



**GOVERNMENT OF INDIA
OFFICE OF THE ASSISTANT COMMISSIONER,
CENTRAL GST & CENTRAL EXCISE
BALASORE DIVISION, BHASKARGANJ-A,
WHITE HOUSE LANE, BALASORE-756001**

C.No. IV(16)5/Misc-Hdqrs/BLS/2010/Pt-II/

Date:30.05.2018

TENDER NOTICE

Sealed Tenders are invited from reputed parties/agencies supplying vehicles on monthly hire basis not exceeding Rs.30,000/- (Thirty Thousand only) per month for official use of Central GST & Central Excise, Balasore Division, Bhaskarganj-A, White House Lane, Balasore-756001. The period of hiring is from 08/07/2018 to 07/07/2019. Interested parties/agencies with experience of at least 2(Two) years and also willing to comply with the "Terms and Conditions" annexed to this Notice, may submit their bids along with all necessary documents in sealed cover to the undersigned on or before **29.06.2018 by 12:00 hrs**. The date & time of opening of tenders will be on **29.06.2018 at 15:00 hrs (at the Office of the Assistant Commissioner, Central GST & Central Excise, Balasore Division, Balasore)**. The sealed cover should be marked on the top as **"QUOTATIONS FOR HIRING OF VEHICLE FOR CENTRAL GST & CENTRAL EXCISE, BALASORE DIVISION, and BALASORE"**.

The Tender Document is to be submitted in a sealed cover containing two separate internal sealed covers one containing Technical Bid, and other containing Financial bid. These two sealed covers shall be marked on the top as "Technical Bid"

and “Financial Bid” respectively. Technical Bids should contain documents evidencing:

- (1) Year of manufacture of the vehicle,
- (2) Previous experience of Govt. agencies served,
- (3) Whether the Vehicle is registered for Commercial purpose as per Motor Vehicle Act. and
- (4) Goods and Services Tax Identification Number (GSTIN) or GST Identification Number

The Financial Bids will be taken up only if the technical specifications are satisfactory, otherwise, the bid will be straight way rejected.

Details of quotation are also available in the CBEC website cbic.gov.in

The details of the vehicle to be hired are as under:-

Sl.No	Category	No of Vehicles required	Remarks
1.	Scorpio/Innova	01(One No.)	To be used upto 20/25 days, subject to a maximum of 2000Kms in a month

TERMS AND CONDITIONS

1. The vehicle will be dedicated to the Department and should be of latest model (not older than 3 years) and in good running condition. The vehicle should be properly and comprehensively insured and should have commercial registration as per Motor Vehicle Act Including pollution clearance certificate.
2. The calculation of mileage shall be from the reporting point to the relieving point and will not be calculated on garage to garage basis. The vehicle may have to remain in the office campus or other locations in the jurisdictional area during office hours and even thereafter, as and when required.
3. Rate for the supply of the vehicle will be binding on the tenderer for the period from the date of agreement till 07-07-2019. If the performance is found unsatisfactory then the agreement/contract will be terminated without any notice. In case of satisfactory performance, the department reserves the right to extend the contract for further period on existing terms and conditions, subject to acceptance by the contractor.
4. Each bidder must be accompanied with refundable earnest money of Rs 3000/-(Rupees three thousand only), in the form of Bank Draft/D.D in favour of “the Administrative Officer, in charge of DDO, Central GST & Central Excise, Balasore Division, Balasore.”
5. The tender will be awarded to the lowest successful bidder up to period of 12 (Twelve) months contract and in case the lowest bidder unable to fulfill the above terms and condition within 7 days of the letter of acceptance, his/her earnest money of Rs 3000/- shall be forfeited and the tender will be offered to the second lowest bidder.
6. The vendor should have the PAN No. & Registration of GST; photocopies of which to be submitted for proof.

