



**OFFICE OF THE PRINCIPAL COMMISSIONER,  
CENTRAL GST GURUGRAM  
PLOT NO. 36-37, SECTOR-32, GURUGRAM**

C. No. IV (CE)/Hqrs/GST/Hiring of vehicles/33/2017

Date:- .12.2017

**REQUEST FOR PROPOSAL/NOTICE INVITING TENDER**

Subject:- Request for proposal/Notice inviting Tender for Hiring of vehicles on contractual term for the period from **1<sup>st</sup> January 2018 to 31<sup>st</sup> March 2019** for use in the Office of the Principal Commissioner of GST Gurugram

The Assistant Commissioner (Hqrs), GST Gurugram, Gurugram on behalf of the Office of the Principal Commissioner of GST Gurugram, Plot No. 36-37, Sector-32, Gurugram invites online Bid/Quotation comprising two bids i.e. Technical and Financial Bids from reputed interested Taxi Operators for providing cars having commercial numbers for the official use in its office situated at Plot No. 36-37, Sector-32, Gurugram and its attached offices for a period from 1<sup>st</sup> January 2018 to 31<sup>st</sup> March, 2019 as per details below:-

| Type of vehicles                                                     | Monthly need                                         | Make of the vehicle    | Tentative number of vehicle required |
|----------------------------------------------------------------------|------------------------------------------------------|------------------------|--------------------------------------|
| Mid Size Vehicles i.e. Toyota Etios /Ciaz/Ertiga or similar vehicles | Maximum limit 2500 km and 30 to 31 days in a month * | Not older than 3 years | 1                                    |
| Mid Size Vehicles i.e. Toyota Etios /Ciaz/Ertiga or similar vehicles | Maximum limit 2000 km and 25 to 26 days in a month * | Not older than 3 years | 3                                    |
| Small Size vehicles i.e. Swift Dzire or similar vehicles             | Maximum limit 2000 km and 25 to 26 days in a month * | Not older than 3 years | 12                                   |

Vendor with even a single car can apply. The vehicle will be taken starting from the lowest to highest bid price till the total number of vehicle required is achieved.

2. The Department can anytime alter the number of vehicles hired as per requirement at that time.
3. The Tender documents may be downloaded from e-procurement website <https://eprocure.gov.in/eprocure/app> or [www.cbec.gov.in](http://www.cbec.gov.in). 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.

4. 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.
5. The last date for submission is upto **05:30 PM on 26.12.2017**. The bid/quotation shall be opened at **11:30 AM on 27.12.2017**. 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.
6. In case only one bid/quotation is received, another extension of 7 days will be given and after that the bid/quotation so received will be evaluated.
7. The Principal Commissioner, GST Gurugram, Gurugram Commissionerate reserves the right to accept or reject any or all the bids without assigning any reason, whatsoever. The decision of the Principal Commissioner in this regard shall be final and binding on all.
8. 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 Principal Commissioner, GST Gurugram, Gurugram 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.
9. At any time before the due date for submission of the bid/quotation, the Deputy/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.
10. The bid/quotation shall be seen at **11:30 AM on 27.12.2017** in the Central Govt. e-procurement portal. The Technical bid/quotation will be opened first and the Financial bid/quotation will be opened **at 03:00 PM on 27.12.2017**.
11. All the bidder/s shall have to bring the vehicle/s for inspection **on 28.12.2017 and 29.12.2017** for technical/physical evaluation.
12. 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.
13. The tender is for a period of one year but the same can be extended upto 3 Years at the sole discretion of the competent authority. Further, the competent authority can ask the service provider to change the vehicles which are older than prescribed limit or do not match the standards envisaged.

**14.** The terms and conditions, format for Technical and Financial Bid and Format for Declaration are enclosed herewith.

**Asst. Commissioner (Hqrs)**  
GST Gurugram

Enclosure:-

- (i) Terms and conditions.
- (ii) Format for Technical Bid and Financial Bid
- (iii) Format for Declaration.

Copy for information:-

1. The Joint Commissioner (Admn), GST Gurugram, Gurugram.
2. The E-tendering committee to upload the tender on Central Government E-procurement portal.
3. Copy to mailed ( [webmaster.cbec@icegate.gov.in](mailto:webmaster.cbec@icegate.gov.in)), CBEC, New Delhi with a request to post the same on [www.cbec.gov.in](http://www.cbec.gov.in)
4. Notice Board.

