

वस्तु एवं सेवाकर
आसूचना महानिदेशालय
हैदराबाद आंचलिक इकाई
मकान संख्या - 1-11-222/4
गली सामने - एचडीएफसी बैंक, बेगमपेट
हैदराबाद - 500 016
दूरभाष: 040-27765921, फैक्स: 040-
27765998
ई-मेल: adg-dgceihzu-cbec@nic.in



DIRECTORATE GENERAL
OF GST INTELLIGENCE
HYDERABAD ZONAL UNIT
H.NO:1-11-222/4,
LANE OPP: HDFC BANK BEGUMPET,
HYDERABAD-500016
Tel: 040-27765921, Fax:040-27765998
Email; adg-dgceihzu-cbec@nic.in

F.No.DGGSTI/HZU/D-26011/165/2018-Admn

Dt. 07.05.2018

**NOTICE FOR INVITING TENDER FOR HIRING OF MOTOR
VEHICLES FOR DIRECTORATE GENERAL OF GST
INTELLEGENCE, WARANGAL REGIONAL UNIT, WARANGAL**

Sealed quotations are invited for hiring of the following vehicles along with drivers for use by the Office of the Directorate General of GST Intelligence, Warangal Regional Unit, Warangal on monthly hiring basis for the period of one year.

The details of the vehicles required are as under:

S.No	Make/Model of Vehicle *	No. of Vehicles	Condition
1	Mid-size (A-3 Segment) OR MPV (B-2 Segment)	01 No.	For running up to 25/ 26 days per month (Upto 2000 Kms per month)

*** As per SIAM Classification**

Interested travel agencies/ firms with experience of at least 2(two) years and presently handling similar nature of work and also willing to comply with the terms and conditions annexed to this notice may submit their bids in a sealed condition to the office of Directorate General of GST Intelligence, Hyderabad Zonal Unit, H.No.1-11-222/4, Lane Opp:HDFC Bank, Begumpet, Hyderabad 500016 **on or before 28.05.2018 by 13:00 Hrs.** 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” and put inside a bigger sealed envelope which shall be super scribed with the words, “TENDER FOR HIRING OF VEHICLES FOR WRU, DGGI” on the top of the sealed cover. The nature of service to be provided and the conditions are placed in the official website of www.cbec.gov.in . Tender Documents may be downloaded from the above mentioned website at free of cost.

THE LAST DATE FOR RECEIPT OF SEALED TENDERS IS 28.05.2018 TILL 13:00 HRS. The sealed tenders should be dropped in the Tender Box available office of Directorate General of GST Intelligence, Hyderabad Zonal Unit, H.No.1-11-222/4, Lane Opp: HDFC Bank, Begumpet, Hyderabad 500016 on all working days. **The tenders will be opened on 29.05.2018 at 15.00 hrs.**

The parties, who wish to be present at the time of opening of Tender may represent themselves or through an authorized representatives with an authorized letter during the tender **on 29.05.2018 at 15:00 Hrs.**

It is to inform that the Additional Director General, Directorate General of GST Intelligence, Begumpet, Hyderabad 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.

(Kiran Reddy T)
Deputy Director (Admn)

Encl:

1. Annexure –I(Terms& Condition)
2. Annexure – II (Proforma for Technical Bid)
3. Annexure – III (Proforma for Financial Bid)

Annexure-I

Terms & Conditions:

The Contract of hiring of vehicle will be initially for a period of one year.

- (a) The firms / agencies would ensure that the drivers employed have valid driving license and clean driving record. The driver of the vehicle provided must follow traffic rules and all other regulations prescribed by the Government from time to time. The driver shall observe all the etiquette and protocol while performing the duty & shall be neatly dressed in proper uniform.
- (b) The vehicle shall be provided on any day including Saturday, Sunday and Holidays, if required by the Hirer i.e., department.
- (c) The vehicle should be of latest model (not older than 3 years) and in good running condition. In case the condition of the vehicles is not found to be satisfactory, they shall be returned for immediate replacement. In case no replacement is provided on time or any other delay, a penalty will be levied as deemed fit on day to day basis and the Commissioner has a right to hire a vehicle from the market and the cost incurred has to be borne by the agency / firm.
- (d) The firm/agencies should have prior experience of atleast 2years in serving any State/Central Government organizations. Proof to that extent should be enclosed.
- (e) The billing will be done on monthly basis and bills to be submitted in triplicate by the 1st working day of the succeeding month.
- (f) The rates quoted should be exclusive of the GST component. No GST will be paid if the operator fails to provide proof of valid GST registration. All taxes, fee, levy, insurance charges etc., other than GST would be borne by the Agency / firm.
- (g) A daily record indicating time and mileage for each vehicle shall be maintained by the driver in a log book in prescribed format as per Government's instructions and this log book shall be submitted to the concerned officer in DGGI, WRU regularly for scrutiny or at least once in a month.
- (h) Financial bids of only those agencies / firms would be opened, who qualify in Technical Bids.
- (i) DGGI, HZU shall be liable to pay the hiring charges only. Any other charges, including monthly charges of driver, repair and maintenance of vehicles, insurance, petrol / diesel, oil and any other incidental

