



GOVERNMENT OF INDIA  
MINISTRY OF FINANCE, DEPARTMENT OF REVENUE  
OFFICE OF THE ASSISTANT COMMISSIONER, CGST & CENTRAL EXCISE  
MUMBAI CENTRAL, 115, GST BHAWAN, M. K ROAD  
NEAR CHURCHGATE STATION, CHURCHGATE, MUMBAI -400020

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Email: pro.mumbai01@gmail.com

V/PI/HV/MC/TF-VI/2017

Dated: 31/01/2018

**TENDER NOTICE FOR HIRING OF VEHICLE**

For & on behalf of President of India sealed tenders are invited from reputed parties/ agencies supplying vehicle (along with driver) on hire basis for official use of the office of the Assistant Commissioner, G.S.T. & Central Excise, Mumbai Central, 115, GST Bhavan, M. K Road, near churchgate station, churchgate, Mumbai-400020. Interested parties/ agencies with experience of at least 2 (two) years and also comply with the terms and conditions annexed to this notice, may submit their bids in sealed condition addressed to **the Assistant Commissioner(Anti-Evasion), G.S.T. & Central Excise, Mumbai Central, 115, GST Bhavan, M. K Road, near churchgate station, churchgate, Mumbai-400020 on or before 21<sup>th</sup> feb. 2018 by 1700 hours. The sealed Tenders will be opened in the presence of committee of the Department on 22<sup>th</sup> feb. 2018 at 1500 Hrs.** in the Assistant Commissioners Chamber. All the bidders are required to be present themselves or through their authorized representative on the date and time mentioned above along with the original documents of the vehicle. Under the tender, vehicle is required to be provided for a period of 11 months i.e. **01/03/2018 to 31/01/2019.**

2. In the covering sealed cover Super scribed with **“Tender for Hiring of Vehicle”** there should be two separate sealed covers, one for Technical bid (Annexure-A & Annexure-B) the other containing Financial bid (Annexure-C) should be clearly marked **“Technical Bid”** or **“Financial Bid”** on their respective envelopes. Technical bids should contain documents evidencing (I) Year of manufacture of the vehicle (ii) Previous 3 years experience of providing vehicle to central/state Government offices , (iii) Vehicle having registered for commercial purpose as per Motor Vehicle Act,1988 (iv) GSTIN. etc. The Financial bid will be taken up only if the technical Bid is found satisfactory; otherwise the tender will be straight way rejected.

3. The details of the Vehicle to be hired are as under: -

Sr. No.	Type of vehicle	No. of vehicle required	Category
1	SUV vehicles	02	To be used up to 30/31 days per month. It is subject to maximum of 2500k.ms in a month.
2	Mid-Sized vehicles	09	To be used up to 25/27 days per month. It is subject to maximum of 2000k.ms in a month.
3	Small Sized Vehicles	10	To be used up to 25/27 days per month. It is subject to maximum of 2000k.ms in a month.

4. It is to be noted that this office will be having minimum of two different vendors for the above requirements.

## TERMS AND CONDITIONS.

(i) The vehicle offered to the department should be of latest model (not older than January, 2015) and should be in good running condition and well maintained. The vehicle should be properly and comprehensively insured and should have commercial registration as per the Motor Vehicle Act, 1988 including pollution clearance certificate.

(ii) The calculation of mileage shall be from the reporting point to the relieving point and will not be calculated on vendor's office basis. The vehicles have to remain in the office campus during office hours and even after office hours, as and when required.

(iii) Rate for the supply of the vehicle will be binding on the renderer for the period from the date of agreement for 11 months i.e. **01/03/2018 to 31/01/2019**(extendable further one more year at the same rate and terms/conditions subject to availability of funds and satisfactory performance/service by the service provider) and If the performances found unsatisfactory then the agreement/ contract will be terminated.

(iv) The usage of the vehicle will be up to 30/31 days per month for vehicle mentioned in sr. no 1 and 25/27 days per month for vehicles mentioned in sr. no. 2 & 3. This is subject to a maximum of 2500 k.m in a month for vehicle mentioned in sr. no 1 and 2000 k.m in a month for vehicles mentioned in sr. no. 2 & 3. If the specified kilometers of 2500 & 2000 remain unutilized in a month, the same shall be **carried forward** to the next months on first in first out basis.

