



C No. I(39)03 –Misc/Hqr/Hired Vehicle/Audit – II/CGST/2017/

Dated : 31.05.18

TENDER NOTICE FOR HIRING OF VEHICLE

Office of the Commissioner of Central Tax (Audit), Kolkata-II Comm'te, Kolkata invites sealed Tenders/Quotations from reputed agencies/registered service providers for providing/supplying of vehicle as mentioned in the schedule below, on a monthly hired basis, alongwith driver, for official/operational use in the office of the Commissioner of Central Tax (Audit), Kolkata-II Comm'te, Kolkata, C.R Building, Bamboo Villa, 5th & 6th Floor, 169, A.J.C Bose Road, Kolkata – 700014. The vehicle is required to be provided/supplied for a period of one year (12 months) from the date of contract/agreement. The details of the Vehicle to be hired are as under :-

SCHEDULE

Sl. No.	Category/Type of Vehicle	No. of vehicles required	Usage
1.	Mid-size vehicle	01 (One)	To be used for a period of 25/26 days per month, subject to maximum of 2000 Kms. per month

Interested bidders/parties/agencies having experience of providing/supplying of vehicle to Central or State Government offices/PSU's etc., and also willing to comply with the **General Terms and Conditions** mentioned hereinafter in this notice, may submit their bids/tender/quotation in the prescribed format in sealed condition super scribed as “**Tender for Hiring of Vehicles**” and addressed to the

ASSISTANT COMMISSIONER (P&V),
CENTRAL TAX (AUDIT),
KOLKATA – II COMMISSIONERATE,
C. R BUILDING, BAMBOO VILLA, 6TH FLOOR,
169, A.J.C BOSE ROAD,
KOLKATA – 700 014.

The sealed cover superscribed as “Tender for Hiring of Vehicle” should contain two separate sealed envelopes, one for Technical bid (Annexure ‘A’ and Annexure ‘C’) and the other containing Financial bid (Annexure ‘B’) which should be clearly marked/super-scribed as “**Technical Bid**” or “**Financial Bid**” on the respective envelopes. Technical bids should contain documents evidencing **(i)** Year of manufacture of the vehicle; **(ii)** Vehicle having registered for commercial purpose as per Motor Vehicle Act, 1988; **(iii)** Previous experience of Government agencies/PSU’s served, if any **(iv)** Service Tax /GST Registration No. among others.; **(v)** Declaration/Undertaking as per Annexure ‘C’. **The Financial bid will be taken up only if the Technical Bid is found to be in order; else the tender will be outrightly rejected.**

The sealed quotations should be dropped in the office premise, as mentioned above, on or before 3:00 P.M (1500 Hrs.) of 21.06.2018. Tender/Quotations received thereafter will be rejected. The sealed Tenders will be opened at 4:00 P.M (16:00 Hrs.) on 21.06.2018 in presence of members of the Tender Committee. All the bidders may like to be present, either themselves or through their authorized representative, on the date and time mentioned above along with the original documents of the vehicle to be provided.

General Terms and Conditions

1. The vehicle offered to the Department should be of latest model (not older than 2015 – preferably White colour) and should be in good running condition and well maintained. The vehicle should be properly and comprehensively insured and should have **Commercial Registration (Yellow Number Plate)** as per the Motor Vehicle Act, 1988, including regular Pollution clearance Certificate.
2. The usage of the vehicle will be up to 25/26 days per month. This is subject to a maximum of 2000 Kms. in a month. If the specified kilometers of 2000 remain unutilized in a particular month, the same shall be carried forward to the next month on First In First Out basis. (e.g. The unutilised quota of 500 KM (out of 2000 Kms.) for February month will be carried forward to the month of March. During March, the unutilized quota of 500 Kms. will be utilised first and the quota of 2000 Kms. for March will be utilised subsequently and so on).
3. The calculation of time and mileage shall commence and terminate from the office and will not be calculated on service provider/vendor’s office or garage basis. The vehicle should remain in the office campus during office hours and will normally be utilised during the said period. However, it may be utilised even after office hours, as and when required. The vehicle on hire must also be made available at any time or day as desired by the office, including Saturdays, Sundays and public holidays, if required. The said vehicle shall be deemed to be at the disposal of the Central Tax (Audit), Kolkata –II Commissionerate.
4. All legal obligations and necessary documentation which include necessary licenses & permissions for conducting business, Registration Certificate, Insurance, Pollution Control Certificate, Road Tax,

Driving License and other compliances shall be complied by the service provider/vendor and this office does not own any responsibility whatsoever in this regard.

