



केन्द्रीय कर, केन्द्रीय उत्पाद शुल्क व सीमा शुल्क के आयुक्त का कार्यालय
OFFICE OF THE COMMISSIONER OF CENTRAL TAX, CENTRAL EXCISE AND CUSTOMS
सिकंदराबाद आयुक्तालय, बशीरबाग, हैदराबाद- 500 004
SECUNDERABAD GST COMMISSIONERATE, BASHEERBAGH, HYDERABAD - 500 004
C.No. I/22/06/2017-PF-I Admn. Date: 24.01.2018

**NOTICE FOR INVITING TENDERS FOR HIRING OF MOTOR
VEHICLES AS OPERATIONAL CARS FOR SECUNDERABAD GST
COMMISSIONERATE**

For and on behalf of President of India, sealed Tenders are invited for the hiring of vehicles as Operational Cars along with drivers for the Office of the Commissioner of Central Tax, Central Excise and Customs, Secunderabad GST Commissionerate, Hyderabad.

2. The detailed terms and conditions are enclosed herewith in Annexures to this tender notice. In case of any difficulty, you may contact the **Assistant Commissioner, Administration, Secunderabad GST Commissionerate, 5th Floor, GST Bhavan, Opp. L.B.Stadium, Basheerbagh, Hyderabad** on any working day during office hours on or before 12-02-2018.

3. The interested Service Providers are requested to submit their Tender documents in the prescribed Quotation form duly signed and stamped, in a sealed cover to the Assistant Commissioner (Administration), Office of the Commissioner, Central Tax, Central Excise and Customs, Secunderabad GST Commissionerate, 5th floor, GST Bhavan, Opp. L.B.Stadium, Basheerbagh, Hyderabad. The tenders can also be sent by Registered Post/AD.

The last date for receipt of Tender : 13-02-2018 **up to 17:30 hrs**
Tenders shall be opened on : 14-02-2018 **at 11:00 hrs**

4. The tenders/quotations received incomplete and/or filed after the due date shall be summarily rejected. The parties who wish to be present at the time of opening of Tender/Quotation may represent themselves or authorize their representatives with an authority letter. Vehicles offered for services may also be required to be shown for Inspection to find out the actual condition thereof after opening of Technical bid. The Commissioner of Central Tax, Central Excise and Customs, Secunderabad GST Commissionerate reserves the right to accept or reject any or all tenders without assigning any reasons.

Encl: Annexure-A – Terms and conditions
Annexure-B - Proforma for Technical BID
Annexure-C - Proforma for Financial BID

(SUBRATA MUKHERJEE)
ASSISTANT COMMISSIONER
(Administration Section)

Secunderabad GST Commissionerate

Copy to:

1. Superintendent (Computers) for circulation in cgst.hyderabadzone.gov.in, cbec.gov.in, websites.
2. In charge of Vehicles, Secunderabad GST Commissionerate.
3. Notice Board.
4. Guard File.

ANNEXURE-‘A’

TERMS AND CONDITIONS FOR PROVIDING VEHICLE

1. Earnest Money Deposit/Bid Security (as mentioned in para 2 below) refundable, in the form of Demand Draft payable to the Assistant Chief Accounts Officers (ACAO), Central Tax & Central Excise, Secunderabad GST Commissionerate must accompany the tender. Tenders without Earnest Money Deposit and in any other form i.e., cheque, cash etc. will not be considered.
2. Technical bids and Financial bids should be sealed in separate envelop and thereafter put in another sealed envelope and super-scribed with “Tender for hiring of operational cars”. Tender will be opened on **___-02-2018 at 11:00 hrs.**

The details of the vehicles required for Operational Cars are as under:

Sl. No.	Category of the Vehicle	Number of Vehicles required	Number of days vehicle is to be provided per month	Maximum distance in Kilometers per month	Earnest Money Deposit (Refundable)
1.	Small Size Vehicle (upper ceiling fixed Rs. 30,000/- plus GST)*	3 Nos.	25 days	2000 Kms per month	Rs.2,000/-

*A-2 type, as per the Society of Indian Automobile Manufacturers (SIAM)

Contract for the above vehicles will be for a period starting from the date of awarding this contract upto **31.03.2019**. The vehicle shall be

required to operate/travel anywhere in India for official purpose and necessary permit etc. shall be necessary.

3. The Technical and Financial bids should be submitted separately for each category of vehicle by each firm/agency. Submission of bids should be as per two bid system i.e., Technical and Financial bid separately in two different sealed envelopes. These envelopes shall be super scribed “FINANCIAL BID” and “TECHNICAL BID” along with the category of the vehicle i.e., Operational Cars and put inside another bigger sealed envelope which shall be super scribed with the words, “Tender for hiring of Operational vehicles”.
4. The last date for receipt of sealed tenders is up to **17:30 Hrs** on ___-**02-****2018**. The sealed tenders should be dropped in the Tender Box available in the room No.522, Administrative Section, Secunderabad GST Commissionerate, 4th Floor, Head Quarters Office, Opp. L.B.Stadium, Basheerbagh, Hyderabad – 500 004, between 10:00 hrs to 17:00 hrs on all working days.
5. Financial bids of only those agencies/firms would be opened, whose technical bid qualifies for the tender and final approval will be given only after actual inspection of the vehicle. The format of the Technical bid and the financial bids are enclosed as Annexure-B and Annexure-C respectively.
6. The Commissioner of Central Tax, Central Excise and Customs, Secunderabad GST Commissionerate reserves the right to reject all or any of the offers without assigning any reason thereof and the decision of this office shall be final and binding.

7. The terms and conditions of the tender are as under:

- a) The Contract of hiring of Vehicle will be initially from the date of awarding this contract upto **31.03.2019** and may be extended for a further period.
- b) The tenderer should be duly registered with concerned Central / State Govt. authorities and should be a well-established Taxi agency / firm (hereinafter referred to as the agency/firm). Such vehicle providers should also submit details of other such Govt. Organizations to which they have extended similar service in the recent past as well as the present. Only vehicles registered as taxi or public transport vehicle shall be hired.
- c) The agency / firm would ensure that the drivers employed have valid driving license and clean driving record including track record of not indulging in any major accident in the past three years. The vehicle or driver should not have indulged in any serious accident in the past three years and a proof of the same in the form of non-claiming of insurance amount from the insurer shall be submitted. The driver of the vehicle provided must follow traffic rules and all other regulations prescribed by the Government from time to time. The papers related to the vehicles including proper insurance papers of the vehicle should be available / kept in the vehicle.
- d) The agency/firm should have sufficient numbers of the vehicles and drivers with them. In case of breakdown of vehicle or non-availability of driver at any time, the firm shall provide substitute vehicle / driver as the case may be. The drivers employed along with the vehicle should satisfy the following conditions:
 - i. Drivers should have minimum of 5 years of experience of driving. They should have vehicle transport licenses for driving passenger vehicles.
 - ii. Drivers should be well versed with the roads and the places in Hyderabad City and should have experience in city driving.

- iii. Once the driver has been allotted to a particular vehicle, he should remain with the same vehicle for a period of at least one year. Any change in the designated driver should be intimated to the concerned officer 24 hours before such change is affected.
 - iv. Driver should be provided with a mobile phone in operation at all times.
 - v. Driver should be decent and well behaved and should not have any criminal cases against him and should not have any past history of accidents.
 - vi. Car should be kept clean and odour free, suitable for official use.
 - vii. Driver should wear the prescribed uniform i.e., white shirt with white trousers/ Light blue shirt with navy blue trousers and black shoes.
- e) The vehicle should be of the latest model (not older than 3 years) and in good running condition. In case, the condition of the vehicle is not found to be satisfactory, it shall be returned for immediate replacement. In case, no replacement is provided on time or any other day, a penalty will be levied as deemed fit on day to day basis and the Commissioner has the right to hire a vehicle from the market and the cost incurred has to be borne by the agency/firm.
- f) The billing will be done on monthly basis and bills to be submitted in triplicate by the 5th of the succeeding month.
- g) The rates quoted should be exclusive of the GST component. Due GST should be paid and evidence of which to be produced after which the Department will pay the equivalent amount to the service provider. All other taxes, toll fee, levy, insurance charges etc., other than GST would be borne by the Agency/Firm.
- h) A daily record indicating time and mileage for each vehicle shall be maintained by the driver in a log book in the prescribed format as per Government's instructions and this log book shall be submitted to the concerned officer in the Commissionerate regularly for scrutiny.

- i) Secunderabad GST Commissionerate shall be liable to pay the hiring charges and GST (if found eligible) only. Any other charges, including monthly charges of driver, repair and maintenance of vehicle, insurance, petrol/ diesel, oil and any other incidental expenses shall be borne by the agency/firm.
- j) Agency/firm shall not engage any sub-contractor or transfer the contract to any other person. The vehicles must be fitted with Fire extinguisher in proper working condition at all times and the driver should be trained to use them.
- k) There should be at least two sets of white seat covers, towels and napkins. It should be changed every week. There should be an air spray in every car. A fan at the rear seat will have to be provided by the owner. The items mentioned shall be made available at the cost of the owner of the agency/firm.
- l) A penalty of Rs.1,000/- per day per vehicle may be levied in case of unapproved change of vehicle / driver, non-satisfactory performance or lack of proper upkeep of the vehicle or non-observance of any terms or conditions prescribed above. The number of days will be calculated on the basis of period during which the default continues or on the occasions of occurrence of the concerned events as applicable. However, in case of frequent violations of the terms or conditions, the contract can be cancelled forthwith without any notice.
- m) The vehicle should be registered in the name of the agency /firm with the concerned authority of Central/State Government. Self-attested photocopies of Registration Certificate should be attached with the Technical Bid. The agency/firm should have adequate number of telephones for contact round the clock. Vehicles should have pollution clearance certificate issued by the competent authority.
- n) The vehicle should have necessary permits from the transport department/authority. This office will not be responsible for any

challans, loss, damage and accident to the vehicle or any other vehicle or injury to anybody. In case of any accident, all the claims arising out of it shall be met by the agency/firm.

- o) The vehicle should display at a conspicuous place the following: “In case of irresponsible/rash driving or exceeding speed limit prescribed on a particular stretch of road, you may complain to the owner of the vehicle (Name of the owner, Telephone and Mobile No. should be displayed).” All such complaints should be probed into by the owner of the vehicle and action taken against the erring Driver, if found guilty, under intimation to the Department.
- p) The vehicle shall be provided on any day including Saturday, Sunday and Holidays, if required by the Hirer i.e. Department.
- q) It is obligatory for the agency/firm that drivers are paid not less than minimum wages prescribed under Minimum Wages Act fixed by the Government from time to time.
- r) If any of the terms and conditions above, is not found fulfilled during the currency of contract, the Commissioner of Central Tax, Central Excise and Customs, Secunderabad GST Commissionerate reserves the right to terminate the contract without assigning any reasons thereof. However, this contract can be terminated with a notice period of one month by the either side. The liability of Commissioner of Central Tax, Central Excise and Customs, Secunderabad GST Commissionerate will be limited to the hiring charges agreed in the contract.
- s) No Additional terms and Conditions over and above the conditions stipulated above shall be entertained by this Office.
- t) In case of any dispute, the decision of the Commissioner of Central Tax, Central Excise and Customs, Secunderabad GST Commissionerate shall be final and binding. Contract can be cancelled after a prior notice of one month from either side, in the event of poor

service or violation of any of the conditions stipulated and any matter not specifically covered by this agreement shall be decided by the Commissioner of Central Tax, Central Excise and Customs, Secunderabad GST Commissionerate.

(SUBRATA MUKHERJEE)
ASSISTANT COMMISSIONER
(Administration Section)

Secunderabad GST Commissionerate

ANNEXURE-‘B’ (TECHNICAL BID)

1	Amount of Earnest Money Deposit(Refundable)	
2	Particulars of Demand Draft	No.
		Date.
		Drawn on.
3	Name, address and telephone/mobile no. of the tenderer i.e the Applicant Contractor	
4	PAN No.	
5	Service Tax/ GST registration	
6	No. of years of experience of running a fleet of vehicles on hiring basis	
7	Model and year of manufacture of Vehicle	
8	Approximate KMs run by the vehicle upto date of filing of tender	
9	No. of Drivers available with the tenderer & their years of experience along with License Numbers	
10	Certification that no criminal case is pending against the driver	

Signature along with Stamp

ANNEXURE-‘C’ (FINANCIAL BID)

Sl.No	Vehicle Type	No. of vehicles	Total KMs in a month	Details of Quoted Vehicle	Quoted bid rate per month Incl. of all taxes

Signature along with Stamp