expenses shall be borne by agency / firm.

- (j) The contractor shall not engage any sub-contractor or transfer the contract to any other person.
- (k) The vehicles must be fitted with Fire Extinguishers in proper working condition at all time and the driver should be trained to use them.
- (l) There should be at least two sets of white 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 firm.
- (m) The vehicles 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 be comprehensively insured and shall have valid pollution control certificate.
- (n) The vehicle should have necessary permits from the transport department Authority. This office will not be responsible for any challan, loss, damage and accident to the vehicle or any other vehicle or injury to anybody.
- (o) In case of any accident, all the claims arising out of it, shall be met with by the agency / firm.
- (p) It is obligatory for the agency / firm that drivers are paid at least minimum wages according to minimum wages fixed by the Government from time to time.
- (q) If any of the terms and conditions above, is not found fulfilled during the currency of contract, the Principal ADG, DGGI, Hyderabad 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.
- (r) No additional terms & conditions over and above the conditions stipulated above shall be entertained by this office.
- (s) In case of any dispute, the decision of the Principal Commissioner shall be final and binding.
- (t) Earnest Money: The Tender document must be accompanied with non-interest bearing Earnest Money for each vehicle separately **amounting to Rs.2,000/- (Rupees Two Thousand only) in shape of Demand Draft in favor of the Chief Accounts Officer, DGGI,**

Hyderabad Zonal Unit, Hyderabad failing which tender will not be considered for opening of Financial Bid. Earnest money deposit of the unsuccessful bidders will be returned to them at the earliest after expiry of the final bid validity and latest on or before the 10 days after award of the contract. Earnest money will be refunded to the successful bidder on receipt of performance security.

- (u) Performance Security: The successful bidder will be wholly and solely responsible for any damage/levy/claim and will be liable to pay the said damage/levy/claim. In this context, the successful bidder will deposit five percent of the value of the contract as performance security which is non-interest bearing in the shape of bank draft / Bank Guarantee issued by a Nationalized bank only drawn in favor of the Chief Accounts Officer, DGGI, Hyderabad Zonal Unit, payable at Hyderabad in respect of each vehicle separately. Performance security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the bidder including warranty obligations.

(Kiran Reddy T)
Deputy Director (Admn)

Copy to :

1. All the Notice Boards of DGGI, Hyderabad Zonal Unit / DGGI, Warangal Regional Unit.
2. In charge of Vehicles/PRO of DGGI, HZU/WRU.
3. Office Copy.

Annexure-II

TECHNICAL BID (QUALIFYING BID DOCUMENT)

1	Name, Address & Telephone No. of agency/firm (with telephone nos are to be provided)	
2	Name of owner of agency/firm Address(WithTel. No. &FAX No)	
3	GST Registration No. (enclose a copy)	
4	Make, Model, Mileage and Registration Number of vehicle to be provided(must be filled in) [Self attested copies of Registration Certificate to be attached]	
5	List of the Government Organization, where the vehicles have been provided	
6	Name of the driver along with copy of the driving license	
7	Permanent Account Number	
8	The vehicle is registered as commercial vehicles	

DECLARATION

I hereby certify that the information furnished above is true and correct to the best of my/our knowledge. I 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)

Annexure-III

FINANCIAL BIDDOCUMENT

1	Name of the Agency	
2	Address (with Tel.No. & Fax No.)	
3	Name & Address of the Proprietor/ Partners/ Directors (With Mobile Numbers)	

Sl. No.	Type of Vehicle(s)	Monthly Charges (in Rs.)
		2000 km per month

Add : any other charges if required

Sub Total :

Add : GST

Grand Total:

(Rupees _____
only)

DECLARATION

I hereby certify that the information furnished above is true and correct to the best of my/our knowledge. I 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