



COMMISSIONER OF GST & CENTRAL EXCISE (APPEALS-II), MUMBAI  
3<sup>rd</sup> FLOOR, GST BHAVAN, PLOT NO. C-24, BANDRA-KURLA COMPLEX,  
MUMBAI-400 051

TELEPHONE NO.:26570880

FAX NO.26570525

F.No. Commr(A-II)/Admn/Motor Vehicles/05/2017-18  
Mumbai, the December, 2017

**TENDER NOTICE NO.03/2017**

**NOTICE INVITING QUOTATIONS FOR CONTRACT OF HIRING OF VEHICLES**

SEALED BIDS ARE INVITED FROM REPUTED SERVICE PROVIDERS (HERE-IN-AFTER REFERRED TO AS "BIDDER") FOR HIRING OF VEHICLES FOR USE BY OFFICE OF THE OFFICE OF THE COMMISSIONER OF GST & CENTRAL EXCISE, APPEALS-II, MUMBAI SITUATED AT 3<sup>RD</sup>FLOOR, GST BHAVAN, B.K.C., BANDRA (EAST), MUMBAI 400 051.

SR. NO.	SCHEDULE OF VEHICLE REQUIRED	No. Of vehicle required	Preferred Model
1.	Cars to be used for 25-26 days up to 2,000 Kms. in a month, 12 Hrs. in a day on monthly basis to be hired as Operational Cars for Headquarters Office. Vehicle suitable for hiring will not more than 2 years old.	MINIMUM 01 & MAXIMUM 02	Mid-SIZE (viz.H.City, Dzire, Accent, Verna, F.Fiesta,Logan etc.

- ISSUER OF TENDER : THE COMMISSIONER OF GST&CENTRAL EXCISE, APPEAL-II, MUMBAI
- ADDRESS OF THE ISSUER OF TENDER : 3<sup>RD</sup>FLOOR, GST BHAVAN,B.K.C., BANDRA(EAST),MUMBAI-51.
- DATE OF ISSUE OF TENDER : 21.12.2017.
- PLACE FOR COLLECTION OF TENDER DOCUMENTS : 3<sup>RD</sup> FLOOR, GST BHAVAN, B.K.C., BANDRA(EAST), MUMBAI-51. WEBSITE: [WWW.CBEC.GOV.IN](http://WWW.CBEC.GOV.IN)
- DATE AND TIME OF COLLECTION OF TENDER DOCUMENTS PHYSICALLY : ANY WORKING DAY FROM 21.12.2017 TO 12.01.2018 BETWEEN 11.00 HRS. TO 15.00 HRS. AND ON 12.01.2018 UP TO 12.00 HRS.
- CONTACT PERSON, ADDRESS, MOBILE NO. : SHRI V.M. JAYAPRAKASH, SUPERINTENDENT  
3<sup>RD</sup> FLOOR, GST BHAVAN, B.K.C., BANDRA(EAST), MUMBAI-51. MOB:- 0-9820086132 / 26750565
- Name and address for submitting of tender documents : The Assistant Commissioner of GST & Central Excise, Appeals-II, Mumbai  
3<sup>RD</sup> FLOOR, GST BHAVAN, B.K.C., BANDRA(EAST), MUMBAI-51.
- Last date and time for submission of tender : 15.00 Hrs. of 12.01.2018
- Date and time for opening tender : 16.30 Hrs. Dt. 12.01.2018

2. The bidders are required to submit two bids, i.e., technical format bid and financial format bid separately. In the technical bid, the bidder will provide details about his experience in the field, the other organizations for which he is providing such services, details regarding compliance of statutory laws, and the make and year of manufacture of the vehicle being offered etc. The vehicle should not be more than two year old. In the financial bid the bidders will submit their rates etc.

