
 भारत सरकार GOVERNMENT OF INDIA केन्द्रीय वस्तु एवं सेवाकर एवं केन्द्रीय उत्पाद शुल्क आयुक्तालय, बेलापुर OFFICE OF THE COMMISSIONER CGST AND CENTRAL EXCISE COMMISSIONERATE, BELAPUR प्रथम तल, सी.जी.ओ. कॉम्प्लेक्स, सी.बी.डी. बेलापुर, नवी मुंबई ४००६१४ 1 <sup>st</sup> FLOOR, C.G.O. COMPLEX, CBD BELAPUR, NAVI MUMBAI – 400 614 दूरभाष सं 022-27579604 फेक्स – 022-27579658 ई मेल - gst.belapur@gov.in Tel No.022-27579604 fax – 022-27579658 Email- gst.belapur@gov.in	
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## **TENDER NOTICE- 01/MTO/2018-19**

### **Sub: Hiring of vehicles-Invitation of quotations - regarding**

#### **TERMS AND CONDITIONS FOR HIRING OF VEHICLES**

1. The Commissioner of CGST & Central Excise, Belapur, (hereinafter refer to as CCGSTCE, Belapur) intends to hire **01 (SUV Vehicle) + 5 (Mid Size A.C. Vehicle) + 9 (Small Size A.C. Vehicle)** vehicles (car) w.e.f. 01/08/2018.
2. The SUV is proposed to be hired for 30/31 days in a month subject to a maximum of 2500 Kms and rest vehicles are proposed to be hired for 25 days in a month subject to a maximum of 2000 Kms and this will be for an initial period of one year.
3. The category of vehicles required is under:

S.No.	Category	No. of vehicles
1.	<b>SUV (2500 Kms, per month for 12 hrs., duty per day with driver. To be used for 30/31 days in a month, all days including holidays)</b>	<b>ONE</b>
2.	<b>Mid Size A.C. Vehicle (2000 Kms, per month for 12 hrs., duty per day with driver. To be used for 25 days in a month, all days including holidays)</b>	<b>FIVE</b>
3.	<b>Small Size A.C. Vehicle (2000 Kms, per month for 12 hrs., duty per day with driver. To be used for 25 days in a month, all days including holidays)</b>	<b>NINE</b>

4. The tender will be processed under Two Bid System i.e. "Technical Bid" and "Financial Bid" and both should be filed separately.

## 5. Eligibility Criteria

(i) If there is any service deficiency/ complaint against the contractor or from any of the earlier contract places, then the applicant shall stand disqualified.

(ii) The applicant contractor should have a reputed client list, which should be submitted in support of the same.

(iii) The Applicant contractor should have the experience of running a fleet of vehicles on hiring basis for at least 2 years. The Work order copies are to be enclosed to substantiate the same.

(iv) The applicant contractor should have provided 02 or more vehicles under hiring contract to Central Govt./ State Govt./ PSU in the last four years (i.e. 2014-15 to 2017-18). The Work order/ contract copies should be enclosed as proof.

(vi) The above conditions will not apply to Government or Semi-Government Enterprises.

6. All the vehicles proposed to be hired out to the CCGSTCE, Belapur by the applicant contractor should be of latest models, preferably 01<sup>st</sup> January 2015 onwards in excellent condition and it should be documented by the Registration Certificate (RC Book) issued by the Regional Transport Authority (RTO). The details of Vehicle name, Vehicle Number, year along with copy of RC book should be submitted. In case of new vehicles are being purchased, the proof of order placed should be submitted.

7. The rate should be specified reckoned from the place of reporting to place of release on monthly basis (reckoned from time of reporting to the time of release of vehicle). The rate may be exclusive of Service Tax.

8. The Contractor shall provide vehicles & dedicated drivers and any change in vehicles and / or drivers should be made only in exceptional circumstances. Replacement of the vehicle/driver should be provided in the event of a breakdown of vehicle/non availability of driver. The driver should be having Transport License.

