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**DIRECTORATE GENERAL OF GOODS AND SERVICES TAX INTELLIGENCE
PUDUCHERRY REGIONAL UNIT**

No. 42 & 43, II Cross St., Peter Nagar, Puducherry 605 013

केंद्रीय वस्तु एवं सेवा कर आसूचना महानिदेशालय पुदुच्चेरी क्षेत्रीय इकाई
42 & 43, II क्रॉस, पीटर नगर, पुदुच्चेरी - 605 013

F.NO.A/11021/1/2017GSTI PRU

Date: 09.05.2018

NOTICE INVITING TENDER

Sub: Tender for – “HIRING OF ONE VEHICLE PURELY ON CONTRACTUAL TERM” for a period of one year for use in Directorate General of Goods and Services Tax Intelligence, Regional Unit, Puducherry.

1. Sealed tenders are invited from the reputed agencies, supplying 1 (One) vehicle on hired basis for official use of the Directorate General of Goods and Services Tax Intelligence (DGGI), Puducherry Regional Unit, Puducherry. Interested parties / agencies with experience of at least 2 (two) years and also willing to comply with the terms and conditions annexed to this notice, may submit their bids in sealed condition to the undersigned on or before 25th May, 2018 by 17-00 hrs. The sealed cover should be marked on the top as – “Quotation for Hiring of Vehicle”. Details of quotation is also available in the CBEC website – <http://www.cbec.gov.in>.

2. Estimated Requirements

S.No	TYPE OF VEHICLE	NUMBER	MONTHLY NEED BASED	NORMAL PLACE OF DUTY
1	A.C. mid size or MVP vehicles like Toyota Mahindra Innova Car	1 (One)	Maximum limit 2000 kms.) and 20/25 days in a month.	Office of the Deputy Director, Directorate General of Goods and Services Tax Intelligence, Puducherry Regional Unit, Puducherry. To be used normally in Puducherry & surrounding places but liable to be deployed anywhere in Tamil Nadu.

i) In case where the vehicle description is multiple like Toyota, Mahindra Innova, the vehicle model and make shall be decided by the Deputy Director, Directorate General of Goods and Services tax Intelligence, Regional Unit, Puducherry and the tenderer shall be liable to accept the same.

ii) The vehicle provided should have commercial registration (Yellow number Plate) as per Motor Vehicle Act.

3. i) **Last Date of submission: On or before 25thMay 2018 by 17.00 hrs.**

ii) **Date and time of opening of the tender: At 17.00 hrs., on 28thMay, 2018** at the Office of the Deputy Director, Directorate General of Goods and Services Tax Intelligence, Regional Unit, Puducherry.

4. Eligibility Criteria Firms must provide information/meet following criteria and provide documents as evidence:

i) Bidder must be a firm in business of providing services for hiring of vehicles for last 2 years.

ii) Must have travel and transport as its nature of business (certificate to this effect if available).

iii) Experience in providing services for hiring of vehicle in at least two Central Govt. Department.

iv) Firm must have Service Tax Registration Number and Authority with whom registered, as per Service Tax Rules.

v) Firm must have Permanent Account Number for Income Tax.

vi) Firm must provide details of registered office (Address) with Telephone No./Fax/Mobile no.

vii) Firm must provide details of Address for communication along with phone No./Fax/Mobile no.

viii) Certificate to the effect that the tenderer would absolve Office of the Deputy Director, Directorate General of Goods and Services Tax Intelligence, Regional Unit, Puducherry of any liability which accrues during the contract period.

ix) The bidder should have adequate number of vehicle of the same model (Indigo or equivalent) to meet the requirement of the Office of the Deputy Director, Directorate General of Goods and Services Tax Intelligence, Regional Unit, Puducherry.

x) The details of the vehicle(s), documents regarding the vehicle(s) and ownership shall be provided.

(xi) The vehicles proposed to be hired should be of latest models preferably 2014 onwards and in excellent condition.

While evaluating bids, documents required against above eligibility criteria shall be provided as per this tender and Annexure. Firm shall self-certify each page of the tender document in token of its understanding/acceptance.

5. Instruction for Tenderers:

i) In case of the application being made by a partnership firm a copy of Partnership Deed is required to be submitted along with the tender.

ii) In case of the application being made by a Private Limited Company, a copy of the Certificate of Incorporation from the Register of Companies, Memorandum and Articles of Association of the Company is required to be submitted.

iii) The Tender shall be submitted in sealed cover envelop marked – “TENDER FOR HIRING OF VEHICLE SERVICES” on top and address to the Deputy Director, Directorate General of Goods and services Tax Intelligence, Regional Unit, No.42 & 43, II Cross Street, Peter Nagar, Puducherry 605 013 by 17:00 hrs., on 25-05.2018.

iv) It is the responsibility of the tenders to see that the completed bidding documents are submitted by the specified time and date.

v) EARNEST MONEY DEPOSIT: Earnest Money Deposit of **Rs.20,000/-** (Rupees Twenty Thousand only) per application in the form of Demand Draft / Banker's Cheque of Scheduled Bank drawn in favour of “**The Pay and Accounts Officer, Central Excise, Chennai**” should accompany the tender. Tenders received without Earnest Money Deposit will be rejected. EMD will be forfeited in case the eligible bidder withdraws during the tender selection process. **However, agencies who are registered with the National Small Industries Corporation Limited (NSICL) and possess valid Government Purchase Enlistment Certificate are exempted from furnishing EMD.**

vi) The bid shall consist of two parts —

"TECHNICAL BID" and "FINANCIAL BID"

vi) Both the bids are to be placed in two separate sealed envelopes (clearly written on the envelope ('TECHNICAL BID' and 'FINANCIAL BID') together in one sealed cover with —TENDER FOR HIRING OF VEHICLE SERVICE- written on it The "FINANCIAL BID- of only those bidders shall be opened whose "TECHNICAL BID" is found to be eligible.

vii) The "TECHNICAL BID" shall be opened on 28th May 2018 at 17.00 hrs. in the Office of the Deputy Director, Directorate General of Goods and Services Tax Intelligence, Regional Unit, Puducherry. The bidder or their authorized representatives who wish to be present may remain present at the time of opening of technical bid. The "FINANCIAL BID" of those bidders will be opened / taken into consideration whose "TECHNICAL BID" is found to be in order.

viii) The first envelope namely "Technical Bid" should contain the tender form and the below-mentioned technical documents and on outer cover should be marked "Technical Bid"

i) Annexure -1: Copy of documents & pertaining to the vehicle and ownership and contract with other Government departments.

ii) Annexure - 2 : Documents relating to registration with service tax authority.

iii)Annexure- 3 : Copy of the PAN

iv) Annexure-4: A certificate to the effect that the tenderer would absolve to the Deputy Director, Directorate General of Goods and Services Tax Intelligence, Regional Unit, Puducherry of any liability which accrues during the contract period with respect to any incident/accident/act on its part or due to working of the driver(s).

All pages of the tender documents must be signed by the firm, in token of its understanding acceptance.

(ix)The second envelope namely '**Financial Bid**' should contain the financial document i.e the rate quoted in the format as is mentioned below as **Annexure-5**. Outer cover of the envelope should be marked "**Financial Bid**".

(x) The two envelopes are to be put in a bigger envelope and marked "Tender for Hiring of vehicle services". It is once again reiterated that the technical bid would be opened first and financial bids of only those bidders whose technical bids meet the eligibility Criteria shall be opened at the chamber of the Deputy Director, Directorate General of Goods and Services Tax Intelligence, Regional Unit, Puducherry. The rejection of the technical bid would automatically lead to the outright rejection of the financial bid and no representation in this regard would be entertained.

(xi)The DGGI keeps the right to terminate the accepted tender during the period of the contract without giving any reason and without consulting the tenderer. The tenderer will have no right to demand any compensation in this respect. DGGI 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 DGGI shall be final and binding.

(xii) The tender form (consecutively numbered) along with the Annexure-1 to 5 initialed by the authorized representative on each of the page should reach before 17:00 hrs on 25.05.2018, at the address mentioned below in sealed condition.

"Tender for the hiring of Vehicle Services".

To

The Deputy Director,
Directorate General of Goods and Services Tax
Intelligence,
Regional Unit,
No. 42 & 43, II Cross street, Peter Nagar,
Puducherry -605 013

(xiii) The tender will be rejected outright if any of the requisite documents are not attached with the tender form submitted by the tenderer. The tender is also liable to be rejected if any of the terms and conditions as mentioned in the tender form is not fulfilled by the tenderer.

(xiv) Tender form can also be downloaded from the website available at the following address: <http://www.cbec.gov.in>

Enclosures:

1. Check list.
2. General terms and conditions.
3. Annexure — I to 4 as Technical Bid.
4. Annexure — 5 as Financial Bid.

Sd/xxx

(P.V.K. RAJA SEKHAR)
JOINTDIRECTOR

To

The Deputy Director,
Directorate General of Goods and Services Tax Intelligence,
Puducherry Regional Unit,
No. 42 & 43, II Cross Street, Peter Nagar,
Puducherry -605 013

Sir,

Sub: Submission of Technical Bid / Financial Bid for hiring of vehicle services.

With reference to your tender enquiry no _____ dated _____, our
registered office is located at _____ detailed address and contact
details are as under:

Tel No.

Fax No.

For vehicle to be provided to the The Deputy Director, Directorate General of
Goods and Services Tax Intelligence, No. 42 & 43 II Cross Street, Peter Nagar,
Puducherry 605 013 we have garage/parking place at the address (with
telephone No.) given below:

I submit herewith my Technical Bid and Financial Bid for your kind
consideration please: I have read the terms and conditions and enclosed
documents as indicated against Annexure I to 4 as part of Technical Bid and
Annexure 5 (A&B) as part of financial bid strictly as per instructions given in
the tender document.

Yours faithfully,

Enclosures —

1. Check list
2. Duly signed tender document with terms and conditions as provided by the
Deputy Director, Directorate General of Goods and Services Tax Intelligence,
Regional Unit, Puducherry
3. Annexure — 1 to 4 as Technical Bid.
4. Annexure — 5 as Financial Bid.

Technical bid Documents.

Annexure - 1	Copy of documents pertaining to the vehicle and ownership and contract with other Government departments.
Annexure-2	Documents relating to registration with service tax authority.
Annexure -3	Copy of the permanent account number.
Annexure - 4	A certificate to the effect that it would absolve the Deputy Director, Directorate General of Goods and Services Tax Intelligence, Regional Unit, Puducherry of any liability that in future accrues with respect to any incident/accident/act/omission on its part or on the part of its driver(s) working.

TENDER FORM FOR HIRING OF VEHICLE ON PURELY CONTRACTUAL TERM FOR A PERIOD OF ONE YEAR FOR THE PURPOSE OF USE IN THE OFFICE OF THE DEPUTY DIRECTOR , DIRECTORATE GENERAL OF GOODS AND SERVICES TAX INTELLIGENCE, REGIONAL UNIT, PUDUCHERRY

ANNEXURE-5

Financial bid documents

A price schedule for monthly rate contract vehicle.

Details of rate quoted for requirement of vehicle on monthly basis for 2000 kms per month and 30/31 days in a month. The commencement of the month/ period of time shall be decided by this office.

S.No	TYPE OF VEHICLE	NUMBER	MONTHLY NEED BASED	NORMAL PLACE OF DUTY
1	A.C.mid size or MVP vehicles like Toyota Mahindra InnovaCar	1 (One)	Maximum limit 2000kms and 20/25days in a month.	Office of the Deputy Director, Directorate General of Goods and Services Tax Intelligence, Puducherry Regional unit , Puducherry. To be used normally in Puducherry& surrounding places but liable to be deployed anywhere in Tamil Nadu also.

B) For evaluation of bids:-

S.NO	Particular	Model No. of Vehicle
1	A.C. mid size or MVP vehicles like Toyota Mahindra Innova Car	

(Signature of Tenderer)

General terms and conditions

1. The contract shall be for the period of one year. The contract may be extended by the Deputy Director, Directorate General of Goods and Services Tax Intelligence, Regional Unit, Puducherry on mutual understanding for a period of one year subject to satisfaction of the service provided during the contract period.
2. There should be a first aid box and air freshener spray in the vehicle.
3. CNG Gas kits are allowed as a fuel in any vehicles as per govt. norms.
4. The driver should be well conversant about the local languages as well as know the routes of Puducherry in particular and Tamilnadu in general and must carry the mobile phone with him for which, no separate payment shall be made by the office of the Deputy Director, Directorate General of Goods and Services Tax Intelligence, Regional Unit, Puducherry. The driver(s) should come for duty in uniform. One day compulsory rest in a week shall be given to the driver. On the days of rest, if required by the office, alternate driver will be provided. The driver should obey the instructions of the officer authorized by the office of the Deputy Director, Directorate General of Goods and Services Tax Intelligence, Regional Unit, Puducherry in this regard and should have valid driving license. The Driver shall follow the discipline of office at all times during the duty.
5. The agency should abide by all statutory requirements for running the vehicle on contract and office of the Deputy Director, Directorate General of Goods and Services Tax Intelligence, Regional Unit, Puducherry will in no way be liable towards taxes, fee, penalties, cost of fuel, and salary to drivers, maintenance or any other charges payable except the contract price.
6. The vehicle should have necessary permits from the transport Dept. Authority. The office of the Deputy Director, Directorate General of Goods and Services Tax Intelligence, Regional Unit, Puducherry will not be responsible for any claim, loss, damage and accident to the vehicle or any other vehicle or injury to anybody.
7. It will be solely the discretion of the department to use the hired vehicle for any official purpose including Saturday, Sunday, and holidays wherever and whenever necessary. The vehicles shall be made available generally between 8.00 A.M. to 8.00 P.M. Further as and when required for any exigencies the vehicle should be made available at any time as instructed by the concerned officer of the dept.
8. The contractor should have enough resources to repair their cars in minimum possible time. When required, they should be in a position to substitute replace or arrange extra vehicle at very short notices. In case the vehicle is found not to be in working condition, it shall be returned for immediate replacement. In case no replacement is provided on time, this office would have a right to hire a vehicle from the market and the additional cost incurred by this office will be borne by the contractor.

9. Contractor shall comply all statutory Acts, labour laws/regulations/motor vehicle Act etc.

10. All legal obligations which include insurance, pollution control, road tax other compliances shall be compiled by the contractor & this office will not own any responsibility in this regard.

11. The billing will be done on monthly basis, Bill should be neatly typed and submitted in duplicate, in connection with the service to this office in the 1st week of the following month.

12. The driver should not be normally changed unless requested by the using officer or due to weekly rest to the driver. In case the office finds any driver unsuitable for whatsoever reason, the contractor/tenderer shall provide an immediate replacement.

13. The vehicle should have the comprehensive insurance of vehicle, driver and passengers etc 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 and no claim whatsoever shall be borne by this office.

14. In case of any dispute of any kind and in any respect whatsoever, the decision of the Deputy Director, Directorate General of Goods and Services Tax Intelligence, Regional Unit, Puducherry shall be final and binding.

15. The contractor shall not engage any sub-contractor or transfer the contract to any other person.

16. The fuel tank of the vehicle is to be kept full or which shall be sufficient for at least 150 Kms per day. Time consumed & mileage required for intermediate refilling shall not be taken into account.

17. A daily record indicating time and mileage of the vehicle shall be maintained in a log-book and the log-book shall be submitted regularly to the Vehicle Officer concerned, in the office.

18. The contract vehicle will bear proper monograms "on Govt. of India Duty" in Hindi and English at front and rear of the vehicle or any other monogram as approved by this office in the form of detachable board.

19. A certificate should be produced by the transporter from the competent authority to certify proper status functioning of the "odometer – Kilometer Reading meter should be completely sealed and should not be tampered. A thorough checking will be conducted from time to time and if found guilty, this office shall have the right to impose penalty of Rs.2000/- as per day for the no. of days vehicle has been used and or cancel the contract.

Sl. No.	Causes of Penalties	Amount(Rs.)
1	Not reporting at all for duty	Rs. 2000/- per day
2	Older model (other than prescribed model)	10% reduction in quoted rate for each day of default
3	For late reporting per occasion	Rs 100/- per hr or part thereof.
4	Unclean or non road worthiness of vehicle deployed	Rs 200/- per incident
5	Misbehavior of driver / not followed instruction of the officers of DGCEI	Rs 200/- per day or part thereof
6	Any lapse noticed during operation of contract otherthan listed in clause of penalties	Rs 200/- per incident
7	For not providing mobile phone to driver	Rs 50/- per day

The decision of the Deputy Director, Directorate General of Goods and Services Tax Intelligence, Regional Unit, Puducherry on all types of penalties, shall be final and binding on the firm.

20. The vehicle to be provided should be manufactured subsequent to year 2014 and should have clean exterior & seat covers and should be in perfect running condition.

21. In case for any reason, the commercial vehicle is not provided, the liability of not providing such vehicle and running any other vehicle vests with the service provider only.

22. As and when required additional vehicles shall be made available by the Contractor as per rates to be mutually agreed with the DGGI, from time to time.

23. 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/ authorized officer and the Contractor shall provide a substitute for the period of absence.

24. The engagement of the service provider does not in any way confer any right to the service provider or the driver deployed by him for such vehicle provided or claiming any regular employment in this office or any other Government Office.

25. If any of the terms and conditions (1) to (24) above is not found fulfilled during the currency of contract, the Deputy Director, Directorate General of Goods and Services Tax Intelligence, Regional Unit, Puducherry reserves the right to terminate the contract with immediate effect without assigning any reasons thereof. However, this contract can also be terminated with a notice period of one month by the contractor/tenderer.

26. 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.

This is to certify that I/we read carefully and understood all the above terms and conditions of the tender and declare that each and every clauses are acceptable to me/us and will be binding on me/us. I/we agreed for that.

Place:-

Date: -

Signature of the Tenderer.

CHECK LIST FOR THE TENDERER

1. Have you read the tender document in full and understood the same?
2. Whether you have signed on all the pages of the tender?
3. Whether you have written the rates in figures and words in pen?
4. Whether the original full tender document is being submitted as offer?
5. Whether all documents/copies have been enclosed as per the requirement?

(Signature of the tenderer with seal)

FOR THE USE BY TENDER OPENING COMMITTEE ONLY

1. Are all documents/copies enclosed as required:

2. i) there are no changes, corrections, additions and overwriting etc in the general terms and conditions put to tender: Yes /No

ii) There are _____ Corrections and overwriting in the rates which have been quoted in figure/words numbered from _____ to _____ figure /words.

3. The tender is conditional/unconditional. Please refer covering letter/notes on pages _____ there are _____ conditions.

(Tender Opening Committee)

List of information/documents to be submitted

- a. Service tax registration No and the Authority with whom Registered
- b. Permanent Account Number
- c. Registered Office (Address) and parking place/ garage within 10 kms from the office of the Deputy Director, Directorate General of Goods and Services Tax Intelligence, Regional Unit, Puducherry with Telephone No 'Fax No./ Mobile No.
- d. Must have travel and transport as its nature of business
- e. Tenderer must provide address for communication along with Phone No/ Fax No.
- f. Copy of partnership deed
- g. Copy of certificate of incorporation and memorandum of association
- h. Copy of documents pertaining to vehicle/ownership and contract with other Government offices
- i. Certificate to the effect that the tenderer would absolve office of the Deputy Director, Directorate General of Goods and Services Tax Intelligence, Regional Unit, Puducherry of any liability which accrues during the contract period.
- j. All papers of tender document signed by the firm.

Place :-

Date :-

Signature of the Tender.