



भारत सरकार / GOVERNMENT OF INDIA
बित्तमंत्रालय , राजस्व विभाग / MINISTRY OF FINANCE, DEPARTMENT OF REVENUE
सहायक आयुक्त का कार्यालय
OFFICE OF THE ASSISTANT COMMISSIONER
केन्द्रीय जी॰एस॰टी और केन्द्रीय उत्पादशुल्क / CENTRAL GST & CENTRAL EXCISE
केंदुझर मंडल, आट-सिराजुद्दीन चौक, केओझर, जिल्ला- केओझर, ओडिशा – ७५८००१
KEONJHAR DIVISION, AT: SIRAZUDDIN SQUARE, DIST.-KEONJHAR, ODISHA-758001

Telephone No. -(06766) 254366

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C.No.I(22)03/MV/Misc/KJR/2017

Date: 27.11.2017

TENDER NOTICE

Sealed tenders are invited from reputed parties/agencies supplying vehicle on hired basis for use by the office of the Assistant Commissioner, Central G.S.T & Central Excise, Keonjhar Division, At-Sirazuddin Square, Keonjhar, Odisha-758001. Interested parties/agencies with experience of at least 2 (Two) years and also willing to comply with the 'Terms and Conditions' annexed to this Notice, may submit their bids in sealed condition to the undersigned on or before 18.12.2017 by 16:00 hrs. The sealed cover should be marked on the top as "Quotation for Hiring of Vehicle for Central G.S.T & Central Excise, Keonjhar Division, Keonjhar".

The Tender Document is to be submitted in a sealed cover containing two separate internal sealed covers, one containing Technical Bid, and, other containing Financial bid. These two sealed covers shall be marked on the top as "Technical Bid" and "Financial Bid" respectively. Technical Bids should contain documents evidencing:

- (1) Year of manufacture of the vehicle,
- (2) Previous experience of Govt. agencies served,
- (3) Whether the Vehicle is registered for Commercial purpose as per Motor Vehicle Act.
- (4) GSTIN No.

The Financial Bids will be taken up only if the technical specifications are satisfactory, otherwise, the bid will be straight way rejected.

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

Sl.No	Category	No of Vehicles required	Remarks
1.	Small Sized Vehicle	01 (One No.)	To be used upto 20-25 days, subject to a maximum of 2000 kms. in a month

Period of hiring: 01-01-2018 to 31-12-2018

Last date & time of depositing Tenders: 18-12-2017 by 16.00 hrs

Date & time of opening of Tenders: 19-12-2017at 16:00 hrs in the office of the Assistant Commissioner, Central GST & Central Excise, Keonjhar Division, At-Sirazuddin Square, Keonjhar, Odisha- 758001.

TERMS AND CONDITIONS

1. The vehicle will be dedicated to the Department and should be of latest model (not older than of year 2016) and shall have clean white seat covers/towels and in good running condition. The vehicle should be properly and comprehensively insured and should have commercial registration as per Motor Vehicle Act Including pollution clearance certificate.
2. The calculation of mileage shall be from the reporting point to the relieving point and will not be calculated on garage to garage basis. The vehicle may have to remain in the office campus during office hours and even thereafter, as and when required.
3. Rate for the supply of the vehicle will be binding on the tenderer for the period from the date of agreement till 30-12-2018. If the performance is found unsatisfactory then the agreement /contract will be terminated without any notice. In case of satisfactory performance, the department reserves the right to extend the contract for further period on existing terms and conditions, subject to acceptance by the contractor.
4. The vendor should have the PAN No. & Registration of Goods and Service Tax if any; photocopies of which to be submitted for proof.
5. The vendor will be responsible for maintenance and up-keep of the said vehicle/s on his own account and no extra charges will be payable by the Department. All expenditures of Fuel, Mobil, Driver's salary and other expenses whatsoever have to be borne by the supplier of the vehicles.
6. Due to non-availability on any reason whatsoever, like breakdown, servicing, maintenance, repair etc, the agency shall make arrangement for providing substitute vehicle in a good condition. In such case, mileage from garage to the point of break down would not be paid.
7. Necessary Log Book will be maintained properly and to be submitted to the concerned officer of the Division Office for necessary verification at the end of the month.
8. Pre-receipted Bill shall be submitted by the vendor in triplicate duly supported by the copy of Log Book.
9. The Division 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.
10. The driver should be trained, well conversant with roads & routes of Keonjhar and jurisdiction of G.S.T & Central Excise, Keonjhar Division 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 and carry a mobile phone in working condition for which no separate payment shall be 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.

