



भारत सरकार  
GOVERNMENT OF INDIA

MINISTRY OF FINANCE  
DEPARTMENT OF REVENUE

OFFICE OF THE COMMISSIONER OF CENTRAL TAX  
GST & CENTRAL EXCISE, GAUTAM BUDDH NAGAR  
3<sup>rd</sup> Floor, WEGMENS BUSINESS PARK, KP-III, GREATER NOIDA-201306 (U.P.)  
Ph : 0120-6635835 E-mail : [centralexcisenoida2@gmail.com](mailto:centralexcisenoida2@gmail.com)

C.No. II(22)HQ/Vehicle/GBN/02/2017/

Dated: 19.12.2017

**TENDER NOTICE**  
**FOR HIRING OF OPERATIONAL VEHICLES**

Tenders are invited from interested parties for supply of vehicle(Taxi) with a driver on monthly hire basis to operate as operational vehicle in sealed envelope by the Office of the Commissioner Central Tax (GST & Central Excise), Gautam Buddh Nagar, Greater Noida. The requirement is mentioned below in the schedule.

**SCHEDULE**

Sl. No.	Category	Manufacture year	Remarks	No. of vehicles
1	Small-size Vehicle	2015 onwards	to be used for 20-25 days as operational vehicle subject to a maximum of 2000 Kms per month (Amount Exclusive of GST)	02* No.

- The number of vehicles to be hired can be increased as and when required at a later date within the tenure of this tender

Period of hiring : 1 Year from date of agreement / hiring  
(extendable by one more year)

Last date & time of depositing Tenders : 28.12.2017 by 17.00 hrs

Date & time of opening of Tenders : 29.12.2017 by 11.00 hrs

2. The Notice Inviting Tender (NIT) with its Annexures can be obtained either from the Office of the Commissioner of Central Tax (GST & Central Excise), Gautam Buddh Nagar Commissionerate, Wegmans Business Park, KP-III, Greater Noida (G. B. NAGAR), U.P or can be downloaded from the official website: [www.cbec.gov.in](http://www.cbec.gov.in) of the Department.

3. General Terms and conditions of the Tender are given in **Annexure-A**. Technical Bid Proforma / Qualifying criteria for requirement for award of contract are underlined in **Annexure-B** and Financial Bid Proforma is given in **Annexure-C**.

4. The Service provider(s) should submit their information/documents as per **Annexure-B** attached along with duly signed declaration in a sealed cover super-scribed as “**Technical Bid**”. Financial Bid should be submitted in **Annexure-C** along with duly signed declaration in a separate sealed cover superscribed as “**Financial Bid**”. Thereafter, the Bid should be put in a sealed separate envelope super-scribing “**Tender for hiring of Vehicle for Central Tax (GST & Central Excise), Gautam Buddh Nagar Commissionerate, Greater Noida** and shall be delivered in the Administration Branch of this office under proper dated acknowledgement. The tenders may be put into the tender-box placed in this office at the third floor of Wegmans Business Park, KP-III, Greater Noida (G. B. NAGAR), U.P or be sent by Registered/AD addressed to the Office of the Commissioner of Central Tax (GST & Central Excise), Gautam Buddh Nagar Commissionerate.

5. The sealed tenders should reach this office **on or before 17.00 hrs. on 28.12.2017**. The Tenders will be **opened on 29.12.2017 at 11.00 am**. This Commissionerate shall not be responsible for any postal delay, which may lead to non-receipt / non-delivery of bid documents by the specified date & time. The Service Providers may like to be present in person or through their representative, duly authorised, at the time & venue of opening of tender.

*6. The Commissioner of Central Tax (GST & Central Excise) , Gautam Buddh Nagar Commissionerate, Wegmans Business Park, KP-III, Greater Noida (G. B. NAGAR), U.P reserves the right to postpone / and /or extend the date of receipt / opening of Tenders or to withdraw the same, without assigning any reason thereof.*

This is issued with the approval of the Competent Authority.

Encl: Annexure A to C

**(S.K.Srivastava)**  
**ASSISTANT COMMISSIONER (ADMN.)**  
**Central Tax**

Copy Forwarded To:-

1. Superintendent (Systems), Central Tax (GST & Central Excise), Gautam Buddh Nagar Commissionerate, Wegmans Business Park, KP-III, Greater Noida (G. B. NAGAR), U.P with request to upload on the departmental website .
2. Notice Board.

