

**OFFICE OF THE ASSISTANT COMMISSIONER, CGST & CENTRAL
EXCISE DIVISION- MIRZAPUR
NATWA, JANGI ROAD, CHANDRADEEPA, MIRZAPUR-231001**

C.No.I(22)36-Admn/07/Pt.I

Dated: .05.2018

NOTICE INVITING TENDER

For and on behalf of President of India, Sealed Tenders are invited for the hiring of One (01) vehicle having Swift, Swift Dzire,Hyundai I-20, Tata Zest, Breeza, Scorpio, Innova, along with driver for the office of the Assistant Commissioner, CGST & Central Excise Division- Mirzapur, Natwa , Jangi Road Chandradeepa, Mirzapur – 231001 from reputed service providers for the Financial year 2018-19. The detailed terms and conditions is enclosed herewith in Annexure-A to this tender notice. In case of any difficulty you may contact Administrative Officer, CGST & Central Excise Division-Mirzapur, Natwa , Jangi Road Chandradeepa, Mirzapur – 231001 on any working day during office hours on or before 15.06.2018 at 12.00 hours.

The interested service providers are requested to submit their tender documents duly signed and stamped, in a sealed cover, super scribing “Tender for hiring of vehicles” to The Assistant Commissioner CGST & Central Excise Division-Mirzapur , Natwa , Jangi Road Chandradeepa, Mirzapur – 231001. The tender can also be sent by Registered post/A.D.

The Last Date of receipt of tender: 15.06.2018 at 13.00 Hours
Tender shall be opened on : 18.06.2018 at 16.00 Hours

The tenders received incomplete and / or filed after the due date shall be summarily rejected. The parties who wish to be present at the time of opening of tender may represent themselves or authorize their representative with an authority letter. **Vehicle offered for service may also be required to be shown to find out condition thereof after opening of Technical bid. The financial bids of only those bidders shall be opened whose technical bids are qualified.** The format of the technical bid and financial bid is enclosed as Annexure – B and Annexure – C of the Tender form. The Assistant Commissioner, CGST & Central Excise Division-Mirzapur reserves the right to accept or reject any or all tenders without assigning any reason.

The tender form may be obtained from Store Branch of the Office of the Assistant Commissioner, CGST & Central Excise, Division- Mirzapur, Natwa , Jangi Road Chandradeepa, Mirzapur –231001 on any working day during office hours has on or before 15-06-2018.

Note: All form should be self attested

Assistant Commissioner
CGST &Central Excise
Division, Mirzapur

Copy:-

1. Notice Board Div-Mirzapur
2. The Assistant Commissioner (P&V), CGST & Central Excise, Varanasi
3. Superintendent Com (Admn) Varanasi for information and necessary action.

Administrative officer
CGST &Central Excise
Division-Mirzapur

OFFICE OF THE ASSISTANT COMMISSIONER, CGST & CENTRAL EXCISE
DIVISION- MIRZAPUR

ANNEXURE-A

TERMS AND CONDITIONS

1. The Technical and Financial bids should be kept in different sealed envelopes and both the sealed envelopes should be kept in a single sealed envelope and super scribed with “Tender for hiring of vehicles’. The separate sealed Technical and financial bids should be clearly marked “Technical Bid” or “Financial Bid” on their respective envelopes. The sealed tender will be opened on 18.06.2016 16:00 hours in the chamber of the Assistant Commissioner CGST & Central Excise Division-Mirzapur, Natwa , Jangi Road Chandradeepa, Mirzapur – 231001 before the Tender Committee and bidders, if available.
2. Financial bids of only those service providers would be opened who have qualified in respect of the technical bid.
3. Type of the vehicle required to be supplied:

Sl.No.	Category	Type of Vehcile	No. of Vehicle
1	2000 Km Monthly Basis limited to 25-26 days in a month.	Swift, Swift Dzire, Hundai I-20, Tata Zest, Breeza Scorpio, Innova	01