3. The technical bid and the financial bid should be put in two separate sealed envelopes. It should be written boldly on top of both the envelopes as 'technical bid' and 'financial bid'. Both the envelopes should be submitted in a single sealed cover duly addressed and superimposed with words "Quotations for contract of hiring of vehicles-2018" on top. The envelope should be sent to the Assistant Commissioner of GST & Central Excise, O/O Commissioner Appeals-II situated at 3<sup>rd</sup> Floor, GST Bhavan, B.K.C., Bandra (East), Mumbai-400 051. The tenders can also be sent by registered post/speed post.

4. The tenders received incomplete and / or filed/received after the due date shall be summarily rejected. The bidders who wish to present at the time of opening of tender may represent themselves. In case the bidders wish to represent through their authorize person, they may do so but the authorized person should have the proper authority letter in this regard. The financial bids of only those bidders shall be opened whose technical bids are qualified and is in confirmation with the requirements.

#### **TERMS AND CONDITIONS**

- i. The tender for hiring of vehicles for use in the office of the Commissioner of GST & Central Excise, Appeals-II Mumbai is called for period of one year, from the date of commencement of the agreement. Commissioner of GST & Central Excise, Appeals-II, Mumbai reserves the right to reduce it or extend the agreement for further period as deemed after the expiry of initial period of agreement on the same terms and conditions.
- ii. The GST & Central Excise, Appeals-II, Mumbai Commissionerate reserves the right to postpone and/or extend the date of receipt/opening of Rates/Quotation or to withdraw the same, without assigning any reason thereof.
- iii. Tenders received either by post or courier service or in person after the specified time will not be opened or considered. Tender sent by post if delivered by the post/courier after the expiry of the specified time will only be recorded but not opened or considered.
- iv. The tender will be accepted and agreement will be finalized only with the bidder who in the opinion of the Commissioner of GST & Central Excise, Appeals-II, Mumbai, are having the capacity and resources to execute the assigned work.
- v. The bidder should be a registered and well established agency/firm etc. having sufficient number of latest models of vehicles for hiring and should have experience in the field. The turnover should be at least above Rs. 50 lakhs.
- vi. The bidder should have sufficient experience in the field of vehicle hiring and should be providing such services to establishments of Government Departments/Public Sector organizations. The details of such experience should be given in separate Annexure No. 1(a) as per format. Bids without self experience are liable for rejection.
- vii. The bidder should have adequate number of telephones for contact. The bidder should be available for contact by the Department on mobile/landline round the clock for any exigency.
- viii. The bidder should enclose all details sought for in Annexure – I, I (a) and II of this document.
- ix. The Commissioner of GST & Central Excise, Appeals-II, Mumbai is not bound to accept the lowest tender and reserves the right to reject any or all the tenders without assigning any reason(s) what so ever.
- x. The Commissioner of GST & Central Excise, Appeals-II, Mumbai reserves the right to negotiate with the lowest bidder for finalization of the same in consonance of CVC

guidelines in this regard.

- xi. The Commissioner of GST & Central Excise, Appeals-II, Mumbai reserves the right to increase or decrease the number of vehicles required.
- xii. Any attempt for negotiations directly or indirectly on the part of the bidder with the authority to whom he has submitted the tender or the authority who is competent to accept such tender, to secure interest for actual or prospective tender or to influence by any means, to accept a particular tender will render the bidder liable to be disqualified.
- xiii. The Commissioner of GST & Central Excise, Appeals-II, Mumbai, reserves the right for termination of the agreement at any time, if the services are found unsatisfactory and also has the right to award the agreement to any other agency at the cost, risk and responsibilities of the bidder and excess expenditure incurred on account of this will be recovered from the pending bill or by raising a separate claim.
- xiv. The vehicle to be provided should not be more than 2 years old at the time of pending of Bid, in excellent running condition and invariably be **white** in colour. The vehicles should have valid permit and registration from the concerned competent authorities. The vehicle should have full insurance cover for the contract period and all the other statutory papers.
- xv. The bidder should ensure that the driver deployed by them should be having valid driving license and should be experienced, well behaved, well versed with the routes and locations in Mumbai and its surroundings and should be equipped with a functional mobile phone at his own cost and should be available for contact always. The driver should be in neat & clean uniform to be provided by the service provider.
- xvi. The bidder is required to ensure that the vehicle hired by the office of the Commissioner of GST & Central Excise, Appeals-II, Mumbai (the Department) should always be available for the use of the Department as per the requirement of the Department and in the event of the bidder not able to provide the hired vehicle for use of the Department on any of the day/days during the period of the agreement due to technical problems or any other reasons, in absence of the same, the bidder should ensure that a replacement vehicle of the same type/model and quality is provided to the Department immediately, failing which the bidder is liable for penalty of Rs. 500 per day, and the same shall be deducted from the bills payable to the bidder. In addition to the penalty mentioned above, the bidder is also liable to pay the cost and additional cost, if any, for hiring of vehicle by the Department from the market in case the bidder fails to supply the vehicles at any point of time during the period under agreement or proportionately deduction will be made from the monthly hiring charges for the period vehicle not provided.
- xvii. The bidder is liable to meet all claims, damages and connected expenses in case of any accident and accordingly the bidder shall undertake to indemnify the Department against all damages/charges arising on account of or connected with the negligence of the bidder 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.
- xviii. The rates quoted should be all inclusive (Vehicle hire charges, taxes, maintenance, driver's salary, allowances, insurance and any other expenses). The rate quoted should be all inclusive rates per month per vehicle. The GST should be shown separately.
- xix. The vehicle should be kept in the office premises for duty.
- xx. In case of any variation/revision of taxes after agreement and during the operation of the agreement, the Commissioner of GST & Central Excise, Appeals-II, Mumbai shall revise the rate accordingly with effect from the date of such revision.
- xxi. On commencement of the agreement, the bidder should ensure that the driver/vehicle should not be changed unless requested by the Department. In Case of any requirement to change the driver/vehicle, the same should be intimated to the Department in advance.
- xxii. On awarding the agreement, the bidder shall furnish to the Department the complete details of vehicles supplied/certified copies of the Registration Certificate (RC) book and comprehensive insurance policies. The details of the deployed drivers along with a copy of their driving license should also be furnished.
- xxiii. The hired vehicle shall be deemed to be at the disposal of the office of the Commissioner of GST & Central Excise, Appeals-II, Mumbai and shall not be used by the bidder for any other reasons.
- xxiv. The vehicle shall be provided on all working days & in case of exigencies also on

Saturday, Sunday and Holidays. The vehicle and driver once provided should not be changed without prior intimation to this office, failing which Penalty of Rs.500/- plus deduction of proportionate amount is liable to be charged.

- xxv. Zero based mileage i.e. mileage starting and ending at/from duty or drop off location shall be adopted for the purpose of calculating the kilometres.
- xxvi. Seat Covers, proper cleaning every day in morning and also during the day. Vehicle should be spic and span at all times.
- xxvii. The Department will not be under any obligation, legal or otherwise, to provide employment to any of the personnel of the service provider during or after the expiry of the hire period. The Department recognizes no employer-employee relationship between the department and the personnel deployed by the bidder. The Department shall not be responsible financially or otherwise for any damage/injury to the vehicle or driver or person deployed by the bidder during the hire period.
- xxviii. The actual number of vehicles to be hired by the department may increase or decrease as per the requirement of this office.
5. Demand Draft of Rs.10,000/- (Rupees Ten Thousand Only) as Earnest Money Deposit 'EMD' in favour of the Commissioner of GST & Central Excise, Appeals-II is to be submitted alongwith the bid. The EMD of the unsuccessful bidders would be returned back within a months time after opening of the bids without any interest.
6. The successful bidder will have to execute an agreement in non judicial stamp paper of Rs.100/- and the cost of stamp paper is to be borne by the bidder and they shall be bound by the terms and conditions in the agreement.
7. The bidder should certify and affix his signature on each and every page of the tender document with his acceptance of each of the condition specified on each page of the tender document.
8. The rates quoted must be written both in figures and in words and should indicate service tax separately. Corrections, if any, are to be made only by crossing out, initialling, dating and clearly rewriting. In case of discrepancy between the words and figures the rates indicated in figures shall prevail. All overwriting/cutting, insertions shall be authenticated and attested.
9. The quotation complete in all respects should be submitted in a sealed cover superscripted as "QUOTATIONS FOR CONTRACT OF HIRING OF VEHICLES -2018" and addressed to the Assistant Commissioner of GST & Central Excise, Appeals-II, Mumbai on or before the last date of submission of tender.