## Annexure-A

### OTHER TERMS AND CONDITIONS OF THE TENDER NOTICE

1. The service provider should be a firm/company registered in the state of Uttar Pradesh (U.P.) having vehicle with a U.P. / Delhi registration. The vehicle to be hired is officially registered as Commercial Vehicle under Road Transport Authorities.
2. The contract for providing taxis on monthly basis will be given to the lowest bidder, subject to fulfillment of terms and conditions given in the tender document.
3. The vehicle(s) proposed for hiring shall conform to the relevant Motor Vehicle Act/Rules and be in good running/mechanical condition. The vehicle(s) shall be properly and comprehensively insured and should possess necessary permits/ clearance from the Transport authorities including pollution clearance. Service Provider/Operator shall ensure that all the mandatory documents such as Registration Certificate, Insurance Papers, Pollution Control Certificate etc., relating to the hired vehicle(s) are in the personal custody of the licensed drivers.
4. The vehicle to be hired shall not be more than four years old (shall only be 2015 or later model) and shall be provided with complete upholstery (including clean and tidy seat covers and other necessary comforts and facilities). The interior & exterior of the vehicle(s) shall be well maintained and cleaned properly on daily basis. In case the condition of a vehicle is found to be unsatisfactory, same shall be returned for immediate replacement. The tenderer shall provide the registration number(s) of the vehicle(s) along with the copy of the Registration Certificate(s) at the time of submitting Technical Bid.
5. This office reserves its right to revise the requirement of vehicle being hired.
6. **The vehicle shall be for exclusive use as an operational vehicle in the Office of the Commissioner of Central Tax (GST & Central Excise), Gautam Buddh Nagar Commissionerate, Wegmans Business Park, KP-III, GREATER NOIDA (G. B. NAGAR), U.P and shall not be used by the Service Provider for any other purpose.**
7. ***The Vehicle shall be made available on all days including Saturday, Sunday & Holidays between 8 AM and 8 PM as per requirement in the office.***
8. The calculation of mileage shall be from the reporting point to the relieving point and will not be calculated on garage to garage basis. For this purpose, the service provider shall ensure that the odometer of the supplied vehicle is properly sealed. In case of any doubt, the authorized officer of this office may get odometer of the vehicle checked from any authorized workshop at the cost of Service Provider. The vehicle shall report timely at Hqrs./Division office at its starting point.
9. The service provider shall provide name & addresses of the driver. The driver deputed for service of this office should not have any Criminal cases in police records against them. He should make adequate enquiries about the drivers before deputing them for serving this Office.
10. The driver shall observe all the etiquette and protocol while performing duty. They should be dressed formally, should be clean shaved & must carry a mobile phone in working condition, for which, no separate payment shall be made by this office.

11. The driver deputed on duty should have at least three years of driving experience & carry valid driving licence, a self attested copy, duly countersigned by the service provider, is to be furnished with the bid. They should also not be involved in more than one punch or challan for negligent driving. The Service Provider should also ensure that they have arrangement for establishing contact and round the clock service. For this purpose, they should have adequate no. of telephones.
12. This office shall not be responsible for any challan, loss, damage or any accident of the vehicle or to any other vehicles or for the injury to the driver or to any other third party. The loss or damage or legal expenses on this account shall be borne by the Service Provider.
13. The driver should be well conversant with roads and routes of Delhi & Uttar Pradesh. The operation and functions of the driver shall be governed as per the Motor Vehicles Act and Rules.
14. The driver should always remain with the vehicle during the entire period of duty. In case of any need, they should seek permission of the concerned officers.
15. In case of any breakdown of vehicle on duty, the service provider shall make arrangement for providing another substitute vehicle. In such a case, mileage from garage to the point of breakdown would not be paid.
16. During the period of operation, the driver should not ordinarily be changed unless requested by the competent officer of the office of the Commissioner of Central Tax (GST & Central Excise), Gautam Buddh Nagar Commissionerate, Wegmans Business Park, KP-III, Greater Noida (G. B. NAGAR), U.P.
17. A daily record indicating time and mileage for vehicle shall be maintained in a log book which should be submitted to the concerned officer in the office of the Commissioner of Central Tax (GST & Central Excise), Gautam Buddh Nagar Commissionerate, Wegmans Business Park, KP-III, Greater Noida (G. B. NAGAR), U.P for scrutiny & payment of the bills.
18. No lunch / tea time will be allowed for lunch / tea of the driver separately than the lunch / tea time of the officer/s using the vehicle and no mileage will be provided for taking lunch of the Driver who should make his own arrangements.
19. Pre-receipted GST compliance bill shall be submitted by the vendor in triplicate duly supported by the copy of Log Book.
20. The vendors 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.
21. 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.
22. In case any negligence regarding service by the contracted vendor is noticed, the Commissionerate may terminate the contract agreement after giving 7 days notice. The vendor should intimate the office in writing before 30 days of withdrawal of vehicles by him.

23. The tenderer should enter into agreement on a Uttar Pradesh stamp paper of Rs. 100/- and the cost of stamp is to borne by the tenderer.
24. The number of vehicles may be increased or decreased in future within the tenure of the agreement.or its extended tenure, as the case may be.
25. Payment will be made after the bills are cleared by this office and through RTGS by PAO, Noida which will take about two to three week's time on an average.
26. The calculation of mileage shall be from the reporting point to the relieving point and will not be calculated on garage to garage basis.
27. No overtime shall be paid to driver or vendor. No extra charges for extra hour as well as for outstation night will be paid.
28. This office will not be responsible for any Toll Tax, fine charged by Police or other agencies, packing 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.
29. ***The billing will be for a maximum of 2000 kms per month as the case may be. The balance KMs will be carried forwarded to succeeding month(s) and shall be adjusted against the run of the vehicle over & above 2000 Km in any particular month.***
30. All expenses relating to salary and allowances of the driver shall be borne by the Service Provider. Like-wise, all expenditure related to the vehicle including insurance, maintenance & fuel etc. will also be borne by the Service Provider.
31. 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.
32. If any vehicle does not report for duty on any day(s) or the driver reports late by more than 15 minutes then an amount calculated on pro-rata basis per day shall be deducted from the monthly bill of that vehicle. However, if this happens without any prior intimation, then the Service Provider shall also be liable for a penalty of Rs. 500/- for each such incident per day per vehicle.
33. If the vehicles are not provided from the desired location, a penalty upto Rs.500/- per day per vehicle shall be imposed besides entailing termination of contract.
34. The service provider shall provide the vehicle of the make/model as per the terms of the contract/tender during the entire period of contract. In emergency and rare circumstances, this condition can be waived by the competent authority temporarily.

35. **The contract is valid for one year from the date of the agreement. However the tenure of the contract may be extended for a further period of one year at a time by mutual agreement on the terms and conditions. Service providers who have been providing vehicles to the Deptt in the past and whose services have been found satisfactory, will be given preference.**
36. In case quality of service by the service provider is found unsatisfactory, the competent authority of this office may terminate the contract after giving 15 days notice. In case of such termination, services of other empanelled Service Provider may be utilized.
37. GST and other taxes will be reimbursed on production of proof of its payment by service provider.
38. The Vehicles must be presented to Supdt(Hqrs), Central Tax (GST & Central Excise), Gautam Buddha Nagar Commissionerate, Wegmans Business Park, KP-III, Greater Noida (G. B. NAGAR), U.P before final acceptance and just after selected on lower bidding.
39. The competent authority of this Commissionerate will have the sole discretion to extend the period of contract beyond three months or terminate the contract prematurely, in case of unsatisfactory service.
40. During the period of this agreement, any matter which has not been specifically covered by this agreement shall be decided by the competent authority of this office whose decision shall be final.
41. No additional terms & conditions over and above the conditions stipulated above shall be entertained by this office.
42. In case of any dispute of any kind and in any respect whatsoever, the decision of the competent authority of this office shall be final and binding.
43. This office reserves the right to require fulfillment of other conditions, not expressly mentioned, which are consistent with use of vehicles on hire by this office.
44. Contract can be terminated by either party prematurely by giving advance notice of 7 days. However, if this office is not able to engage any other service provider within the notice period, then the existing service provider will have to provide contractual services till the appointment of a new service provider.

**(S.K.Srivastava)**  
**ASSISTANT COMMISSIONER (ADMN.)**  
**Central Tax**

**ANNEXURE B**

**Technical Bid/Qualifying criteria for Quotation**

1.	Name of the Firm with telephone No, FAX and complete address	
2.	Registration details of the firm (Please attach self attested copies of the Registration Certificate)	
3.	GST Registration Details (Please attach self attested copies of the GST Registration Certificate)	
4.	Permanent Account Number (PAN). (Please attach self attested copies of the PAN)	
5.	Experience in providing vehicles to this department /Govt. Departments, copies of the contract papers are to be attached.	
6.	No. of vehicles registered in the name of the service provider/firm . <b>Please attach self attested copies of the Registration Certificate of all the vehicles being offered by the bidder.</b>	
7.	Copy of self attested Driver`s licence along with details of vehicle attached.	
8.	Details of pending legal disputes relating to providing of vehicles, if any	

## DECLARATION

I/We \_\_\_\_\_, \_\_\_\_\_ son/daughter/wife \_\_\_\_\_ of  
Shri \_\_\_\_\_, \_\_\_\_\_ Proprietor/Partner/Director/Authorised Signatory of the  
agency/firm/company \_\_\_\_\_, state that I am competent to sign this  
Declaration and execute this tender document.

I undertake that I /We have carefully read and understood all terms and conditions of the tender as  
indicted in Annexure-A and shall abide by them. Further, it is certified that I/We have never been  
blacklisted by any Govt./PSU Department.

I/We hereby certify that the information/documents furnished above are true and correct to the best of  
my/our knowledge. 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. I/We understand that  
in case, any deviation is found in the above statement at any stage, I/We will be blacklisted and will not  
have any dealing with the Department in future.

Date: \_\_\_\_\_ Signature of Authorized Signatory with date

Place: \_\_\_\_\_ Name of the Agency/Firm/Company



**Annexure “C”**  
**Financial Bid**

Name, Address and Telephone No. of the Service Provider : -

\_\_\_\_\_  
Name of the Proprietor / Partner / Director:-

<b>Sl. No.</b>	<b>Category</b>	<b>Manufacture year</b>	<b>Rate Per Car (exclusive of GST)</b>
01	Operational small-size Vehicle to be used for 20-25 days subject to a maximum of 2000 Kms per month	2015 onwards	

\*GST as applicable will be paid.

“I have read the terms and conditions of the Tender Notice and accept the same”

Signature

Name of Authorized Signatory

Seal / Stamp