



**OFFICE OF THE PRINCIPAL COMMISSIONER OF  
CENTRAL GST & C.Excise, MUMBAI SOUTH**  
13<sup>th</sup> & 15<sup>TH</sup> Floor, Air India Building, Nariman Point, Mumbai-400 021.  
Phone: 022 22897786. Fax-022 22040475

**NATION  
TAX  
MARKET**

**NOTICE FOR INVITING TENDER FOR HIRING OF VEHICLES IN  
CENTRAL GST AND C. EXCISE, MUMBAI SOUTH COMMISSIONERATE FOR YEAR 2018-19.**

For and on behalf of President of India, sealed Tenders are invited for the hiring of Operational Vehicle **01** Staff Car, **09** Mid Size and **08** Small Size along with Drivers for the Office of the Principal Commissioner of Central GST and Central Excise, Mumbai South having office at 13<sup>th</sup> and 15<sup>th</sup> floor, Air India Building, Nariman Point, Mumbai-400 021.

The detailed tender process and terms and conditions is enclosed as **Annexure – “A”** to this tender notice. In case of any query, you may contact the Public Relation Officer (PRO), CGST, Mumbai South on any working day during office hours on or before **26.12.2017** or can be downloaded from the website **www.cbec.gov.in** or can be collected from the Superintendent (Public Relations) of this Commissionerate during the working hours before **26.12.2017**.

The interested Service providers who comply with the terms and conditions of this tender are requested to submit their bids (both Technical and Financial) in the prescribed Quotation Form duly signed and stamped, in separate envelopes (duly sealed) clearly superscribing Technical bid and Financial bid. These two bids are intun to be placed in one sealed cover clearly superscribing on the envelop “TENDER FOR HIRING OF VEHICLES” addressed to the Joint Commissioner, having office at 13<sup>th</sup> and 15<sup>th</sup> floor, Air India Building, Nariman Point, Mumbai-400 021.

The last date for receipt of Tender : **26.12.2017 upto 1600 hrs.**  
Technical Bid of Tender Shall be Opened on : **27.12.2017 at 1500 hrs**  
Financial Bid of Tender Shall be opened on : **28.12.2017 at 1500 hrs.**

The tenders/quotations received unsigned/incomplete and/or filed after the due date shall be summarily rejected. The parties who wish to be present at the time of opening of Tender/Quotation may represent themselves or authorize their representatives with an authority letter. **Vehicles offered for services would be required to be presented for inspection after opening of Technical bid.** The financial bids of only those bidders shall be opened whose technical bids are qualified. The format of the “Technical Bid” and “Financial Bid” are enclosed as Annexure “B” and Annexure “C”.

The Principal Commissioner of Central GST and Central Excise, Mumbai South, reserves the right to accept or reject any or all tenders without assigning any reasons thereof.

**( RAHUL RAICHUR )  
ASSISTANT COMMISSIONER (PRO)  
CGST, MUMBAI SOUTH.**

**Encl. : Annexure-A.**

F.No. MSCGST/PRO/Vehicle Tender/20/2017  
Mumbai, the December, 2017.

- Copy to :-1. The Superintendent(Computer), CGST, Mumbai South for posting of the Tender Notice on the CBEC website.  
2. All D.C./ A.C. of CGST, Mumbai South for wide publicity.  
3. Notice Board.

## **ANNEXURE-'A'**

### **I. Tender process and submission of tender documents:-**

1. The bid/tender will consist of two parts-Technical bid and Financial bid. Each of the bids are to be placed in two separate sealed envelopes clearly super scribing Technical bid and Financial bid which in turn are to be placed in one sealed cover clearly super scribing "Tender for hiring vehicles." The name of the agency/firm must be mentioned on envelopes.

The bid of all parties whose financial Bid is not in a separate sealed cover or the rates quoted by them finds mention in their Technical Bid shall be rejected forthwith. All information sought under Terms and conditions and other information to be supplied is to be given in Technical Bid while the price quoted by them will be mentioned only in the Financial bid.

2. The offers /bids received incomplete and/or filed after the due date shall be summarily rejected.

3. The Technical Bid of tender will be opened on 27.12.2017 at 1500 hrs. in the cabin of Joint Commissioner, CGST, Mumbai South at 13<sup>th</sup> Floor, Air India Building, Nariman Point, Mumbai-400021, before a Tender Committee and Tenderers present, if any. The financial bids of only those bidders whose technical bids are qualified & vehicles are found to be satisfactory shall be opened on 28.12.2017 at 1500 hrs.

4. The financial bids of only those parties shall be opened whose technical Bids are found to be eligible.

5. The department reserves the right to accept or reject any or all tenders without assigning any reason. In case of any dispute of any kind and in respect of whatsoever, the decision of the Pr.Commissioner, CGST, Mumbai South will be final and binding.

6. The tender documents must be received latest by 26.12.2017 at 1600 hrs. The documents received after due date & time due to any reason including postal delay shall not be accepted.