**Assistant Commissioner (Hqrs)**  
GST Gurugram

**TERMS AND CONDITIONS OF THE TENDER FOR HIRING OF CAR HAVING  
COMMERCIAL NUMBER ON CONTRACTUAL TERM FOR USE IN THE OFFICE  
OF THE PRINCIPAL COMMISSIONER OF CENTRAL GST, GURUGRAM**

1. The vehicle should be a new car of the latest make/model, not older than 3 years, in good running condition and comprehensively insured. The vehicle/s should strictly comply with all the prescribed norms such as pollution norms and should have a certificate to that effect and should also comply with all other norms as mandated under the relevant Motor Vehicles Act. The vehicles provided should be approved Commercial vehicles.
2. The vendor should provide seat covers/towels and fan at the rear seat in the vehicle/s.
3. No diesel vehicle/s should be provided. Only CNG vehicles to be provided which is having commercial number.
4. The contract shall be for a period from 1<sup>st</sup> January, 2018 to 31<sup>st</sup> March 2019. The contract may be extended by the Principal Commissioner of GST Gurugram on mutual understanding for any further period, if required, subject to satisfaction of the services provided by the service provider during the contract period.
5. The amount quoted in the tender will include wage & allowances of driver repairs and maintenance of vehicle, comprehensive insurance of the vehicle, fuel cost of the vehicle, oil and all other incidental expenses including all taxes, duties, toll, penalty, fine, parking fees etc. This office will not pay any amount other than the amount mentioned by the vendor in his financial bid for which contract has been awarded except the GST as applicable. The time and distance will be calculated from the time and place for reporting to the time and place of release.
6. The Transport/Service provider shall provide the vehicle on all the days of the month(30-31 days as the case may be), even if the odd-even restrictions or any other restrictions are imposed/prevaling on account of the orders issued either by the Central/State Government. If the vehicle is used for part of the month, for any reason, the payment to the vendor will be made on pro rata basis for part of the month.
7. No garage facilities will be provided by the department.
8. 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 vehicle/driver will be allowed only in very exceptional circumstances.
9. The driver must be adequately literate and well behaved. He must follow traffic rules and regulations. The driver will observe all 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.

10. The service provider and the driver shall be bound to carry out the instructions of the Supdt (HQ)/ Inspector (HQ) in charge of the vehicle as well as the user to whom the vehicle will be assigned.
11. 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.
12. The service provider will ensure daily cleaning and maintenance of the said hired vehicle. The vehicle should have neat seat covers and fresheners.
13. The service provider is liable for payment of all claims/expenses in case of any accident. He will also indemnify this office against any loss/damage of property or life attributable to negligence on the part of the driver or poor maintenance of the vehicle including any legal expenses so incurred.
14. Payment shall be made by the office after the end of every month on presentation of the bill within a reasonable time. The vendor is required to submit the details of bank accounts numbers, bank and branch name, bank code, IFS code where the e-payment will be made. A cancelled blank cheque should be provided for this purpose with first bill.
15. The service provider should have GST Registration or should submit an undertaking that he is not liable to pay GST. The copy of the GST registration of the service provider/company /firm should be submitted by the service provider, if registered. The rates quoted should be exclusive of GST. The Department will not be liable to pay any compensation in this regard.
16. The monthly bill for hiring of the car along with the log book completed in all respect must be submitted to this office by 7<sup>th</sup> of the subsequent month positively for verification and payment. If there is any discrepancy in the submission, it will be brought to the notice of the service provider within 7 (seven) days of the submission by the Superintendent (Hqrs) or Inspector (Hqrs).
17. The vehicle shall be provided for the exclusive use of this office and shall not be used for any other purpose.
18. 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 concerned section/officer to which the vehicle is attached.
19. It is the sole responsibility of the service provider to obtain all the necessary clearances and permissions from the Transport Department/RTO and any/all other agencies and in case of any default no charges will be paid by this office.
20. The vehicle/s should not have any accident history.

21. The service provider shall submit an undertaking that neither he/she or his/her firm has been blacklisted by any organization/ Govt. department for any reason as on the date of submission of the bid.
22. 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 or violating any terms and conditions of the contract without any notice. In the normal course also the contract may be terminated giving one month's notice by either side without assigning any reason whatsoever.
23. The authority reserves the right to accept or reject any or all quotations without assigning any reason.
24. The vendor/s who is/are selected for supply of vehicle will be required to sign a contract with the Office of the Principal Commissioner of GST Gurugram, Plot No. 36-37, Sector-32, Gurugram wherein the terms and conditions mentioned in the technical bid and the financial bid will be specified.
25. Any matter during the period of this agreement which has not been specifically covered by this agreement shall be decided by the Office of the Principal Commissioner of GST Gurugram, Plot No. 36-37, Sector-32, Gurugram whose decision shall be final and conclusive.
26. The vehicles being offered for hiring would be inspected for condition, maintenance and other parameters before finalization of tender process.
27. The Department needs to hire nearly 14 cars. But any vendor having one or more vehicles can also offer his vehicles for hiring. The details of the vehicles to be hired are as under:-

| Type of vehicles                                                     | Monthly need                                         | Make of the vehicle    | Tentative number of vehicle required |
|----------------------------------------------------------------------|------------------------------------------------------|------------------------|--------------------------------------|
| Mid Size Vehicles i.e. Toyota Etios /Ciaz/Ertiga or similar vehicles | Maximum limit 2500 km and 30 to 31 days in a month * | Not older than 3 years | 1                                    |
| Mid Size Vehicles i.e. Toyota Etios /Ciaz/Ertiga or similar vehicles | Maximum limit 2000 km and 25 to 26 days in a month * | Not older than 3 years | 3                                    |
| Small Size vehicles i.e. Swift Dzire or similar vehicles             | Maximum limit 2000 km and 25 to 26 days in a month * | Not older than 3 years | 12                                   |

The Department can alter the number of vehicles hired anytime during the contract period.

