

		Phone No.: 0422-2221102 / 2222013 Fax No. : 0422-2220262  Email : <a href="mailto:comappcbe-cex@nic.in">comappcbe-cex@nic.in</a> <a href="mailto:comappcbe@gmail.com">comappcbe@gmail.com</a>
<b>MINISTRY OF FINANCE</b> <b>DEPARTMENT OF REVENUE</b> <b>OFFICE OF THE COMMISSIONER OF GST AND CENTRAL EXCISE (APPEALS)</b> <b>6/7, A.T.D STREET, RACE COURSE, COIMBATORE – 641 018.</b>		

C. No.1/22/6/2017-ADMN/APPEALS

Date: 29.12.2017

**NOTICE INVITING TENDER FOR HIRING OF COMMERCIAL VEHICLE**

Applications are invited from reputed, experienced and financially sound Tours and Travel Agencies / Firms located in Tamil Nadu for supplying Commercially registered vehicle with Driver on Monthly Hire Basis for use of Office of the Commissioner of GST and Central Excise (Appeals), Coimbatore, 6/7, A.T.D. Street, Race Course, Coimbatore – 641 018. Interested Agencies / Firms willing to comply with the terms and conditions annexed to this notice, may submit their bids online as given in the instructions for online bid submission (Annexure-D) **on or before 22.01.2018 by 3.00 PM.**

There should be attachments for Technical Bid (Annexure-A), Financial Bid in BOQ (Bill of Quantities) Format (Annexure-B), Tender Acceptance Letter (Annexure-C). Technical Bids should contain documents evidencing:

1. Type and year of manufacture of the cars;
2. Previous experience of Government agencies served; and
3. GST Registration No. etc.

Financial Bid / Bids will be taken up only if the technical specifications are satisfactory, otherwise, the Tender will be rejected straight away. Details of tender notice are also available on the CBEC website - [cbec.gov.in](http://cbec.gov.in).

The details of the vehicle to be hired are as under: -

S. No.	Category	No. of Vehicle required	Usage	Maximum amount payable per month per car (upper ceiling) exclusive of Goods and Service Tax (GST)
1.	Commercially registered AC MUV / MPV Vehicle (Innova)	01 (one)	To be used up to 25 days in a month subject to maximum of 2000 kms	Rs.40,000

## DATA SHEET

Item	Description
Name of the Hirer	Govt. of India Ministry of Finance Department of Revenue Office of the Commissioner of Central Excise and GST (Appeals), 6/7, A.T.D. Street, Race Course, Coimbatore - 641 018.
Tender Inviting Authority	Office of the Commissioner of Central Excise and GST (Appeals), 6/7, A.T.D. Street, Race Course, Coimbatore – 641 018.
Tender Name	Tenders are invited from the interested parties / agencies for supplying commercially registered vehicles with drivers on monthly hire basis for use of Office of the Commissioner of GST and Central Excise (Appeals), 6/7, A.T.D. Street, Race Course, Coimbatore – 641 018.
Tender No. and Date	C. No.I/22/6/2017-ADMN /APPEALS dated 29.12.2017
Method of Selection	L-1
Availability of Tender Documents	Can be downloaded from Central Public Procurement Portal at <a href="http://eprocure.gov.in/eprocure/app">http://eprocure.gov.in/eprocure/app</a>
Date and time of Tender notice issuance	Date: 29.12.2017 / 1.00 PM
Last date and time for Bid/ Proposal submission ( on or before)	22.01.2018 at 03:00 PM
Bid Opening- Time, Date & Venue	23.01.2018 at 03:00 PM  Office of the Commissioner of GST and Central Excise (Appeals), 6/7, A.T.D. Street, Race Course, Coimbatore – 641 018.
Language of Bid Submission	Proposal should be submitted in English only.
Currency	Bid may be quoted in INR only.
Name and Address for Communication and seeking clarification	Office of the Commissioner of GST and Central Excise (Appeals), 6/7, A.T.D. Street, Race Course, Coimbatore – 641 018.
Period of Hiring	12 months

## 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 enrolment is free of cost. Bidders are advised to go through instructions provided at Annexure-D regarding "Instructions for online Bid Submission".

### CRITICAL DATE SHEET

Published Date	29.12.2017 (01.45PM)
Bid Document Download / Sale Start Date	29.12.2017 (01.45PM)
Clarification Start date	29.12.2017 (01.45PM)
Clarification end date	22.01.2018 (01.00 PM)
Bid submission start date	29.12.2017 (05.00 PM)
Bid document Download/ Sale end date	22.01.2018 (03.00 PM)
Bid Submission End Date	22.01.2018 (03.00 PM)
Bid Opening Date	23.01.2018 (03.00 PM)

## 3. Bid Submission:

Bids shall be submitted online only, in Two parts viz., Technical bid and Financial bid at CPPP website: <https://eprocure.gov.in/eprocure/app>.

Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

- Bidders 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>.
- Tenders and supporting documents shall be uploaded through e-procurement portal and the same must be signed before uploading. Hard copy of the Tender documents shall not be accepted.
- 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 in Tamil Nadu.
2. The garage of the agency / firm should be located within 8 kms from the Office of the Commissioner of GST and Central Excise (Appeals), 6/7, A.T.D. Street, Race Course, Coimbatore – 641 018.
3. The copies of the RCs of the vehicle offered are to be uploaded with the technical bid.
4. 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-1 (Firm who has quoted lowest rates) bidder. In case quality of service by the service provider is not found adequate, the Commissionerate may terminate the contract after giving 15 days notice. In case of such termination, services of other empanelled Service Providers may be utilized.
5. This office reserves the right to revise the requirements of vehicle being hired.
6. The vehicle deployed for the Department should not be older than 2014 and shall have clean seat covers and interiors in top 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.
7. The vehicle shall be for exclusive use of this Commissionerate and should not be used by the Service Provider for any other purpose.
8. The Vehicle shall be made available on all days including Saturday, Sunday & Holidays, if required.
9. There will be no dead mileage. The kilometerage for the purpose of the “vehicle run” shall be reckoned from the point of reporting for duty to the point of vehicle release. No mileage will be allowed to the drivers for lunch/breakfast or for drawal of petrol / diesel / CNG etc.
10. LPG Cylinders should not be used for running the vehicle in any case.
11. The service provider shall provide name & addresses of the drivers. The drivers deputed for service of this Commissionerate should not have any Police records / Criminal cases against them. Service provider should make adequate enquiries about the drivers before deputing them for serving this Commissionerate. The driver(s) deputed on duty should carry valid driving licence in Original. They should also not have been involved in negligent driving.
12. The drivers of the vehicle should be professional drivers and should be fully conversant with the roads and routes of Coimbatore, Salem, Madurai and Trichy and surrounding areas. The driver should possess valid driving license to drive the commercial vehicles in their names. The drivers must be proficient in speaking local languages, well mannered, courteous, healthy personal habits and should always carry a mobile phone with him.
13. The Service Provider would ensure that they have arrangement for establishing contact and round the clock service. The owner / firm should be available round the clock on his direct telephone (office as well as residence) so as to respond to the call for vehicles in emergent cases. The mobile no. must also be given. The firms should be able to provide vehicles on holidays / Sundays also.
14. This Commissionerate 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.

15. 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.
16. During the period of operation, the driver should not ordinarily be changed unless requested by the Office of the Commissioner of GST and Central Excise (Appeals), 6/7, A.T.D. Street, Race Course, Coimbatore – 641 018. Any driver not acceptable to the office would have to be changed by service provider.
17. 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 in the Office of the Commissioner of GST and Central Excise (Appeals), 6/7, A.T.D. Street, Race Course, Coimbatore – 641 018 for scrutiny & process for payment of the bills.
18. All expenses relating to salary, allowances and provident fund of the driver shall be borne by the Service Provider. Like-wise all expenditure related to the vehicle including fuel up keep, Insurance, Maintenance. etc., will also be borne by the Service Provider.
19. 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 driver 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.
20. 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.
21. If the vehicles are not provided from the desired location, a penalty up to Rs.1,000/- per day per vehicle can be imposed besides termination of contract.
22. The service provider shall provide the vehicle 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 the Commissionerate temporarily.
23. GST will be reimbursed on production of proof of its payment by the service provider. Proof of GST will be required to be submitted by service provider to this office.
24. Hiring of the Vehicle is subject to a maximum of 2000 km for 25 days in a month.
25. On acceptance of bid, the service provider has to submit Performance Guarantee of an amount equivalent to 5% of the value of the entire period of the contract of 12 months in the form of Bank Guarantee from a Nationalized Bank in favour of the Pay and Accounts Officer, GST and Central Excise, Coimbatore – 641 018 at the time of awarding the contract. The Performance Guarantee should remain valid for a period of sixty days beyond the date of completion of the contract.
26. 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 Commissionerate whose decision shall be final.
27. No conditional bids shall be entertained by this Commissionerate & conditional bids will be rejected summarily.
28. In case of any dispute of any kind and in any respect whatsoever, the decision of the Commissionerate shall be final and binding.

29. 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.

30. Contract can be terminated by either party prematurely by giving advance notice of one month.

Encl.:

Annexure-A: Technical Bid

Annexure-B: Financial Bid

**(K.V.GOPINATHAN)**  
**ASSISTANT COMMISSIONER (APPEALS)**

Copy to :-

Web-Master, CBEC website, Commissionerate of Systems, New Delhi with request to upload on CBEC website ([www.cbec.gov.in](http://www.cbec.gov.in)) at the earliest.

**(K.V.GOPINATHAN)**  
**ASSISTANT COMMISSIONER (APPEALS)**

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**TECHNICAL BID**  
**Qualifying criteria for Quotation**

1.	Name of the Bidder with mobile and landline telephone No, FAX and complete address and contact person and details of the registration of firm /company with registrar of partnership firm/ ROC (please attach self-attested copies)	
2.	Goods & Services Tax (GST) Registration Details. (Please upload self-attested copy of the Registration Certificate).	
3.	Permanent Account Number (PAN). (Please Up-load self-attested copy of the PAN)	
4.	Make, Model, Mileage, and Registration No. of commercially registered Vehicle to be provided (must be filled in)	
5.	Experience in providing vehicles to PSU / Govt. Departments, copies of the contract papers / letters are to be attached	
6.	Details of pending legal disputes relating to providing of vehicles, if any	
7.	Tender acceptance letter	

Note:- Non-fulfillment of any of the criteria above will result in disqualification of bid.

**FINANCIAL BID**

**PRICE BID**

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

**PRICE BID UNDERTAKING**

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

\_\_\_\_\_

To \_\_\_\_\_

Dear Sir/Madam,

I submit the Price Bid for \_\_\_\_\_ (Give the Tender ID No) and related activities as envisaged in the Bid document. **(Please do not indicate the price here. If indicated the bid will be rejected summarily)**

- 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 but exclusive of GST.
- 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 with Name and Contact No.**



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

Date:

To

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Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: \_\_\_\_\_

Name of the Tender / Work :-

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Dear Sir,

1. I / We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely: Central Public Procurement Portal 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/ organisation shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the 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 they may seek it from the Helpdesk of CCP.

## **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. 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.
4. 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.
5. 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.

6. 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.
7. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
8. 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.
9. 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 0120 4200462 or 0120 4001082. Bidder can also get help at +91-8826246593.