



GOVERNMENT OF INDIA

OFFICE OF THE COMMISSIONER

CENTRAL GST AND C. EX., HALDIA COMMISSIONERATE

15/1, STRAND ROAD, 7th FLOOR, MS BUILDING, CUSTOM HOUSE, KOLKATA - 700 001

Tender No. 09/HQ/HAL/2017 dated 04.01.2018

Sealed quotations are invited for supply of 03 (three) Small Sized vehicles as 'Operational Vehicles', with good condition, along with driver on hire basis for official use of Central GST & C. Ex., Headquarters, Haldia Commissionerate, 15/1, Strand Road, MS Building, Custom House, Kolkata - 700 001 from reputed vehicle providers, for the financial year 2017-18, as per schedule mentioned below :-

Category	No.	Remarks
Small sized Sedan such as Swift Dzire or equivalent, manufacturing date of the vehicle shall not older than 03 (three) years from the date of publication of the Tender Notice	Three (03)	To be used on monthly rental basis subject to maximum limit of 2000 Kms. 25/26 days in a month. (Cost Ceiling Rs. 30,000/- plus tax)

Interested parties/agencies with experience of at least 2 (two) years and presently handling similar nature of work and also willing to comply with the terms and conditions annexed to this notice, may submit their bids addressed to the Assistant Commissioner (HQ), Central GST & C. Ex., Haldia Commissionerate, **on or before 18/01/2018 latest by 14:00 hrs.** at HQ Pool, M. S. Building, 7th Floor, 15/1 Strand Road, Kolkata - 700 001.

The quotations are to be submitted in two parts, i.e. **Technical Bid as per Annexure - A** and **Financial bid as per Annexure - B** separately in two different sealed envelopes. These envelopes shall be super-scribed 'TECHNICAL BID' and 'FINANCIAL BID' and put inside a bigger sealed envelope which shall be superscribed with the words "*Quotation for Hiring of Vehicle for Central GST & C. Ex., Haldia Commissionerate.*"

The quotations of the said tender will be **opened on 19/01/2018 at 14:00 hrs.** at the Chamber of the Assistant Commissioner (HQ), 15/1 Strand Road, Kolkata - 700 001. The applicants who wish to be present at the time of opening of the Tenders may represent themselves or authorize their representatives with an authority letter for the said purpose. **The Financial Bids of only those shall be opened, whose Technical Bids are qualified.**

Details of quotations are also available in the CBEC website <http://www.cbec.gov.in>. The authority reserves the right to accept or reject any or all quotations without assigning any reason.

(Tapan Kumar Roy)
Assistant Commissioner (Hq)
Central GST & C. Ex.
Haldia Commissionerate.

ANNEXURE - A

TECHNICAL BID

(To be enclosed in a separate sealed envelope)

For supply of vehicles on hire basis to Central GST & C. Ex., Haldia Commissionerate.

1.	Name of Organization / Firm				
2.	Registered Address of the Firm/ Organisation				
3.	Telephone No./ Mobile No/Fax No. E-mail (if any)				
4.	Name(s) of Proprietors/Partners/ Directors with address and their PAN				
5.	Trade License No. of the Firm, (Copy to be enclosed)				
6.	Permanent Account No. (PAN) of the Firm (Copy to be enclosed)				
7.	Registration No. of Service Tax / GST, if any (Copy to be enclosed)				
8.	Length of experience in the field				
9.	Details of vehicles to be provided as per the following points :-				
	Sl No.	Vehicle Type	Make of vehicle (Year)	Vehicle Registration Number	Whether copy of RC Book of the Vehicle has been submitted (Y/N)
	1.				
	2.				
3.					

**** Note: All columns should be filled up properly**

(Incomplete Technical Bid will not be taken up for further consideration).

DECLARATION

1. I, Son/Daughter/Wife of Shri
..... Proprietor/Director/Authorized Signatory of the
agency/firm.....
.....Address
.....
....., 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 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 person

Seal:

Full Name:-

ANNEXURE - B

FINANCIAL BID

(To be submitted in a separate sealed envelope)

For supply of vehicles on hire basis to Central GST & C. Ex., Haldia Commissionerate.

1. Name of bidder Company/Firm/Agency :

2. Address (with Tele & Fax No.) :

3. Permanent Account No. (PAN) :

4. Details of Hiring Charges (**Exclusive of GST**) :-

Sl. No.	Type of Vehicle (For Staff Car) (For Operational Vehicle)	Rate (in Rs.) Per month for running up to 2000 Kms. for 25/26 days
1	Small size Sedan (Swift Dzire or equivalent)	

Date:

Place:

Signature of authorized person

Seal:

Full Name

.....

