



OFFICE OF THE ASSISTANT COMMISSIONER  
CENTRAL TAX & GST DIVISION  
555/3, 1st floor, G.T.Road,  
Near Malerkotla Chowk, Above OBC Bank,  
Khanna (Punjab)

दूरभाष: 01628-221616 email id : gstdivisionkhanna@gmail.com

फ़ाइल सं:-13/Admn/Khanna/Hiring of Vehicle/2017

दिनांक:- 09.05.2018

**NOTICE FOR INVITING TENDER FOR HIRING OF VEHICLES**

Sealed tenders are invited from reputed parties for the hiring of 01 small size vehicles (Maruti Desire/Etios etc.) with driver & with fuel for the Office of the Assistant Commissioner, Central Tax & GST Division, 555/3, 1<sup>st</sup> Floor, G.T.Road, Above OBC Bank, Khanna. The detailed terms and conditions are enclosed herewith in Annexure — "A" to this Tender Notice which can be downloaded from the website [www.centralexciseludhiana.gov.in](http://www.centralexciseludhiana.gov.in), [www.cbec.gov.in](http://www.cbec.gov.in) or [www.eprocure.gov.in](http://www.eprocure.gov.in) or see the notice board at the address mentioned above. In case of any difficulty, the Superintendent (Hqrs.), Office of the Assistant Commissioner, Goods and Service Tax Division, H.NO 555/3, 1<sup>st</sup> floor, G.T.Road, Near Malerkotla Chowk, Above OBC Bank, Khanna, may be contacted on any working day during office hours on or before 21.05.2018. The terms and conditions will be according to new vehicle policy December, 2017.

The interested service providers may submit their Tender documents along with financial & technical bids in the prescribed Quotation form duly signed and stamped, in a sealed cover to the office of undersigned. The tenders should be sent by Registered Post/Speed Post. The last date for receipt of Tender is 21.05.2018 up to 1600 hrs. Technical Bids shall be opened on 23.05.2018 at 1100 hrs. The date and time of opening of Financial Bids shall be opened on 25.05.2018. The tenders/quotations received incomplete and/or filed after the due date and time shall be summarily rejected. The parties who wish to be present at the time of opening of Tender/Quotation may represent themselves or authorize their representatives with an authority letter. This office reserves the right to accept or reject any or all tenders without assigning any reasons.

(Jasbir Singh),  
Administrative Officer

**ANNEXURE-A**

**TERMS AND CONDITIONS**

1. Separate sealed Technical and Financial bids should be kept in a single sealed envelope and super scribed with "Tender for Hiring of Vehicles". The separate technical and financial bids should be clearly marked "Technical Bid" or "Financial Bid" on their respective envelopes. The tender will be opened on 18.05.2018 at 1100 hrs in the Office of the Depty/Assistant Commissioner, Goods and Service Tax

Division, H.NO 555/3, 1<sup>st</sup> floor, G.T.Road, Near Malerkotla Chowk, Above OBC Bank, Khanna, before the committee of Officers and Tenderers, if any present.

Sl. No.	Category	No. of Vehicles required	Cost Ceiling (exclusive of GST)
1.	Small sized vehicle to be used generally for 25 days, (however the Vehicle shall be made available on all days including Saturday, Sunday and Holidays or as and when required by the Office) for maximum of 2000 Kms. in a month.	1	Rs. 30,000/ month

2. The contract can be extended with approval of the Principal Commissioner, Central Tax and Goods & Service Tax Commissionerate, Ludhiana, Central GST House, F-Block, Rishi Nagar, Ludhiana within the framework of the guidelines issued by the Ministry.

3. The tenderer should be duly registered with concerned Central/State Govt. authorities and should be a well established Taxi agency/firm (hereinafter referred to as the agency/firm). Such vehicle providers should also submit details of other such Govt. organizations to which they have extended similar service in the recent past as well as the present. The bidder shall sign and stamp each page of the tender document and all other enclosures appended to it as a token of having read and understood the terms and conditions contained therein and submit the same along with the technical bid.

4. The agency/firm should have sufficient numbers of the vehicles and drivers with them. In case of breakdown of vehicle or non availability of driver at any time, the firm shall provide substitute vehicle / driver as the case may be.