4. The contract for the above vehicles shall be valid for an initial period of one year starting from date of signing the contract.
5. The Service provider should be registered with concerned Central/State government authorities and should be a well-established Taxi agency / firm, and should have a valid GSTN.
6. Any person who is relative of an employee of the department shall not be partner or otherwise related, directly or indirectly, with the service provider.
7. Once the contract is awarded, the service provider should provide to the department the vehicles along with certified copies of the Registration Certificate of the vehicles, insurance, Taxi Permits, Live Fitness Certificate and Driving License of the driver. If the service provider fails to provide the vehicles within the period specified in the acceptance letter, his bid will automatically stand cancelled and no further communication will be entertained in this regard. Also, the contract will be awarded to the second lowest bidder.
8. The service provider should have sufficient number of vehicles and drivers with them. In case of vehicle breakdown, a substitute vehicle shall be provided by the service provider

immediately. In case vehicle does not report within the reasonable time or does not report at all, the department would have a right to hire a vehicle from the market and additional cost incurred by the department will be borne by the service provider. 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.

9. In case the condition of the vehicle is not found to be satisfactory, that shall be returned for immediate replacement. In case no replacement is provided on time, the department would have a right to hire a vehicle from the market and additional cost incurred by the department will be borne by the service provider.

10. The vehicle deployed should satisfy the following conditions:

- (i) **The vehicles should not be more than two years old and not done more than 30,000 Km. on the date of opening of tender and be in good working condition.**
- (ii) The vehicle provided by the service provider should be owned by it or taken on hire from other on valid/proper contract.
- (iii) The vehicle should have neat interior & exterior and should be in excellent running condition which shall also be maintained throughout the period of hire.
- (iv) There should be at least two sets of white cover, towels and napkins which should be changed every week.
- (v) There should be an air spray in the vehicle.
- (vi) Gas kits are not allowed as a fuel in the vehicle.
- (vii) Once hired, the vehicle shall not be put to use for other purposes and the vehicle and driver will work under the overall supervision of the department for which they shall do all as is necessary.
- (viii) Vehicle should be kept with sufficient stock of fuel. However, in case of any emergency, if any officer refuels on payment from his pocket, the same should be reimbursed by the service provider on production of the bill immediately.

11. The drivers deployed along with the vehicle should satisfy the following conditions.

- (i) The drivers should have valid driving license and be adequately experienced with clean driving record.
- (ii) The drivers should be adequately dressed, maintain proper decorum and exhibit good behavior.
- (iii) The driver should be equipped with a functional mobile phone at their cost for contact purposes.
- (iv) As far as possible, the driver should not be changed without prior notice. In case the driver is changed without prior notice and the substitute driver is not found suitable, 50% of the charges payable for the days the new driver is deployed would be deducted on each occasion.
- (v) The drivers should be well versed with the routes and the places in Mirzapur.

12. The rates quoted should be exclusive of the GST component. No GST will be reimbursed if the operator fails to provide proof of valid GST payments. All taxes, fee, levy, insurance charges, etc. other than service tax would be borne by the service provider.
13. The department shall not make any advance payments and billing will be done on monthly basis and bills should be submitted in triplicate by the 10th of the succeeding month along with copy of the ECS mandate form duly certified by the bank. TDS and other taxes as applicable will be deducted from each bill.
14. A daily record indicating time and mileage for vehicle shall be maintained by the driver in a log book in format as per government instructions and log book shall be submitted to the Vehicle In charge CGST & Central Excise Division-Mirzapur regularly for scrutiny. Zero based mileage i.e. mileage starting and ending at from duty or drop off location shall be adopted for the purposes of calculating the kilometers.
15. If kilometers consumed are less than 2000 in any month then the remaining shall be rolled over and would be valid till the continuation of the contract. Such rollover of kilometers would be adjusted against any excess mileage in any month.
16. The vehicle shall be provided on any day including Saturday, Sunday and Holiday as per requirement.
17. The vehicle will be required to run anywhere and at any time as and when The Assistant Commissioner, CGST & Central Excise & Division, Mirzapur so requires. The vehicles will be utilized for preventive work or in case of an emergency without bringing to the knowledge of the service provider.
18. The Department shall be liable to pay the hiring charges only. Any other charges, including monthly payment of driver, repair & maintenance of vehicle, insurance, petrol/diesel, etc. shall be borne by the service provider.
19. The Department reserves the right to charge penalty of Rs.500/- per day per vehicle if any driver/vehicle/service provider fails to meet above terms & conditions on any day.
20. In case of any accident, any and all the claims and damages arising thereupon shall be met by the service provider. The service provider shall undertake to indemnify the Department against all damages/charges arising on account of or connected with the negligence of the service provider or his staff or any person under his control whether in respect of accident/injury to the person or damages to the property of any member of the public or any person or in executing the work or otherwise and against all claims arising thereof.
21. The service provider will comply with the labour laws in force including requirement of paying of minimum wages and all liabilities in this connection will be theirs.

