

	<p>आयुक्त कार्यालय, केन्द्रीय कर, लेखा परीक्षा,</p> <p><b>301, जी.एन.एफ.सी. टॉवर, एस. जी. हाइवे, अहमदाबाद, गुजरात- 380 054</b></p> <p><i>OFFICE OF THE COMMISSIONER OF CENTRAL TAX, AUDIT, AHMEDABAD</i>  <i>301, G.N.F.C. TOWER, S. G. HIGHWAY, BODAKDEV, AHMEDABAD, GUJARAT- 380 054</i>  <i>Phone No. 079-26800702 Fax No. 079-26800703</i></p>
---	--

F.No.I/7-02 /CTA/ADM/2017

Dtd. 12.12.2017

**E- TENDER NOTICE FOR HIRING OF VEHICLES IN CGST, AUDIT, AHMEDABAD**

E-Tenders (in prescribed format) are invited under two bid system (both Technical and Financial) for the hiring of vehicles from reputed single service provider for providing Six small size Vehicles along with driver for the Office of the Commissioner of CGST, Audit, Ahmedabad.

The Last date for receipt of the Tender :- **03.01.2018 upto 16.00 hrs.**

Tenders shall be opened on :- **05.01.2018 at about 16.00 Hrs**

Type of Vehicle required to be supplied:

S.No.	Type of vehicle	No. of Vehicle required	Vehicle to be used for	Cost ceiling (Exclusive of applicable Taxes.)	Condition.
01.	Small Sized Cars Zen, Swift, Wagon R etc	06	25/26 days subject to maximum of 2000 kilometer per month.	Rs. 30,000	Should not be older than three years .

The detailed terms and conditions are available in tender notice. Any enquiry/details regarding the work, terms and conditions can be obtained from the office of the Commissioner of CGST, Audit, 301, GNFC Info Tower, Sarkhej – Gandhinagar Highway, Bodakdev, Ahmedabad-380054 on any working day during the office hours on or before 03.01.2018.

The interested service providers shall submit their bids alongwith requisite documents on-line at website <https://eprocurement.gov.in> or <https://gem.gov.in> .

Bidder who has downloaded the tender from the website shall not temper/ modify the tender from in any manner.

Intending bidders are advised to visit the website <https://eprocurement.gov.in> or <https://gem.gov.in> regularly till closing date of submission of tender for any corrigendum/ addendum/ amendment.

The tenders/quotations received unsigned/incomplete and/or filed after the said due date shall be summarily rejected. The service providers who wish to be present at the time of opening of Tender/Quotation may represent themselves or authorize their representatives with an authority letter. Vehicles offered for services may also be required to be show to find out condition thereof after opening of Technical bid. The Commissioner of CGST, Audit, Ahmedabad reserves the right to accept or reject any or all tenders without assigning any reasons thereof.

(Mohit Agrawal)  
Joint Commissioner

**TERMS AND CONDITIONS**

01. Separate sealed technical and financial bids should be kept in a single sealed envelope and clearly superscribed with "Tender for Hiring of Vehicle." The separate technical and financial bids should be clearly marked "Technical Bid" or "Financial Bid" on their respective envelopes. The tenders will be opened on 05.01.2018 at about 16.00 hrs. in the office of the Commissioner of CGST, Audit, 301, GNFC Tower, Sarkhej – Gandhinagar Highway, Bodakdev, Ahmedabad-380054. The bid should be accompanied with the self attested copies of registration certificate, insurance certificate, PUC and other documents of the vehicle intended to be deployed by this Commissionerate.
02. Rate for the above should be quoted for hiring vehicle per month basis. Charges for additional Kms and additional hours should also be indicated.
03. The vehicle may be required to be taken for outstation assignments. In this case driver's overnight/ outstation allowances may also be indicated separately. However, no separate calculation of Kilometer and Hours will be allowed for outstation tours. Payment for Extra Kilometer and Extra Hours will be made only after exhaustion of the maximum 2000 kms.
04. The vehicle should be neat and clean and in perfect running condition with clean interiors and proper upholstery and maintained that way during the tenure of the contract. Vehicle should be submitted for inspection and after the vehicle is found to be satisfactory, quotations should be submitted.
05. The service provider would ensure that the Drivers employed have valid driving license and clean driving record. The Driver of the vehicle provided must follow traffic rules and all other regulations prescribed by the Government from time to time. The Driver shall observe all the etiquette and protocol while performing the duty and shall be neatly dressed in proper uniform and must carry a mobile phone in working condition, for which, no separate payment shall be made by this Commissionerate. This Commissionerate shall not be responsible in any way, if any, harm to any person or any valuable property is caused by the Driver.
06. The vehicle should be registered with the concerned authority of Central/ State Government. The service provider shall provide a certificate to this effect. The service provider should be accessible on telephone for contact round the clock.
07. They should provide their copy of GST Registration Certificate Number/receipts for payments of GST or Service tax as the case may be for last two years, PAN Card, Shop & Establishment License.
08. The tendering authority reserves the right to reject all or any of the offers or accept more than one offer without assigning any reason.
09. The Billing will be done on monthly basis.
10. A daily record indicating time and distance for vehicle shall be maintained by the Driver in a log book in format as per Government instructions and Log Book shall be submitted to the concerned officer of this Commissionerate regularly for scrutiny.
11. The period of contract shall be from 08.01.2018 to 31.03.2018.

12. The vehicle must be available at any time of any day as desired by this Commissionerate.
13. On awarding of the contract, the service provider has to furnish to tendering authority the certified copies of Registration Certificate books and the comprehensive Insurance Policies and PUC.
14. This Commissionerate shall be liable to pay the hiring charges only. Contract charges, including monthly charges of Driver, repair and maintenance of vehicle, insurance, fuel, oil and any other incidental expenses shall be borne by service provider.
15. In case of breakdown of any vehicle during official duty, it shall be the responsibility of the service provider to provide a substitute vehicle which is similar or better replacement, immediately.
16. In case any vehicle does not report on time/ does not report at all, the Commissioner of CGST Audit would have a right to hire a vehicle from the market and the additional cost incurred by the Commissionerate will be borne by the service provider. Even if no vehicle is hired the service provider will pay Rs.2000/- per day for such default. An additional penalty of Rs. 1000/- per day may also be levied if the vehicle fails to meet term and conditions on any day.
17. In case of any accident, all the claims arising out of it shall be met by the service provider. He should ensure that vehicle be covered with appropriate insurance policy.
18. The liability of this Commissionerate is limited to the contract value only.
19. The contract between this Commissionerate and the Service Provider can be cancelled after a notice of 30(Thirty) days from either side, in case either of the party wishes to cancel the contract before expiry of the period of agreement.
20. Any matter during the period of this agreement, which has not been specifically covered by this agreement, shall be decided by this Commissionerate whose decision shall be final and conclusive.
21. No additional terms and conditions over and above the conditions stipulated as above shall be entertained by this Commissionerate.
22. In case of any dispute of any kind and in any respect whatsoever, the decision of this Commissionerate shall be final and binding.
23. Non compliance with any of the terms and conditions shall amount to breach of contract and in that situation, this Commissionerate shall be free to take necessary action as deem fit, including termination of contract.

(Mohit Agrawal)  
Joint Commissioner

**ANNEXURE – ‘A’**

TECHNICAL/QUALIFYING BID FORM FOR TENDER OF HIRING OF VEHICLES FOR THE OFFICE OF  
THE COMMISSIONER OF CGST, AUDIT, 301, GNFC TOWER, SARKHEJ-GANDHINAGAR  
HIGHWAY, BODAKDEV,  
AHMEDABAD-380054.

1	Name, address & telephone of the service provider:	
2	Name, address of the Proprietor/Partner/Director	
<b>QUALIFYING CRITERIA FOR TECHNICAL BID:</b>		
1	We own the vehicles:	Yes/No
2	We have attached copy of RC Book offered in this tender	Yes/No
3	We have valid GST Registration	Yes/No
4	We have attached copy of GST Registration Certificate	Yes/No
5	Attached copy of PAN	Yes/No
6	Bombay Shop & establishment Number:	
7	Annual turnover of previous three financial years details (along with copy of profit & loss a/c, balance sheet, Audit report and Income Tax returns for last three years should be attached)	
8	A list containing details of the cars at their disposal and the places where these are deputed for the last two years.	
9	Any employee of the office of the Commissioner of CGST, Audit, Ahmedabad is on your Board or share holder in contractor's entity	Yes/No, if yes, please Provide details
10	Have your any director/partner/entrepreneur convicted under any law	Yes/No, if yes, please Provide details
11	Has your firm/company black listed at any time in past by any organization.	Yes/No, if yes, please Provide details
12	Any other information contract or may like to furnish (may be Furnished in separate enclosure)	
13	The Vehicles is 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'**

FINANCIAL BID FORM FOR TENDER OF HIRING OF VEHICLES FOR THE OFFICE OF THE  
 COMMISSIONER OF CGST, AUDIT, 301, GNFC TOWER, SARKHEJ-GANDHINAGAR  
 HIGHWAY, BODAKDEV,  
 AHMEDABAD-380054.

1	Name, address & telephone of the service provider:	
2	Name, address of the Proprietor/Partner/Director	
3	GST Registration Number	
Rate of Car (Exclusive of GST)		
4	Small Sized Cars Zen, Swift, Wagon R etc	
5	Rate in Rs. Per Month	
6	Extra Km. charge	
7	Extra Hrs. charge	

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them and all of it is included in cost.