



भारत सरकार / GOVERNMENT OF INDIA
आयुक्त का कार्यालय / OFFICE OF THE COMMISSIONER
केंद्रीय जी एस् टी, उत्पाद शुल्क एवं सीमा शुल्क, अपील आयुक्तालय, भुवनेश्वर
CENTRAL GST, EXCISE & CUSTOMS, APPEALS COMMISSIONERATE, BHUBANESWAR
केंद्रीय राजस्व भवन, राजस्व विहार, भुवनेश्वर - 751007 / C.R. Building, Rajaswa Vihar, Bhubaneswar - 751007

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C.No.V(30)10/Appeals/VEH/BBSR/2017/

Dated:- 07.02.2018

TENDER NOTICE FOR HIRING OF VEHICLES

Sealed tenders are invited from the agencies/individuals providing services of commercial vehicle with drivers on hire on monthly basis in sealed envelope by the Office of the Commissioner, Central GST, Excise & Customs, Appeals Commissionerate, Bhubaneswar as per the requirement mentioned below:

Sl.No.	Category & Type of Vehicle	Number of Vehicle	Remarks
1.	Midsized Staff Car (SUV/Inova/Ciaz/Honda City)	01 (One)	Usage upto 30/31 days per month (upto 2500 km. per month)
2.	Small sized Staff Car (Swift Dzire / Indigo)	01 (One)	Usage upto 25/26 days per month (upto 2000 km. per month)

The terms and condition and other documents as under:

1.	Terms and conditions	Annexure-A
2.	Affidavit	Annexure-B
3.	Proforma for Technical bid	Annexure-C
4.	Proforma for Financial bid	Annexure-D

The prescribed tender documents along with the terms and conditions can be obtained from the Administrative Officer, Room No.401, Central GST, Excise & Customs, Appeals Commissionerate, Bhubaneswar between 10.30 hrs to 18.00 hrs on any working day upto 16.02.2018 by 18.00 hrs or can be downloaded from official website www.cbec.gov.in.

The interested parties are required to submit their tender/bid in proforma mentioned at Annexure - B, C & D duly filed in and signed for having accepted the terms and conditions mentioned in Annexure A and pre-qualification. The envelopes should be superscribed as "TENDER FOR HIRING VEHICLES" and the same may be sent to the Assistant Commissioner, Central GST, Excise & Customs, Appeals Commissionerate, Bhubaneswar at the above mentioned address, so as to reach **on or before 18.00 hrs of 28.02.2018**. Submission of bids should be as per two bid system, i.e. Technical and Financial bid separately in two different sealed envelopes. Those envelopes should be superscribed "Technical Bid" and

“Financial Bid” and put inside a larger envelop, which should be superscribed “Tender for hiring vehicle”. Only the bids/tenders completed in all aspect will be opened **at 11.30 a.m. on 01.03.2018** in the presence of bidders, if any. Financial bids shall be opened if all the terms and conditions of technical bids are fulfilled.

A. TECHNICAL:

1. The bidder should have the PAN No. and should attach a photocopy of the same.
2. The bidder should have experience in supplying vehicles to the Govt. Department/PSUs for which he should submit the name(s) of Organization(s) to whom service(s) are being provided, and number of vehicles so provided to each organization(s)
3. The bidder should have the GST Registration number and should attach photocopy of the same, in case of his liability to pay service tax.
4. The vehicle should not be older than 2015 model (i.e. it should not be registered prior to 1.1.2015) and it should be in good working conditions for which the tenderer should submit the details of the vehicles giving make/type of vehicle, model/year of manufacture and the Registration Number (proper category- wise, as required in the above mentioned table).

B. COMMERCIAL:

1. Monthly charges / Rates for providing vehicle to be used with Driver should be clearly mentioned for 30-31 days/month and upto 2500 km. per month / 25-26 days/month and upto 2000 km. per month.
2. The bidder shall quote their rate exclusive of GST, which will be paid extra on actual basis, based on documentary evidence about payment of service tax by the successful bidder.
3. The commercial bids of only those bidders who qualify the Technical conditions will be considered.
4. The tenders will be opened on 01.03.2018 at 15.00 hrs in the office of the Commissioner, Central GST, Excise & Customs, Appeals Commissionerate, Bhubaneswar.
5. The parties or their authorized representatives with an authority letter may remain present at the time of opening of the tenders. The Commissioner, Central GST, Excise & Customs, Appeals Commissionerate, Bhubaneswar reserves the right to accept or reject any or all the tenders without assigning any reason, whatsoever.

(T.K. Nayak)
Assistant Commissioner (Appeals)

Copy to:-

1. The Superintendent (Systems), Central GST Commissionerate, Bhubaneswar. He is requested to upload the tender notice in the department’s web site.
2. Notice Board, Central GST Commissionerate, Bhubaneswar.

Annexure - A

TERMS & CONDITIONS

1. **Performance Security:** - The successful bidder will be wholly and solely responsible for any damage/levy/claim and will be liable to pay the said damage/levy/claim. In this context, **the successful bidder will deposit Rs.20,000/- (Rupees Twenty Thousand Only)** as performance security in the shape of Bank Guarantee issued by a Nationalized Bank only drawn in favour of the Commissioner of Central GST, Excise & Customs, Appeals Commissionerate, Bhubaneswar.
2. **Contract Period:-** The validity of the contract is for one year from the date of awarding the contract. However, in case the quality of service by the contracted agency is found unsatisfactory, the competent authority may terminate the contract agreement after giving 15 days notice.
3. The order for providing vehicle on monthly basis will be given to the agency which has quoted the lowest rate(s) while meeting all the terms and conditions given in the tender document.
4. The billing should be done on monthly basis and it should be in triplicate, preferably typed. It shall be submitted to the concerned officer of Central GST, Excise & Customs, Appeals Commissionerate, Bhubaneswar within the 1st week of every subsequent month for payment. Pre-receipted bill shall be submitted by the successful bidder in duplicate duly supported by the copy of logbook.
5. The vehicle(s) should be registered with the concerned authority of Central/State Govt. for commercial use. It should be properly and comprehensively insured and should carry necessary permits / clearance from the Transport Authority or any other concerned authority including pollution certificate.
6. The bidders must ensure that the drivers employed have valid driving license and clean driving record. The firm would ensure that the drivers employed should carry a mobile phone and should be free from vices. The driver so employed should have a minimum experience of 5 years. The drivers should be paid wages not below the market rate/minimum wages (if applicable).
7. The driver should be well conversant with roads and routes. The operation and functions of the Driver shall be governed as per Motor Vehicle Act and Rules.
8. The agency / firm should have working telephones for contact round the clock. The driver(s) should be without any criminal record and shall observe all etiquette and protocol while performing duty and shall be neatly and properly dressed and must carry a mobile phone in working condition, which should be accessible at any time on 24x7 bases. No separate payment shall be made by this office, on this account.

9. The normal working time will be from around 9.00 a.m. to around 7.00 p.m. However, occasionally the vehicle may have to report earlier or may be relieved after working time, for which no extra charge will be paid.
10. The driver should always remain with the vehicle during entire period of duty. In case of any urgency the driver may seek permission of the concerned officer.
11. Once the hiring of car commences from a particular operator, the car and the driver should not be changed unless requested by this office.
12. The normal working days are from Monday to Friday. However, vehicle may be required on all days including Saturday, Sunday and public holidays.
13. The agency shall provide name and address of the driver and police verification report along with their driving license number and copies thereof while submitting acceptance of offer.
14. The Commissioner, Central GST, Excise & Customs, Appeals Commissionerate, Bhubaneswar shall not be responsible for any challan, loss, damage due to 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 bidder.
15. The agency shall ensure that speedometer of car supplied is properly sealed so that no tampering is done with a view to inflate distance traveled. LPG Cylinders should not be used for running the vehicles in any case.
16. The authorized officer from the office of the Commissioner, Central GST, Excise & Customs, Appeals Commissionerate, Bhubaneswar may get surprise checks of speedometer of the car supplied from any authorized workshop and cost thereof will be borne by the agency.
17. In case of any breakdown of vehicle on duty, the agency shall make arrangement for providing another vehicle. In such a case, mileage from garage to the point of breakdown would not be paid.
18. In case vehicle does not report within the reasonable time or does not report at all, the Department would have a right to hire a vehicle from the market and the additional cost incurred by the Department will be borne by the Contractor.
19. In case, neither a substitute vehicle is provided nor a vehicle is hired by the Department, proportionate contract charges are liable to be deducted from the contract charges payable.
20. The successful bidder has to park the vehicle after use at his own risk.
21. The calculation of mileage shall be from the reporting point to the relieving point.

22. A daily record indicating time and mileage of the vehicle shall be maintained in a log book and log book shall be submitted to the concerned vehicle in-charge in the office of the Commissioner, Central GST, Excise & Customs, Appeals Commissionerate, Bhubaneswar regularly for scrutiny.
23. The bidder should give an undertaking that he or his firm has not been blacklisted by any of the Organization / Government Department as on the Date of submission of the bid.
24. The bidder shall also certify that he has read and understood the terms and conditions of the tender. He should sign the terms and conditions. The bidders, who are not accompanied with the requisite documents, shall be out rightly rejected.
25. The contract will be for a period of one year from the date of signing of the contract.
26. The Commissioner, Central GST, Excise & Customs, Appeals Commissionerate, Bhubaneswar will have the sole discretion to extend the period of contract beyond one year or terminate the contract prematurely in case of unsatisfactory service.
27. If the vehicle does not report for duty on any day(s) then an amount Rs. 2000/- (Rupees Two Thousand only) per day of non-reporting shall be deducted from the monthly bill of the vehicle. In addition, a penalty of Rs.1000/- (Rupees One Thousand only) per day may be levied if the vehicle / agency fails to meet above terms and conditions on any day.
28. Any matter during the period of the agreement, which has not been specifically covered shall be decided by the Commissioner, Central GST, Excise & Customs, Appeals Commissionerate, Bhubaneswar whose decision shall be final and binding on the vehicle provider.
29. No additional terms and conditions over and above the conditions stipulated above shall be entertained by this office.
30. In case of any dispute of any kind and in any respect, whatsoever, the decision of the Commissioner, Central GST, Excise & Customs, Appeals Commissionerate, Bhubaneswar shall be final and binding.

Annexure - B

The notary (public)
Civil Court,

I..... aged about, son
of resident of Moh/village
.....P.S. Dist.
..... do hereby solemnly affirm/state as follows:

1. That I am the proprietor of M/s
2. That my Agency / firm / Central or State Government / Central or State government undertakings has been allowed to participate in the tender dated of Central GST, Excise & Customs, Appeals Commissionerate, Bhubaneswar for hiring of vehicle.
3. That, I have neither been convicted nor any cognizance has been taken against by any Court of Law till date.
4. That my Agency / firm / Central or State Government / Central or State government undertakings has not been blacklisted from any Central / State Government Department and Central or State government undertakings.

The above statement is true to the best of knowledge and belief.

Witness

1.

Deponent

.....

Annexure - C

(Technical bid for the Vehicle for km.)

1.	Name of bidder:	
2.	Address:	
3.	Mobile no. Of Bidder;	
4.	PAN No. (enclose self attested copy of proof)	
5.	GST Registration no. (enclose self attested copy of proof):	
6.	Make/Model of the Vehicle:	
7.	Any experience in providing hired car to Govt. offices, if yes, details	
8. *	Whether providing new vehicle (Write YES or NO)	
9. *	i) Model of Vehicle	
	ii) Year of manufacture of Vehicle	
	iii) Whether registered for commercial use	
10. *	RC Book No. for each vehicle (enclose self attested copy of proof)	
11.	Kms run by the vehicle upto date of filing of tender	
12.	Whether blacklisted by any Central / state Government or Central / State Government under takings? If blacklisted, indicate details.(submit the affidavit about non-blacklisting in prescribed format)	
13.	Whether convicted any court of law? If convicted, indicate details and enclosed a self attested copy of the court's order.	

* Not applicable for the bidder who wants to give a new vehicle (yet to be purchased) if the contract is awarded to him.

It is certified that all terms and conditions stipulated in the tender document is acceptable.

Place:

Date:

Name and Signature of bidder with seal

Annexure – D

(Financial bid for the vehicle)

1. Name of Bidder :-
2. Address :-
3. Telephone / Mobile No. :-
4. Rates :-

Vehicle Name / Model	Rate for 30/31 days in a month upto 2500 km		Total
	i) Base Price		
	ii) Service Tax		

Vehicle Name / Model	Rate for 25/26 days in a month upto 2000 km		Total
	i) Base Price		
	ii) Service Tax		

Place:

Date:

Name and Signature of bidder with seal