



GOVERNMENT OF INDIA
OFFICE OF THE ADDITIONAL DIRECTOR GENERAL
DIRECTORATE GENERAL OF TAX PAYER SERVICES (DGTS)
CUSTOMS & CENTRAL EXCISE, KOLKATA ZONAL UNIT, KOLKATA ZONAL UNIT
3rd FLOOR, GST BHAWAN,180, SHANTIPALLY, RAJDANGA MAIN ROAD, KOLKATA – 700107
Ph. No. 033-2441 0082; FAX No. 033-2441 6950

C. No. 12/Vehicle Matter/DGTS/KZU/2017/PART-I/

Dated: 15/01/2018

TENDER NOTICE NO. 01/DGTS/KZU/VEHICLE/2017-18

Sub: Notice for inviting of Tender for hiring of 3(three) Nos. of Operational Vehicles for the Office of the Additional Director General, DGTS, Kolkata Zonal Unit.

Tender is invited from the “vehicles on hire” service providers for hiring of operational vehicles as per the requirements mentioned below in the schedule for the office of the Additional Director General, Directorate General of Taxpayer Services, Department of Revenue, Ministry of Finance, Kolkata Zonal Unit at the above address from the date of execution of the agreement. The contract shall be awarded for a period of one year. The Tender is invited in two parts/folders— (i) Technical Bid & (ii) Financial Bid, as per attached Annexure-II and to be addressed to the undersigned.

Sl.No.	Category	Nos. of vehicles required	Cost ceiling (Exclusive GST)
01.	A.C. Car Mid-size / SUV's: 1. Two vehicles to be used for 30-31 days subject to maximum of 2500 Kms. in a month. 2. One vehicle to be used for 25 days subject to maximum of 2000 Kms. in a month.	03 (three) Nos.	Rs. 40,000/- per month per vehicle.

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

Tender Sheet

Critical Date

Tender Publishing Date & Time	16/01/2018 at 15.00 hrs.
Bid submission start date & time	17/01/2018 at 11.00 hrs.
Bid submission closing date & time	30/01/2018 at 17.00 hrs.
Tender opening date & time	31/01/2018 at 15.00 hrs.

3. Interested bidders / Service Providers / reputed firms providing such services may submit their bids in the prescribed format and in line with the terms and conditions attached hereto in Annexure-I with all the necessary documents in sealed envelope at the Office of the Additional Director General, DGTS, Kolkata Zonal Unit at the above address on or before bid submission closing date & time.

4. This is issued with the approval of the Additional Director General, DGTS, Kolkata Zonal Unit.

Encl : As above.

(S. Mukhopadhyay)
Assistant Commissioner

Copy forwarded to:

- i) The Deputy/Assistant Commissioner (Systems), CGST & CX, Kolkata North Commissionerate with the request to upload the Tender on www.cbec.gov.in & <http://eprocure.gov.in/procure/app>
- ii) The Deputy/Assistant Commissioner (Systems), CGST & CX, Kolkata South Commissionerate with the request to upload the Tender on www.cbec.gov.in & <http://eprocure.gov.in/procure/app>

iii) Notice Board.

Notice inviting Tender for Hiring of Vehicles.

1. Office of The Additional Director General, Directorate General of Taxpayer Services, Kolkata Zonal unit invites a Tender under from reputed agencies for hiring of 03(Three) Operational Vehicles for the period of one year from the date of agreement.
2. The bidders shall submit their bids within the specified time frame at the O/o the Additional Director General, DGTS, Kolkata Zonal Unit as per the terms and conditions provided along with the Tender Notice.
3. Technical Bid will be opened as per date / time as mentioned in the Tender Critical Date Sheet.
4. Submission of Tender: -
 - (a) The tender shall be submitted in two parts, viz., Technical Bid & Financial 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 submission.
 - (c) The offers submitted by Telegram / Fax / email shall not be considered. No correspondence will be entertained in his 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 operational vehicles to be provided to the Additional Director General, DGTS, Kolkata Zonal Unit must be attached along with the Technical Bids. Also the bidder should have registered under GST, 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. All the hired operational vehicles 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 operational vehicle during duty or in case condition of cars are 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 operational vehicles from the market and the additional cost incurred by this office will be borne by the service provider.
5. The service provider would ensure that the drivers employed have valid driving license. The operational vehicles should be registered with the concerned authority of Central / State Govt. The Transport operator shall provide a certificate to this effect. The driver of the operational 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.
7. The Additional Director General, Directorate General of Taxpayer Services, Kolkata Zonal unit 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 1st week of each month. The payment will be made as per availability of funds.
9. A daily record indicating time and mileage for operational vehicle shall be maintained in a log book and log book shall be submitted to Superintendent Headquarters / vehicles-in-charge of the Directorate General of Taxpayer Services, Kolkata Zonal Unit regularly for scrutiny.