5. The service provider/vendor shall not engage any sub-contractor or transfer the contract to any other person.
6. This office is liable to pay the hiring charges only. The service provider/vendor will be responsible for maintenance and up-keeping of the said vehicle on his own account and no extra charge will be paid by the Department. ***All expenses including the cost of fuel, repair of vehicle, vehicle taxes, Driver's Salary, Mobile charges, and/or any other incidental expenditure whatsoever, have to be borne by the service provider/vendor.*** In case of any accident, all the claims arising out of it shall be borne by the service provider/vendor.
7. The office shall not be responsible for any Toll Tax, fine charged by Police or other agencies, parking fees, 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 service provider/vendor of vehicle and there will be no reimbursement from the Department in this regard.
8. Due to non-availability of the vehicle on any reason whatsoever, like breakdown, servicing, maintenance, repair etc., ***the service provider/vendor shall make arrangement for providing substitute vehicle in good condition.*** In such case, mileage from service provider/vendors' office to the point of breakdown would not be paid.
9. If the vehicle is out of order, the service provider/vendor shall provide a substitute vehicle immediately. In case the vehicle doesn't report on time/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 have to be borne by the service provider/vendor.
10. The driver of the vehicle should be polite, trained, well conversant in the local language and in Hindi, having good eye-sight, bear a good character and devoid of bad habits. He should have a proper valid driving license and know the roads and routes of Kolkata and adjacent areas. The driver should observe all etiquette and protocol while performing the duty and shall be neatly dressed and carry a mobile phone in working condition for which no separate payment shall be made by the Department. The driver should always remain with the vehicle during entire period of duty. In case of any urgency, the driver may seek permission from the concerned officer.
11. The drivers of the hired vehicle must follow traffic rules and other regulations prescribed by the Government from time to time. Any liability on violation of traffic rules shall be borne by the service provider/vendor.
12. The driver should not be normally changed unless requested by the office/officer using the vehicle or due to weekly rest to the driver.

13. The service provider/vendor and the driver shall be bound to carry out the instruction of the Department/Officer -in- charge of the Vehicle as well as of the competent officer/officers to whom the vehicle is assigned.
14. A daily record indicating time and mileage shall be maintained as per the Trip sheet and will have to be submitted to the Department/Officer-in-charge of the Vehicle
15. Service provider/vendor who are having / in a position to provide vehicle as per the specifications mentioned in this office Tender Notice are only required to submit their bids/quotations.
16. The quotation/rates are to be quoted for hiring on monthly basis (Rs..... per month). The element of GST may be shown separately, with the understanding that, there will be no increase or decrease in contract rates.
17. No additional terms and conditions from the service provider/vendor/tenderer over and above shall be entertained by the office.
18. Rate for supply of the vehicle shall remain in force and be binding on the service provider/vendor/tenderer for the entire period of agreement of one year (12 months). However, if the performances are found unsatisfactory, then the authority/office has the discretion to terminate the agreement/contract with one month notice.
19. In case, any negligence regarding service by the contracted service provider/vendor is noticed, this office reserves the right to terminate the contract agreement after giving 15(Fifteen) days notice. However, the service provider/vendor should intimate the office in writing at least 30 days (one month) notice in advance before withdrawal of vehicle.
20. The service provider/vendor shall provide photocopy of all relevant documents related to vehicle and driver of such vehicle. The agency/firm should have an adequate number of Telephone/ Mobile phone to contact round the clock. The owners/partners of the Service Provider/Vendor should be available on telephone (office as well as residence) and also on mobile phone so as to call in a case of emergency.
21. The service provider/vendor shall certify and sign a Declaration (Annexure 'C') that he has read and understood all the terms and conditions of the tender and undertake to abide by them.
22. The service provider/vendor should also give a Declaration (Annexure 'C') that he or his firm has not been black listed by any Government Department/Organization as on the date of submission of the Bid/Tender. The quotations, which are not accompanied by the requisite Declaration in Annexure 'C', will summarily be rejected.
23. Incomplete quotations or quotations containing incorrect information(s), even if found subsequently, will be disqualified and are liable for rejection without any intimation.
24. The Department reserves the right to cancel the service provider's/vendor's bid and/or the Contract agreement, if any information provided by the service provider/vendor is found unverifiable during the selection procedure, without assigning any reasons.

25. The contract so awarded will commence from the date of communication of the same, subject to acceptance of bid by the competent authority i.e. the Assistant Commissioner (P&V), Central Tax (Audit), Kolkata-II Commissionerate and will be valid for one year from the date of execution of the same and thereafter it may be extended for further period as may be necessary on mutual agreement.
26. In case of any service provider/vendor backing out midway without any explicit consent of the authority, the appropriate authority has the right to impose penalty on the service provider vendor/ of the vehicle.
27. Pre-receipted bill for a month shall be submitted by the service provider/vendor in duplicate on or before 10th of succeeding/subsequent month. The payment shall normally be made within the month in which the bills are submitted by ECS through Bank.
28. The service provider/vendor must provide the Income Tax Permanent Account Number (PAN) and GST/Service Tax Registration Number, if applicable, alongwith the bid/quotation. Photocopies of the said documents are required to be submitted as proof of the same.
29. This office reserves the right to terminate the accepted tender during the period of the contract without giving any reason and without consulting the service provider/vendor. The Service Provider/Vendor will have no right to demand any compensation in this respect. The office also reserves it's right to relax any of the conditions above. In case of any dispute of any kind and of any respect whatsoever, the decision of the Assistant Commissioner (P&V), Central Tax (Audit), Kolkata-II Commissionerate shall be final and binding.
30. This office also reserves the right to accept or reject any or all the tenders without assigning any reasons whatsoever.

