



वस्तु एवं सेवा कर आसूचना महानिदेशालय ,  
DIRECTORATE GENERAL OF GOODS & SERVICES TAX INTELLIGENCE,  
सूरत आंचलिक इकाई , SURAT ZONAL UNIT  
कमरा न .४०३ चतुर्थ तल ,मैगनस ,अटलांटा शॉपिंग ,अल्थान-भीमराड कैनाल रोड ,  
अल्थान ,सूरत - ३९५०१७  
Room No. 403, Fourth floor, Magnus, Near Atlanta Shopping, Althan-Bhimrad  
Canal Road, Althan, Surat-395017  
E-mail : suratdggsti@gmail.com



F. NO. DGGSTI/SZU/D-26020/03/2017-18

Date: 27.12.2017

### E-TENDER NOTICE

**Sub: Notice for Inviting of Tender for hiring of Vehicle for the Office of the DGGST Intelligence, Zonal Unit, Surat.**

1. E-Tenders (in prescribed format) are invited from the vehicle providers through E-procurement portal for hiring of vehicles as per the requirements mentioned below in the schedule for the office of the DGGST Intelligence, Zonal Unit, Surat. **The contract shall be awarded for period of one year from the date of execution of the agreement, which may be liable to be extended.**

Sr. No	Category	No. of vehicles required	Cost (Exclusive of GST & Toll Tax)
1.	Non- AC Innova to be used for DGGSTI, Zonal Unit, Surat subject to maximum of 2000 Kms in a month.	02 Vehicle	Per Month

2. The complete tender document containing general terms & conditions, pre-qualification requirements, etc. are available on <http://eprocure.gov.in/procure/app> & [www.cbec.gov.in](http://www.cbec.gov.in) and can be downloaded free of cost.

#### Tender Critical Date Sheet

Tender Publishing Date & Time	27.12.2017 ; 17:00 hrs
Bid Submission Start Date & Time	27.12.2017; 18:00 hrs
Bid Submission Closing Date & Time	19.01.2018; 18:00 hrs
Technical Bid Opening Date & Time	22.01.2018; 15:00 hrs

3. Interested bidders/Service Providers/ reputed firms providing such services on all India basis may submit their bids in the prescribed format with all the necessary documents online with **digital signature** at <http://eprocure.gov.in/procure/app> on or **before bid submission closing date & time.**

Encl: As above.

-sd/-  
( PRAMOD KUMAR )  
Joint Director  
DGGSTI, Surat

**Copy to:**

1. Web Master CBEC for uploading.
2. Notice Board, DGGSTI, Surat Zonal Unit.
3. Notice Board of CGST & Central Excise Commissionerates at Surat.

## DGGSTI, SURAT ZONAL UNIT

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### **Notice inviting e -tender for Hiring of Vehicle through e-procurement**

1. Office of The Additional Director General, DG GSTI, Zonal Unit, Surat, invites a Tender under Two bid System Enquiry from reputed agencies for hiring of 01 (One) Vehicle for the period of one year from the date of agreement.
2. The bidders shall submit their bids online only at CPP Portal website: <https://eprocure.gov.in/eprocure/app> to follow the terms and conditions provided in the **Annexure-I, II, A, B, C** and Instructions to Bidder for Online Bid Submission provided in the **Annexure- III** for online submission of bids.
3. Bidder who has downloaded the Tender from the Central Public Procurement Portal (CPPP) website <https://eprocure.gov.in/eprocure/app> shall not tamper/modify the tender form including downloaded price bid template in any manner. In case if the same is found to be tampered/ modified in any manner, tender will be completely rejected and tender is liable to be banned.
4. Intending bidders are advised to visit CPPP website <https://eprocure.gov.in/eprocure/app> regularly till closing date of submission of tender for any corrigendum / addendum/ amendment.
5. Technical Bid and Financial/Price Bids will be opened as per date/ time as mentioned in the Tender Critical Date Sheet.
6. **Submission of Tender:-**
  - (a) The tender shall be submitted online in two part, viz., Technical Bid & Price Bid (BoQ).
  - (b) All the pages of bid being submitted must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading.
  - (c) The offers submitted by Telegram/Fax/email shall not be considered. No correspondence will be entertained in this matter.

