



भारत सरकार
वित्त मंत्रालय
राजस्व विभाग



Govt. of India
Ministry of Finance
Deptt. of Revenue



कार्यालय सहायक आयुक्त, केन्द्रीय वस्तु एवं सेवाकर संभाग-नागौर, (मु.- जोधपुर)
OFFICE OF THE ASSISTANT COMMISSIONER, CGST DIVISION-NAGAUR,(Hqr- JODHPUR)

02-ई/01, सुभाष एन्क्लेव, वायु सेना केन्द्रीय विद्यालय नंबर-1 के सामने, अभयगढ़ स्कीम, जोधपुर

02-E/01 Subhash Enclave, Opp. Airforce KV-1 school, Abhaygarh Scheme, Jodhpur

Email - wn03cgst@gmail.com ; Tel. No. - 0291-2940341

F.No. I-(22)03/Admn /MV-Tender/NGR/2025/ 447

Date :- 20/02/2025

वाहन किराये पर लेने हेतु ई-निविदा सूचना

भारत के राष्ट्रपति महोदय की ओर से, केन्द्रीय वस्तु एवं सेवाकर संभाग-नागौर (मु.-जोधपुर) के उपयोग के लिए, हेतु एक वर्ष के लिए (अनुबंध प्रारम्भ होने की दिनांक से) मासिक किराया आधार पर वाहन चालको सहित, एक Small-Size operational vehicle किराये पर लेने हेतु (GeM Item category:- Monthly Basis Cab & Taxi Hiring Services) GeM Portal पर इच्छुक अनुभवी एवं प्रतिष्ठित एजेंसी/फर्मों से ऑनलाईन ई-निविदाएँ आमंत्रित की जाती हैं। किराये पर लिए जाने वाले वाहन का विवरण निम्न है:-

S. No.	Category	No. of Vehicle required	Usage	Cost Ceiling amount for Petrol/Diesel per month (Exclusive of all taxes)
1.	Small size operational vehicles (A-3 Segment) (Vehicle not below Maruti Suzuki Dzire, Honda Amaze, Hyundai Aura/Xcent or equivalent vehicle according to price ceiling) White Colour	01 (One)	To be used upto 25/26 days subject to a maximum of 2000 Kms in a months	Rs. 40,000 (for Petrol/ Diesel Vehicle)

2. निविदा प्रपत्र एवं शर्तों का विवरण विभागीय वेबसाईट <http://cgstjaipur.gov.in> अथवा GeM Portal से डाउनलोड किया जा सकता है।

3. इस कार्यालय को किसी भी निविदा अथवा सभी निविदाओं को, बिना कारण बताये निरस्त करने का अधिकार सुरक्षित रहेगा। इस विज्ञापित में किसी भी संशोधन/बदलाव का प्रकाशन केवल विभागीय वेबसाईट <http://cgstjaipur.gov.in> अथवा GeM Portal पर ही जारी किया जायेगा।

जयपुर
20/02/2025
सहायक आयुक्त

प्रतिलिपि निम्न को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित है :-

- 1/ अधीक्षक (कम्प्यूटर), केन्द्रीय वस्तु एवं सेवाकर आयुक्तालय, जयपुर को विभागीय वेबसाईट www.cgstjaipur.gov.in पर अपलोड करवाने हेतु प्रेषित है।
- 2 नोटिस बोर्ड पर चरप्पा हेतु।



भारत सरकार
वित्त मंत्रालय
राजस्थान विभाग



Govt. of India
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कार्यालय सहायक आयुक्त, केन्द्रीय वस्तु एवं सेवाकर संभाग-नागौर, (मु.- जोधपुर)

OFFICE OF THE ASSISTANT COMMISSIONER, CGST DIVISION-NAGAUR,(Hqr- JODHPUR)

02-ई/01, सुभाष एन्क्लेव, वायु सेना केन्द्रीय विद्यालय नंबर-1 के सामने, अभयगढ़ स्कीम, जोधपुर

02-E/01 Subhash Enclave, Opp. Airforce KV-1 school, Abhaygarh Scheme, Jodhpur

Email - wn03cgst@gmail.com ; Tel. No. - 0291-2940341

F.No. I-(22)03/Admn /MV-Tender/NGR/2025/

Date :- 10.02.2025

E-TENDER NOTICE FOR HIRING OF VEHICLE

Online E-tenders are invited in two bids systems (Technical & financial) through GeM portal from reputed parties/agencies/travel operators operating from Jodhpur (Rajasthan) supplying vehicles with drivers on monthly hiring basis for the period of one year from the date of commencement of the contract for this office use. The complete tender document containing general terms & condition, Pre qualification requirement etc. is available on **GeM portal** (www.gem.gov.in) and departmental website cgstjaipur.gov.in and can be downloaded free of cost.

2. The e-bid shall consist of two parts i.e. Technical bids & Financial Bids. Along with the Technical bid, the bidder shall upload Annexure-A & Annexure-B, completely filled and duly signed. The service providers will be shortlisted on the basis of their technical competency after opening of technical bids and later the financial bids will be opened.

