



DIRECTORATE GENERAL OF GOODS AND SERVICE TAX
WESTERN ZONAL UNIT, MUMBAI
9TH FLOOR, PIRAMAL CHAMBERS,
JIJBHAI LANE, LALBAUG, PAREL,
MUMBAI- 400 012
E-mailAddress- dg.st-cbec@nic.in

F.No. V/DGGST/WZU/Vehicle/24/2017-18
Mumbai, the 1st February, 2018

NOTICE FOR INVITING TENDER FOR HIRING OF VEHICLE.

THE OFFICE OF THE ADDITIONAL DIRECTOR GENERAL OF GOODS AND SERVICE TAX. WESTERN ZONAL UNIT, PIRAMAL CHAMBERS: 9TH FLOOR: JIJBHOY LANE: LALBAUG: PAREL: MUMBAI – 400 012 invites competitive bids for hiring of ONE operational vehicle for a period of one year, as per the terms and conditions mentioned in the Schedule. The vehicle should be in excellent running condition for official/operational use, on monthly hire basis. The details of vehicle requirement/period covered are as under: -

Category of vehicle required

TABLE 1

Sr. No.	Category	No of vehicles required.
I	A-3 Segment (Mid-size) [SIAM classification] 2000 Kms per month – 12hrs duty per day with driver. (To be used for 25/26 days in a month, all days of the week, including Holidays)	1

- 2 The last date for submission of bid is 14.02.2018 (3 P.M.) addressed to the Assistant Director, DGGST, Western Zonal Unit, 9TH Floor, Piramal Chambers, Jijibhoy Lane, Lalbaug, Parel-400012
- 3 The bid may be submitted in the prescribed format attached, along with Annexure I (Technical bid) and Annexure II (Financial bid) in two separate sealed envelopes. The bidders who qualify in the technical bid will be considered for financial bid.
- 4 Demand Draft of Rs. 5,000/- as Earnest Money Deposit 'EMD' in favour of 'A. O., D.G.G.S.T., Mumbai' is to be submitted along with the bid, otherwise the bid shall be out rightly rejected.
- 5 The schedule of Tender is as under.
 - Last date for receipt of Tender : 14.02.2018 upto 15.00 Hrs
 - Date of opening of Tender : 15.02.2018 at 12.00 Hrs
 - Place of opening of Tender : 9TH Floor, Piramal Chambers, Jijibhoy Lane, Lalbaug, Parel-400012

SCHEDULE:

Terms and Conditions of the Tender

While submitting bids, the applicant should specifically note that:

1. Rate quoted is for operational vehicles in excellent and neat exterior interior and running condition which they shall also so maintain during the period of hire.
2. The vehicles should not be older than two years.
3. The rates shall be quoted not more than the cost ceiling of maximum Rs. 40,000/- per vehicle. This cost ceiling does not include the amount of GST which would be over and above the cost ceiling.
4. The vehicles shall be provided on any day including Saturday, Sunday and Holidays, required by the Hirer.

