



कार्यालय : आयुक्त माल और सेवा कर लेखा परीक्षा - II दिल्ली

प्रथम तल, ई.आई. एल. अनेक्सी बिल्डिंग, भिकाजी कामा प्लेस, नई दिल्ली - ११००६६

C.No.II-39(04)/HQ/GST ADT-II/Hiring of M. Vehicle/2017

Date: .12.2017

SCHEDULE AND SPECIFICATIONS

1. **Name of work** :- Outsourcing of **12 (Twelve) Vehicles** in the Office of the Commissioner, GST Audit-II, Delhi, Ist Floor, Annexe Building, EIL, Bhikaji Cama Place, New Delhi-110066.

Details of Vehicle required :-

	Type of Vehicle	No. of Vehicle required
Staff Car	Mid-Sized	01 (upto 2500 Km. for 30-31 days per month)
Operational Vehicle	Mid-Sized	01 (upto 2000 Km. for 25-26 days per month)
Operational Vehicle	Small-Sized	10 (upto 2000 Km. for 25-26 days per month)

Sr. No	Description	Tentative time schedule
1	Bid Submission Start Date	23.12.2017
2	Bid Submission End Date & Time	15.01.2018 (17:00 hrs)
3	Opening Date & Time of Technical bids	17.01.2018 (11:00 hrs)
4	Opening of Financial bids of qualified bidders	18.01.2018 (11:30 hrs)
5	Venue of opening of bids	Office of the Commissioner, GST Audit-II, Delhi, Ist Floor, EIL Annexe Building, Bhikaji Cama Place, New Delhi-110066.

(Ambrish Kumar Srivastava)
Assistant Commissioner (Hqrs)
GST Audit-II, Delhi Commissionerate



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C.No.II-39(04)/HQ/GST ADT-II/Hiring of M. Vehicle/2017

Date: .12.2017

REQUEST FOR PROPOSAL (RFP)

Subject:- Notice for Bids/ Quotations for Outsourcing of **12 (Twelve) Vehicles(Staff Car Mid-Size -01- upto 2500 Km for 30-31 days , Mid Size-01- upto 2000 Km for 25-26 days and Small Size- 10- upto 2000 Km for 25-26 days per month).**

GST Audit-II, Delhi Commissionerate , Ist Floor, Annexe Building, EIL, Bhikaji Cama Place, New Delhi-110066 invites tenders (Technical bid - Annexure-A, and Financial bid - Annexure-B, separately) for supply of **12 (Twelve) Vehicles(Staff Car Mid-Size -01- upto 2500 Km for 30-31 days , Mid Size-01- upto 2000 Km for 25-26 days and Small Size- 10- upto 2000 Km for 25-26 days per month)** (not older than 2015 model) with driver in perfect running condition on hiring basis.

S.No.	Category	No. of Days	Period of hiring
1	12 (Twelve) Vehicles 1. Staff Car (Mid-Size) -01- upto 2500 Km for 30-31 days. 2. Mid Size-01- upto 2000 for 25-26 days. 3. Small Size- 10 - upto 2000 Km for 25-26 days.	30-31 days for Staff Car (Mid-Size) and 25-26 days for Mid-Sized Operational Vehicle and 25-26 days for other Operational Small-Sized vehicles.	01.02.2018 to 31.01.2019

The Tender documents may be downloaded from e-procurement website <https://eprocure.gov.in/eprocure/app>. Online submission of bid/quotation through the Central Public Procurement Portal (<https://eprocure.gov.in/eprocure/app>) is mandatory. Manual/Offline bid/quotation shall not be accepted under any circumstances.

2. The Bidders are requested to visit the website <https://eprocure.gov.in/eprocure/app> regularly. Any changes/modifications in the Tender will be intimated by corrigendum through this website only.

3. The last date for submission is **upto 1700 hrs on 15.01.2018**. The bid/quotation shall be opened at **1100 hrs on 17.01.2018**. In case, any holiday is declared by the Government on the day of opening, the bid/quotation will be opened on the next working day at the same time.
4. In case only one bid/quotation is received, another extension of 03 days will be given i.e. **upto 20.01.2018** and after that the bid/quotation so received will be opened and evaluated on **23.01.2018**.
5. The Commissioner, GST Audit –II Delhi Commissionerate reserves the right to accept or reject any or all the bids without assigning any reason, whatsoever. The decision of the Commissioner in this regard shall be final and binding on all.
6. If at any stage, before/ after the tendering process, it is found that any of the details/documents furnished by the bidder is false/ misleading/fabricated, then his/her bid would be liable for rejection/disqualification with suitable charges in that regard. If such rejection/disqualification occurs after the bid/quotation have been opened and the highest bidder gets rejected/disqualified, then the **Commissioner, GST Audit-II, Delhi Commissionerate** reserves the right to consider the next bidder or take any other measure as may be deemed fit including annulment of the selection process.
7. At any time before the due date for submission of the bid/quotation, the Assistant Commissioner (Hqrs) may for any reasons whether at his own initiative or in any response to a clarification requested by the firms, modify the NIT documents by amendments which will be uploaded in the website.
8. The bid/quotation shall be opened at the office of the **Commissioner, GST Audit-II, Delhi Commissionerate** at the address given above at **11:00 hrs. on 17.01.2018** in the presence of bidders or their authorized representatives who choose to be present during the opening of the bid/quotation. The Technical bid/quotation will be opened first and the financial bid/quotation will be opened later as per the Schedule mentioned in the Notice.
9. The bid/quotation for which a notice of withdrawal has been submitted shall not be opened. Only those bid/quotation that are received on or before the due date and time and which contains all the information as desired shall be considered.
10. The agency will have to comply with all legal provisions relevant for this purpose.