Important dates for the tender are as follows:-

Published date	21.02.2025
Starting date of bid submission /Bid document download start date	21.02.2025
Last date for bid submission	17.03.2025
Technical tender opening date	17.03.2025
Financial bid opening date	25.03.2025

3. The details of the Vehicle to be hired are as under:-

Sr. No	Category	Working Area /Headquarter	No. of Vehicle required	Usage	Cost Ceiling amount for Petrol/Diesel per month (Exclusive of all taxes)
1.	Small-size operational vehicles (A-3 Segment) (Vehicle not below Maruti Suzuki Dzire, Honda Amaze, Hyundai Aura/Xcent or equivalent vehicle according to price ceiling) White Colour	Jurisdictional Area of CGST Division, -Nagaur (earlier CGST Division-C) Headquarter at Jodhpur.	01 (One)	To be used upto 25/26 days subject to a maximum of 2000 Kms in a months	Rs. 40,000 (for Petrol/ Diesel Vehicle)

4. Document Download:-

Tender documents may be downloaded from Government e-market place (www.gem.gov.in). Aspiring Bidders who have not enrolled/registered on GeM portal should enroll/register before participating through the website www.gem.gov.in. The portal enrolment is free of cost. Bidders are advised to go through the instructions provided at GeM Portal. The Critical Dates for bid Submission and processing are provided on GeM Portal.

5. **Bid Submission:**

Bids shall be submitted online only at GeM Portal. (website: <https://gem.gov.in/eprocure/app>.)

- (i) 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://www.gem.gov.in>.
- (ii) Tenders and supporting documents shall be uploaded through GeM portal. Hard copy of the Tender documents shall not be accepted. The bidder should upload the attested copies of the following documents on the portal :-
 - a) RC book of the vehicle which they are actually going to offer,
 - b) Experience certificate of the bidder of last three years in the Central Govt. offices at Jodhpur, Rajasthan
 - c) PAN Card Copy
 - d) GST Registration Certificate
 - e) MSME/Udyam/Startup certificate, if any.
 - f) Annual Turnover documents
 - g) Annexure-A, B & C (under Certificate requested in ATC)

The bids uploaded without the required documents are liable to be rejected.

6. **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, CGST & Customs, Jaipur.

7. After submitting the bids through GeM portal. Technical bids/qualifying bids without EMD will be rejected. EMD will be returned to all unsuccessful bidder at the end of the selection process. However, the EMD shall be forfeited in case the successful bidder withdraws after selection or the details furnished in Annexures by a bidder are found to be incorrect or false during the tender selection process/post successful selection. No interest shall be paid on the EMD and EMD of selected bidder will be returned on furnishing "Performance Guarantee" as detailed. Bid security (EMD) is exempted for 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 Organization or the concerned Ministry or Department.

8. Performance Guarantee:- The Successful bidder has to submit a Performance Guarantee either by way of Fixed deposit or Bank Guarantee @3% of the total value of contract within 15 days from award of contract. It will remain valid for a period of sixty days beyond the date of completion of all contractual obligations. No interest will be paid on this deposit.

9. Interested bidders/Service providers/Reputed Vendors providing such services may submit their bids in the prescribed format with all the necessary documents online with a valid digital signature on <http://gem.gov.in> on or before bid submission/closing date & time. The Bidders should check for any corrigendum published by the department upto submission of the bids through GeM portal.

10. For any clarification in the matter, prior appointment may be made with following officer:-

S. No.	Officer's Name (Shri)	Designation	Contact Number
1.	Chandra Shekhar Soni	Superintendent	9929622530

- Office of the Assistant Commissioner, CGST Division, Nagaur (Headquarter at Jodhpur), 02-E/01 Subhash Enclave, Opp. Airforce KV-1 school, Abhaygarh Scheme, Jodhpur.

Terms and Conditions of the Tender Notice:-

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

1. The bidder/service provider should be registered under GST (if applicable). He should also have a valid PAN card & RC book of the vehicles.
2. The office/subordinate office of the firm should be in Jodhpur (Rajasthan) and certificate to this effect should be uploaded with the technical bid.
3. The bidder shall present the vehicles they are actually going to offer for hire, for verification, before opening of the Financial Bid. If the bidder fails to present the vehicle/vehicle presented for inspection does not fulfil with the specification given/does not tally with the vehicle model/make (year of manufacture) etc. mentioned in the bid documents, the bid is liable to be rejected. Decision taken by this office shall be final in this regard.
4. Experience Certificate of the bidder of last three years in the Central Govt. offices at Jodhpur, Rajasthan shall be provided.
5. 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.
6. The contract for the car hired shall be valid for a period of one year starting from date of agreement.
7. The contract for providing vehicle 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.
8. **This office reserves the right to revise the number/requirements of vehicles being hired.** The Tenderer shall be required to provide as many vehicles as may be required by this Office.
9. The vehicles shall be for exclusive use of this office and should not be used by the Service Provider for any other purpose.
10. The Vehicle shall be made available on all days including Saturday, Sunday & Holidays, if required.
11. 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.
12. LPG Cylinders should not be used for running the vehicle in any case.
13. The service provider shall provide name & addresses of the drivers. **The driver deputed by the firm should be from local area and has the knowledge of all main routes of the offices jurisdictional area** and should not have any Police records/Criminal cases against him. He should make adequate enquiries about the drivers before deputing them for serving this Office.
14. 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.
15. The driver(s) deputed on duty should carry valid driving license. They should also not be involved in more than one punch or chalan 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
16. This office shall not be responsible for any chalan, 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.

