



GOVERNMENT OF INDIA
MINISTRY OF FINANCE, DEPTT. OF REVENUE
OFFICE OF THE ASSISTANT COMMISSIONER
GST & CENTRAL EXCISE
CUTTACK-I DIVISION, SECTOR-6, PLOT NO. 5(P)
ABHINAV BIDANASI, CUTTACK 753014.

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C. No. IV(603/VEHICLE/CTC/2016/PT-I

Dated: 30/11/2017

TENDER NOTICE FOR HIRING OF VEHICLE

For & on behalf of President of India sealed tenders are invited from reputed parties/ agencies supplying vehicle (along with driver) on hire basis for official use of the office of the Assistant Commissioner, G.S.T. & Central Excise, Cuttack-I Division, Sector-6, CDA, Cuttack-753014. Interested parties/ agencies with experience of at least 2 (two) years and also comply with the terms and conditions annexed to this notice, may submit their bids in sealed condition addressed to **the Assistant Commissioner, G.S.T. & Central Excise, Cuttack-I Division, Sector-6, CDA, Cuttack-753014 on or before 18thDec 2017 by 1700 hours. The sealed Tenders will be opened in the presence of committee of the Department on 20thDec 2017 at 1600 Hrs.** in the Assistant Commissioners Chamber. All the bidders are required to be present themselves or through their authorized representative on the date and time mentioned above along with the original documents of the vehicle. Under the tender, vehicle is required to be provided for a period of 12 months i.e. **01/01/2018 to 31/12/2018.**

2. In the covering sealed cover Super scribed with **“Tender for Hiring of Vehicle”** there should be two separate sealed covers, one for Technical bid (Annexure-A & Annexure-B) the other containing Financial bid (Annexure-C) should be clearly marked **“Technical Bid” or “Financial Bid”** on their respective envelopes. Technical bids should contain documents evidencing (I) Year of manufacture of the vehicle (ii) Previous experience of Government agencies served, (iii) Vehicle having registered for commercial purpose as per Motor Vehicle Act,1988 (iv) GSTIN. etc. The Financial bid will be taken up only if the technical Bid is found satisfactory; otherwise the tender will be straight way rejected.

3. The details of the Vehicle to be hired are as under: -

Sl. No.	Category	No. of vehicle required	Usage	Maximum amount payable per month (Upper ceiling) exclusive of GST
1.	AC /Non AC vehicle	01	To be used up to 25 days per month. It is subject to maximum of 2000 k.ms in a month/24000 k.m in 12 (twelve) months.	Rs. 30, 000/-

TERMS AND CONDITIONS.

- (i) The vehicle offered to the department should be of latest model (not older than 2016 and should be in good running condition and well maintained. The vehicle should be properly and comprehensively insured and should have commercial registration as per the Motor Vehicle Act, 1988 including pollution clearance certificate.
- (ii) The calculation of mileage shall be from the reporting point to the relieving point and will not be calculated on vendor's office basis. The vehicles have to remain in the office campus during office hours and even after office hours, as and when required.
- (iii) Rate for the supply of the vehicle will be binding on the renderer for the period from the date of agreement for 12 months i.e. **01/01/2018 to 31/12/2018**(extendable further one more year at the same rate and terms/conditions subject to availability of funds and satisfactory performance by the service provider) and If the performances found unsatisfactory then the agreement/ contract will be terminated.
- (iv) The usage of the vehicle will be up to 25 days per month. This is subject to a maximum of 2000 k.m in a month/ 24000 k.m in 12 months. If the specified kilometers of 2000 remain unutilized in a month, the same shall be **carried forward** to the next months on first in first out basis.
- (v) The vendor should have **PAN No. &GSTIN**, Photocopies of which are to be submitted for proof.
- (vi) The vendor will be responsible for maintenance and up keeping of the said vehicle on his own account and no extra charge will be paid by the department. All expenditures of fuel, Mobile, Driver's Salary and other expenses whatsoever have to be borne by the supplier of the vehicle.
- (vii) Due to non availability on any reason whatsoever like breakdown, servicing, maintenance, repair etc; the agency shall make arrangement for providing substitute vehicle in good condition. In such case, mileage from vendors' office to the point of breakdown would not be paid.
- (viii) Pre receipted bill shall be submitted by the vendor in duplicate.
- (ix) The Office shall not be responsible for any Toll Tax, fine charged by Police or other agencies, parking, losses, damages, any accident of the vehicle or to any other vehicles or for the injury to the driver or any other third party. All such expenses on this account shall be borne by the vendor/ supplier of vehicles and there will be no reimbursement from the department in this regard.
- (x) The driver should be trained, well conversant with roads and routes and adjacent areas as well as having good eye-sight, devoid of bad habits and having proper valid driving license with proper uniform for driving the vehicles. The driver should observe all etiquette and protocol while performing the duty and shall be neatly dressed in white uniform to be provided by the service provider and carry a mobile phone in working condition for which no separate payment shall made by the department. The driver should always remain with the vehicle during entire period of duty. In case of any urgency, the driver may seek permission from the concerned officer.
- (xi) The vendor shall **provide photocopy of all relevant documents** related to vehicle and driver of such vehicle. The agency/firm should have an adequate number of Telephone/ Mobile phone to contact round the clock.