(Ambrish Kumar Srivastava)
Assistant Commissioner (Hqrs)
GST Audit-II, Delhi Commissionerate

Enclosure:-

- (i) Terms and conditions.
- (ii) Format for Technical Bid and Financial Bid
- (iii) Checklist of documents to be submitted with the Technical Bid.
- (iv) Format for Declaration.

Copy for information:-

1. The Additional Commissioner (Admn), GST Audit-II Commissionerate, Delhi.
2. The Superintendent (Vig.), GST Audit-II Commissionerate, Delhi.
3. Superintendent (Systems), GST Audit-II, Delhi Commissionerate for uploading on CBEC website (www.cbec.gov.in).
4. Notice Board for general public.

(Ambrish Kumar Srivastava)

Assistant Commissioner (Hqrs)
GST Audit-II, Delhi Commissionerate

Terms and conditions of the Tender

1. The Tender documents may be downloaded from e-procurement website <https://eprocure.gov.in/eprocure/app>. Online submission of bid/quotation through the Central Public Procurement Portal (<https://eprocure.gov.in/eprocure/app>) is mandatory. Manual/Offline bid/quotation shall not be accepted under any circumstances. The Bidders are requested to visit the website <https://eprocure.gov.in/eprocure/app> regularly. Any changes/modifications in the Tender will be intimated by corrigendum through this website only.
2. Service provider shall be Proprietor/Partnership firms/Registered Company and the vehicle shall be registered in Delhi-NCR.
3. Contract shall be given to the service provider submitting lowest quotation and who accepts all the terms and conditions of tender notice.
4. Vehicle shall be in perfect running condition and should not be older than three years. Vehicle shall be fully insured and shall have the necessary and valid documents from Transport Authority. Vehicle shall also have valid No Pollution Certificate from competent authority.
5. Vehicle shall exclusively be used by this office and no other purpose by the service provider.
6. If required, the vehicle shall be made available on Saturdays, Sundays and other non-working days.
7. Kilometer readings shall be on reporting point to relieving point and not garage to garage basis. For this the service provider shall ensure that the odometer is accordingly sealed. In case of any doubt this office shall get the odometer examined from any authorized workshop and such expenses shall be borne by the service provider.
8. LPG cylinders shall not be used in the vehicle under any situation.
9. Service provider shall make available names and address of the drivers. The drivers employed in service of this office shall not have any adverse police records/criminal cases against them. Service provider should conduct and ensure all necessary verification in respect of such drivers before employing them in service of this office.
10. When on duty, the drivers are expected to be courteous and should follow necessary protocol. They shall wear proper uniform and shall possess a mobile phone in working condition. This office shall not bear any expenses in relation to the said mobile phone.

- 11.** The driver on duty shall have a valid driving license.
- 12.** This office shall not be responsible for any incident of traffic challan, loss, damage or accident with other vehicle and injury to the driver or third party. Any expenses or legal costs in this regard shall be borne by the service provider. Parking charges/Toll charges shall be borne by the service provider.
- 13.** The driver shall be well versed with the roads and routes of Delhi-NCR. The conduct of the driver shall be in conformity with Motor Vehicles Act and Rules.
- 14.** The driver shall remain with the vehicle throughout the duty time. In case of any deviation, he should seek necessary permission from the authorized officer in this regard.
- 15.** The driver shall have a minimum experience of three years. The same shall be certified with the date of issuance of driving license.
- 16.** In case of vehicle breakdown during duty hours, the service provider shall arrange a replacement vehicle. No charges for mileage from garage to breakdown point shall be borne by this office.
- 17.** During the contract period, the driver shall not be changed without the express request of this office.
- 18.** Log book entries for time and mileage shall be made on daily basis. The same shall be submitted for perusal to the authorized officer and before submitting the bills for payments.
- 19.** Salary and other emoluments of driver shall be borne by the service provider. Similarly, expenses on account of insurance, maintenance and fuel shall be borne by service provider.
- 20.** In case, the vehicle/driver does not report or reports late or there is violation of any terms and conditions of the tender, in such situation, on pro-rata basis the said amount shall be deducted from the monthly bill amount. On each such incident, the service provider shall be liable to a penalty of Rs. 1500/- per day.
- 21.** If the vehicle does not report at the appointed time and place, the contract shall be liable to be terminated alongwith a penalty of Rs. 1500/- per day.
- 22.** During the entire contract period, the service provider shall make available, the vehicle according to terms and conditions of the tender in respect of make/model of the vehicle. Only in extreme and extra ordinary situations, this office shall on temporary basis give any relaxation from the said conditions.