### **II. Authenticity of the tender document:-**

Every page of tender document along with enclosures must be signed by the bidder.

### III. Terms and conditions:-

1. The office of the Pr. Commissioner, CGST, Mumbai South may requisition for use as per requirement types of vehicles and numbers of vehicles up to the numbers mentioned at Sr. No. 3 below.

Vehicle should be preferably not to be more than 3 years old. Preference will be given to bidders deploying new/latest vehicle and Driver with Mobile Phone.

2. Separate sealed Technical and Financial bids should be kept in a single sealed envelope and super scribed with "**Tender for hiring of Vehicles**". The separate technical bids should be clearly marked "Technical Bid "or Financial Bid" on the respective envelopes. The Technical Bid of tender will be opened on 27.12.2017 at 1500 hrs. in the cabin of Joint Commissioner, CGST, Mumbai South at 13<sup>th</sup> Floor, Air India Building, Nariman Point, Mumbai-400021, before a Tender Committee and Tenderers present, if any. The financial bids of only those bidders whose technical bids are qualified & vehicles are found to be satisfactory shall be opened on 28.12.2017 at 1500 hrs.

3. Type of the vehicles required to be supplied:

Sr. No.	Category	Type of vehicle	No. of vehicles required
1	Vehicle used by officers of the Commissioners and above – 30/31 days of hiring subject to a maximum of 2500 Kilometer per month.	Staff Car	One
2	Vehicle used by other officers and for other purposes – 25/26 days subject to a maximum of 2000 Kilometer per month.	Mid-sized vehicles	Nine
3	Vehicle used by other officers and for other purposes – 25/26 days subject to a maximum of 2000 Kilometer per month	Small-sized vehicles	Eight

The cost ceiling for hiring of vehicles:-

- a) Staff Car - Rs. 40,000/- (exclusive of taxes)
- b) Mid-sized vehicles - Rs. 40,000/- (exclusive of taxes)
- c) Small-sized vehicles - Rs. 30,000/- (exclusive of taxes)

4. The contract for the above vehicles shall be valid for an initial period of one year starting from date of signing of the contract, subject to clause (26) of these terms & conditions.

5. The service provider should preferably be duly registered with concerned Central/State Govt. authorities and should be a well established Taxi agency/firm (hereinafter referred to as the agency/firm). Such vehicle providers should also submit details of other such Govt. Organizations to which they have extended similar service in the recent past as well as the present.

6. The service provider should have sufficient numbers of the vehicles and drivers with them. In case of break-down of vehicle or non availability of driver at any time, the firm shall provide substitute vehicle / driver or the case may be.

7. The rate quoted should be for a commercially registered vehicle and the vehicles to be provided should be in excellent working condition and not be of make older than 3 years. The service provider should mention the year of manufacture of the vehicles. The vehicles should be kept in neat, clean and in perfect running condition with clean interiors and proper upholstery. The vehicle should not have any accident history.

8. The service provider shall provide dedicated vehicles and drivers and any change in vehicle and/or driver should be made only in very exceptional circumstances. Replacement of the vehicle/driver should be provided in the event of break-down of vehicle/non-availability of driver.

9. The vehicles must be available at any time of any duty on 24 x 7 basis subject to maximum number of days per month from which the vehicle is hire, as desired by the department. Also, in case of breakdown of any vehicle, substitute vehicle shall be provided in time failing which the department shall have the right to hire a vehicle from the market and cost incurred to this will be borne by the agency/firm.

10. In case the condition of the vehicles is not found to be satisfactory, they shall be returned for immediate replacement. In case no

replacement is provided on time, the Pr.Commissioner, CGST, Mumbai South would have a right to hire a vehicle from the market and the additional cost incurred by the Office of Pr.Commissioner, CGST, Mumbai South for such hiring will be borne by the service provider.

11. The driver should be having Transport License, with a minimum of 5 years' experience and their antecedents should be duly verified by police authorities, at the instance of the service provider. The service provider would ensure that the drivers employed have valid driving license and clean driving record. The driver of the vehicle provided must follow traffic rules and all other regulations prescribed by the Government from time to time. The driver shall observe all the etiquettes and protocol while performing his duty & shall have mobile and be neatly dressed in proper uniform.

12. Rates :-

- i) Rate/bid/offer must be without condition, assumption, qualification, reservation or variation. Rate/bid/ offer must be mentioned in prescribed Performa in figures and in words in respect of each vehicle separately. In case of any discrepancy, rates quoted in words will prevail. Conditional tender offer to offer at variance from prescribed specification would be ineligible to compete for the tender. Prices and price components shall be firm and shall not to be subject to any price variation or adjustment on account of any price escalations throughout the execution of the contract.
- ii) The rates quoted should be exclusive of the service tax component. No service tax will be reimbursed if the operator fails to provide proof of valid service tax registration. All taxes, fees, levies, insurance charges etc. other than Service Tax would be borne by the service provider.
- iii) The tender getting lowest rate will be declared as successful bidder.

