



**DIRECTORATE GENERAL OF GOODS AND SERVICES TAX INTELLIGENCE,  
RAJKOT REGIONAL UNIT**

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F.No.DGGSTI/RRU/D-11014/2017-18

Date : 19.01.2018

**E-TENDER NOTICE**

**Sub: Notice for Inviting of Tender for hiring of Vehicle for the Office of the Additional Director General, Goods and Services Tax Intelligence, Regional Unit, Rajkot.**

1.	Terms & Conditions	Annexure-I
2.	Summary of documents to be submitted	Annexure-II
3.	Technical Bid Document	Annexure-A
4.	Tender Acceptance Letter	Annexure-B
5.	Instructions for Online Bid Submission	Annexure-III
6.	Financial Bid	BoQ

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 Additional Director General, DG GST Intelligence, Regional Unit, Rajkot for the period of one year from the date of execution of the agreement. **The contract shall be awarded for period of one year.**

Sr. No	Category	No. of vehicles required	Cost Ceiling (Exclusive GST)
1.	<b>Non- AC Taxi</b> (Innova, Etios, Swift/Swift Dzire, Hon Amaze etc.) to be used up-to 20-25 days subject to maximum of 2000 Kms in a month for DG GSTI, Regional Unit, Rajkot. (B-2 Segment/A-1 Segment Vehicle)	01 Vehicle	Rs. 40,000/- 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	<b>19.01.2018 at 18:00 pm</b>
Bid Submission Start Date & Time	<b>20.01.2018 at 11:00 am</b>
Bid Submission Closing Date & Time	<b>10.02.2018 at 06:00 pm</b>
Technical Bid Opening Date & Time	<b>12.02.2018 at 11:00 am</b>
Financial/Price Bid Opening (BoQ) Date & Time	<b>12.02.2018 at 11:00 am</b>

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/eprocure/app> on or **before bid submission closing date & time.**

**(Amitkumar Nikalje)**  
**Deputy Director**

Encl: As above.

**Copy to:**

1. Notice Board, DG GSTI, Zonal Unit, Ahmadabad.
2. Web Master CBEC for uploading.

# THE DIRECTORATE GENERAL, GSTI, REGIONAL UNIT, RAJKOT

Phone No. (0281) 2457147

Fax No. (0281) 2457148

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

1. Office of The Directorate General, GSTI, Regional Unit, Rajkot, 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, RRU office 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. 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 authority 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.
7. The Directorate General, GSTI, Regional Unit, Rajkot, 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, RRU, regularly for scrutiny.
10. Once the hiring of cars 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, Rajkot 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 should be an air spray in vehicle/taxi.
16. The vehicles hired shall not be older than three years and shall be in good condition.
17. The place of parking of the hired vehicles shall be the prerogative of the office of Directorate General, DG GSTI, Rajkot.
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. 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, DG GSTI, RRU.
20. Vehicle should be kept with sufficient stock of fuel. However, in case of any emergency, if any officer refuels on 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 Sr. No (1) to (21) is not found fulfilled during the work contract, the DG GSTI, RRU 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 document:

- i) Signed and Scanned Copy of Technical data sheet (In format as per Annexure-A)
  
- ii) Signed and Scanned 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 by a Central/State/UT Government institution and there has been no litigation with any government department.
  
- iv) Signed and Scanned copy Certificates like GST Registration, PAN No., SHOPS & 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 Vehicle for the Office of the Directorate General, DG GSTI, Regional Unit, Rajkot

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 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 Deputy Director (Admn)  
DGGSTI, Regional Unit,  
Rajkot

Sub: Acceptance of Terms & Conditions of Tender.

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

Name of Tender / Work: -

\_\_\_\_\_  
\_\_\_\_\_

Dear 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 totality / 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)



## **ANNEXURE- III**

### **Instructions for Online Bid Submission**

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

#### **REGISTRATION**

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link "Online bidder Enrolment" on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID/password and the password of the DSC / e-Token.

#### **SEARCHING FOR TENDER DOCUMENTS**

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

#### **PREPARATION OF BIDS**

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to

understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

3) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

### **SUBMISSION OF BIDS**

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard PDF format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the PDF file.
- 5) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 6) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 7) Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 10) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

### **ASSISTANCE TO BIDDERS**

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person in of DG GSTI, Regional Unit, Rajkot.
- 2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.