(Basudev Panja)

Assistant Commissioner (P&V)
Central Tax (Audit)
Kolkata - II Commissionerate

C No. I(39)03 –Misc/Hqr/Hired Vehicle/Audit – II/CGST/2017/

Dated : .05.18

Copy forwarded to :

1. The Superintendent (Hqrs.) of CGST, Kolkata North/Kolkata South/ Howrah/ Haldia/Kolkata Audit-I/ Appeal-I/Appeal-II/Bolpur/Durgapur Audit-II/Siliguri Commissionerate for information and for wide circulation.
2. Notice Board of Kolkata Audit-II Comm'te, 6th Floor, Bamboo Villa, Kolkata.
3. Superintendent (Systems) of Kolkata Audit – II Comm'te, Kolkata with the request for uploading the Tender notice in the departmental website and on the Central Public procurement portal for the necessary action for the processing of E-procurement.

(Basudev Panja)

Assistant Commissioner (P&V)
CGST, Kolkata Audit-II Commissionerate

TECHNICAL BID

(To be submitted in a separate sealed envelope super-scribed as “Technical Bid”)

1.	Nature of business	Private/Partnership/Company
2.	Name of the Organization /Firm/Tenderer/Concern	
3.	Registered Address of the Organization /Firm/ Tenderer/Concern	
4.	a) Telephone Nos. b) Fax Nos. c) e-mail id of the Organization /Firm/Tenderer/Concern	
5.	Name, Address and Mobile No. of the Propreitor/ Partners/Directors of the Organization /Firm/ Tenderer/Concern	
6.	Permanent Account No. (PAN) of the Organization /Firm/ Tenderer/Concern (Copy to be enclosed)	
7.	Registration No. of the Organization /Firm/ Tenderer/ Concern (Under Companies Act, if any) (Copy to be enclosed)	
8.	Service Tax/GST registration No., if any (Copy to be enclosed)	

Qualifying criteria for Technical Bid

1.	The vehicle is owned by me/us	Yes/No
2.	The vehicle is registered as commercial vehicle	Yes/No
3.	We have attached certified photocopy of RC Book of the vehicle offered.	Yes/No
4.	We have valid PAN	Yes/No
5.	We have valid Service Tax/GST Registration	Yes/No
6.	We have attached certified copy of Service Tax/GST Registration	Yes/No

Additional evaluation Criteria:

1.	Total number of commercially registered vehicles owned by me/us.	
2.	The Registration No. & Year of make, model & type of the vehicle intended to supply to the Directorate.	
3.	In the year 2017-18, we have provided vehicles on hire for over one year to Central Govt./State Govt./PSU's.	
4.	We have the requisite experience of providing vehicles to to Central Govt./ State Govt./ PSU's.	
5.	If reply to 3 & 4 above is Yes, then provide name & address of such offices. (Signature of Authorized Signatory with date & stamp)	

Date:

Place:

Seal:

Signature of proprietor/authorized person

Full Name _____

FINANCIAL BID

(To be submitted in a separate sealed envelope super- scribe as “Financial Bid”)

1.	Name of the Organization /Firm/Tenderer/ Concern	
2.	Address of the Organization /Firm/Tenderer/Concern	
3.	a) Telephone Nos. b) Fax Nos. c) e-mail id of the Organization /Firm/Tenderer/Concern	
4.	Name, Address and Mobile No. of the Proprietor/ Partners/Directors of the Organization /Firm/ Tenderer/Concern	
5.	Details of Vehicle intended to be provided:	
	(i) Registration No.	
	(ii) Year of make, model & type of the vehicle	
6.	Monthly Rate of Hiring Charges	As appended below
Sl. No.	Type of Vehicle intended to be provided	Monthly Hiring Charges inclusive of all expenses and taxes. The element of GST to be shown separately.
1.		

Date:

Place:

Seal:

Signature of proprietor/authorized person

Full Name _____

DECLARATION

(To be submitted with the Technical Bid)

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. I also declare that I/we or my/our firm has not been black listed by any Government Department/Organization as on the date of submission of the Bid/Tender
4. 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 and/or fabricated document would lead to rejection of my tender at any stage.

Date:

Place:

Seal:

Signature of Proprietor/authorized person

Full Name