5. Zero based mileage i.e. mileage starting and ending at/from duty or drop off location shall be adopted for the purpose of calculating the kilometers.
6. Bidder should have arrangements for establishing contact and round the clock service.
7. The rates shall be quoted exclusive of GST. The amount of GST (if any) should be mentioned separately.
8. The billing will be done on monthly basis and bills to be submitted in triplicate by the 5th of the succeeding month.
9. The vehicles provided should strictly comply with all the laws in force in India and their drivers should have valid driving licence complying with the laws in force and they should be adequately experienced, and maintain decency, politeness, and neat dress and good conduct.
10. Drivers should be equipped with functional mobile phone at their cost, for contact purposes.
11. Any person who is in government service or an employee of the department should not be a partner, directly or indirectly, with the service provider.
12. The service provider will comply with the labour laws in force and all liabilities in this connection will be of Service Provider.
13. If the contract is awarded, the owner shall provide the department the complete details of the vehicles, certified copy of the RC book, comprehensive insurance policies as well as full details of deployed drivers, their addresses and copies of their driving licences.
14. The department will not be under any obligation, legal or otherwise, to provide employment to any of the personnel of the service provider during or after the expiry of the hire period. The department recognizes no employer-employee relationship between the department and the personnel deployed by the service provider. The department shall not be responsible financially or otherwise for any damage to the vehicles or injury to the driver or person deployed by the service provider during the course of hire.
15. In case of any accident, any and all the claims and damages arising there from shall be met by the service provider.
16. The service provider shall undertake to indemnify the department against all damages/charges arising on account of or connected with the negligence of the service provider or his staff or any person under his control whether in respect of accident/injury to the person or damages to the property of any member of the public or any person or in executing the work or otherwise and against all claims and demands thereof.
17. In the event of the hired vehicles developing snags the service provider will ensure that a replacement vehicle is provided on priority and in case of failure to make alternative arrangement, the Department will be at liberty to hire other vehicle and the cost incurred on account of such hiring shall be at the expense of the service provider.
18. The department reserves the right to terminate the contract without assigning any reason by giving ten days' notice.
19. The contractor should quote his rate for the vehicles to be used for 25-26 days up to a maximum of 2000 km per month. Department shall not make any advance payments and payments shall be made only on the basis of monthly bills submitted at the end of every month.
20. The EMD of unsuccessful bidders will be refundable within 30 days after the completion of the process. No interest would be payable on amount of EMD. The EMD will be forfeited in case the bidder asks for modification in his/their bids or does not accept the Contract after being awarded the same.
21. The period of hiring will be one year from the date of commencement of contract. The expected dated of commencement of contract for one vehicle is 01.03.2018.
22. The Additional Director General, DGGST, Western Zonal Unit, Mumbai reserves the right to require fulfillment of other conditions, not expressly mentioned, which are consistent with use of vehicles hire with this office, and to reject any or all tenders without assigning any reason thereof.
23. In case of dispute the decision of the Additional Director General, DGGST, Western Zonal Unit, Mumbai shall be final and binding.

Sd/-

Encl: Annexure I & II

(Ram Kumar)
ASSISTANT DIRECTOR

ANNEXURE-I

TECHNICAL BID DOCUMENT

1. Name of the Service Provider :-
2. Address :-
3. Name(s) & address of the partners/
Directors/Proprietors(with mobile No.) :-
4. Contact Person(s)(with mobile no.) :-
5. No. of Years of experience in providing
Service of Vehicle (with copies of
previous contracts) :-
6. Detail of vehicle with model & year to be
provided by the bidder :-

Type of Vehicle	Model Year

7. GSTIN (Goods and Service Tax
Identification Number) :-
8. PAN No. (attach copies of last two
Income Tax) :-
9. Details of EMD :-
10. Details of erstwhile service tax
registration (with copy) :-

DECLARATION

I/We, _____ hereby certify that the information furnished above is full and correct to the best of my/ our knowledge. I/We understand that in case any deviation is found in the above statement at any stage, the concern will be blacklisted and barred without any notice from having dealing with the department in future.

(Signature)
(Date & Seal)

ANNEXURE-II

FINANCIAL BID DOCUMENT

1. Name of the Service Provider
2. Address
3. Name(s) & address of the Partners/Directors
/Proprietors (with mobile no.)
4. Contact Person(s) (with mobile No.)
5. Bid Amount (exclusive of GST)

- (i) We, undersigned, offer to provide vehicle in conformity with the conditions of contract and specifications for the amount quoted above.
- (ii) We undertake to enter into agreement within 3 days of being called upon to do so and bear all expenses including charges for stamps etc. and agreement will be binding on us.
- (iii) If our Bid is accepted, we agree to furnish a bank guarantee of Rs. 20000/- as performance security within 07 days of the entering into agreement.
- (iv) We understand that the Department is not bound to accept the lowest or any bid and the acceptance of the bid is subject to our financial stability.
- (v) It is hereby certified that the above rate quoted is inclusive of driver's, salary, fuel expenses, vehicle & maintenance expenses and other incidental expenses.
- (vi) I have read the terms & conditions of the Tender Notice.

(Signature of Authorized signatory)