7. The vendor will be responsible for maintenance and up-keep of the said vehicle on his own account and no extra charges will be payable by the Department.
All expenditures of Fuel, Mobile, Driver's salary and other expenses whatsoever have to be borne by the supplier of the vehicles.
8. Due to non-availability on any reason whatsoever, like breakdown, servicing, maintenance, repair etc, the agency shall make arrangement for providing substitute vehicle in a good condition. In such case, mileage from garage to the point of break down would not be paid.
9. Necessary Log Book will be maintained properly and to be submitted to the concerned officer of the Balasore Division for necessary verification at the end of the month.
10. Pre-receipted Bill shall be submitted by the vendor in triplicate duly supported by the copy of Log Book.
11. The Divisional Office , Balasore shall not be responsible for any Toll Tax, fine charged by Police or other agencies, parking, 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 vehicles and there will be no reimbursement from the Department in this regard.
12. The driver should be trained, well conversant with roads & routes of Balasore jurisdiction of Central GST & Central Excise, Balasore Division, Balasore as well as having good eye-sight, devoid of bad habits and having proper valid driving license with proper uniform for driving the vehicles. 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 to do otherwise, the driver may seek permission from the concerned officer.
13. The vendor shall provide photocopy of all relevant documents related to vehicles such as ownership, R.C. Book, Insurance copy etc. as well as details of the drivers, driving license & experiences of the driver of such vehicles. The agency/firm should have adequate numbers of Telephone/Mobile Phones to be contacted round the clock.
 14. It will be solely the discretion of the Department to use the said hired vehicle for official purpose on Saturdays, Sundays and Holidays, where-ever necessary. No garage/parking facility will be provided by the Department.
 15. The vendors should give an undertaking that he or his firm has not been black listed by any of the organization/Govt. Department as on the date of submission of the Bid/Tender.
 16. The vendors shall also certify that he has read and understood the terms and conditions of the tender. He should sign both the undertaking and certificates. The quotations, which are not accompanied by the requisite documents, shall be outright rejected.
 17. In case, any negligence regarding service by the contracted agency is noticed, the Divisional Office, Balasore may terminate the contract agreement after giving 7(seven) days notice. The vendor should intimate the office prior 30(thirty) days before withdrawal of vehicles in writing.
 18. The Divisional Office, Balasore reserves the right to terminate the accepted tender during the period of the contract without giving any reason and without consulting the tenderer. The tenderer will have no right to demand any compensation in this respect. Divisional Office, Balasore also keeps right to relax any of the conditions above. In case of any dispute of any kind and any

respect whatsoever, the decision of the Assistant Commissioner shall be final and binding.

19. It is clarified that the engagement of service provider for providing vehicle on contract basis does not in any manner confer any right on the service provider or any other person/driver may be deployed by her/him in this office to claim any regular employment in this office or any government office. The owner/service provider will be solely responsible for all wages/dues to the driver and to follow all the rules/provisions as per the law. This office/department shall not be responsible for any dispute/liability whatsoever in this regard.
20. For any queries contact Ph. No – **06782-265761**

***Assistant Commissioner
Central GST & Central Excise
Balasore Division, Balasore***

C.No. IV(16)5/Misc-Hdqrs/BLS/2017/Pt-II/

Date:30.05.2018

Copy forwarded to:

1. Notice Board .
2. Superintendent (System), Central GST & Central Excise, Bhubaneswar
Commissionerate for posting it on CBIC website.

TECHNICAL BID

(To be enclosed in a separate sealed envelope)

For Supply of Vehicle on hire basis to Central GST & Central Excise
Balasore Division, Balasore

1	Name of the Firm/agency/supplier	
2	Registered address of Firm/agency/supplier	
3	Telephone No	
4	Fax. No	
5.	Mobile No	
6.	E-mail ID	
7.	Name of the proprietors/partners/directors with address and PAN	
8	Registration No of the firm, if any (copy to be enclosed)	
9	PAN of Firm(copy to be enclosed)	
10	GST Identification No. (Copy to be enclosed)	
11	Length of the experience in the field	
12	Details of vehicle being offered for hiring: make, model, registration number(Copy of RC to be enclosed)	

DECLARATION

(To be submitted with Technical Bid)

For Supply of vehicles on hire basis to Central GST & Central Excise,
Balasore Division, Balasore

1. I, Son/ daughter/ wife of
....., Proprietor/ Partner /Director/Authorised signatory of firm/agency

..... ,

..... , 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 /document furnished along with the application are true
and authentic to the best of my knowledge and belief.

4. I/we am/are aware of the fact that furnishing of any false/misleading
Information/fabricated document would to rejection of my quotation at any
stage and the department is free to initiate appropriate legal action against
me/us.

Date:

Signature of authorized person
with full name

Place:

Seal:

FINANCIAL BID

(To be enclosed in a separate sealed envelope)

For supply of vehicles on hire basis to Central GST & Central Excise,
Balasore Division, Balasore

1. Name of the bidder company/firm/agency:
2. Address with Telephone and Fax numbers:
3. Permanent Account Number(PAN):
4. Details of Hiring charges (exclusive of GST):

Sl. No	Description of Vehicle (Type & Model)	Monthly Rate/ Hiring charges (in figure)	Monthly Rate/ Hiring charges (in words)
1.			

Date:

Place: Signature of authorized person with full name

Seal