



DIRECTORATE OF GENERAL OF GOODS AND SERVICES TAX
5th Floor MTNL Telephone Exchange Building
8, Bhikaji Cama Place, New Delhi - 110066

F.No.I(22)/DGGST/Admn/e-tender/36/2018

Dated: 29.05.2018

TENDER NOTICE FOR HIRING OF VEHICLE

Online e-tenders are invited from reputed parties/agencies supplying vehicles with drivers on monthly hire basis for official use of Directorate General of Goods and Services Tax, 5TH Floor, Telephone Exchange Building, 8-Bhikaji Cama Place, New Delhi-110066. Interested parties/agencies who have experience of supplying at least 5(five) vehicles to a Government office and also willing to comply with the terms and conditions annexed to this notice, may submit their bids online as given in the instructions for online bid submission(Annexure-D) on or before 07-06-2018 by 12:00 PM.

There should be attachments for Technical Bid (Annexure-A), Financial Bid in BOQ Format (Annexure-B), Tender Acceptance Letter (Annexure-C). Technical Bids should contain documents evidencing (1) Year of manufacture of the cars, (2) Previous experience of Government agencies served, (3) GST Registration No. etc. The financial Bid/Bids will be taken up only if the technical specifications are satisfactory otherwise the tender will be straight way rejected. Details of tender notice are also available on the CBEC website- cbec.gov.in.

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

S.NO	Category	Type of vehicle	No of vehicles required
1	04 wheeled Midsized Vehicles to be used for 30-31 days/months subject to maximum 2500km/month(including Saturday's and Sunday's holiday)	Staff Vehicle (Innova, or its equivalent)	2(Two)
2	04 wheeled Midsized Vehicles to be used for 25-26 days/months subject to maximum 2500km/month(including Saturday's and Sunday's holiday)	Midsized Vehicle (Honda city, Hyundai Verna, Maruti Suzuki Ciaz Maruti SX4 or its equivalent)	5(Five)

Data Sheet

Item	Description
Name of the Hirer	Govt. of India, Ministry of Finance, Department of Revenue, Directorate General of Good & Services Tax, 5 th floor, MTNL Telephone Exchange Building, 8, Bhikaji Cama Place, New Delhi – 110066
Tender Inviting Authority	Directorate General of Good & Services Tax, 5 th floor, MTNL Telephone Exchange Building, 8, Bhikaji Cama Place, New Delhi – 110066
Tender Name	Tenders are invited from the interested parties/agencies supplying vehicles with drivers on monthly hire basis for official use of Directorate General of Good & Services Tax, 5 th floor, MTNL Telephone Exchange Building, -8, Bhikaji Cama Place, New Delhi - 110066
Tender No. And Date	I(22)/DGGST/Admn/e-tender/36/2018/1 dt:- 29.05.2018
Method of Selection	L-1
Availability of Tender Documents	Can be downloaded from central Public Procurement Portal at http://eprocure.gov.in/eprocure/app
Date and time of tender notice issuance	Date: 29.05.2018 Time: 02:00 PM
Last date and time for Bid/Proposal submission (on or before)	07.06.2018 at 12:00 PM
Last date for Submission of Pre-Bid Queries	All the queries should be received on or before the prescribed date & time, through e-mail only with subject line as follows: "Tenders for supplying vehicles with drivers on monthly hire basis for official use of this Directorate at 5 th floor, MTNL Telephone Exchange Building, 8, Bhikaji Cama Place, New Delhi – 110066 _Pre Bid Queries_ <bidder's Name>". The Pre-Bid queries to be sent to the following Email ID: Email ID: cbec.dggst@icegate.gov.in by 31.05.2018 at 05:00 PM
Posting of responses to queries by the Directorate General of Goods & Services Tax	01.06.2018 at 01:00PM Replies to the queries posted by all bidder will be posted on website on Central Public Procurement Portal at http://eprocure.gov.in/eprocure/app
Bid Opening – Time, Date & Venue	08.06.2018 at 12:30 PM Venue: Directorate General of Good & Services Tax, 5 th floor, MTNL Telephone Exchange Building, 8, Bhikaji Cama Place, New Delhi – 110066

Language of Bid Submission	Proposal should be submitted in English or Hindi only.
Currency	Bid may be quoted in INR only.
Name and address for Communication and seeking Clarifications	Shri Nikhil Mohan Goyal, Assistant Director, Directorate General of Good & Services Tax, 5 th floor, MTNL Telephone Exchange Building, 8, Bhikaji Cama Place, New Delhi – 110066
Period of Hiring	12 months (From 01.07.2018 to 30.06.2019)

2. Document Download:

Tender documents may be downloaded from Central Public Procurement Portal at <https://eprocure.gov.in/eprocure/app>. Aspiring Bidders who have not enrolled/registered in e-procurement should enrol/register before participating through the website <https://eprocure.gov.in/eprocure/app>. The portal enrolment is free of cost. Bidders are advised to go through instructions provided at Annexure-D regarding 'Instructions for online Bid Submission'.

CRITICAL DATE SHEET

Published Date	29.05.2018(02:00 PM)
Bid Document Download/ Sale Start Date	29.05.2018(02:00 PM)
Clarification Start Date	29.05.2018 (02:00 PM)
Clarification End Date	31.05.2018 (05:00PM)
Bid Submission Start Date	29.05.2018(02:30 PM)
Bid Submission End Date	07.06.2018 (12:00PM)
Bid Opening Date	08.06.2018 (12:30 PM)

Bid Submission:

Bids shall be submitted online only at CPPP website: <https://eprocure.gov.in/eprocure/app>.

Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

Tenderers can access Tender documents on the website, fill them with all relevant information and submit the completed Tender document into electronic Tender on the website <https://eprocure.gov.in/eprocure/app>.

Tenders and supporting documents shall be uploaded through e-procurement portal. Hard copy of the tender documents shall not be accepted.

OTHER TERMS AND CONDITIONS OF THE TENDER NOTICE

1. The service provider should be a proprietorship/partnership registered firm/company and the vehicle(s) should be registered for plying in Delhi NCR and all requisite taxes should be paid by the vendor.
2. The contract for providing taxis on monthly basis will be given to the lowest bidder while meeting all the terms and conditions given in the tender document. To safeguard against failure by the successful service provider in providing requisite number of vehicles, this office may empanel other service providers who are prepared to provide services as per same terms and conditions as that of L-1 (Firm who has quoted lowest rates) tenderer.
3. This office reserves the right to revise the requirements of vehicles being hired. The tenderer shall be required to provide as many vehicles as may be required by this Directorate office.
4. The vehicle deployed for the Department should be of latest model (not older than 2016 and shall have clean white seat covers/towels and in good running condition). It should be comprehensively insured and should carry necessary permits/clearance from the Transport authority or any other concerned authority. The vehicle should also carry necessary pollution certificates issued by the competent authority.
5. The vehicles shall be for exclusive use of this Directorate and should not be used by the Service Provider for any other purpose.
6. The vehicle shall be made available on all days including Saturday, Sunday & Holidays, if required.
7. The calculation of mileage shall be from the reporting point to the relieving point and will not be calculated on garage to garage basis. For this purpose, the service provider shall ensure that the odometer of the supplied vehicle is properly sealed. In case of any doubt the authorized officer of this Directorate may get odometer of the vehicle checked from any authorized workshop at the cost of Service Provider.
8. LPG Cylinders should not be used for running the vehicle in any case.
9. The service provider shall provide name & address of the drivers. The drivers provided by the service provider for service of this Directorate should not have any Police records/Criminal cases against them. Service provider should make adequate enquiries about the drivers before deputing them for serving this Directorate.
10. The drivers provided by the service provider shall observe all the etiquette and protocol while performing duty. They should wear a uniform & must carry a mobile phone in working conditions, for which, no separate payment shall be made by this office.
11. The drivers provided by the service provider should carry valid driving licence. They should also not be involved in more than two punch or challan for negligent driving. The service provider should also ensure that they have arrangement for establishing contact and round the clock service. For this purpose, they should have adequate no. of telephones.
12. This Directorate shall not be responsible for any challan, loss, damage or any accident of the vehicle or to any other vehicles or for the injury to the driver or to any other third party. The loss or damage or legal expenses on this account shall be borne by the Service Provider.

13. The drivers provided by the service provider should be well conversant with roads and routes of Delhi and NCR. The operation and functions of the Drivers shall be governed as per the Motor vehicles Act and Rules.
14. The drivers provided by the service provider should always remain with the vehicle during the entire period of duty. In case of any need, they should seek permission of the concerned officers.
15. The drivers provided by the service provider should have a minimum experience of three years of driving, which should be verifiable from the date of issuance of his driving license.
16. In case of any breakdown of vehicle on duty, the service provider shall make arrangement for providing another vehicle. In such a case, mileage from garage to the point of breakdown would not be paid.
17. During the period of operation, the driver should not ordinarily be changed without prior approval or unless requested by the Directorate general of Goods & Services Tax, New Delhi.
18. A daily record indicating time and mileage for each vehicle shall be maintained in a log book which should be submitted to the concerned officer in the Directorate General of Goods & Services Tax, New Delhi for scrutiny & payment of the bills,
19. The billing will be for a maximum of 2500/2000 kms per month as the case may be. The balance KMs will be carried forwarded to succeeding month(s). This Directorate will however reimburse toll tax and parking charges against production of documentary evidence.
20. All expenses relating to salary and allowances of the driver shall be borne by the Service Provider. Like-wise all expenditure related to the vehicle including insurance, maintenance & fuel etc. will also be borne by the Service Provider.
21. The Service Provider shall undertake to indemnify the department against all damages/charges arising on account of or connected with the negligence of the public or any person or in executing the work or otherwise and against all claims and demand thereof.
22. If any vehicles does not report for duty on any day(s) or the driver reports late or for violation of any other provision of the tender, then an amount calculated on pro-rata basis per day shall be deducted from the monthly bill of that vehicle. The service provider shall also be liable for a penalty of Rs.500/- per day per mid size and R.750/- per day per mid-size staff vehicle for each such incident.
23. If the vehicles are not provided from the desired location, a penalty up to Rs.1000/- per day per mid size vehicle and up to Rs.1500/- per day per mid-size staff vehicle can be imposed besides termination of contract.
24. The service provider shall provide the vehicle of the make/model as per the terms of the contract/tender during the entire period of contract. In emergency and rare circumstances, this condition can be waived by the Directorate temporarily.
25. **The contract will be initially for a period of twelve months which may be further extended on satisfactory services on the same terms and conditions.**
26. In case quality of service by the service provider is found unsatisfactory, the Directorate may terminate the contract after giving 15 days' notice. The Directorate will have the discretion to extend the period of contract or terminate the contract prematurely in case of unsatisfactory service, in case of such termination, services of

other empanelled service provider may be utilized.

27. GST will be reimbursed on production of proof of its payment by the service provider.
28. **On acceptance of bid, the service provider has to submit performance guarantee of an amount equivalent to 5% of the value of the entire period of the contract of 12 months in the form of Bank Guarantee from a Nationalized Bank in favour of Directorate General of Good & Services Tax, 5th floor, MTNL Telephone Exchange Building, 8, Bhikaji Cama Place, New Delhi – 110066 at the time of awarding the contract. The performance Guarantee should remain valid for a period of sixty days beyond the date of completion of the contract.**
29. During the period of this agreement, any matter which has not been specifically covered by this agreement shall be decided by the competent authority of this Directorate whose decision shall be final. This Directorate reserves the right to require fulfilment of other conditions, not expressly mentioned, which are consistent with use of vehicles on hire by this office.
30. No conditional bids shall be entertained by this Directorate & Conditional bids will be rejected summarily.
31. In case of any dispute of any kind and in any respect whatsoever, the decision of the Directorate shall be final and binding.
32. Contract can also be terminated by either party prematurely by the giving advance notice of one month.
33. The instruction contained in CVC guideline issued vide OM NO. 16/CEX/036/322446 dated 12.08.2016 should be complied with while making bid for supply of vehicle.

Encl:

Annexure-A: Technical Bid.

Annexure-B: Financial Bid

Nikhil
29/05/18
(Nikhil Mohan Goyal)
Assistant Director
DG-GST, New Delhi

Copy to:-

- 1) The Pr. Director General, DG-GST, New Delhi.
- 2) The Senior Intelligence Officer (Admin), DG-GST, New Delhi with the request to upload the Tender notice along with the annexure on the departmental website of CBEC immediately.
- 3) The Senior Intelligence Officer (Admin), DG-GST, New Delhi with the request to upload the Tender notice along with the annexure on the notice board of office.

Nikhil
29/05/18
(Nikhil Mohan Goyal)
Assistant Director
DG-GST, New Delhi

Submission of Tender

The tender shall be submitted online in Two parts, Viz, technical bid and price bid.

All the pages of bid being submitted must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading.

The offers submitted by Telegram/Fax/email shall not be considered. No correspondence will be entertained in this matter.

TECHNICAL BID
Qualifying criteria for Quotation

1.	Name of the Bidder with telephone No. FAX and complete address and contact person and details of the registration of firm/ company with registrar of partnership firm/ ROC (please attach self-attested copies)	
2.	GST Registration Details (Please attach self-attested copies of the GST Registration Certificate).	
3.	Permanent Account Number (PAN). (Please attach self-attested copies of the PAN).	
4.	Experience in providing vehicles to PSU/Gov. Departments, copies of the contract papers/ letters are to be attached.	
5.	Details of pending legal disputes relating to providing of vehicles, if any-	

Note: - Non-qualification in above criteria will result in disqualification of bid.

FINANCIAL BID

PRICE BID

- (a) Price bid undertaking
- (b) Schedule of price bid in the form of BOQ_XXXX.xls

PRICE BID UNDERTAKING

From: (Full name and address of the Bidder) _____

To,

Dear Sir/Madam,

I submit the Price Bid for _____ and related activities as envisaged in the Bid document.

2. I have thoroughly examined and understood all the terms and conditions as contained in the Bid document, and agree to abide by them.

3. I offer to work at the rates as indicated in the price Bid, Annexure B inclusive of all applicable taxes.

4. I/We undertake that I/ We have carefully studied all terms and conditions of the tender and shall abide by them. Further, it is certified that I/We have never been blacklisted by any Govt./PSU Department.

Yours Faithfully,

Signature of
Authorized Representative:

TENDER ACCEPTANCE LETTER
(To be given on Company Letter Head)

Date:

To,

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: _____

Name of Tender / Work:-

Dear Sir,

1. I/We have downloaded/obtained the tender documents(s) for the above mentioned 'Tender/Work' from the web site(s) namely:

As per your advertisement, given in the above-mentioned website(s).

2. I/We hereby certify that I/we have read the entire terms and conditions of the tender documents from Page No. _____ to _____ (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I/We shall abide hereby by the terms/conditions/clauses contained therein.

3. The corrigendum(s) issued from time to time by your department/ organisation too have also been taken into consideration, while submitting this acceptance letter.

4. I/We hereby unconditionally accept the tender conditions of above mentioned tender document(s)/corrigendum(s) in its totality/entirely.

5. In case any provisions of this tender are found violated, then you department/organisation shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully

(Signature of the Bidder, with Official Seal)

Instruction for Online Bid Submission:

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with requirements and submitting their bids online on the CPP Portal. More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

REGISTRATION

1. Bidders are required to enrol on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link "Online bidder Enrolment" on the CPP Portal which is free of charge.
2. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
3. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
4. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized By CCA India (e.g. Sify/TCS/nCode/eMudhra etc.), with their profile.
5. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.
6. Bidder then logs in to the site through the secured log-in by entering their user ID/ password and the password of the DSC/E-Token.

SEARCHING FOR TENDER DOCUMENTS

1. There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
2. Once the bidders have selected the tenders they are interested in, they may download the required documents/tender schedules. These tenders can be moved to the respective 'My tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS/e-mail in case there is any corrigendum issued to the tender

document.

3. The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification/help from the Helpdesk.

PREPARATION OF BIDS

1. Bidder should take into account any corrigendum published on the tender document before submitting their bids.\
2. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents- including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
3. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF/XLS/RAR/DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
4. To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting documents a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

1. Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i./e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
2. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
3. Bidder has to select the payment option as "offline" to pay the tender fee / EMD as applicable and enter details of the instrument.
4. Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.

5. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the sky blue coloured (unprotected) cells with - their respective financial quotes and other details (such as name of the bidder). No other cell should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
6. The server time (which is displayed on the bidder's dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
7. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128-bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid opener.
8. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
9. Upon the successful and timely submission of bids (i.e., after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
10. The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

1. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
2. Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24*7 CPP Portal Helpdesk. The Contact number for the helpdesk is 1800 3070 2232 can also get help at +91-7878007972 & +91-7878007973