23. If the service provider is found to be deficient in quality of services being provided, this office reserves the rights to terminate the contract after giving 15 day notice.
24. In case of any dispute on any issue, the decision of this office shall be final and binding on the service provider.
25. The contract can be cancelled by any party after giving a 15 day notice.
26. The engagement of the service provider does not in any way confer any right to the service provider or the driver(s) that may be deployed by him with the vehicle, for claiming any regular employment in this office or any other government office.
27. The **last date** of receiving Quotations is **15.01.2018 (17.00 hrs)**.
28. The **Technical Bid** will be opened on **17.01.2018 at 11:00 hrs.** in Office of the Commissioner, GST Audit-II, Delhi Commissionerate, Ist Floor, Annexe Building, EIL, Bhikaji Cama Place, New Delhi-110066 before the designated committee for the purpose. Anyone who desires may remain present during the proceedings.
29. The vender should provide alternate vehicle during the period covered by the Even-Odd policy of Govt.
30. The Commissioner reserves the right to reject any bid without assigning any reason.

(Ambrish Kumar Srivastava)
Assistant Commissioner (Hqrs)
GST Audit-II Delhi Commissionerate

ANNEXURE-A

TECHNICAL BID (QUALIFYING BID DOCUMENT)

Name, Address & Telephone No. of Tenderer:

Name and address of the provider / Partner / Directors

Qualifying criteria for Technical Bid

- | | |
|---|---------|
| 1. The vehicle is owned by us | Yes /No |
| 2. The vehicle is registered as commercial vehicle | Yes /No |
| 3. We have attached certified photocopy of RC Book of the Vehicle offered in the tender | Yes/No |
| 4. We have valid GST Registration. | Yes/ No |
| 5. We have attached certified copy of GSTIN Registration | Yes/No |
| 6. We have valid PAN | Yes /No |
| 7. We have attached certified copy of PAN | Yes /No |

Additional evaluation Criteria

1. Total number of commercially registered cars owned by us
(Please fill number opposite)
2. The registration No. & Year of make, model & type of the vehicle intended to supply to Department.
(_____)
3. In the year 2016-17, we provided cars on hire for over one year.
To Central Govt. / State Govt. / PSUs Yes/No
4. We have the requisite experience of providing vehicles to Central Govt. / State Govt. PSUs with experience of 3-5 years Yes /No

If reply to 3 & 4 above is Yes, then provide names & address of such offices

“I/We have read the term & conditions of the Tender Notice and agree”

DECLARATION

1. I, _____ Son/Daughter/Wife of
Shri _____ Proprietor/Director/authorized signatory the
agency/Firm mentioned above, am competent to sign this declaration and execute this
tender document;
2. I have carefully read and understood all the terms and conditions of the tender and
undertake to abide by them;
3. The information / documents furnished along with the above application are true and
authentic to the best of my knowledge and belief. I / we, am / are well aware of the
fact that furnishing of any false/ misleading information / fabricated document would
lead to rejection of my tender at any stage .

Date:

Place:

(Signature of Authorized Signatory with date & stamp)

ANNEXURE-B

FINANCIAL BID DOCUMENT

1. NAME OF THE PARTY
2. Address (with Tel. No. & Fax No.)
3. Name & Address of the Proprietor/Partners/Directors (with Mobile Number)
4. Vehicle Details:-

S.No.	Type of Vehicles	Upto 2500 K.M. Per Month and 2000 KM Per Month

5. Add. Any other charges if required:-

S.No.	Type of Vehicles	Rate	
		Rate per K.M. beyond 2500 K.M and 2000 KM.	Rate per Hours

Sub Total:

Add. GST

Grand Total: (Rupees Only)

“I/We have read the term & conditions of the Tender Notice and agree”

DECLARATION

I/we _____ hereby certified that the information furnished above are true and correct to the best of my/ our knowledge. I /we understand that in case, any deviation is found in the above statement at any stage. I/we will be blacklisted and will not have any dealing with the Department in future.

(Signature of Authorized Signatory with date & stamp)