11. The vendor shall provide photocopy of all relevant documents related to vehicles and drivers of such vehicles. The agency/firm should have an adequate number of Telephone/Mobile Phone to contact round the clock.
12. It will be solely the discretion of the Department to use the said hired vehicle for official purpose on Saturdays, Sundays and Holidays, where-ever necessary. No garage/parking facility will be provided by the Department.
13. The vendors should give an undertaking that he/she or his/her firm has not been black listed by any of the organization/Govt. Department as on the date of submission of the Bid/Tender.
14. The vendors 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.
15. In case, any negligence regarding service by the contracted agency is noticed, the Division may terminate the contract agreement after giving 7(seven) days' notice. The vendor should intimate the office prior 30(thirty) days before withdrawal of vehicles in writing.
16. The tenderer should enter into agreement on stamp paper of Rs.100/- and the cost of stamp paper is to be borne by the tenderer.
17. No additional terms and conditions over and above shall be entertained by the Division.
18. The Division 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 will have no right to demand any compensation in this respect. Division 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 Division shall be final and binding.
19. Tenderer should sign all the pages of the tender in token of accepting the conditions of the contract.
20. For any queries contact Ph. No -(06766) 254366

Assistant Commissioner
Central G.S.T & Central Excise
Keonjhar Division, Keonjhar

C.No: I(22)03/MV/Misc/KJR/2017/

Dated:

Copy forwarded to:

1. Superintendent (System), GST, Customs & Central Excise, Rourkela Commissionerate for uploading the tender to CBEC website.
2. Notice Board.

TECHNICAL BID

(To be enclosed in a separate sealed envelope)

For Supply of Vehicle on hire basis to Central G.S.T & Central Excise, Keonjhar Division

1	Name of the firm/agency/supplier	
2	Registered Address of the firm/agency/supplier	
3	Telephone No	
4	Fax No	
5	Mobile No	
6	E-mail Id	
7	Name of the Proprietors/partners/directors/with address and PAN	
8	Registration No of the firm, if any (copy to be enclosed)	
9	PAN of Firm (copy to be enclosed)	
10	GSTIN No (copy to be enclosed)	
11	Length of the experience in the field	
12	Details of vehicle being offered for hiring: make, model, registration number(Copy of RC to be enclosed)	

DECLARATION

(To be submitted with Technical Bid)

For Supply of vehicles on hire basis to Central G.S.T & Central Excise, Keonjhar Division, Keonjhar.

1. I, Son/ daughter/ wife of Shri....., Proprietor/ Partner /Director/ Authorized signatory of firm/ agency
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 /document furnished along with the application are true and authentic to the best of my knowledge and belief.

4. I/we am/are aware of the fact that furnishing of any false/misleading information/fabricated document would to rejection of my quotation at any stage and the department is free to initiate appropriate legal action against me/us.

Date: Signature of authorized person with full name

Place:

Seal:

FINANCIAL BID

(To be enclosed in a separate sealed envelope)

For Supply of vehicles on hire basis to Central G.S.T & Central Excise, Keonjhar Division, Keonjhar.

1. Name of the bidder company/firm/agency:
2. Address with Telephone and Fax numbers:
3. Permanent Account Number (PAN):
4. Details of Hiring charges (Inclusive of Goods & Service Tax):

Sl.No	Description	Rate (In Rs.)
1	Charges for 20-25 days, subject to a maximum of 2000 kms. in a month.	

Date:
Place:
Seal:

Signature of authorized person with full name Seal