8 (a) Payment of minimum charges agreed upon shall be made every month, provided that if the contract does not commence in the beginning/end of a month and in such cases the payment of minimum charges will be made on a proportionate basis.

(b) The vehicle; shall be deemed to be at the disposal of The CCGSTCE, Belapur during the period of official use and the billing for kms and hours shall be made from the reporting place to the relieving place. In certain cases where relieving place is not the ordinary place of reporting, the ordinary place of reporting shall be deemed to be the relieving place.

9. The liability on account of fuel, driver & all expenses relating to maintenance, insurance, parking, toll etc. of the vehicle would, solely and wholly, be the responsibility of the contractor and the CCGSTCE, Belapur will not bear any liability except the hiring charges.

10. The contract between the CCGSTCE, Belapur and the Contractor can be cancelled with a notice period of one month from either side, by assigning a reason.

11. The Contractor should be registered with the authority concerned of State or Central Government e.g. Shop & Establishment Act 1948, Labour License and Goods and Services Tax Registration, whichever necessary for carrying out such type of work and should fulfill the conditions prescribed in Section 66 of the Motor Vehicle Act, 1988 for hiring of vehicles. The contractor shall take insurance cover protecting the agency against all claims applicable under the Workmen's Compensation Act, 1948. The contractor shall arrange necessary insurance cover for any persons deployed by him even for a short duration. The Commissionerate shall not entertain any claim arising out of mishap, if any, which may take place. In the event of any liability / claim falling on this Commissionerate, the same shall be reimbursed / indemnified by the contractor.

12. The Applicant Contractor should submit two sealed envelopes separately marked as 'Technical Bid' and 'Financial Bid'.

13. **Technical Bid:** The Technical Bid should be as per Annexure 'A'. It should be supported by the documents indicated in Annexure 'A'.

14. **Financial Bid:** The "Financial Bid" shall be as per Annexure "B". **Earnest Money Deposit** in form of Demand Draft/Bankers' cheque for a value of Rs.10,000/- (Rupees Ten thousand only) in favour of "The Commissioner of CGST & Central Excise, Belapur" in respect of 'Earnest Money Deposit' should be submitted along with the 'Financial Bid'.

15. Initially only the technical bid will be opened.

16. The Financial bid will be opened, only if, the Applicant Contractor fulfills the stipulated conditions for technical bid.

17. The contractor will indemnify for loss/damage of property or life because of negligence of driver or poor maintenance of vehicle or due to an accident.

18. In case of non-compliance of the above terms and conditions of contract, a penalty may be levied. The penalty for some of the defaults is as under:-

Sr. No.	Nature of default	Penalty Rs.
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1	Late Reporting	50% of proportionate contract charges per day
2	Non Reporting	200% of proportionate contract charges per day
3	Poor maintenance of Vehicles	Rs. 3000 per month
4	Refusal of duties	200% of proportionate contract charges per day
5	Vehicles kept unclean	100% of proportionate contract charges per day.

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

- a) Drivers should have minimum 5 years of experience of driving. They should have a vehicle Transport License for driving the passenger vehicles on hire.
- b) Driver should be well versed with the roads and the places in Mumbai City and should have experience in city driving.
- c) Once the driver has been allotted to a particular vehicle, he should remain with the same vehicle for a period of at least 3 months. Any change in the designated driver should be intimated to the concerned officer 72 hours before such change is affected.
- d) Driver should be provided with a mobile phone.
- e) Driver should be well- mannered and well behaved and should not have any criminal cases against him and should not have any past history of accidents.
- f) Vehicle should be kept clean and odour free, suitable for official use.

20. The Vehicle shall be available for office work even after the usual office hours as and when required.

21. In case of vehicle breakdown, a substitute vehicle shall be provided by the contractor immediately. In case the hired vehicle does not report within the reasonable time or does not report at all, the CCGSTCE, Belapur would have a right to hire a vehicle from the market and the additional cost incurred by the CCGSTCE, Belapur will be borne by the Contractor. In case, neither a substitute vehicle is provided nor a vehicle is hired by the CCGSTCE, Belapur proportionate contract charges are liable to be deducted from the contract charges payable. This would be in addition to the penalty levied as indicated

in para 18.

22. The Sealed envelope containing "Technical Bid" and "Financial Bid" should be placed in another sealed envelope which should be marked as **Tender for Hiring of vehicles-Invitation of quotations, CGST & Central Excise,**

**Belapur Commissionerate**". Name of the applicant contractor should be placed on the envelope and the envelope should be dropped in the box placed in the Anti Evasion Section (HQ), CGST & Central Excise, Belapur situated at 1<sup>st</sup> Floor, CGO Complex, CBD Belapur, Navi Mumbai – 400 614 on or before 28/06/2018 by 17:00 hrs.

23. The bid once submitted shall not be allowed to be withdrawn and the default after acceptance of the bid shall be deemed to be non-compliance of the terms of contract and would render the Earnest Money Deposit liable to forfeiture.

24. Tenders will be opened on 05/07/2018 11:00 hrs in the office of Commissioner, CGST & Central Excise, Belapur situated at 1<sup>st</sup> Floor, C. G. O. Complex, C. B. D. Belapur, Navi Mumbai 400 614 in front of bidders or their authorized representatives.

25. The successful bidder shall present him for signing the agreement, as and when called for, and also physically produce the vehicles for inspection within a reasonable period mutually agreed upon.

26. If there is allotment of the additional vehicle for CCGSTCE, Belapur during the contract period, it will be given on contract at the same rate and the same terms and condition as per the prevailing agreement.

27. The Commissioner of CGST & Central Excise, Belapur reserves the right to accept or reject any part of the tender or whole tender, without assigning any reason.

*Amit Kumar*  
11/6/18

**(Amit Kumar)**  
**Deputy Commissioner (AE)**  
**CGST & Central Excise,**  
**Belapur Commissionerate**

F.No. V/AE/Bel/12-60/MTO/Gr-A/17-18

Dated: 11<sup>th</sup>, June 2018

Copy to:

- 1) Notice Board.
- 2) The Superintendent (Computer Cell), CGST & Central Excise, Belapur for exhibiting the notice on the Departmental website.
- 3) All Assistant Commissioners/ Deputy Commissioners (MTO), CGST & Central Excise, of Mumbai Zone, with a request to display on Notice board of their respective Commissionerate.

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**ANNEXURE A**

**TECHNICAL BID FOR HIRING OF**

- 1) SUV**
- 2) Mid Size A.C. Vehicle**
- 3) Small Size A.C. Vehicle**

1	Name and address and telephone No. of the Tenderer i.e. the applicant Contractor.	
2	Permanent Account No.(PAN)	
3	List of reputed Clients (along with documentary evidence)	
4	No. of years experience of running a fleet of vehicles on hiring basis to Central Govt./ State Govt./ PSU in each of last four years (i.e. 2014-15, 2015-16, 2016-17, 2017-18). Work order/ contract copies should be enclosed as proof.	
5	Details of Vehicles being offered for hiring i.e. Vehicle make, vehicle number, year etc. (copy of RC book should be attached)	

**Name and Signature of the Authorised Signatory.**

**ANNEXURE B**  
**FORMAT OF TENDER DOCUMENT (i.e. Financial Bid)**  
**FOR HIRING OF (Petrol/ Diesel) VEHICLES**

1. Name, address and telephone  
 No. of the Tenderer :
2. Permanent Account No.(PAN) :
3. Name and address of the proprietor/  
 Partners / Directors and their PAN :

Sr. No	Description	Rate (in Rs.) (Exclusive of GST)
1	For SUV	
2	Mid Size Vehicle	
3	Small Size Vehicle	
3	Details of Demand Draft / Banker's Cheque in respect of Earnest Money	

Name and Signature of the  
 Authorised Signatory

Tenders will be opened on 05/07/2018 at 11:00 hrs in the office of Commissioner, CGST & Central Excise, Belapur situated at 1<sup>st</sup> Floor, C. G. O. Complex, C. B. D. Belapur, Navi Mumbai 400614 in front of bidders or their authorized representatives.