



सत्यमेव जयते

भारत सरकार  
GOVERNMENT OF INDIA  
वित्त मंत्रालय, राजस्व विभाग  
MINISTRY OF FINANCE, DEPARTMENT OF REVENUE  
आयुक्त का कार्यालय OFFICE OF THE COMMISSIONER  
केंद्रीय वस्तु एवं सेवा कर तथा केंद्रीय उत्पाद शुल्क, अहमदाबाद उत्तर  
CENTRAL GOODS & SERVICES TAX & CENTRAL EXCISE, AHMEDABAD NORTH  
पहली मंजिल, कस्टम हाउस, नवरंगपुरा, अहमदाबाद - 380009  
FIRST FLOOR, CUSTOM HOUSE, NAVRANGPURA, AHMEDABAD - 380009



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F.No. I/22-13/2016-17 Adm.

Dated: 08.05.2018

**Tender Notice No. 01/2018-19 for inviting quotations for hiring of vehicle for the Year 2018 – 2019 (for one year from 01.06.2018 to 31.05.2019)**

Sealed tenders are invited from reputed taxi /tour operator / service providers / Agency / firm for hiring of vehicles as mentioned below:-

S.No.	Type	Qty.
01.	Tavera or similar mid sized vehicle to be used for 30/31 days subject to maximum 2,500 kms in a month for use in HQ	01
02.	Tata Indigo or similar small sized vehicles to be used for 25/26 days subject to maximum of 2000 kms in a month.	14

The above vehicles should not be older than three years, to be used on monthly basis by the office of the Commissioner of CGST & CX., Ahmedabad North. Interested parties are to submit their bids as two bids system i.e. Technical Bid and Financial bid.

The detailed Tender documents can be downloaded from the departmental website [www.cbec.gov.in](http://www.cbec.gov.in). The last date for submission of the bids is **28.05.2018 at 15:00 hrs.** The department reserves the right to reject any or all the bids without assigning any reason.

Sd/-  
(Gyan Chand Jain)  
Joint Commissioner (P&V)  
CGST & CX., Ahmedabad North

## Tender Documents

### 1. Tender Process and submission of Tender documents: -

- (i) The bid / tender will consist of two parts - Technical bid and financial bid. Each of the bid are to be placed in two separate sealed envelopes (clearly super scribing "Technical bid" and "Financial bid") which in turn are to be placed in one sealed cover (clearly super scribing "Tender for Hiring Vehicles"). The name and contact number of the Agency / firm must be mentioned on envelopes. The bid of all parties whose Price Bid is not in a separate sealed cover or the rates quoted them finds mention in their Technical Bid shall be rejected forthwith. All information sought under "Terms and conditions" and "other information to be supplied" is to be given in Technical Bid while the price quoted by them will be mentioned only in the Financial Bid.
- (ii) **The offers / bids received incomplete and / or filed after the due date shall be summarily rejected.**
- (iii) The Technical Bids shall be opened by the designated committee.
- (iv) The financial bids of only those parties shall be opened whose Technical Bids are found to be eligible.
- (v) The department reserves the right to accept or reject any or all tenders without assigning any reason. In case of any dispute of any kind and in respect of whatsoever, the decision of the O/ o the Commissioner of CGST & CX., Ahmedabad North shall be final and binding.
- (vi) The tender documents must be received **latest by 28.05.2018 at 15:00 hrs.** The documents received after due date & time due to any reason even postal delay shall not be accepted.

(Signature of the tenderer with stamp  
in token of having fully agreed with mentioned above)

**2. Authenticity of the tender document: -**

- (i) Every page of tender document along with enclosures must be signed by the bidder.

**3. Rates: -**

- (i) Rate / bid / offer must be without any condition, assumption, qualification, reservation or variation. Rate / bid / offer must be mentioned in prescribed proforma in figures and in words in respect of each vehicle separately. In case of any discrepancy, rates quoted in words will prevail. **Conditional tender offer or offer at variance from prescribed specification would be ineligible to compete for the tender.** Prices and price components shall be firm and shall not be subject to any price variation or adjustment on account of any price escalations throughout the execution of the contract.
- (ii) Contracted hire charges include all charges, viz. charges of driver, repairs and parking, maintenance of vehicle, insurance, all taxes as per Motor Vehicle Act / State Government / Central Government, petrol / diesel, oil and also any other incidental expenses in running and maintenance of vehicle and penalty / fine etc.
- (iii) **The lowest tender will be arrived based on sum of the quoted rate for 30/31 days or 25/26 days in the month upto 2500 kms or 2000 kms respectively. The tender getting lowest consolidated rate will be declared as successful bidder.**

**4. Subletting of Contract: -**

The successful bidder shall not be allowed to sublet / subcontract the contract to any Other contractor.

**(Signature of tenderer with stamp  
in token of having fully agreed with mentioned above)**

**5. Contract period: -**

- (i) The contract shall be in force for a period of **one year from 01.06.2018 to 31.05.2019** in respect of each vehicle separately.
- (ii) **CGST & CX, Ahmedabad North** reserves the right to extend or reduce the period of time. **CGST & CX, Ahmedabad North** can terminate the contract in case of poor performance after giving one month advance notice. The department will have the right to terminate the contract of successful bidder and allot the same to L-2 bidder for rest of period or any other willing valid bidder in case of unsatisfactory performance of the successful bidder. The contract can also be terminated prematurely in case of introduction of change of system of the instant tender.

**6. Capabilities, specification & formalities for Driver: -**

- (i) The bidders must ensure that the drivers employed have valid driving license and clean driving record.
- (ii) The drivers of the vehicle provided must follow traffic rules and all other regulations prescribed by the Government from time to time.
- (iii) The drivers shall observe all the etiquette and protocol while performing the duty and shall be neatly dressed.
- (iv) The drivers should have minimum 5 years of experience of driving. They should have valid driving license for driving vehicles.
- (v) The drivers should be well versed with the roads and the places in Gujarat and should have experience in city/urban driving as well as rural driving.
- (vi) Once the driver has been allotted to a particular vehicle, he should remain with the same vehicle for a period of at least one year. Any change in the designated driver should be intimated to the GSO/PRO (HQ), CGST & CX., Ahmedabad North before 24 hours such change is effected.
- (vii) The driver should be provided with a good working mobile phone which should not be in switch off mode at any point of time.
- (viii) The driver should be decent and well behaved and should not have any criminal/adverse police record against him and he should not have any past history of accidents.
- (ix) The driver should not be addicted.
- (x) The driver should be ready / prepared for outstation journeys at short notice.

**7. Billing and Payment: -**

- (i) The billing will be done on monthly basis. The monthly bills, in duplicate, shall be submitted to the concerned vehicle in-charge within 1<sup>st</sup> week of every subsequent month. The bills should be duly verified by GSO/PRO (HQ) or the PRO/ GSO of concerned Division.
- (ii) The department will not make any advance payment. The payment will be done as per availability of grant.

**8. Validity of the offer / bid: -**

- (i) The offer / bid of the bidder will be valid for at least two months from the date of opening Of Technical bid.

**9. Agreement: -**

- (i) The successful bidder will have to execute a contract agreement as per **Annexure - E** with the department and the validity of contract agreement will be for a period of one year from **01.06.2018 to 31.05.2019**.

**(Signature of tenderer with stamp  
in token of having fully agreed with mentioned above)**

**10. Penalty: -**

- (i) A penalty of Rs. 1,000/- only per vehicle/ day will be levied if any vehicle or driver or agency/ firm fail to meet effective terms and conditions on any day.

**11. Terms and conditions: -**

- (i) The mid sized vehicle will be used for 30/31 days and up to 2500 kms in a month and small sized vehicles will be used for 25/26 days and up to 2000 kms in a month respectively.
- (ii) The vehicles will be deemed to be at the disposal of O/o the Commissioner of **CGST & CX, Ahmedabad North** or Asst./Dy. Commissioner, Div-I to VII during the period of operational use and contractor shall have to make available the vehicle on all the days of a month, seven days a week.
- (iii) The vehicles must be available at any time of any day as desired by the department. Also, in case of breakdown of any vehicle, substitute vehicle shall be provided in time failing which the department shall have the right to hire a vehicle from the market and cost incurred to this will be borne by the firm.
- (iv) The liabilities of the official of this office will be limited to the hiring charges agreed in the contract.
- (v) The responsibility for the safety and security of the vehicles provided to department solely lies with the contractor. It is also the contractor's absolute responsibility to take care of any damage / repairs caused to the vehicle during the validity of the contract.
- (vi) The vehicle should fulfill the legal obligations prescribed by the State Transport Authority like payment of road tax, etc. All requirements under various statutory laws must be complied with. Any default will be liability of the contractor and this department shall not be liable in any matter whatsoever. In case of any accident or any other contingency, any claim arising out of it shall be borne by the contractor only and no claim whatsoever shall be borne by the Office of the Commissioner of **CGST & CX, Ahmedabad North**.
- (vii) Insurance of the vehicles and the risk of passenger travelling in the vehicles should be covered by the contractor to the extent of liability as specified in the Motor Vehicle Act & Rules made there-under or any other law in force.
- (viii) Vehicle must be kept clean, odour free, in excellent condition, mechanically fit, suitable for official use and should not be more than 03 years old on the date of the tender notice.
- (ix) The firm / agency should not be blacklisted from any Central Government / State Government / Central and State undertakings and / or convicted by a Court of Law. An affidavit regarding non-blacklisting of the firm should be attached as proof. In absence of proof the tender/bid will be rejected.
- (x) The successful bidder shall have to provide the desired number of vehicle. However, in case the successful bidder expresses his inability to supply the total number of vehicle required, the option shall be given to the next lowest bidder to supply remaining number of vehicles at the lowest quoted rates.
- (xi) Vehicles should not have LPG/CNG gas kits as fuel.
- (xii) There should be at least two sets of white covers, towels and napkins in the car to be provided by the contractor and should be changed every week. The air spray is to be provided by the contractor.
- (xiii) In case of any dispute of any kind and in any respect whatsoever, the decision of Commissioner of **CGST & CX, Ahmedabad North** shall be final and binding.

