, BEHROR

रीको औद्योगिक कॉलोनी, बीएसएनएल ऑफिस के पास, बहरोड़/ RIICO Industrial Colony, Near BSNL Office, Behror(Raj.)-301701

फा.सं.: I-22(1)प्रशा./ई-टेंडर/बहरोड़/2022

दिनांक:- .03.2022

### वाहनों को किराये पर लेने हेतु ई-टेंडर निविदा आमंत्रण

On behalf of the President of India online e-tenders are invited from reputed parties/agencies supplying vehicles with drivers on monthly hire basis for the period from 01<sup>st</sup> April, 2022 to 31<sup>st</sup> March, 2023 for this office use. Interested parties / agencies who have experience of supplying at least 1 vehicle to a Government office and also willing to comply with the terms and conditions annexed to this notice, may submit their bids online on or before 24<sup>th</sup> March, 2022 by 05:00 PM.

#### The details of the Vehicle to be hired are as under:

Sr. No	Category	No. of Vehicle required	Usage	Cost Ceiling Amount for CNG Vehicle (Exclusive of taxes)	Cost Ceiling Amount for Petrol/ Diesel Vehicle (Exclusive of taxes)
1	Small size vehicle (Maruti Swift Dezire, Etios, Hyundai, Accent, Honda Amaze, Tata Manza or its equivalent)	01 (One)	To be used upto maximum of 2000 kms in a month.	Rs.35,000	Rs. 40,000

There should be attachments for Technical Bid (Annexure-A), Financial Bid in BOQ Format (Annexure-B), Tender Acceptance Letter (Annexure-C), Instructions for Online Bid Submission are given the Annexure-D. Technical Bids should contain documents evidencing (1) Year of manufacture of the cars, (2) Previous experience of Government agencies served, (3) GST Registration No. etc. The Financial Bid/ Bids will be taken up only if the technical specifications are satisfactory otherwise the Tender will be straight way rejected. Details of tender notice are also available on the Central Public Procurement Portal (CPPP) website <https://eprocure.gov.in/eprocure/app>, <https://eprocure.gov.in/epublish/app> and <http://cgstjaipur.gov.in/>

**2.Document Download:** Tender documents may be downloaded from Central Public Procurement Portal at <https://eprocure.gov.in/eprocure/app>. Aspiring Bidders who have not enrolled/ registered in e-procurement should enroll/ register before participating through the website <https://eprocure.gov.in/eprocure/app>. The portal enrollment is free of cost. Bidders are advised to go through instructions provided at CPP Portal.

**3. The Critical Dates** for the Tender reference no. I-22(1)प्रशा./ई-टेंडर/बहरोड़/2022 for bid Submission and processing are as under:

Published Date	04 <sup>th</sup> March, 2022 (10.00 A.M.)
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Bid Document Download Start Date	04 <sup>th</sup> March, 2022 (10.00 A.M.)
Bid Submission Start Date	04 <sup>th</sup> March, 2022 (10.00 A.M.)
Premise(s) Visit	04 <sup>th</sup> March, 2022 to 24 <sup>th</sup> March, 2022 (11.00 A.M. to 05:00 P.M.)
Bid Submission End Date	24 <sup>th</sup> March, 2022 (05:00 P.M.)
Technical Bid Opening Date	25 <sup>th</sup> March, 2022 (05:10 P.M.)
Financial Bid Opening date (Those bidders who have qualified in the Technical Bids)	As decided by the e-Procurement Committee.

#### 4. Bid Submission:

**Bids shall be submitted online only at CPPP website: <https://eprocure.gov.in/eprocure/app>.**


1. Tenderers can access Tender documents on the website, fill them with all relevant information and submit the completed Tender document into electronic Tender on the website <https://eprocure.gov.in/eprocure/app>.
2. Tenders and supporting documents shall be uploaded through e-procurement portal. Hard copy of the Tender documents shall not be accepted.

**5. Earnest Money Deposit (EMD)** or bid security of Rs. 10,000/- (Rs. Ten Thousand Only) shall be submitted by bidders in the form of Account Payee Demand Draft from any of the Nationalized/Commercial Banks in India, drawn in favour of Administrative Officer, CGST Division E, Behror. The Hard Copy of original documents in respect of Earnest Money, must be produced, on or before Technical bid opening date/ time as mentioned in critical date sheet.

Tenders will be treated as non-responsive and will be rejected, at the initial stage itself, if hard copy of EMD is not received on or before opening of Technical Bid. The EMD will be forfeited if the firm refuses to provide its services after found successful in the e-tender due to any reason.

#### Submission of Tender

The tender shall be submitted online in Two part, viz., Technical bid and Financial bid. All the pages of bid being submitted must be signed and the offers submitted by Telegram/Fax/email shall not be considered. No correspondence will be entertained in this matter.

  
 3/3/2022  
 सहायक आयुक्त  
 केंद्रीय वस्तु एवं सेवाकर संभाग ई  
 उप/सहायक आयुक्त  
**Dy/Assistant Commissioner**  
 सीजीएसटी संभाग ई /CGST Division E  
 बहरोड (अलवर) राज. /Behror (Alwar) Raj.

## TERMS AND CONDITIONS OF THE TENDER NOTICE

1. The service provider should be a proprietorship/ partnership registered firm / company and the **vehicle(s) should be registered as Commercial Vehicle/ Taxi No.**
2. The contract for providing taxies on monthly basis will be given to the lowest bidder while meeting all the terms and conditions given in the tender document. To safeguard against failure by the successful service provider in providing requisite number of vehicles, this office may empanel other service providers who are prepared to provide services as per same terms and conditions as that of L-I (Firm who has quoted lowest rates) tenderer.
3. This office reserves the right to revise the requirements of vehicles being hired. The Tenderer shall be required to provide as many vehicles as may be required by this Office.
4. The vehicle deployed for the Department should be of latest model (**not older than 3 years**) and shall have clean white seat covers / towels and in good running condition). It should be comprehensively insured and should carry necessary permits/clearance from the Transport authority or any other concerned authority. The vehicle should also carry necessary pollution certificates issued by the competent authority.
5. The vehicles shall be for exclusive use of this Office and should not be used by the Service Provider for any other purpose. *The vehicle remains parked in the office premises after office hours during the contracted period. The Service Provider will not be allowed to take their vehicle with him during the contracted period. In case of Servicing/ any Fault of the vehicle he will be allowed to take vehicle after taking prior approval from the competent authority.*
6. The Vehicle shall be made available on all days including Saturday, Sunday & Holidays, if required.
7. The calculation of mileage shall be from the reporting point to the relieving point and will not be calculated on garage to garage basis. For this purpose, the service provider shall ensure that the odometer of the supplied vehicle is properly sealed. In case of any doubt the authorized officer of this Office may get odometer of the vehicle checked from any authorized workshop at the cost of Service Provider.
8. LPG Cylinders should not be used for running the vehicle in any case.
9. The service provider shall provide name & addresses of the drivers. The drivers deputed for service of this Office should not have any Police records/Criminal cases against them. He should make adequate enquiries about the drivers before deputing them for serving this Office.
10. The driver(s) shall observe all the etiquette and protocol while performing duty. They should wear a uniform & must carry a mobile phone in working conditions, for which, no separate payment shall be made by this office.
11. The driver(s) deputed on duty should carry valid driving license. They should also not be involved in more than two punches or challan for negligent driving. The Service Provider should also ensure that they have arrangement for establishing contact and round the clock service. For this purpose, they should have adequate no. of telephones
12. This Office shall not be responsible for any challan, loss, damage or any accident of the vehicle or to any other vehicles or for the injury to the driver or to any other third party. The loss or damage or legal expenses on this account shall be borne by the Service Provider.
13. The driver should be well conversant with roads and routes. The operation and functions of the Driver shall be governed as per the Motor Vehicles Act and Rules.
14. The driver should always remain with the vehicle during the entire period of duty. In case of any need, they should seek permission of the concerned officers.
15. The drivers should have a minimum experience of three years of driving, which should be verifiable from the date of issuance of his driving license.

16. In case of any breakdown of vehicle on duty, the service provider shall make arrangement for providing another vehicle. In such a case, mileage from garage to the point of breakdown would not be paid.

17. During the period of operation, the driver should not ordinarily be changed unless requested by this Office.

18. A daily record indicating time and mileage for each vehicle shall be maintained in a log book which should be submitted to the concerned officer of this Office for scrutiny & payment of the bills.

19. The billing will be for a maximum of 2000 Kms per month. The balance KMs will be carried forwarded to succeeding month(s). This Office will not reimburse toll tax and other taxes. The same will be borne by the service providers.

20. All expenses relating to salary and allowances of the driver shall be borne by the Service Provider. Like-wise all expenditure related to the vehicle including insurance, maintenance & fuel etc. will also be borne by the Service Provider.

21. 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.

22. If any vehicle does not report for duty on any day(s) or the driver reports late or for violation of any other provision of the tender, then an amount calculated on pro-rata basis per day shall be deducted from the monthly bill of that vehicle. The Service Provider shall also be liable for a penalty of Rs. 1000/- per day per vehicle for each such incident.

23. If the vehicles are not provided from the desired location, a penalty up to Rs.1000/- per day per vehicle can be imposed besides termination of contract.

24. The service provider shall provide the vehicle of the make/model as per the terms of the contract/tender during the entire period of contract. In emergency and rare circumstances, this condition can be waived by this office temporarily.

25. In case quality of service by the service provider is found not satisfactory, this office may terminate the contract without giving any prior notice at any time. In case of such termination, services of other empanelled Service Providers may be utilized.

26. Against Income Tax, Under Section 194(c) of Income Tax Act and the rules framed thereunder, the Department is free to deduct the amount at the rate applicable under the rules from the monthly due and payable to the Agency as TDS and shall issue suitable TDS certificate to that effect to the Agency.

**27. *GST/ Applicable Tax will be reimbursed on production of proof of its payment for the previous month by the service provider.***

28. This office will have the discretion terminate the contract prematurely in case of unsatisfactory service without giving any prior notice.

#### **29. SECURITY DEPOSIT/PERFORMANCE SECURITY:**

On acceptance of tender, the successful bidder must provide Security Deposit/Performance Guarantee in the form of Fixed Deposit Receipt or Bank Guarantee from any of the Nationalized/Commercial Banks in India, equal to **5%** value of the Contract in favour of The Administrative Officer (DDO), Central GST Division E, Behror. Performance security should remain valid for a period of **Sixty days** beyond the date of completion of all contractual obligations of the contractor. The Security Deposit/ Performance Guarantee will be refunded without any interest only after the successful completion of the contract. The deposit is liable to be forfeited, if during the period of contract the services of the contractor are found to be unsatisfactory in any respect, and/or any of the conditions of the contract is contravened/ breached, and/or towards any

damage caused due to negligence of the contractor or his employees. This forfeiture will be in addition to any action by the department that the contractor firm may invite upon themselves due to any of the reasons specified above.

30. During the period of this agreement, any matter which has not been specifically covered by this agreement shall be decided by the competent authority of this office whose decision shall be final.

31. No conditional bids shall be entertained by this office bids will be rejected summarily.

32. In case of any dispute of any kind and in any respect whatsoever, the decision of the competent authority shall be final and binding.

33. This office reserves the right to require fulfillment of other conditions, not expressly mentioned, which are consistent with use of vehicles on hire by this office.

34. Contract can be terminated by the service provider prematurely by giving advance notice of three month.

**DECLARATION**

I undertake that I have read all the terms and conditions of the tender notice and will abide by the same.

(Signature of Authorized Signatory with date and seal)

ANNEXURE -A

**TECHNICAL BID**  
**QUALIFYING CRITERIA FOR QUOTATION**

1.	Name and Address of the Registered Firm / Company	
2.	Status of ownership Proprietary /Partnership / Company	
3.	Name of the Proprietor / Partners / Director with mobile numbers	
4.	Details of EMD of Rs. 10,000/-	
5.	GST Registration Details (Please attach self-attested copies of the GST Registration Certificate) if applicable.	
6.	Permanent Account Number (PAN). (Please attach self-attested copies of the PAN).	
7.	Experience in providing vehicles to PSU /Govt. Departments, copies of the contract papers / letters are to be attached.	
8.	i) Make of the Vehicle: ii) Model of the Vehicle (Year): iii) Fuel Type [CNG/ Petrol/ Diesel]	i) ii) iii)
9.	Registration No. (Copies of RC Books of Vehicles proposed to be hired with copies of the current Insurance Policy to be enclosed)	
10.	Details of pending legal disputes relating to providing of vehicles, if any.	

**DECLARATION**

I hereby certify that the information furnished above is true and correct to the best of my/our knowledge. I understand that in case any deviation is found in the above statement at any stage; I/we will be blacklisted and will not have any dealing with the Department in future.

(Signature of Authorized Signatory with date)

The following documents are to be furnished/ uploaded by the Service Provider along with **Technical Bid** as above:

- i) Signed and Scanned copy of proof for payment of Earnest Money Deposit.
- ii) Signed and Scanned copy of Certificates like PAN No, GST Registration (if applicable)
- iii) Signed and Scanned Copy of Tender Acceptance Letter to submit bid.
- iv) 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 on account of IT services.
- v) Signed and Scanned Copy of **Technical Bid Format**.

FINANCIAL BID

**PRICE BID**

- (a) Price bid undertaking
- (b) Schedule of price bid in the form of BOQ\_taxi.xls

**PRICE BID UNDERTAKING**

From: (Full name and address of the Bidder) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To,  
The Assistant Commissioner,  
Central Goods & Service Tax Division E,  
Behror

Dear Sir/Madam,

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, Annexure B inclusive of all applicable taxes.
- 4. I/We undertake that I /We have carefully studied all terms and conditions of the tender and shall abide by them. Further, it is certified that I/We have never been blacklisted by any Govt./PSU Department.

Yours Faithfully,

Signature of authorized Representative

**TENDER ACCEPTANCE LETTER**  
**(To be given on Company Letter Head)**

To,  
The Assistant Commissioner,  
Central Goods & Service Tax Division E,  
Behror.

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 from Page No. \_\_\_\_\_ to \_\_\_\_\_ (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 too has 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. In case any provisions of this tender are found violated, then your department/ organization shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

**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/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 / 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) 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 of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data 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 referencing the deadlines 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 128 bit 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**

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 or the relevant contact person indicated in the 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. The contact number for the helpdesk is 1800 3070 2232. Bidder can also get help at +91-7878007972 & +91-7878007973.

**CHECK LIST OF DOCUMENTS TO BE SUBMITTED.**

**BID CHECKLIST**

Bidder is required to fill-up this checklist and enclose along with the envelope containing the Earnest Money:

Sl.	Item Description	Yes/No	Bid Reference
1	Earnest Money Enclosed		
2	Tender Acceptance Letter		
3	An undertaking that the agency has not been blacklisted		
4	Technical Bid Undertaking		
5	Financial/Price Bid Undertaking		
6	Declaration to abide by the terms & condition, Scope of work		