(v) The vendor should have **PAN No. & GSTIN**, Photocopies of which are to be submitted for proof.

(vi) The contractor should indemnifies for loss/damage of property or life of passenger or third party because of negligence of driver or poor maintenance of vehicle.

(vii) The vendor will be responsible for maintenance and up keeping of the said vehicle on his own account and no extra charge will be paid by the department. All the incidental expenditures of fuel, Mobile, Driver's Salary and other expenses whatsoever have to be borne by the supplier of the vehicle.

(viii) The Service Provider should have sufficient numbers of vehicle with them. Due to non availability on any reason whatsoever like breakdown, servicing, maintenance, repair etc; the agency shall immediately make arrangement for providing substitute vehicle in good condition. In such case, mileage from vendors' office to the point of breakdown would not be paid.

(ix) 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 additional cost incurred by the Department will be borne by the service provider and the payment of that particular day will be deducted from his monthly bill and it may also be considered as deficiency in his service.

(x) In case the condition of the vehicle is not found to be satisfactory, they shall be returned for immediate replacement. In case no replacement is provided on time, the Commissioner of CGST & Central Excise, Mumbai Central would have a right to hire vehicle from the market and the additional cost incurred by the Commissioner of CGST & Central Excise, Mumbai Central will be borne by the service provider.

(xi) Pre receipted bill shall be submitted by the vendor in duplicate.

(xii) The Office shall not be responsible for any Toll Tax, fine charged by Police or other agencies, parking, losses, damages, any accident of the vehicle or to any other vehicles or for the injury to the driver or any other third party. All such expenses on this account shall be borne by the vendor/ supplier of vehicles and there will be no reimbursement from the department in this regard.

(xiii) The driver should be trained, well conversant with roads and routes and adjacent areas as well as having good eye-sight, devoid of bad habits and having proper valid driving license with proper uniform for driving the vehicles. The driver should observe all etiquette and protocol while performing the duty and shall be neatly dressed in white uniform to be provided by the service provider and carry a mobile phone in working condition for which no separate payment shall be made by the department. The driver should always remain with the vehicle during entire period of duty. In case of any urgency, the driver may seek permission from the concerned officer.

(xiv) The vendor should give an **undertaking** that he or his firm has not been black listed by any of the organization/ Govt. Department as on the date of submission of the Bid/ Tender.

(xv) The vendor shall also certify that he has read and understood the terms and conditions of the tender, He should sign the terms and conditions. The quotations, which are not accompanied by the requisite documents, shall be outright rejected.

(xvi) The agency must have a 24 hours working telephone system so that the agency can be telephonically contacted at short notice and at odd hours and on holidays in case of requirement of cars. It would be essential for the driver to have mobile phone so that they could be contacted for duty.

(xvii) In case any negligence regarding service by the contracted agency is noticed, the Assistant Commissioner may terminate the contract agreement after giving 7 (Seven) days notice. The vendor should intimate the office prior 45 (forty five) days before withdrawal of vehicle in writing.

(xviii) In case of any accident, all the claims and damages arising there from shall be met by the service provider. The service provider shall undertake to indemnify the Department against all damages/charges arising on account of connected with the negligence of the service provider or his staff or any person under his control whether in respect of accident/in hurry 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 demand thereof.

(xix) The vendor should note that, driver's salary will be paid on or before 10<sup>th</sup> of every month without any delay, otherwise necessary action will be taken against the vendor.

(xx) The vehicle can be called at any time for official purpose, and it is the sole responsibility of the vendor to provide the vehicle at any cost.

(xxi) The tender should enter into agreement on stamp paper of Rs. 100/- and the cost of stamp paper is to be borne by the tenderer.

(xxii) No additional terms and conditions from the tenderer over and above shall be entertained by the office.

(xxiii) In case of any dispute of any kind and in any respect whatsoever, the decision of Commissioner of CGST & Central Excise, Mumbai Central shall be final and binding.

(xxiv) In case of non-compliance of the above terms and conditions of contract, a penalty may be levied on the basis of period of non-compliance.

(xxv) In case more vehicles are required by the Office of the Commissioner of CGST & C.Ex. , **the Assistant Commissioner, Anti-Evasion, G.S.T. & Central Excise, Mumbai Central, 115, GST Bhavan, M. K Road, near churchgate station, churchgate, Mumbai-400020** reserves the right to increase the strength of the vehicles mentioned in the tender above .

(xxvi) **The Assistant Commissioner, Anti-Evasion, G.S.T. & Central Excise, Mumbai Central, 115, GST Bhavan, M. K Road, near churchgate station, churchgate, Mumbai-400020** reserves the right to terminate the accepted tender during the period of the contract without giving any reason and without

consulting the tenderer. The tenderer have no right to demand any compensation in this respect. The Assistant Commissioner, Anti-Evasion also keeps right to relax any of the conditions above. In case of any dispute of any kind and any respect whatsoever, the decision **of the Assistant Commissioner, Anti-Evasion, G.S.T. & Central Excise, Mumbai Central, 115, GST Bhavan, M. K Road, near churchgate station, churchgate, Mumbai-400020.**

Sd/-  
(Anand Y. Gokhale)  
Assistant Commissioner, Anti-Evasion  
C.G.S.T. & Central Excise, Mumbai Central

Copy to:

1. Notice Board of office.
2. The Superintendent (Systems), G.S.T. & Central Excise, Mumbai Central. He is requested to upload the notice on the departmental website i.e. [www.mumbaicentralexcisebec.gov.in](http://www.mumbaicentralexcisebec.gov.in) immediately.
3. [Webmaster.cbec@icegate.gov.in](mailto:Webmaster.cbec@icegate.gov.in)

ANNEXURE- A

TECHNICAL BID

(To be submitted in a separate sealed envelope super-scribe as "Technical Bid")

- Name, Address & Telephone No. of Tenderer :
- Name and Address of the Provider/ Partner/ Director :
- Qualifying criteria for Technical Bid** :
1. The vehicle is owned by us : Yes/No
  2. The vehicle is registered as commercial vehicle : Yes/No
  3. We have attached certified photocopy of RC Book of The vehicle offered. : Yes/No
  4. We have valid GSTIN : Yes/No
  5. We have attached certified copy of GST Regn. : Yes/No
  6. We have valid PAN : Yes/No

**Additional evaluation Criteria:**

1. Total number of commercially registered cars owned by us : \_\_\_\_\_  
(Please fill number opposite)
2. The Registration No. & Year of make, model & type of the Vehicle intended to supply to Department. : \_\_\_\_\_
3. In the year 2016-17, we provide cars on hire for over one year to Central Govt./ State Govt./ PSUS. : Yes /No
4. We have the requisite experience of providing vehicles to to Central Govt./ State Govt./ PSUS. : Yes/ No

If reply to 3 & 4 above is Yes, then provide name & address of such offices.

(Signature of Authorized Signatory with date & stamp.)

ANNEXURE-B

DECLARATION

(To be submitted with the Technical Bid)

1. I, \_\_\_\_\_, Son/ Daughter/ Wife of  
Shri \_\_\_\_\_, Proprietor/ Director/ Authorized Signatory  
of the (Agency/Firm) \_\_\_\_\_ am  
competent to sign this declaration and execute this tender document;

2. I have carefully read and understood all the terms and conditions of the tender and undertake  
to abide by them;

3. The information/ documents furnished along-with the application are true and authentic to  
the best of my knowledge and belief. I/We am/ are well aware of the fact that furnishing of any false/  
misleading information/ fabricated document would lead to rejection of my tender at any stage.

Date:

Place:

Seal:

Signature of authorized person

Full Name \_\_\_\_\_

ANNEXURE- C

FINANCIAL BID

(To be submitted in a separate sealed envelope super- scribe as "Financial Bid")

1. Name of the Party :
2. Address (with Tele. No. & Fax No.) :
3. Name & Address of the Proprietor/ Director :  
(With mobile Number)
4. Vehicle Details :
5. Rate of Hiring Charges :  
**(Inclusive of all other taxes,  
rate/duties/levies (Except GST)**

Sr. No.	Type of Vehicle	Monthly Hiring Charges (Inclusive of GST, In Rupees per month)

Date:  
Place:  
Seal:

Signature of authorized person

Full Name \_\_\_\_\_