Signature of the tenderer with stamp  
in token of having fully agreed with mentioned above)

- (xiv) **Manufacturing year of the cars should be June 2015 and onwards.**
- (xv) As regard vehicle timings, the transport operator will not pass on the instructions directly to the driver concerned. All the instructions should be routed through the PRO/GSO, **CGST & CX, Ahmedabad North** of Headquarters/Divisional offices.
- (xvi) **If any vehicle did not travel 2500/2000 km in a month, then the remaining kilometers will be adjusted against the vehicle which has exceeded the kilometers. If the balance still exists, it will be carry forwarded for the next month.**

**12. Jurisdiction of the Court: -**

- (i) In case of any dispute of any kind and in respect of whatsoever arising out of tender / contract, the decision of the Hon'ble Courts at Ahmedabad will be final and binding.

(Signature of the tenderer with stamp  
in token of having fully agreed with mentioned above)

**Annexure-“A”**

**List of documents to be provided for technical evaluation**

**(Should be placed with technical bid)**

(please tick enclosed/not enclosed)

S.No.	Detail	Enclosed	Not Enclosed
01.	Self attested copy of company/firm/agency's incorporation/ registration with any Central govt./State Govt./Municipality		
02.	Self attested copy of company/firm/agency's PAN Card		
03.	Self attested copy of company/firm/agency's Service Tax Registration certificate		
04.	Self attested copy of company/firm/agency's past and current customers list		
05.	Self attested copy of company/firm/agency's owned vehicles list		
06.	Self attested copy of work order/contract of hiring vehicle with Centre/State/PSU Govt. department of last two year		
07.	Self attested copies of RC Book of Fifteen vehicles, that are to be provided to this office for one year.		

(if the bidder failed to provide any of the above self attested document(s) he will be technically disqualified)

(sign and seal of the bidder/ authorized person of bidder)

**FINANCIAL BID**

**(should be in separate envelop)**

<b>Sr. No.</b>	<b>Vehicle type</b>	<b>No. of vehicles required</b>	<b>Rate (in Rupees)/ vehicle/month (exclusive of service tax but inclusive of all other taxes and charges)</b>
01.	Tavera or similar mid sized vehicle to be used 30/31 days subject to maximum 2,500 kms in a month for use in HQ	<b>01 (one)</b>	Rs. _____ In words: _____
02.	Tata Indigo or similar small sized vehicles to be used for 25/26 days subject to maximum of 2000 kms in a month.	<b>14(Fourteen)</b>	Rs. _____ In words: _____

**Signature and name with office seal**



**Annexure “B”**

Detail of the Vehicle that is to provided to this office for the period of 01.06.2018 to 31.05.2019.

(Should be placed with Technical Bid)

S.No.	Model and Manufacturer of vehicle	Registration No.	Month and year of manufacture	Chasis No.	Engine No.	Fuel used
01.						
02.						
03.						
04.						
05						
06						
07						
08						
09						
10						
11						
12						
13						
14						
15						

Self attested Copies of registration (RC Book) of above vehicle should be enclosed. If the service provider is ready to provide new vehicle, then he is exempted of providing the same.

Name and Signature of Authorized signatory

Seal/Stamp

-10-

**Annexure “C”**

**DECLARATION REGARDING ACCEPTANCE OF TERMS AND CONDITIONS  
CONTAINED IN THE TENDER DOCUMENT  
(Should be placed with Technical Bid)**

To,

The Jt. Commissioner (P&V),  
O/o the Commissioner of CGST & CX., Ahmedabad North,  
Custom House, Navrangpura,  
Near All India Radio,  
Ahmedabad-380 009.