5. The validity of the quotations shall be for 3 months from the date of receipt in the office of the Office of the Assistant Commissioner, Goods and Service Tax Division, 555/3, 1<sup>st</sup> floor, G.T.Road, Above OBC Bank, Khanna.

6. The vehicles to be provided should not be older than 3 years and should be in excellent working condition. It should have the safety features viz. Air Bags, ABS to ensure safety of driver and co-passengers and should not have run more than 25,000 Kms as on date of submission of tender. Applicant Contractor should mention the year of manufacture of the vehicles. Newer models will be given preference. The vehicles should be kept neat and clean and in perfect running condition with clean interiors and proper upholstery. The Diesel Engine vehicles shall be given preference.

7. Road worthiness of the vehicles shall be ensured at all times by the service provider. The service provider will conduct fortnightly cleaning and washing as well as servicing (as and when due) of the vehicles.

8. The vehicle should be registered with the Transport Authority having valid Insurance, Road Tax payment etc. The Contractor shall comply with Motor Vehicle

Act/Rules/other statutory requirements. The Vehicles provided should have Commercial Registration as per Motor Vehicles Act.

9. The vehicle shall be provided for the exclusive use of this office and shall not be used by the contracted agency for any other purpose. The Kilometer counting of the vehicle shall start from the designated office and shall end at designated office. Only the mileage verified by the Superintendent (Hqrs), Goods and Service Tax Division, H.NO 555/3, 1<sup>st</sup> floor, G.T.Road, Near Malerkotla Chowk, Above OBC Bank, Khanna shall be taken into consideration by this office for making payment.

10. Vehicle to be provided for use of generally 25/26 days in a month (however the Vehicle shall be made available on all days including Saturday, Sunday and Holidays as and when required by the Office) and the maximum running of vehicle in a month shall be 2000 Kms. The shortfall / excess of 2000 Kms. as the case may be in the month can be carried over/adjusted in the successive months in the same financial year.

11. The service provider shall ensure that the speedometer of the vehicle provided is properly sealed so that no tampering is done with unnecessarily to inflate the distance travelled.

12. LPG/CNG Cylinders must not be used as fuel for running the vehicle in any case.

13. The Contractor shall provide dedicated drivers with the vehicles and any change in vehicle and/or driver should be made only in very exceptional circumstances. Replacement of the vehicle/driver should be provided in the event of a breakdown of vehicle/non-availability of driver.

14. 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, the Deputy/ Assistant Commissioner, Goods and Service Tax Division, H.NO 555/3, 1<sup>st</sup> floor, G.T.Road, Near Malerkotla Chowk, Above OBC Bank, Khanna, would have a right to hire a vehicle from the market and the additional cost incurred by this office, will be borne by the agency / firm.

15. The drivers employed along with the vehicle should satisfy the following conditions:

- (i) Drivers should have minimum 2 years of experience of driving. They should have valid vehicle Transport Licenses for driving passenger vehicles on hire.
- (ii) Driver should wear the prescribed uniform i.e. Light blue shirt with navy blue trousers and black shoes.
- (iii) Drivers should be well versed with the roads and the places in Chandigarh & Punjab and should have experience in city driving.
- (iv) 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 24 hours before such change is affected.
- (v) Driver should be provided with a mobile phone. No expense related to mobile phone and mobile connection shall be borne by the department.
- (vi) Driver should be decent and well behaved and should not have any criminal cases against him and should not have any past history of accidents.
- (vii) Drivers should not be addicted.
- (viii) Car should be kept clean and odour free, suitable for official use.
- (ix) The driver should always remain with the vehicle for entire period of duty. In

case of any need, he should seek permission of the concerned officer.

- (x) The driver of the vehicle provided must follow traffic rules and all other regulations prescribed by the Govt. from time to time. The driver shall observe all the etiquette and protocol while performing duty & shall be neatly dressed in proper uniform.

16. In case of vehicle breakdown, a substitute vehicle shall be provided by the Contractor immediately. In case, the vehicle does not report within the reasonable time or does not report at all, the Department would have the right to hire a vehicle from the market and the additional cost incurred by the Department will be borne by the Contractor. In case, neither a substitute vehicle is provided nor a vehicle is hired by the Department, proportionate contract charges are liable to be deducted from the contract charges payable.

17. The rates quoted should be exclusive of the Goods and Service Tax component. No Goods and Service Tax will be paid if the operator fails to provide proof of valid GST registration. All taxes, fee, levy, insurance charges etc. other than GST, Toll Tax and State Tax (other than Punjab) would be borne by the Agency/Firm.

18. The Deputy/ Assistant Commissioner, Goods and Service Tax Division, KHANNA, 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.

19. This office shall not be responsible for challan, loss, damage or any accident of the vehicle or to any other vehicles or for the injury to the driver or any third party. However, toll taxes will be reimbursed on actual basis on production of proof of payment of such taxes by the contractor/service provider.

20. In the event of any unsatisfactory performance, either of the vehicle(s) or of the driver and /or non compliance with the terms & conditions of the contract, the contract shall be terminated without assigning any reasons whatsoever.

21. The contractor shall be solely responsible for correct payment of wages/salary and other benefits and allowances to his driver that might become applicable under any Act or Order of Government. The Contractee / Department shall have no liability whatsoever in this regard and the contractor shall indemnify the Contractee / Department against all claims which may arise under the provision of various Act or Order of Government etc.

22. The contractor and the driver shall be bound to carry out the instructions of the Contractee / Department as well as the Officers assigned to the vehicle.

23. The service provider/ bidder will comply with the labour laws in force and all liabilities in this connection will be theirs.

24. It is made clear that the Department will not be under any obligation, legal or otherwise, to provide any employment to any of the personnel of the service provider during or after the expiry of the hire period. The Contractee (Department) recognizes no employer-employee relationship between the Department and the personnel deployed by the service provider. The Department shall not be responsible financially or otherwise for any injury to the vehicle or driver or person deployed by the service provider during the course of hire.

25. The billing will be done on monthly basis. Bills in connection with the service shall be submitted to the Assistant Commissioner, Central Tax & Goods and Service Tax Division, 555/3, 1<sup>st</sup> floor, G.T.Road, Above OBC Bank, Khanna, within the first week of each successive month with concerned document.

26. TDS and other taxes as applicable will be deducted from each bill.
27. Financial bids of only those agencies /firms/bidders would be opened, who have qualified in respect of the technical requirements.
28. Once the hiring of vehicles commences from a particular agency/firm, the vehicles and the drivers should not be changed unless so requested by the Assistant Commissioner, Central Tax & Goods and Service Tax Division, 555/3, 1<sup>st</sup> floor, G.T.Road, Above OBC Bank, Khanna. The vehicle must be available at any time of day as desired by the Assistant Commissioner, Central Tax & Goods and Service Tax Division, 555/3, 1<sup>st</sup> floor, G.T.Road, Above OBC Bank, Khanna.
29. Within 7 days of awarding of the contract, the agency/firm has to furnish to the Assistant Commissioner, Central Tax & Goods and Service Tax Division, 555/3, 1<sup>st</sup> floor, G.T.Road, Above OBC Bank, Khanna. The certified copies of Temporary RC (registration certificate) books/ Permanent RC as applicable.
30. The Assistant Commissioner, Central Tax & Goods and Service Tax Division, 555/3, 1<sup>st</sup> floor, G.T.Road, Above OBC Bank, Khanna, shall be liable to pay the hiring charges only. Any other charges, including monthly charges of driver, repair and maintenance of vehicle, insurance, oil and any other incidental expenses shall be borne by agency/firm.
31. In case of breakdown of any vehicle during official duty, it shall be the responsibility of the firm to provide a substitute vehicle which is of similar make as replacement immediately.
32. In case any vehicle does not report on time/does not report at all, the Deputy/ Assistant Commissioner, Goods and Service Tax Division, H.NO 555/3, 1<sup>st</sup> floor, G.T. Road, Near Malerkotla Chowk, Above OBC Bank, Khanna would have the right to hire a vehicle from the market and the additional cost incurred will be borne by the agency/firm.
33. A penalty of Rs. 1000/- per day per vehicle may be levied if any vehicle or driver or agency / firm fails to meet above terms & conditions on any day.
34. In case of any accident, all the claims arising out of it shall be met by the agency/firm.
35. The contract between the Deputy/ Assistant Commissioner, Goods and Service Tax Division, H.NO 555/3, 1<sup>st</sup> floor, G.T.Road, Near Malerkotla Chowk, Above OBC Bank, Khanna and the service provider can be cancelled after a prior notice of one month from either side, in the event of poor service or violation of any of the conditions stipulated.
36. Any matter during the period of this agreement, which has not been specifically covered by this agreement, shall be decided by the Assistant Commissioner, Central Tax & Goods and Service Tax Division, 555/3, 1<sup>st</sup> floor, G.T.Road, Above OBC Bank, Khanna, whose decision shall be final and conclusive.
37. The tenderer is required to enter into an agreement on non-judicial stamp paper of Rs.100/- and the cost of stamp paper is to be borne by the tenderer.
38. No additional terms and conditions over and above the conditions stipulated above shall be entertained by the Assistant Commissioner, Central Tax & Goods and Service Tax Division, 555/3, 1<sup>st</sup> floor, G.T.Road, Above OBC Bank, Khanna.
39. A log book specifying daily reporting and relieving time as well as daily