TERMS & CONDITIONS

- 1) The vehicle must be registered as ‘Commercial Vehicle’ (having yellow number plate) as per Motor Vehicles Act.
- 2) The vehicle to be hired shall be in good condition and shall not be older than 03 (three) years from the date of publication of the Tender Notice.
- 3) The hire charge will include salary & allowances of driver, repairs and maintenance of vehicle, Insurance, petrol/diesel, oil and all other incidental expenses including taxes, penalty, fine, parking fees etc.
- 4) No Garage facilities will be provided by the Department. The Garage of the vehicle should be within 5 (Five) Km. distance from office.
- 5) The Service provider shall engage one dedicated driver having valid driving license and sufficient experience, exposure and familiarity with the city roads. Dedicated vehicle and driver shall not to be changed without prior approval of the hiring authority. Change of driver/vehicle will be allowed only in very exceptional circumstances.
- 6) The driver must be adequately literate and well behaved. He must follow traffic rules and regulations. The driver will observe all the etiquette and protocol while on duty. He will be neatly dressed, preferably in white uniform and carry a mobile phone in working condition, for which no separate payment shall be made by the Department.
- 7) The Service Provider and the driver shall be bound to carry out the instructions of the Superintendent (HQ)/Inspector (HQ) in charge of the vehicle as well as the user to whom the vehicle will be assigned.
- 8) **PENAL PROVISIONS :-**

Sl. No.	Causes of Penalties	Amount (Rs.)
1	Not reporting at all for duty	Rs. 2,000/- per day& no payment for the day
2	For late reporting per occasion	Rs. 100/- per hr or part thereof.
3	Unclean or non-road-worthiness of vehicle deployed	Rs. 200/- per incident
4	For not providing mobile phone to driver	Rs. 50/- per day
5	Driver reporting without uniform	Rs. 100/- per day

In case of any dispute, the decision of the Commissioner of Central GST & C. Ex., Haldia Commissionerate on all types of penalties, shall be final and binding on the Service Provider.

- 9) The Service Provider must ensure that the vehicle always have sufficient fuel to cover the entire trip and shall arrange alternative vehicle immediately in case of breakdown of the vehicle. In case of the inability to provide alternative vehicle, an amount of Rs.1500/- per day will be deducted from the monthly bills.
- 10) The Service provider also ensures daily cleaning and maintenance of the said hired vehicle.

- 11) The Service provider is liable for payment of all claims/expenses in case of any accident. He will also indemnify the office of the concerned officer against any loss/damage of property or life attributable to negligence on the part of the Driver or poor maintenance of the vehicle.
- 12) Payment shall be made by the Office after the end of every month on presentation of the bill within a reasonable time.
- 13) The monthly bill for hiring of the car along with the log book completed in all respect must be submitted to this office by 15th of the subsequent month positively for verification and payment. If there is any discrepancies in the submission, it will be brought to the notice of the Service Provider within 7 (Seven) days of the submissions by the Superintendent (HQ) / Inspector (HQ), and no interest shall be payable for any delays in payment thereof, due to late or incorrect submissions by the Service Provider.
- 14) A daily record indicating time and mileage for the vehicle should be maintained in a log book in the prescribed form and entries therein must be verified by the unit/office to which the vehicle is attached.
- 15) If there is any service deficiency/complaint against the service provider or contractor or any of the earlier agreement then the applicant shall stand disqualified.
- 16) The agreement shall be valid for this financial year 2017-18. This may be extended/renewed on the satisfaction of service.
- 17) This agreement can be terminated at any point of time if the Service provider or the driver is found guilty or negligent or deficient in service. In the normal course also the contract may be terminated giving one month's notice by either side without assigning any reason whatsoever.
- 18) The vehicle engaged is not to be used commercially or on private basis during off hours of the department.
- 19) The vehicles being offered for hiring would be inspected for condition, maintenance & other before finalisation of tender process.
- 20) The Department reserves all right to change the Terms & Conditions, Technical Bid and/or Financial Bid at any point of time.
- 21) The Tender may be cancelled at any point of time without showing any cause to anybody.

(Tapan Kumar Roy)
Assistant Commissioner (Hq)
Central GST & C. Ex.
Haldia Commissionerate.

C. No. I(28)6/TenderofVehicle/HAL/HQ/2013/

Date:

Copy to:

1. The Deputy/Assistant Commissioner (HQ), Central GST & C. EX, Kolkata North / Kolkata South / Howrah / Appeal – I / Appeal – II / Audit – I / Audit – II, with a request to arrange for display of the notice to their respective Office Notice Board.
2. The Superintendent (HQ), Central GST & C. EX, Haldia Comm'te with a request to arrange for display of the notice to their Office Notice Board.

3. The Superintendent (System), Central GST & C. EX., Haldia Comm'te with a request to upload the Notice in Official website as well as in CBEC website.
4. The Notice Board of all the divisional offices of Central GST & C. EX., Haldia Commissionerate.

(Tapan Kumar Roy)
Assistant Commissioner (Hq)
Central GST & C. Ex.
Haldia Commissionerate.