13. The Pr.Commissioner, CGST, Mumbai South reserves the right to reject all or any of the offers without assigning any reason thereof and the decision of this office shall be final and binding.

14. The billing will be done on monthly basis and the bills will be submitted in triplicate by the 10<sup>th</sup> of the succeeding month along-with copy of the ECS mandate form duly certified by the Bank.

15. A daily record indicating time and mileage for each vehicle shall be maintained by the driver in a log book in format as per the Government's instructions. The log book shall be submitted to the Superintendent (Public Relations) in the Office of the Pr.Commissioner, CGST, Mumbai South regularly for scrutiny. The time and mileage shall be taken into account from the reporting point.

16. Financial bids of only those service providers would be opened, who have qualified in respect of the technical bids.

17. Once the hiring of vehicles commences from a particular service provider, the vehicles and the drivers should not be changed unless so requested by the Office of Pr.Commissioner, CGST, Mumbai South. The vehicle must be available at any time of the day as desired by the hiring department i.e. Pr.Commissioner, CGST, Mumbai South.

18. On awarding of the contract, the service provider has to furnish to the Pr.Commissioner, CGST, Mumbai South, the certified copies of RC book.

19. The Pr.Commissioner, CGST, Mumbai South shall be liable to pay the hiring charges only. Any other charges, including monthly charges of driver, repair and maintenance of vehicle, insurance, petrol/diesel, oil and any other incidental expenses shall be borne by service provider. The liability of the Pr.Commissioner, CGST, Mumbai South, will be limited to the hiring charges agreed to in the contract.

20. A penalty of Rs. 1000/- per day per vehicle may be levied if any vehicle or driver or service provider fails to meet above terms & conditions on any day.

21. In case of an accident, any and all the claims and damages arising there-from shall be met by the service provider. 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 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.

22. The service provider will comply with the labour laws in force and all liabilities in this connection will be theirs.

23. The Department will not be under any obligation, legal or otherwise, to provide any employment to any of the personnel of the service provider during or after the expiry of the hire period. The Department recognize no employer-employee relationship between the Department and the personnel deployed by the service provider. The Department shall not be responsible financially or otherwise for any damage/injury to the vehicle or driver or person deployed by the service provider during the course of hire.

24. The contract between the Pr.Commissioner, CGST, Mumbai South and the service provider can be cancelled after a prior notice of one month from either side, in the event of poor service or violation of any of the condition stipulated.

25. The contract between the Commissioner of GST, Mumbai South and the service provider can be revised as and when the vehicle policy issued by DGHRD, New Delhi is revised.

26. Any matter during the period of this agreement, which has not been specifically covered by this agreement, shall be decided by the Pr.Commissioner, CGST, Mumbai South whose decision shall be final and conclusive.

27. No additional terms & conditions over and above the conditions stipulated above shall be entertained by Pr.Commissioner, CGST, Mumbai South.

28. In case of any dispute of any kind and in any respect whatsoever, the decision of Pr.Commissioner, CGST, Mumbai South shall be final and binding.

ANNEXURE – B

1	Name of the Organisation	
2	Name of the Proprietor / Partner / Director with Mobile No.	
3	PAN CARD NO. (COPY ENCLOSED)	
4	We have valid Service Tax Registration No. (Copy Enclosed)	
5	Bombay Shop and Establishment Number	

6	Name of the co-ordination Manager / Supervisor Mobile	
7	Contact Customer Service and support 24 * 7 ( if yes than contact details)	
8	In the past three years whether provided vehicles on hire for over six months to Central Government / State Government / Public Sector Offices.	Name of the Clients as below

**Vehicle Information :**

1	Registration No.	
2	Make & Mobile no.	
3	Chassis No.	
4	The vehicles is registered as commercial vehicle Yes/No.	

Attach a copy of R. Certificate

I have read the terms and conditions of the Tender Notice along  
with its Annexures.

Signature

Name of the  
Authorized Signatory

Seal/Stamp



**ANNEXURE C**

To,  
The Joint Commissioner  
13<sup>th</sup> Floor Air India Building  
Nariman Point  
Mumbai – 400021

Sir,

Sub:- Submission of financial bid hiring 18 operational vehicles by  
O/o The Commissioner of GST, Mumbai South, Mumbai- reg.

Ref:- Tender Notice No.

With reference to the above, I/we hereby submit the quotation for hiring of various type operational vehicles by the O/o of the Commissioner of GST, Mumbai South. Rate per vehicle (exclusive of GST)

Sr. No.	Category	Type of vehicle & Rate	No. of vehicles required
1	Vehicle used by officers of the Commissioners and above – 30/31 days of hiring subject to a maximum of 2500 Kilometer per month.	Staff Car	One
2	Vehicle used by other officers and for other purposes – 25/26 days subject to a maximum of 2000 Kilometer per month.	Mid-sized vehicles	Nine
3	Vehicle used by other officers and for other purposes – 25/26 days subject to a maximum of 2000 Kilometer per month	Small-size vehicles	Eight

Date:-

Place :-  
Bidder

Signature of the