opening & closing meter reading shall be maintained for the vehicle.

40. The office shall not be responsible for any fine charged by Police or other agencies, 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 vehicle and there will be no reimbursement from the Department in this regard.

41. In case of any dispute of any kind and in any respect whatsoever, the decision of the Assistant Commissioner, Central Tax & Goods and Service Tax Division, 555/3, 1<sup>st</sup> floor, G.T.Road, Above OBC Bank, Khanna shall be final and binding.

**(Jasbir Singh),  
Administrative Officer.**

Copy to:

1) The Superintendent (System), Central Tax & Goods and Service Tax Commissionerate, Ludhiana, Central Excise House, F Block, Rishi Nagar, Ludhiana for posting the said Tender Notice on the Commissionerate website immediately. He should also ensure posting of the tender in the CBEC website and on website [www.eprocure.gov.in](http://www.eprocure.gov.in).

2) Notice Board of office the Assistant Commissioner, Central Tax & Goods and Service Tax Division, 555/3, 1<sup>st</sup> floor, G.T.Road, Above OBC Bank, Khanna

**(Jasbir Singh),  
Administrative Officer.**

TECHNICAL BID FOR HIRING OF VEHICLE

To be submitted in a separate sealed envelope subscribing 'TECHNICAL BID'

1.	Name of the Firm, Address with Pin Code, Telephone Number & E-mail address:	
2.	Name & Address of the Proprietor / Partners/ Directors of the Firm/Company	
3.	PAN of the firm as allocated by the Income Tax Department (Attach copy of PAN)	
4.	Service Tax Registration Number, if registered (attach copy of Registration Certificate)	
5.	List of the Public Sector / Govt. Organisation to which similar services have been provided by the contractor during the last three years and to which the Service Provider is currently providing services	
6.	Name and No. of Vehicle Offered	
7.	Model No.	
8.	Colour of Vehicle	
9.	Self-certification that no criminal case is pending against the drivers	

## UNDERTAKING

1. I/We undertake that, I/We have carefully studied all the terms and conditions of the contract as indicated in the Tender Enquiry for providing vehicle on hire basis and understood the parameters of the proposed work and shall abide by them.
2. I/We further undertake that the information given in this tender are true and correct in all respects.

Signature of Authorized Person with Date: \_\_\_\_\_

Name & Full Address: \_\_\_\_\_



FINANCIAL BID FOR HIRING OF VEHICLE

To be submitted in a separate sealed envelope super scribing Financial Bid

1.	Name & Address of the Contractor/Firm/Company		
2.	Name & Address of Proprietor /Partners / Directors		
3.	Vehicle Type/ Model	Rate quoted per month per vehicle exclusive of service tax (Amt. in Rs.)	Extra charge rate per Km. beyond 2000 Kms as the case may be.
(ii)	Small Size vehicle (Toyota Etios/ Maruti Ciaz)		

I have read the terms and conditions of the Tender Notice and agree to abide them.

Signature of Authorized person with Date: \_\_\_\_\_

Name & Full Address: \_\_\_\_\_

# Certificate

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:  
authorized person

Seal: Signature of

Full Name (with seal) \_\_\_\_\_