Sir,

I have carefully gone through the Terms and Conditions contained in the Tender Notice No.01/2018-19 dated \_\_.05.2018 regarding Hiring of Vehicles for Office of the Commissioner of CGST & CX., Ahmedabad North and its respective Divisions. I also declare that all the Terms and Conditions of this Tender Notice are acceptable to my Company/Firm/Agency. My Company/ Firm/Agency do not have any terms and conditions of its own in respect of quotation being submitted for the same. I further certify that I am an authorized signatory of my company/ Firm/Agency and am, therefore, competent to make this declaration.

Yours very truly,

Signature of authorized signatory with date:

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Name of firm: \_\_\_\_\_

**Address of the firm at Ahmedabad:** \_\_\_\_\_

Mobile No.: \_\_\_\_\_

**Annexure – D**  
**(Should be placed in technical bid)**

The notary (public)  
Civil Court,

I..... aged about .....  
son of ..... resident of Moh/village

.....  
P.S..... Distt ..... do hereby solemnly affirm/ state  
as follows:

1. That I am the proprietor of M/s \_\_\_\_\_
2. That my Agency / firm full fills all the criteria to participate in the tender dated ..... of O/o the Commissioner of CGST & CX., Ahmedabad North for hiring of vehicle.
3. That, I have neither been convicted nor any cognizance has been taken against by any Court of Law till date
4. That my Agency / firm / has not been blacklisted from any Central / State Government Department and Central or State government undertakings.

The above statement is true to the best of knowledge and belief.

**Witness**

**Deponent**

**Annexure E**

..... Space for Stamp .....

**Hired Vehicle Contract Agreement Between The O/o Commissioner of CGST & CX., Ahmedabad North, Custom House, 1<sup>st</sup> Floor, Ashram Road, Navrangpura, Ahmedabad-380009**

**AND**

M/s.....  
.....  
.....

**A. Preamble:**

This agreement is made on..... (..... day of....., 2018) between the office of the Commissioner of CGST & CX., Ahmedabad North on the one part and M/s..... Having address,.....on the other part (which expression shall unless excluded by or repugnant to the context by deemed to include his in office or assigned of the other part).

**B. Whereas:**

Office of the Commissioner **CGST & CX, Ahmedabad North** has issued letter award to M/s..... for **providing Fifteen vehicles on hire i.e.**

- (i).....(ii).....
- (iii).....(iv).....
- (v).....(vi).....
- (vii).....(viii).....
- (ix).....(x).....
- (xi).....(xii).....
- (xiii).....(xiv).....
- (xv).....

(Vehicle names & registration numbers) on monthly basis as per term and conditions stipulated intender documents and elaborated in clause 'D' below.

**C. Contract:**

M/s..... agrees to provide hired vehicles (As in clause 'B' above) on the charges valid as mentioned as below:

**1. Charges** (excluding Service tax but inclusive of all other taxes/charges):

- One vehicle (Tavera or similar mid sized vehicle).....  
.....(Vehicle name) @ Rs...../- per month to use for 30-31 days upto 2500 kms in a month.
- Fourteen Vehicles i.e. 1).....2).....3).....  
4).....5).....6).....7).....8).....9).....  
.10).....11).....12).....13).....14).....  
(vehicles name) @ Rs. ....-/- per month to use for 25-26 days upto 2000 kms in a month.

**2. Validity of the Contract agreement:** The validity of the contract agreement will be **One year w.e.f. 01.06.2018 to 31.05.2019.**

**D. Terms and Condition for hiring of the vehicles:**

**1. Subletting of Contract: -**

The successful bidder shall not be allowed to sublet / subcontract the contract to any other contractor.

**2. Contract period: -**

- (i) The contract shall be in force for a period of **one year from 01.06.2018** in respect of

each vehicle separately.

- (ii) O/o the Commissioner of CGST & CX, Ahmedabad North reserves the right to extend or reduce the period of time. O/o the Commissioner of CGST & CX, Ahmedabad North can terminate the contract in case of poor performance after giving one month advance notice. The department will have the right to terminate the contract of successful bidder and allot the same for rest of period to L-2 bidder or any other willing valid bidder in case of unsatisfactory performance of the successful bidder. The contract can also be terminated prematurely in case of introduction of change of system of the instant tender.