Encl: Annexure – I, I (a)& II

**(L.V. BISHT)**  
ASSISTANT COMMISSIONER,  
GST & CENTRAL EXCISE  
APPEALS-II, MUMBAI

Copy to:-

1. Notice Board.
2. CBEC Website ([www.cbec.gov.in](http://www.cbec.gov.in))

## ANNEXURE - I

### TECHNICAL BID

1. Name of the Service Provider :
2. PAN of the Service Provider :  
(Enclose copy)
3. Address of the Service Provider :
4. Year of Establishment :
5. Telephone & Mobile No. of the Service Provider :
6. Name and PAN of the Proprietor/Partners/Directors with address, Telephone No. and Mobile No. :  
(Enclose copy of PAN)
7. GST Tax Registration No. :  
(Enclose Copy)
8. Bombay Shop & Establishment No. :  
(Enclose Copy)
9. Turn over of the Service Provider for last three years :  
(Enclose copy)
10. Whether vehicle/s to be provided are owned or otherwise :
11. Details of the vehicle proposed for hiring copy of RC to be submitted. :
12. In case owned, No. of vehicle/s owned & Model :
13. Whether the vehicle/s to be provided is/are registered as commercial vehicle or otherwise :
14. Whether provided service to Government/Public Sector/State Government :  
(in case of yes, provide details thereof as per Annexure-I(a) )
15. Details of experience (with documentary evidence) :
16. Whether blacklisted by any Central / State Government or Central / State Government under takings?1 :
17. Details of EMD with original D.D. :

### UNDERTAKING

1. I/We ..... undertake that, I/We ..... have carefully studied all the terms and conditions of contract mentioned in the tender document and understood the parameters of the proposed work and shall abide by them.
2. I/We further undertake that the information given in this tender are true and correct in all respect.

Encl:

Signature with Name, Designation and Seal

- i. Copy of PAN Card as per 2 & 6 above - (Yes/No)
- ii. Copy of GST Registration - (Yes/No)
- iii. Copy of Bombay Shop & Establishment No. - (Yes/No)
- iv. Copy of turnover for the last 3 years - (Yes/No)
- v. Copy of RC of the vehicle provided - (Yes/No)
- vi. Details as per Annexure I (a) attached - (Yes/No)
- vii. Original D.D. for EMD attached - (Yes/No)

**ANNEXURE - I(a)**

DETAILS OF SIMILAR SERVICES OF PROVIDING VEHICLES ON MONTHLY HIRE BASIS TO  
CENTRAL GOVERNMENT/PUBLIC SECTOR/STATE GOVERNMENT OFFICES

Sr. No.	Service provided to (name of the client with address)	Client's contact person with telephone no.	Number of vehicles provided	Validity of the contract/period for which vehicles provided	Remarks
1.					
2.					
3.					

Signature with Name, Designation and Seal

**ANNEXURE - II**  
**FINANCIAL BID**

1. Name of the Service Provider :
2. PAN of the Service Provider :
3. Address of the Service Provider :
4. Year of Establishment :
5. Telephone & Mobile No. of the Service Provider :
6. GST Tax Registration No. :

(a) Vehicle to be used for 25-26 days upto 2,000 Kms. in a month, 12 Hrs. in a day on monthly basis exclusive of GST as applicable per month. Vehicle suitable for hiring will not more than 2 years old.

Mid-size Category/Model (viz.H.City, Dzire, Accent, Verna, F.Fiesta, Logan etc.)	Make year of Vehicle with Regn No.	Rate per month (25-26 days) (GST Tax should be shown separately)	Per Km. charges over and above the maximum limit(if any) and other additional charges (if any).

Signature with Name, Designation and Seal