22. The agency should ensure round the clock availability of themselves and their drivers on telephone/mobile for requirement of vehicles at odd hours or on holidays.
23. The Department will not be under any obligation, legal or otherwise, to provide employment to any of the personnel of the service provider during or after the expiry of the hire period. The department recognizes no employer-employee relationship between the Department and the person 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.
24. The contract between the department and 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.
25. No additional terms and conditions over and above those stipulated above shall be entertained by the Assistant Commissioner, CGST & Central Excise Division-Mirzapur.
26. The Assistant Commissioner, CGST & Central Excise Division-Mirzapur, reserves the right to require fulfillment of other conditions, not expressly mentioned, which are consistent with the use of vehicles on hire for the department and to reject all or any of the offers without assigning any reason thereof and his decision shall be final and binding.
27. Any matter during the period of this agreement, which has not been specifically covered by this agreement, shall be decided by The Assistant Commissioner, CGST & Central Excise Division- Mirzapur, whose decision shall be final and conclusive.
28. In case of any dispute, the decision of The Assistant Commissioner, CGST & Central Excise Division-Mirzapur whose decision shall be final and conclusive.

Administrative officer
CGST & Central Excise
Division-Mirzapur

TECHNICAL BID

1. Name & Address of the tenderer:
2. Contact No. of the tenderer:
3. Name & Address of the proprietor/Partner/Director

QUALIFYING CRITERIA FOR TECHNICAL BID

1. We have valid Service Tax Registration Certificate: Yes/No
2. We have attached copy of GST Registration Certificate: Yes/No
3. We have valid PAN: Yes/No
4. We have attached copy of PAN: Yes/No
5. We have attached copy of Registration Certificate, Taxi permit, live fitness certificate, Insurance of vehicles: Yes/No
6. We have attached copy of contract for vehicles not owned: Yes/No
7. We have attached quotation for vehicles to be purchased: Yes/No
8. We have attached Earnest Money Deposit of Rs.5000/-: Yes/No

Sl.No	Type of Vehicle	Owned/On Contract/To be purchased*	Km. Covered	Date of Manufacture
1	Swift			
2	Swift Dzire			
3	Hyundai i-20			
4	Tata Zest			
5	Breeza			
6	Scorpio			
7	Innova			
8	Other(Similar Vehicle)			

* Please attach copy of Registration Certificate/ Contact/Quotation as applicable.

“I have read the terms and conditions of the Tender Notice with its annexure.”

Signature:

Name of the Authorized signatory:

Seal/Stamp:

FINANCIAL BID FOR 01 VEHICLE

(To be placed in separate envelop for each category of vehicle)

PRICE BID UNDERTAKING

From: (Full Name and address of the Bidder):

**To,
The Assistant Commissioner
CGST & Central Excise
Division-Mirzapur.**

Dear Sir,

I submit the Price Bid mentioned below and related activities as envisaged in the Bid document.

Sl.No.	Category	Type of Vehcile	Rate in Rs. Per Month
1	2000 Km Monthly Basis limited to 25-26 days in a month.	Swift	
2	2000 Km Monthly Basis limited to 25-26 days in a month.	Swift Dizre	
3	2000 Km Monthly Basis limited to 25-26 days in a month.	Hyundai i-20	
4	2000 Km Monthly Basis limited to 25-26 days in a month.	Tata Zest	
5	2000 Km Monthly Basis limited to 25-26 days in a month.	Breeza	
6	2000 Km Monthly Basis limited to 25-26 days in a month.	Innova	
7	2000 Km Monthly Basis limited to 25-26 days in a month.	Scorpio	
8	Other(Smilar Vehicle)		

“I have read the terms and conditions of the Tender Notice with its annexure and agree to abide by them.”

Signature:

Name of the Authorized signatory:

Date:

Seal/Stamp: