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| <p>वस्तु एवं सेवा कर आसूचना महानिदेशालय<br/>गुरुग्राम अंचल इकाई<br/>प्रथम एवं पांचवां तल, मुदित स्क्वायर, प्लाट नं<br/>24, सेक्टर - 32, गुरुग्राम -122001<br/><b>दूरभाष : 0124 -2383024</b><br/><b>ईमेल: dggstizuggn@gmail.com</b></p> |  | <p><b>DIRECTORATE GENERAL OF GST<br/>INTELLIGENCE</b><br/>GURUGRAM ZONAL UNIT<br/>1<sup>ST</sup> &amp; 5<sup>TH</sup> Floor, MUDIT SQUARE,<br/>PLOT NO. 24, SECTOR-32,<br/>GURUGRAM - 122001<br/><b>Phone : 0124 -2383024</b><br/><b>E-mail : dggstizuggn@gmail.com</b></p> |
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F.No. DGGSTI/GZU/Vehicle/14/2017-18

Dated: 03.05.2018

**E-TENDER NOTICE FOR HIRING OF VEHICLES ON MONTHLY BASIS**

E-tenders (in prescribed format) are invited for the hiring of two operational vehicles on monthly basis for office of the Additional Director General, Directorate General of Goods & Service Tax Intelligence, Zonal Unit Gurugram, 1<sup>st</sup> & 5<sup>th</sup> Floor, Mudit Square, Plot No.24, Sector-32, Gurugram-122001. The requirement of vehicle is mentioned below:

| Sr. No | Category   | No. of vehicles required     | Ceiling Cost of hiring vehicle (excluding GST) |
|--------|--|------------------------------|--|
| 1      | Mid size vehicle(MUV/MPV) subject to maximum limit of 2000 Kms per month and to be used for 25-26 days in a month. | 02<br>(with driver and fuel) | Rs. 40,000/- per month per vehicle.            |

2. The complete tender documents containing general terms and conditions, pre-qualification requirements (Annexure-A, B and C) etc. are available on Central Public Procurement Portal (<https://eprocure.gov.in/eprocure/app>) and [www.cbec.gov.in](http://www.cbec.gov.in) and can be downloaded free of cost.

**Critical Date Sheet**

|                                    |                                |
|------------------------------------|--------------------------------|
| Tender Publishing Date & Time      | <b>04.05.2018 at 12:00 Hrs</b> |
| Bid Submission Start Date & Time   | <b>04.05.2018 at 12:00 Hrs</b> |
| Bid Submission Closing Date & Time | <b>28.05.2018 at 18:00 Hrs</b> |
| Technical Bid Opening Date & Time  | <b>30.05.2018 at 14:00 Hrs</b> |

3. Interested bidders/service providers/reputed firms providing such services on all India basis may submit their bids(Annexure -B and C) in the prescribed format with all the necessary documents as per Annexure-B online with digital signature at <http://eprocure.gov.in/procure/app> on or before bid submission closing date & time.

**Encl:** As above.

-Sd/-  
(Gurusharan Singh)  
Additional Director General  
DGGSTI, GZU, Gurugram

**Copy to:-**

1. Notice Board of DG GSTI, GZU and Hqrs. New Delhi.
2. Web Master for uploading in the website of CBEC.

## **Annexure-A**

### **TERMS AND CONDITIONS**

1. The calculation of mileage shall be from the reporting point to the relieving point and will not be calculated on garage to garage basis. For this purpose, the service provider shall ensure that the odometer of the supplied vehicle is properly sealed. In case of any doubt the authorized officer of this Directorate may get odometer of the vehicle checked from any authorized workshop at the cost of Service Provider.
2. The vehicles must be fitted with Fire Extinguishers on proper working condition at all time and the driver should be trained to use them.
3. The contract shall be valid for an initial period of one year from date of agreement and will be extended to next year on the basis of service of the contract at the same rate and terms & condition.
4. DGGSTI shall be liable to pay the hiring charges as per the agreement only. Contract charges include daily charges of driver, repair and maintenance of vehicle, insurance, petrol, diesel, oil, road tax, RTO charges, Municipal tax, work contract tax, license fee, registration charges, etc [except Service tax] and any other incidental expenses, and DG GSTI will not pay these charges in addition to the hiring charges.
5. Agreed Rate as per agreement will not be revised during the agreement period.
6. The vehicle must be 2018, 2017, 2016 or 2015 model (not more than 3 years old) and to be kept neat and clean and in perfect running condition with shining body and clean interior with good upholstery by the transport operator.
7. In case vehicle provided is not found satisfactory, the same shall be returned for immediate replacement. In case no replacement is provided in time, DG GSTI would have a right to hire a vehicle from the market and the additional cost incurred by this office will be borne by the Transport Operator.
8. The vehicle will be utilized for search, survey, seizure, preventive work or in case of urgency, continuously without any time limit. The vehicle must be available at any time on any day as desired by the officers of DG GSTI.
9. The Transport Operator would ensure that the driver employed have valid driving license. The vehicle should be registered with the concerned authority of Central/State Govt. The Transport operator shall provide a certificate to this effect. The driver of the vehicle provided must follow traffic rules and other regulations prescribed by the Govt. from time to time.
10. The Transport Operator should have an adequate number of telephones or contact numbers round the clock. The driver shall be neatly dressed, shall observe all the etiquette and protocol while performing the duty and, must carry a mobile phone in working condition for which, no separate payment shall be made.
11. The Vehicle should be kept with sufficient stock of fuel. However, in case of any emergency, if any officer pays for refuel, the same should be reimbursed by the Transport Operator on production of the bill.
12. As regard to vehicle timings, the Transport Operator will not pass on the instructions directly to the driver concerned. All the instructions should be routed through the officers of DG GSTI.
13. In case of breakdown of any vehicle during official duty, it shall be the responsibility of the Transport Operator to provide a substitute vehicle immediately. In case, the substitute vehicle does not report on time/does not report at all, DG GSTI would have the right to hire a vehicle form the market and the additional cost incurred by the customer will be borne by the Transport Operator.

14. The contract shall not save with the previous consent in writing of the Department sublet/sub-contract-transfer or assign the contract or any part thereof in any manner whatsoever. However, such consent shall not relieve the contract from any obligations, duty or responsibility under the contract and contractor shall be fully responsible for the services hereunder and for the executions and performance of the contract.
15. In case of failure of the contractor in providing/making available of vehicle on account of any defect/fault/breakdown/not reporting, liquidated damages/compensations or alternative arrangement with prior permission shall be made, not by way of penalty, shall be imposed and recovered from the contractor's bill without any notice as under.
16. The vehicle should be available/may be used for running in Haryana/Delhi State/outside Haryana State as and when the DG GSTI, Gurugram so desires.
17. A record indicating time and kilometer for hired vehicle shall be maintained in a log book. Bills alongwith log book preferably should be in triplicate, and should be submitted to this office after necessary verification made by vehicle incharge.
18. In case of any accident, all the claims arising out of it shall be met by the Transport Operator.
19. The Transport Operator should approach the Superintendent/SIO (Admn)/AO in case of any assistance or difficulty.
20. Bidders must have experience of one year in providing services i.e. hiring of vehicle to Central/State Government office.
21. If any of the terms & conditions (1) to (20) above is not found fulfilled during the period of agreement, DG GSTI, Gurugram reserve the right to discontinue the contract without assigning any reasons thereof.
22. In case of any dispute of any kind and in any respect whatsoever, the decision of Additional Director General, DG GSTI, GZU, Gurugram shall be final and binding on Transport Operator.

We agree to the above terms and conditions.

Signature with date : \_\_\_\_\_

Name of the Firm : \_\_\_\_\_

Seal : \_\_\_\_\_

**Technical Bid**

|   |   |  |
|---|---|--|
| 1 | Name, Address & Telephone No. of Agency/Firm<br><br>(Sufficient telephone nos. are to be provided)                    |  |
| 2 | Name of Owner of Agency/Firm  |  |
| 3 | Goods and Services Tax Registration No. (must be enclosed)  |  |
| 4 | Number of Vehicle owned by Agency/Firm  |  |
| 5 | PAN No. of the agency/firm (must be enclosed)   |  |
| 6 | Income tax Clearance Certificate (Last 2 year ITR must be enclosed)   |  |
| 7 | List of the Govt. Organization where the vehicles have been provided. (copies of contract letters are to be enclosed) |  |
| 8 | Any other information to be considered.   |  |

**DECLARATION**

I/We hereby certify that the information furnished above is true 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; I/We will be blacklisted and will not have any dealing with the Department in future.

Signature of Authorized Signatory with date \_\_\_\_\_

Name of the Firm \_\_\_\_\_

Signature with Stamp

**Financial Bid**

| S. No. | Vehicle Make/Model and description | Rate for hiring one vehicle per month (in Rs.) |
|--------|------------------------------------|--|
| 1      |                                    |  |

I have read the terms and conditions of the Tender Notice as provided in Annexure-A and accept the same.

Signature of Authorized Signatory with date \_\_\_\_\_

Name of the Firm \_\_\_\_\_

Signature with Stamp