28. The vehicles offered will be presented for inspection by the Committee so appointed by the Principal Commissioner and the vehicle found fit will only be considered. The Financial bids of other vendor/s even if lower will be summarily rejected if the vehicle is not found to be fit as per requirements by the Committee.

29. There will be scoring system for finalizing the bids. The Inspection Committee will give points on inspection of the vehicle out of Seventy (70) points considering the facts like age of the vehicle, mileage covered and other points. Thirty (30) points will be for the financial bids which will be arranged as L1 will get 30 points. Then the weighted average as per following table will be taken out based on the bid price quoted:-

| Bidders   | Amount quoted in financial bid | Calculation**           | Normalized score# |
|-----------|--------------------------------|-------------------------|-------------------|
| Bidder L1 | 1000                           | $1000 \times 30 / 1000$ | 30                |
| Bidder L2 | 1025                           | $1000 \times 30 / 1025$ | 29.27             |
| Bidder L3 | 1050                           | $1000 \times 30 / 1050$ | 28.57             |

\*\* The numerator will be the amount quoted by L1 and the denominator will be the amount quoted by the respective bidders

#The normalized score will be taken upto 2 decimal points

30. The selection and award of the contract shall be done on the basis of the highest score by adding marks obtained in Technical bid and the Financial bid. Illustration for calculation of final score is as under:-

| Bidders  | Technical score | Financial score | Final score(out of 80+20 =100 points) |
|----------|-----------------|-----------------|---------------------------------------|
| Bidder 1 | 45              | 30              | 75                                    |
| Bidder 2 | 55              | 29.27           | 84.27                                 |
| Bidder 3 | 50              | 28.57           | 78.57                                 |

(As per this illustration bidder 2 would be the successful bidder having the maximum final score)

31. The contract will be awarded to the bidder who has scored the highest total marks i.e. by adding marks obtained in Technical and Financial bid. The vehicles offered by all the vendors with total points highest to lowest (L1 to higher quotations) will be taken till the total requirement of vehicles is fulfilled.

32. In case the bidder getting the highest score is not able to provide the required number of vehicles, the next bidder/s with the highest cumulative score/s will be considered till the total requirement of vehicles is fulfilled/met

**Assistant Commissioner (Hqrs)**  
GST, Gurugram

## ANNEXURE-II

### TECHNICAL BID FOR HIRING OF VEHICLE

|     |                                                                                                                                                                                                                                                                                               |  |
|-----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| 1.  | Name of the firm, address with PIN Code, Phone No. and e-mail address.                                                                                                                                                                                                                        |  |
| 2.  | Name of the Proprietor/ Partners/ Directors of the firm/ Company                                                                                                                                                                                                                              |  |
| 3.  | PAN No. of the Firm (Attach copy of the PAN Card)                                                                                                                                                                                                                                             |  |
| 4.  | List of Public Sector Undertakings/ Govt. Organizations to which similar services have been provided by the Contractors during the last 5 years and to which the Service provider is currently providing services. (Attach the job order. Service certificate from Govt. Office/ PSU), if any |  |
| 5.  | GST registration if registered. (attach copy of RC)                                                                                                                                                                                                                                           |  |
| 6.  | Name and No. of vehicle offered                                                                                                                                                                                                                                                               |  |
| 7.  | Model No.                                                                                                                                                                                                                                                                                     |  |
| 8.  | Colour of vehicle                                                                                                                                                                                                                                                                             |  |
| 9.  | Date of Manufacturing (attach copy of RC)                                                                                                                                                                                                                                                     |  |
| 10. | Any other information                                                                                                                                                                                                                                                                         |  |

#### UNDERTAKING (Part of Annexure-II)

1. I/We undertake that, I/We have carefully studied all the terms and conditions of the contract as indicated in the Annexure-I and understood the parameters of the proposed work and shall abide by them.
2. I/We further undertake that the information given in this tender are true and correct in all respects.

Signature of Authorized person with date:

Name & Full address:



**ANNEXURE-III**

**FINANCIAL BID FOR HIRING OF VEHICLE  
(PROFORMA FOR QUOTING RATES)**

|    |                                                                                 |  |
|----|---------------------------------------------------------------------------------|--|
| 1. | Name & Address of the contractor/firm/<br>company                               |  |
| 2. | Name of Proprietor/ Partners/ Directors                                         |  |
| 3. | Rate quoted per month (inclusive of all<br>taxes charges/ levies excluding GST) |  |

Signature of Authorized person with date:

Name & Full address: