केन्द्रीय माल एवं सेवाकर संभाग–एच, श्री गंगानगर
CENTRAL GOODS AND SERVICE TAX
DIVISION-H, Sri ganganagar
सीमा शुल्क भवन, सुखाडिया नगर,श्रीगंगानगर
Customs Office Building, Sukharia Nagar, Sriganganagar
(Division code-WN08) Phone 0154-2480051
Mail address- wn08cgst@gmail.com

F. No. I-22(2)/Admn/CGST-H/MV/SGNR/2021/148 Dated 23.02.2022

वाहन किराए हेतु ई–निविदा सूचना

E-TENDER NOTICE FOR HIRING OF VEHICLE

केन्द्रीय वस्तु एवं सेवाकर संभाग कार्यालय–एच, श्रीगंगानगर के सरकारी कार्यों हेतु वित्तीय वर्ष 2022-23 के लिए एक Small size vehicle (Non-AC) वाहन किराये पर लिया जाना प्रस्तावित है। इच्छुक अनुभवी एवं प्रतिष्ठित एजेंसी/फर्मों से ई–निविदायें (online Tender) आमंत्रित की जाती हैं।

उक्त सेवा कार्य हेतु निविदा संबंधी समस्त विवरण यथा– निविदा संबंधी नियम व शर्तें , निविदा प्रारूप, निविदा प्रस्तुत करने व निविदा खोलने की तिथि आदि पूर्ण विवरण Central Public Procurement Portal (CPPP) website https://eprocure.gov.in/eprocure/app, https://eprocure.gov.in/epublish/app and www.cgstjaipur.gov.in से डाउनलोड किये जा सकते हैं।

Ex-n/o

सहायक आयुक्त

प्रतिलिपि–

1. अधीक्षक (कम्प्यूटर), केन्द्रीय वस्तु एवं सेवाकर आयुक्तालय, जयपुर को विभागीय वेब साईट www.cgstjaipur.gov.in पर अपलोड करवाने हेतु प्रेषित है।
2. नोटिस बोर्ड पर चस्पा हेतु।
3. श्रीमान् सम्पादक, राजस्थान पत्रिका / दैनिक भास्कर / सीमा सन्देश श्रीगंगानगर को 64 Sq.cm. के कॉलम में श्रीगंगानगर संस्करण में प्रकाशन कराने हेतु। (प्रतिलिपि अंश को छोड़कर)

23/2/2022

सहायक आयुक्त
सहायक आयुक्त
ASSISTANT COMMISSIONER
केन्द्रीय वस्तु एवं सेवाकर संभाग-एच
C.G.S.T. DIVISION-H
श्रीगंगानगर SRI GANGANAGAR

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 enrol/ register before participating through the website https://eprocure.gov.in/eprocure/app. The portal enrolment is free of cost. Bidders are advised to go through instructions provided at CPP Portal.

The Critical Dates for bid Submission and processing are as under :-

Published Date	23th Feburary, 2022
Bid Document Download Start Date	23th Feburary, 2022 (12.00 P.M)
Bid Submission Start Date	23th Feburary, 2022 (03.00 P.M.)
Bid Document Download End Date	15th March, 2022 (01:00 P.M.)
Bid Submission End Date	15th March, 2022(03:00 P.M.)
Technical Bid Opening Date	16th March, 2022(03:00 P.M.)
Financial Bid Opening date (Those bidders who have qualified in the Technical Bids)	Will be declare online after Technically assessment of submitted bids

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. 5,000/- (Rs. Five Thousand Only) shall be submitted by bidders in the form of Account Payee Demand Draft issued from any of the Nationalized/Commercial Banks in India, drawn in favour of **PAO, CBIC, JAIPUR**. The Hard Copy of original documents in respect of Earnest Money, must be produced in this office, 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.

Submission of Tender :

The tender shall be submitted online in Two part, viz., technical bid and price 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.

OTHER 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.

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 **April, 2019** 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.

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 punch 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. 500/- per day per vehicle for each such incident.

23. If the vehicles are not provided from the desired location, a penalty up to Rs.500/- 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 wanting, this office may terminate the contract after giving 15 days' notice. 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 there under, 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. Service Tax will be reimbursed on production of proof of its payment by the service provider.

28. This office will have the discretion terminate the contract prematurely in case of unsatisfactory service.

29 **Security Deposit/Performance Security**: On acceptance of tender, the successful bidder must provide Security Deposit/Performance Guarantee in the form of Account Payee Demand Draft, Fixed Deposit Receipt or Bank Guarantee from any of the Nationalized/Commercial Banks in India, equal to 5% value of the Contract in favor of The PAO, CBIC, Jaipur. 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 either party prematurely by giving advance notice of two month.

35. Proof of payment of service tax will be required to be submitted to this office.

Encl:
Annexure-A: Technical Bid
Annexure-B: Financial Bid
Annexure-C: Acceptance Letter

ANNEXURE -A

TECHNICAL BID
QUALIFYING CRITERA FOR QUOTATION

1.	Name of the Registered Firm / Company	
2.	Status of ownership Proprietary /Partnership / Company	
3.	Address of the Firm / Company (with Tel. no./ Fax no. and Email)	
4.	Name & Address of the Proprietor / Partners / Director with mobile numbers	
5.	Contact Person (s) (with mobile number)	
6.	Details of EMD of Rs. 5,000/-	
7.	PAN No. of the firm as allocated by the Income Tax Department	
8.	Service Tax Registration Details (Please attach self-attested copies of the Service Tax Registration Certificate) if applicable.	
9.	Permanent Account Number (PAN). (Please attach self-attested copies of the PAN).	
10.	Experience in providing vehicles to PSU /Govt. Departments, copies of the contract papers / letters are to be attached.	
11.	Make/Model : Registration No. Copies of RC Books of Vehicles proposed to be hired with copies of the current Insurance Policy to be enclosed	
12.	Details of pending legal disputes relating to providing of vehicles, if any.	

Note:- non-qualification in above criteria will result in disqualification of bid.

ANNEXURE-B

FINANCIAL BID

PRICE BID

(a) Price bid undertaking

(b) Schedule of price bid in the form of BoQ

PRICE BID UNDERTAKING

From: (Full name and address of the Bidder) _____

_____

_____

To,

The Assistant Commissioner,
CENTRALGOODS & SERVICE TAX DIVISION-H,
Sriganganagar-335001

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:

ANNEXURE-C

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

To,

The Assistant Commissioner,
CENTRALGOODS & SERVICE TAX DIVISION-H,
Customs building, Sukhadiyanagar,
Sriganganagar-335001

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/ organisation too 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. In case any provisions of this tender are found violated, then your department/ organisation 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)