(xii) The vendor should give an **undertaking** that he or his firm has not been black listed by any of the organization/ Govt. Department as on the date of submission of the Bid/ Tender.

(xiii) The vendor shall also certify that he has read and understood the terms and conditions of the tender, He should sign the terms and conditions. The quotations, which are not accompanied by the requisite documents, shall be outright rejected.

(xiv) In case any negligence regarding service by the contracted agency is noticed, the Assistant Commissioner may terminate the contract agreement after giving 7 (Seven) days notice. The vendor should intimate the office prior 45 (forty five) days before withdrawal of vehicle in writing.

(xv) The tender should enter into agreement on stamp paper of Rs. 100/- and the cost of stamp paper is to be borne by the tenderer.

(xvi) The rates are to be quoted for hiring on monthly basis (Rs. per month). **The rate quoted should be inclusive of all other taxes, rates/duties/levies(except GST) and to the understanding that, there will be no increase or decrease in contract rates mentioned subject to maximum limit of Rs.30, 000/-** in respect of car mentioned at Sr.01 of page -1 of this Tender Notice.

(xvii) No additional terms and conditions from the tenderer over and above shall be entertained by the office.

(xviii) The Assistant Commissioner, G.S.T. & Central Excise, Cuttack-I Division, Sector-6, CDA, Cuttack-753014 reserves the right to terminate the accepted tender during the period of the contract without giving any reason and without consulting the tenderer. The tenderer have no right to demand any compensation in this respect. The Assistant Commissioner also keeps right to relax any of the conditions above. In case of any dispute of any kind and any respect whatsoever, the decision of the Assistant Commissioner of G.S.T. & Central Excise, Cuttack-I Division, Sector-6, CDA, Cuttack-753014 shall be final and binding.

SRICHARAN KOOTIKUPPALA, I.R.S.
Assistant Commissioner,
G.S.T. & Central Excise,
Cuttack-I Division

Copy to:

1. Notice Board of Division office.
2. Notice Board of Cuttack-I/Cuttack-II/Cuttack-III/Cuttack-IV/Cuttack-V/Cuttack-VI/Dhenkanal-I/ Dhenkanal-II Range.
3. The Superintendent (Systems), G.S.T. & Central Excise, Bhubaneswar Commissionerate, Bhubaneswar. He is requested to upload the notice on the departmental website immediately.

ANNEXURE- A

TECHNICAL BID

(To be submitted in a separate sealed envelope super-scribe as "Technical Bid")

Name, Address & Telephone No. of Tenderer :

Name and Address of the
Provider/ Partner/ Director :

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. | : | Yes/No |
| 4. | We have valid GSTIN | : | Yes/No |
| 5. | We have attached certified copy of GST Regn. | : | Yes/No |
| 6. | We have valid 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 provide 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
to Central Govt./ State Govt./ PSUS. | Yes/ No |

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

(Signature of Authorized Signatory with date & stamp.)

ANNEXURE-B

DECLARATION

(To be submitted with the Technical Bid)

1. I, _____, Son/ Daughter/ Wife of Shri _____, Proprietor/ Director/ Authorized Signatory of the (Agency/Firm) _____ 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:

Seal:

Signature of authorized person

Full Name _____

ANNEXURE- C

FINANCIAL BID

(To be submitted in a separate sealed envelope super- scribe as “Financial Bid”)

1. Name of the Party :
2. Address (with Tele. No. & Fax No.) :
3. Name & Address of the Proprietor/ Director :
(With mobile Number)
4. Vehicle Details :
5. Rate of Hiring Charges :
(Exclusive of Service Tax)

Sr. No.	Type of Vehicle	Monthly Hiring Charges (Inclusive of Service Tax, In Rupees per month)

Date:

Place:

Seal:

Signature of authorized person

Full Name _____