10. Once the hiring of operational vehicles commences from a particular operator, the driver should not be changed unless requested by the Office. The operational vehicles must be available at any time on any day as desired by the officers concerned.
11. The Additional Director General, Directorate General of Taxpayer Services, Kolkata Zonal Unit shall not be liable to pay other than the hiring charges quoted in the tender.
12. The operational vehicles should have 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 the Additional Director General, Directorate General of Taxpayer Services, Kolkata Zonal Unit 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, towels and napkins in the operational vehicles and they should be changed every week and there should also be an air spray in the operational vehicles.
16. Manufacturing year of the operational vehicles should be 2016 and onwards.
17. The place of parking of the hired operational vehicles shall be the prerogative of the office of the Additional Director General, Directorate General of Taxpayer Services, Kolkata Zonal Unit.
18. Usually the operational vehicles will be utilized during the period from 09.00 hrs. to 19.00 hrs., however the operational vehicles may be utilized in case of any emergency at any time without bringing it to the knowledge of service provider.
19. As regard operational vehicle timings, the service provider will not pass on the instructions directly to the concerned driver. All the instructions should be routed through the Superintendent Headquarters / vehicle in-charge of the Directorate General of Taxpayer Services, Kolkata Zonal Unit.
20. Operational Vehicles should be kept with sufficient stock of fuel. However, in case of any emergency, if any officer refuses payment from his pocket, the same should be reimbursed by the contractor on production of the bill.
21. A declaration regarding acceptance of the above mentioned terms and conditions is to be submitted along with the technical bid.
22. If, any of the terms & conditions shown above at Sl.No. 1 to 21 is not found fulfilled during the work contract, The Additional Director General, Directorate General of Taxpayer Services, Kolkata 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 with Date:

Name of the Firm:

Annexure – II

Summary of Documents to be submitted

A. Technical Bid :-

The following documents are to be furnished by the Service Provider along with Technical Bid as per the tender documents.

- i) Signed copy of Technical data sheet (In format as per Annexure – A)
- ii) Signed copy of Tender Acceptance Letter (As per Annexure – B) & Letter of authorization to submit bid.
- iii) An undertaking (self-certificate) that the agency hasn't been blacklisted / terminated by a Central / State / UT Government institution and there has been no litigation with any government department.
- iv) Signed copy of certificates like GST Registration, PAN No., Shop & Establishments, RC book of offered vehicles and experience if any etc.
- v) List of the Organizations where similar services have been provided since last three years.
- vi) Documents regarding Annual turnover of previous two financial years details (along with copy of Profit & Loss A/c., Balance Sheet and Income Tax Returns for last two years should be attached).

B. Price Bid :-

- [a] Schedule of price bid under Bid of Quantity [BOQ].

ANNEXURE – “A”

TECHNICAL / QUALIFYING BID FORM FOR TENDER OF HIRING OF VEHICLES FOR THE OFFICE OF THE
ADDITIONAL DIRECTOR GENERAL, DGTS, KOLKATA ZONAL UNIT, KOLKATA :

01.	Name, Address & Telephone of Organization / Firm	
02.	Name(s), Address & Telephone of the Proprietor / Directors	

QUALIFYING CRITERIA FOR TECHNICAL BID :

01.	We own the vehicles :	Yes / No
02.	We have attached copy of RC Book of Vehicles offered in this tender.	
03.	We have valid GST Registration No.	Yes / No
04.	We have attached copy of GST Registration	Yes / No
05.	Attached copy of PAN	Yes / No
06.	Shop & establishment Number :	
07.	Annual turnover of previous two financial years details (along with copy of Profit & Loss A/c, Balance Sheet and Income Tax Returns for last two years should be attached)	
08.	Has your firm / company black listed / terminated at any time in past by any organization.	Yes / No, if Yes, please Provide details
09.	The Vehicles is registered as commercial vehicles.	Yes / No, If Yes, please Provide details.
10.	Name of the Organizations where similar services have been provided since last three years.	

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 state 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,

The Additional Commissioner,

O/O The Additional Director General, DGTS, Kolkata Zonal Unit,

GST Bhawan, 180, Shantipally, 3rd Floor,

Kolkata – 700 107.

Sub : Acceptance of Terms & Conditions of Tender.

Tender Reference No:01/DGTS/KZU/2017-18[Hiring of 03 Vehicles]

Sir,

1. I/We hereby certify that I / We have read the entire terms and conditions of the tender Documents (including all documents like annexure(s), schedule(s), etc.,) which form part of the contract agreement and I/We shall abide hereby by the terms / conditions / clauses contained therein.
2. The corrigendum(s) issued from time to time by your department / organization to have Also been taken into consideration, while submitting this acceptance letter.
3. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totally / entirety.
4. I / We do hereby declare that our Firm has not been blacklisted / debarred by any Govt. Department / Public sector undertaking.
5. 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]