### **3. Capabilities, specification & formalities for Driver: -**

- (i) The bidders must ensure that the drivers employed have valid driving license and clean driving record.
- (ii) The drivers of the vehicle provided must follow traffic rules and all other regulations prescribed by the Government from time to time.
- (iii) The drivers shall observe all the etiquette and protocol while performing the duty and shall be neatly dressed.
- (iv) The drivers should have minimum 5 years of experience of driving. They should have valid driving license for driving passenger vehicles on hire.
- (v) The drivers should be well versed with the roads and the places in Gujarat and should have experience in city/urban driving as well as rural driving.
- (vi) Once the driver has been allotted to a particular vehicle, he should remain with the same vehicle for a period of at least one year. Any change in the designated driver should be intimated to the concerned officer before 24 hours such change is effected.
- (vii) The driver should be provided with a good working mobile phone which should not in switch off mode at any point of time.
- (viii) The driver should be decent and well behaved and should not have any criminal/adverse police record against him and he should not have any past history of accidents.
- (ix) The driver should not be addicted.
- (x) The driver should be ready / prepared for outstation journeys at short notice.

### **4. Billing and Payment: -**

- (i) The billing will be done on monthly basis. The monthly bills, in duplicate, shall be submitted to the concern office after necessary verification by GSO/PRO (HQ) **CGST & CX, Ahmedabad North** and respective Division within 1st week of every subsequent month.
- (ii) The department will not make any advance payment and payment of the bills will be done as per availability of fund.

### **5 Penalty: -**

- (i) A penalty of Rs. 1,000/- only per vehicle/ day will be levied if any vehicle or driver or agency /firm fail to meet effective terms and conditions on any day.

### **6 Other Terms and conditions: -**

- (i) The vehicles will be used for office as staff car and operational vehicle upto 30/31 days upto 2500 kms in a month and upto 25/26 days upto 2000 kms in a month

respectively.

- (ii) The vehicles will be deemed to be at the disposal of O/o the Commissioner of **CGST & CX, Ahmedabad North** and Asst./ Dy. Commissioner of Division-I to VII during the period of operational use and contractor shall have to make available the vehicle on all the days of a month, seven days a week.
- (iii) The vehicles must be available at any time of any day as desired by the department. Also, in case of breakdown of any vehicle, substitute vehicle shall be provided in time failing which the department shall have the right to hire a vehicle from the market and cost incurred to this will be borne by the firm.
- (iv) The liabilities of the official of this office will be limited to the hiring charges agreed in the contract.
- (v) The responsibility for the safety and security of the vehicles provided to department solely lies with the contractor. It is also the contractor's absolute responsibility to take care of any damage / repairs caused to the vehicle during the validity of the contract.
- (vi) The vehicle should fulfill the legal obligations prescribed by the State Transport Authority like payment of road tax, etc. All requirements under various statutory laws must be complied with. Any default will be liability of the contractor and this department shall not be liable in any matter whatsoever. In case of any accident or any other contingency, any claim arising out of it shall be borne by the contractor only and no claim whatsoever shall be borne by the O/o the Commissioner of **CGST & CX, Ahmedabad North**.
- (vii) Insurance of the vehicles and the risk of passenger travelling in the vehicles should be covered by the contractor to the extent of liability as specified in the Motor Vehicle Act & Rules made there-under or any other law in force.
- (viii) Vehicle must be kept clean, odor free, in excellent condition, mechanically fit, suitable for official use and should not be more than 03 years old on the date of the tender notice.
- (ix) The firm / agency should not be blacklisted from any Central Government / State Government / Central and State undertakings and / or convicted by a Court of Law. An affidavit regarding non-blacklisting of the firm should be attached as proof. In absence of proof the tender/bid will be rejected.
- (x) **If any vehicle did not travel 2500/2000 km in a month, then the remaining km will be carry forwarded for the next month to the same vehicle/ any other vehicle.**
- (xi) **The manufacture year of the cars should be June 2015 and onwards**

#### **7. Jurisdiction of the Court: -**

- (i) In case of any dispute of any kind and in respect of whatsoever arising out of tender / contract, the decision of the Hon'ble Courts at Ahmedabad will be final and binding.

**E. Applicable Law:**

The contract shall be interpreted in accordance with the Indian Laws.

**F. Notice:**

Any notice by one party to other pursuant to the contract shall be sent in writing or by telegram or telex / cable / fax and confirmed in writing to the address specified for that purpose in the contract.

A notice shall be effective when delivered or on the notices effective date, whichever is earlier.

**For and on behalf of**  
O/of the Commr. **CGST & CX,**  
**Ahmedabad North**

**For and on behalf of**  
M/s.....  
.....

(Signature)

(Signature)  
Mr.....

1. Witness

.....

Signature:

1. Witness

Signature