## ANNEXURE-I

### TERMS AND CONDITIONS

The interested parties must be capable of providing vehicles on their own on the following terms and conditions: -

1. The bidder should have a registered and well-established Taxi Agency/ Firm having sufficient number of latest models of taxi cars for hiring. List of vehicles owned by the bidders and the detail of the vehicle to be provided to the DG GSTI, Surat Zonal office must be attached along with the Technical Bids. Also the bidder should have registered under GST and valid PAN card.
2. The bidder should preferably have past experience of providing minimum four vehicles on hire to at least one government organization/PSU/ a prominent private sector entity. The vehicle should be registered as Commercial vehicle.
3. The Taxi cars will be kept neat and clean and in perfect running condition with shining body and clean interior with good upholstery.
4. In case of breakdown of any vehicle during duty or in case condition of taxi is not found to be satisfactory, they shall be returned for immediate replacement. In case no replacement is provided on time, this office would have a right to hire vehicles from the market and the additional cost incurred by this office will be borne by the Contractor.
5. The Firm would ensure that the drivers employed have valid driving license. The vehicle should be registered with the concerned authorities of Central/State Govt. The Transport operator shall provide a certificate to this effect. The driver of the vehicle provided must follow Traffic Rules and other regulations prescribed by the Govt. from time to time.
6. The rates quoted should specifically mention the GST component. No tax will be paid if the operator fails to provide proof of valid GST Registration. No extra charges will be paid except GST,( if applicable), Toll Charges and Parking Charges, if any paid.
7. The Additional Director General, DGGSTI, Zonal Unit, Surat, reserves the right to accept or reject the quotation wholly or partly without assigning any reasons thereof or accept more than one offer.
8. The billing will be done on monthly basis; bill preferably typed and in triplicate and submitted in the 1<sup>st</sup> week of each month. The payment will be made as per availability of funds.
9. A daily record indicating time and mileage for vehicle shall be maintained in a log book and log book shall be submitted to PRO/Vehicle Incharge, DG GSTI, Surat Zonal Unit, regularly for scrutiny.
10. Once the hiring of vehicles commences from a particular operator, the driver should not be changed unless requested by the Office. The vehicle must be available at any time on any day as desired by the officers concerned.
11. The DG GSTI shall not be liable to pay other than the hiring charges quoted in the tender.
12. The vehicle should have a comprehensive insurance to cover the risk during the contract period. In case of any accident, all the claims arising out of it shall be met by the Contractor.

- 13.** In case of any dispute of any kind and in any respect whatsoever, the decision of the Competent Authority of DG GSTI, Surat shall be final and binding.
- 14.** Vehicles should not have LPG/CNG gas kits as fuel.
- 15.** There should be at least two sets of white covers, the towels and napkins in the car and should be changed every week and there should be an air spray in vehicle/taxi. The portable Fire Extinguisher should be installed in the vehicle.
- 16.** Manufacturing year of the cars should be 2016 and onwards.
- 17.** The place of parking of the hired vehicles shall be the prerogative of the, DG GSTI, Surat Zonal Unit, Surat.
- 18.** Usually the vehicles will be utilized during the period from 0900 hrs. to 1900 hrs, however, the vehicle will be utilized for preventive work or in case of any emergency at any time without bringing it to the knowledge of transport operator.
- 19.** The Service provider should be reachable round the clock i.e 24x7, including holidays.
- 20.** As regard vehicle timings, the transport operator will not pass on the instructions directly to the driver concerned. All the instructions should be routed through the PRO/ Vehicle Incharge, DGGSTI, Surat Zonal Unit.
- 21.** Vehicle should be kept with sufficient stock of fuel. However, in case of any emergency, if any officer fill fuel on payment from his pocket, the same should be reimbursed by the Contractor on production of the bill.
- 22.** There shall be no minimum mileage per day for vehicle and on monthly basis extra mileage will be over and above 2000 kms in a month.
- 23.** In case if vehicle is utilized below 2000 kms in a month, balance km shall be carried forward for next months and will be adjusted against extra mileage in the coming months, if any, without any extra cost to DGGSTI.
- 24.** A declaration regarding acceptance of the above mentioned terms and conditions is to be submitted along with the technical bid.
- 25.** If any of the terms & conditions shown above at Sr. No (1) to (24) is not found fulfilled during the work contract, the DGGSTI, Surat Zonal Unit reserves the right to discontinue the contract without assigning any reason thereof.

We agree to the above terms and conditions.

Signature and Name & Designation with Date \_\_\_\_\_

Name of the Firm \_\_\_\_\_

**ANNEXURE - 'A'**

TECHNICAL/QUALIFYING BID FORM FOR TENDER OF hiring of Vehicle for the Office of the, DGGSTI, Zonal Unit, Surat.

1	Name, Address & Telephone of Organization /Firm.	
2	Name(s), Address & Telephone of the Proprietors/ Directors	
<b>QUALIFYING CRITERIA FOR TECHNICAL BID:</b>		
1	We own the vehicles:	Yes/No
2	We have attached copy of RC Book of Vehicle offered in this tender	Yes/No
3	We have valid GST Registration	Yes/No
4	We have attached copy of GST Registration	Yes/No
5	Attached copy of PAN	Yes/No
6	Shops & establishment Number:	
7	Annual turnover of previous two financial years details (along with copy of profit & loss a/c, balance sheet, and Income Tax returns for last three years should be attached)	
8	Has your firm/company black listed at any time in past by any organization.	Yes/No, if yes, please Provide details
9	The Vehicle is registered as commercial vehicle.	Yes / No. If yes, please provide details.

**DECLARATION**

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

I hereby confirm that I am authorized to sign the Tender Document.

Signature

Name of the Authorized signatory

Seal / Stamp.

**ANNEXURE-B**

**TENDER ACCEPTANCE LETTER**  
(To be given on Company Letter Head)

Date:

To

\_\_\_\_\_

\_\_\_\_\_

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: \_\_\_\_\_

Name of Tender / Work: -

\_\_\_\_\_

\_\_\_\_\_

Dear Sir,

1. I/ We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely:

\_\_\_\_\_

as per your advertisement, given in the above mentioned website(s).

2. I/ We hereby certify that I / we have read the entire terms and conditions of the tender documents (including all documents like annexure(s), etc.), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.

3. The corrigendum(s) issued from time to time by your department/ organization to have also been taken into consideration, while submitting this acceptance letter.

4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.

5. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/ Public sector undertaking.

6. I / We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/ untrue or found violated, then your department/ organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy.

Yours Faithfully,

(Signature of the Bidder, with  
Official Seal)

**Annexure-C**

**PRICE BID UNDERTAKING**

Date:

From: (Full name and address of the Bidder)

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To,  
O/o The Additional Director General,  
DG GST Intelligence, Surat Zonal Unit,  
Surat

Sir/ Madam,

**Subject : Hiring of Vehicle for DGGSTI, Zonal Unit, Surat.**

1. I submit the Price Bid for \_\_\_\_\_ and related activities as envisaged in the Bid document.
2. I have thoroughly examined and understood all the terms and conditions as contained in the Bid document, and agree to abide by them.
3. I offer to work at the rates as indicated in the price Bid, under BoQ inclusive of all applicable taxes except GST, Toll Tax and parking charges.

Yours Faithfully,

Signature:-

Name of Representative

E-Mail:-

Phone:-

Office Address:-