

वस्तु एवं सेवा कर
आसूचना महानिदेशालय
नागपुर आंचलिक इकाई,



**DIRECTORATE
GENERAL OF GST
INTELLIGENCE,
Nagpur Zonal Unit,
2nd Floor, South Wing, New
Secretariat Building, Civil
Lines,
NAGPUR -440001**

F. No. DGGSTI/NZU/07/Vehicle/Pt-I

Date: 07.03.2019

**NOTICE INVITING TENDER FOR HIRING OF ONE SUV
VEHICLE FOR DGGI, ZONAL UNIT (HQ), NAGPUR**

1. Sealed quotations are invited from reputed service providers under two bid system for hiring of One Mid- size vehicle (SUV) (Innova Crysta or higher model) for official use by the Office of the Additional Director General, Directorate General of Goods and Service Tax Intelligence (DGGI), Nagpur Zonal Unit (HQ), 2nd Floor, South Wing, New Secretariat Building, Civil Lines, Nagpur, Maharashtra- 440001 for a period of one year (extendable by one year), as per the terms and conditions mentioned in the Schedule. The details of vehicle requirement/period covered are as under:

Name of the Item	Condition for hiring of vehicle
Hiring of One Vehicle	1) (01) Mid- size operational vehicle (SUV) (Innova Crysta or higher model). 2) To be used up to 30/31 days per month 3) Subject to maximum run of 2000 kms per month. 4) Rs. 40,000/- maximum per month (Exclusive of GST)

2. Interested parties are required to submit their bids separately as per two bid systems i.e. Technical and Financial bids separately in two different sealed envelopes in the prescribed proforma. These envelopes shall be super-scribed "**FINANCIAL BID**" and "**TECHNICAL BID**" and put inside a bigger sealed envelope which shall be super-scribed with the words, "TENDER FOR HIRING OF VEHICLE" and addressed to "The Deputy Director , Directorate General of Goods and Service Tax Intelligence (DGGI), Nagpur Zonal Unit (HQ), 2nd Floor, South Wing, New Secretariat Building, Civil Lines, Nagpur, Maharashtra-440001".
3. Details regarding general Terms & Conditions along with Annexure A & B can be downloaded from Departmental Website www.cbic.gov.in or can be obtained from the office of the Additional Director General, DGGI, Nagpur Zonal Unit (HQ).
4. Interested parties can deposit their sealed tenders by post or in person in the office, on all working days latest by **1.00 pm on 28.03.2019 (Thursday)**. The

quotation/tenders received after the above said scheduled date and time will not be considered. No tender by FAX, E-Mail or any other means of electronic communications will be entertained. The said sealed quotation (both financial and Technical) shall be opened in the chamber of the Deputy Director by the Tender Scrutiny Committee on **29.03.2019 (Friday) at 3.00 pm**. First the Technical bids will be evaluated by the Tender Committee. After that the Financial Bids, of only those bidders shall be opened, whose Technical Bids are qualified. The Financial Bids will be opened on the same date, after the Technical Bids are opened.

5. The bidders who wish to be present at the time of opening of the Tenders may represent themselves or authorize their representatives with an authority letter for the said purpose. The bidders also, if required, may be requested to produce the vehicle on any working day after opening of Financial Bids for inspection as required by the Tender Committee. The format of the Technical Bid and Financial Bid is enclosed as Annexure-A and Annexure-B respectively.
6. Earnest Money Deposit/Bid Security refundable in the form of Demand Draft or Bankers Cheque only, for an amount of **Rs. 2000/-** payable to the **Administrative Officer, DGGI, Nagpur Zonal Unit** must accompany the tender. Tenders without Earnest Money Deposit and/ or with Earnest Money Deposit in any other form will not be considered.
7. The successful bidder shall give performance security in the form of Account Payee Demand Draft/Fixed Deposit Receipt/Bank Guarantee from a scheduled commercial bank amounting to 5% of the total estimated cost for the period of contract in favor of Administrative Officer, DGGI, Nagpur Zonal Unit, Nagpur. Performance Security should remain valid for a period of Sixty Days beyond the date of completion of all contractual obligations of the contractor. The Performance Guarantee Security deposit will be refunded only after the expiry of the contract. The deposit is liable to be forfeited, if during the period of contract the services of the contract are found to be unsatisfactory in any respect, and/or if any of the conditions of the contract is contravened/breached, and/or towards any damage caused due to negligence of the contractor or his employees. This forfeiture will be in addition to any action by the department that the contractor firm may invite upon themselves due to any of the reasons specified above.
8. For any further details, **Shri. D.P. Kudal, Senior Intelligence Officer (Mobile No.9823607020)**, Directorate General of Goods & Services Tax Intelligence, Nagpur Zonal Unit (HQ), 2nd Floor, South Wing, New Secretariat Building, Civil Lines, Nagpur, Maharashtra- 440001 may be contacted.

TERMS AND CONDITIONS

- 1) The rate quoted should be for a commercially registered vehicle that is preferably new or newer and without any accident history, in excellent and neat exterior, interior and running condition and the same should also be maintained well during the period of hire. The seats should be covered in clean & neat white towels. Vehicle should have safety features viz. Airbags, ABS to ensure safety of driver & co-passengers.

- 2) The hired vehicle would be used by this office for a minimum of 12 hrs on each day. The vehicle shall be provided on any day including Saturday, Sunday and Holidays, if required by the hirer.
- 3) Zero based mileage i.e. mileage starting and ending at/ from duty or drop off location shall be adopted for the purposes of calculating the kilo meters.
- 4) The bidder should have arrangements for establishing contact and round the clock service.
- 5) The bidder should provide copy of the Goods & Service Tax Registration (GST) certificate, if any. The bidder should provide copies of PAN card and Aadhaar Card. GST will not be reimbursed, if the Service Provider fails to produce proof of payment of GST.
- 6) The billing will be done on monthly basis and bills to be submitted in duplicate by the 3rd of the succeeding month.
- 7) The driver should have valid driving license and comply with all the relevant laws in force and he should be adequately experienced, and maintain decency, politeness, neat dress and good habits.
- 8) The driver should be equipped with a functional mobile phone at the bidder's cost, for contact purposes. Driver should be well versed with the routes and locations in entire Nagpur and its surrounding districts. Driver/ service provider shall maintain log-book with vehicle indicating the day to day running mileage.
- 9) Once hired, the vehicle will not be put to use for any other purpose and the vehicle and driver will work under the overall supervision of the Hirer.
- 10) The service provider and driver shall be bound to carry out the instructions of the hirer as well as the officers assigned to the vehicle.
- 11) In order to ensure day-to-day functionality of hirer, once hired, service provider shall not keep changing or rotating vehicle and driver, except if the hirer so indicates in case of any eventuality or unsuitability. In case, the car/driver is changed without prior notice and the substitute vehicle/ driver is not found suitable, 50% of the charges payable for the day/s the new driver/ taxi is deployed would be deducted on each occasion on pro-rata basis.
- 12) The bidder will comply with labour laws in force and all liabilities in this connection will be pertaining to the Service Provider/Bidder.
- 13) Contract charges include Monthly salary of the driver, repairs and maintenance of vehicle, Insurance, fuel etc. and also any other incidental expenses in relation to the care provided by the Service Provider/Bidder.

- 14) It is the sole responsibility of the Service Provider/Bidder to obtain all the necessary clearance and permissions from RTO and any other agencies and in case of any default no charges will be paid by the DGGI, Nagpur.
- 15) In case of default on the part of the Service Provider/Bidder to provide the vehicle for more than five occasions during the contract period, the contract will be terminated and awarded to another firm at the risk and cost of the defaulting firm.
- 16) Monthly charges for providing vehicles are for a month subject to a maximum of 2000 km per month. The Kilometer counting of the vehicle shall start from the designated office and end at the designated office. Only the mileage verified by the SIO, DGGI, Nagpur Zonal Unit shall be taken into consideration by this office for making payment. However, if the contracted vehicle is utilized for more than 2000 km, the shortfall or excess, as the case may be, in the month can be carried over/adjusted in the successive months in the same financial year.
- 17) The vehicle should invariably reach at the appointed time and place when called, should be sent with full fuel tank in washed up and clean outer and interior condition. The garage of the Service Provider/Bidder may be preferably located within 8-10 Kms from the office of the Additional Director General, Directorate General of Goods and Service Tax Intelligence (DGGI), Nagpur Zonal Unit (HQ), 2nd Floor, South Wing, New Secretariat Building, Civil Lines, Nagpur, Maharashtra- 440001.
- 18) If the contract is awarded, the Service Provider/Bidder will provide to the department, the complete details of vehicle, certified copies of the RC books, comprehensive insurance policies as well as full details of deployed driver, his address and copy of his driving license.
- 19) The Hirer will not be under any obligation, legal or otherwise, to provide employment to any of the personnel of the service provider during or after the expiry of the hire period. The department recognizes 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 injury to the vehicle or driver or person deployed by the service provider during the course of hire.
- 20) In case of any accident, all the claims and damages arising there from shall be met by the service provider.
- 21) 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) In the event of the hired vehicle developing snags, the service provider will ensure that a replacement vehicle is provided on priority and in case of failure to make alternative arrangement, the Department will be at liberty to hire other vehicle and the cost incurred on account of such hiring shall be at the expense of the service provider.
- 23) The Hirer reserves the right to charge penalty, Rs. 500 per hour of delay for non-provision of vehicle in time, and Rs. 500 per instance of misbehaviour of driver.
- 24) The Hirer reserves the right to terminate the contract without assigning any reason by giving 15 (fifteen) days' notice.
- 25) The agreement will be valid for a period of one year commencing from the date of signing of such agreement and shall continue to be in force in the same manner unless terminated in writing.
- 26) The number of vehicle may increase/decrease based on requirement of this office. The service provider is liable to supply the additional vehicle on the same rate and terms & conditions.
- 27) The Hirer shall not make any advance payments and payments shall be made only on the basis of monthly bills submitted by the 3rd of the succeeding month.
- 28) TDS and other taxes as applicable will be deducted from each bill.
- 29) The Deputy Director, Directorate General of GST Intelligence, Nagpur Zonal Unit (HQ), 2nd Floor, South Wing, New Secretariat Building, Civil Lines, Nagpur, Maharashtra- 440001 reserves the right to require fulfilment of other conditions, not expressly mentioned, which are consistent with use of vehicles on hire with this office, and to reject any or all tenders without assigning any reason thereof.
- 30) In case of dispute, the decision of the Additional Director General, Directorate General of GST Intelligence, Nagpur Zonal Unit, Nagpur, shall be final and binding.

Sd./- 07.03.2019
(Devranjan Mishra)
Deputy Director
DGGI, Nagpur Zonal Unit

Copy to:

1. Notice Board of DGGI, Nagpur Zonal Unit.
2. webmaster.CBEC@icegate.gov.in, The Directorate General of Systems, New Delhi with a request to upload the tender on CBEC website(www.cbic.gov.in)

ANNEXURE- A

'TECHNICAL BID' FOR HIRING OF VEHICLE

- 1) Name, Address and Telephone No. of Tenderer:

- 2) Name and address of the Proprietor/ Partner/ Directors:

- 3) Details of the Vehicle
 - a) I/We own the vehicle - Yes / No
 - b) The vehicle is registered as commercial vehicle (Documents enclosed) -Yes / No
 - c) The year of manufacture -----
 - d) The registration number of vehicle -----
 - e) The total mileage run -----
 - f) Any accident history -----

4. We have attached photocopy of RC Book offered in this tender - Yes/No

5. We have attached copy of GST Registration Certificate/acknowledgement- Yes/No

6. We have attached copy of valid PAN - Yes / No

7. We have attached the copy of vehicle insurance - Yes / No

- Additional evaluation criteria

8. Total number of vehicles owned (Please fill number opposite) _____

9. In 2016-17, 2017-18 provided vehicles on hire for over 6 months to Central/State Government/Public Sector offices - Yes / No

10. If reply to 9 above is yes, then provide names of the offices.

DECLARATION

I have read the terms & conditions of the Tender Notice and I hereby certify that the information furnished above is true and correct to the best of my/ our knowledge. In case, any deviation is found in the above statement at any stage, the Department may blacklist me and may not deal with me in future.

Signature

Name of Authorized Signatory

Seal/Stamp

ANNEXURE B

FINANCIAL BID FOR HIRING OF VEHICLE

1. Name, Address and Telephone no of Tenderer:

2. Name and address of the
Proprietor/Partner/Directors:

3. GST Registration Number:

4. Rate per car (Exclusive of GST):

Category of Vehicle	Total number of days and km/Month	Rate Per KM in Rs. (Exclusive of GST)	Monthly rate subject to maximum of 2000 kms (in Rs.)	Extra Km. Charge in Rs.
SUV(Innova Crysta or higher model)	30-31 days per month subject to maximum run of 2000 kms per month			

DECLARATION

I have read the terms & conditions of the Tender Notice and I hereby certify that the information furnished above is true and correct to the best of my/ our knowledge. In case, any deviation is found in the above statement at any stage, the Department may blacklist me and may not deal with me in future.

Signature
Name of Authorized Signatory
Seal/Stamp

DECLARATION

(To be submitted with the Technical Bid)

I, _____ Son / Daughter / Wife of Shri _____
_____ Proprietor/Director/Authorized
Signatory of the agency/firm _____,
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/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/Violating the “Terms & Conditions” would lead to rejection of my tender at any stage.

Date:

Signature of authorized person

Seal

Full Name:

Place: Address