17. 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.
18. The driver should be always remain with the vehicle during the entire period of duty. In case of any leave, they should seek permission of the concerned officers and an alternate driver would be arranged by the service provider.
19. 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.
20. 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.
21. During the period of operation, the driver should not ordinarily be changed unless requested by this Office.
22. A daily record indicating time and mileage for each vehicle shall be maintained in a log book by the driver which should be submitted to the concerned officer of this office for scrutiny & payment of the bills.
23. There will not be any limitation of minimum or maximum running km of vehicle on day-to-basis. The maximum kms can be utilized in any manner on Monthly basis. 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.
24. 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.
25. 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.
26. 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.
27. 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.
28. 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.
29. In case the quality of service by the service provider is found unsatisfactory, this office may terminate the contract after giving immediate notice. In case of such termination, services of other empanelled Service Providers may be utilized.
30. 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.
31. TDS under GST will be deducted under Section 51 of the CGST Act to be read with CGST Rule 66.
32. This office will have the discretion terminate the contract prematurely in case of unsatisfactory service.
33. **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 3% value of the Contract in favor of PAO, CGST & Customs, Jaipur (payable at 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.
34. 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.
 35. No conditional bids shall be entertained by this office bids will be rejected summarily.
 36. In case of any dispute of any kind and in any respect whatsoever, the decision of the competent authority shall be final and binding.
 37. 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.
 38. Contract can be terminated by either party prematurely by giving advance notice of two month.
 39. Proof of payment of Goods and service tax will be required to be submitted to this office.

I/ We agree to the above terms & conditions and shall abide by the same

(Signature of the bidder, with date & official seal)

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

TECHNICAL BID CHECKLIST (QUALIFYING BID DOCUMENT)**Pre-qualification requirements for award of contract for Monthly Cab Hiring Services:-**

1.	Name & Address of (i) Firm/Agency (ii) Proprietor/Partners/Directors with Mob. No. (iii) Contact person with mobile no.	
2.	Status of ownership Proprietary /Partnership / Company	
3.	(i) Details of EMD of Rs. 5,000/- attached or not (if applicable) (ii) For exemption from EMD, Valid MSME/Udyam/Startup certificate valid upto 31.03.2025	
4.	Office address of Jodhpur (Rajasthan) enclosing address proof (No undertaking shall be entertained)	
5.	(i) PAN No. of the firm as allocated by the Income Tax Department (Please attach self-attested copies of the PAN). (ii) copy of TDS certificate of last 1 financial year)	
6.	GST Registration Details (Please attach self-attested copies of the GST Certificate (Mandatory))	
7.	Experience in providing vehicles to PSU /Govt. Departments, copies of the contract papers / letters are to be attached.	
8.	Make/Model : Registration No.: Copies of RC Books of Vehicles proposed to be hired with copies of the current Insurance Policy/PUC to be enclosed.	
9.	On one Judicial stamp of Rs. 50/- following undertaking/ certificate must be given:- (i) Undertaking that the firm has not been blacklisted by Central/State/UT govt. institution and there has no litigation/legal dispute related to providing vehicle hiring services. (ii) No case/issue is pending against the firm i.r.o. (EIS/PF/GST/Minimum wages Act) Self-undertaking that the agency has not been in any police case & arbitration case in India.	
10.	Signed & Scanned copy of Tender documents with all annexures (Annexure-A, Annexure-B & Annexure-C) and required documents mentioned in Tender Technical Checklist)	

Note:- The bidder firm which fulfil all eligibility conditions mentioned in the tender documents, shall upload the technical bid & price bid along with the signed & scanned copy of all mentioned documents failing which their bids will be rejected.

(Signature of the Bidder, with Official Seal)

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

ANNEXURE-B

To

The Assistant Commissioner,
CENTRAL GOODS & SERVICE TAX DIVISION-NAGPUR (Hqr-Jodhpur)
(Earlier CGST Division C-Jodhpur),
02-E/1, SUBHASH ENCLAVE,
IN FRONT OF AIRFORCE KV-1, SCHOOL,
ABHAYGADH, Jodhpur

.....
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)

FINANCIAL BID**PRICE BID**

- (a) Price bid undertaking
(b) Schedule of price bid in XLS/Pdf format (as mentioned on GeM portal)

PRICE BID UNDERTAKING

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

To,

The Assistant Commissioner,
CENTRAL GOODS & SERVICE TAX DIVISION-NAGAUR (Hqr-Jodhpur)
(Earlier CGST Division C-Jodhpur),
02-E/1, SUBHASH ENCLAVE,
IN FRONT OF AIRFORCE CENTRAL SCHOOL,
ABHAYGADH, Jodhpur
.....

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: