



आयुक्त का कार्यालय
OFFICE OF THE COMMISSIONER

जी.एस.टी. एवं केन्द्रीय उत्पाद, लेखा परीक्षा, सूरत
GST & CENTRAL EXCISE AUDIT, SURAT
3rd & 4th Floor, MAGNNUS, besides Atlanta Shopping, Althan Bhimrad
Canal Road, Althan SURAT - 395017

TENDER INVITING TENDERS FOR HIRING OF VEHICLE

Sealed Quotations are invited by the undersigned on behalf of the President of India, for “**Hiring of Vehicles on monthly hire basis**” from the Vehicle Providers.

Sr. No.	Category	No. of vehicle requirement
01.	Toyota Innova, or equivalent to be used for 30/31 days, subject of maximum of 3000 Kms. in a month	3
02.	Non AC Cars like Vista/Swift Dzire/Honda Amaze or equivalent to be used upto 25 days subject to maximum of 2500 kms in a month	10

2. Vehicle Providers may submit the sealed quotations, indicating the rates to be charged (showing the applicable taxes separately) in respect of above mentioned vehicles. The vehicles will have to be provided immediately on receiving intimation from this office.

3. Prescribed tender documents with the terms and conditions can be obtained from the Office of the Superintendent (Adm.), Room No. 404, 3rd & 4th Floor, MAGNNUS, besides Atlanta Shopping, Althan Bhimrad Canal Road, Althan Surat-395017 between 11:00 to 17:00 Hrs. on any working day or can be downloaded from the official website www.cbec.gov.in.

4. Interested agencies / vehicle providers who comply with the following technical conditions and also willing to comply with the other terms and conditions annexed to this notice should submit separate sealed “Technical Bid” and “Financial bid” kept in a single

envelope addressed to the Additional Commissioner (P&V), GST & Central Excise Audit, Surat on or before 03.10.2017 by 16:00 Hrs. to Shri Jignesh J. Desai, Superintendent (Admin), GST & Central Excise Audit, Surat. The documents received after due date & time, for whatsoever reason including postal delay, shall not be accepted.

TECHNICAL: (read with details as per Annexure-A)

- a) The bidder should be the holder of PAN and should attach a photocopy of the same.
- b) The bidder should have experience in supplying vehicle to the Govt. Department / PSU for which the service provider should submit the name (s) of Organization (s) to whom services are being/were provided, and number of vehicles so provided to each organization (s).
- c) The bidder should hold GST Registration and should attach photocopy of the same.
- d) The vehicle provided should be manufactured in the year 2015 or thereafter i.e. no vehicle of make prior to 2015 should be provided. Vehicle provided should be in good working condition. for which the bidder should submit the list of vehicles given details with make / type of vehicle, model / year of manufacture and the Registration Number of the vehicle (Property category wise as required in the above mentioned table) to be provided to this office.

COMMERCIAL: (read with details as per Annexure-B)

- a) **Monthly Charges / Rates** for providing vehicle to be used with driver should be clearly mentioned category wise / vehicle wise in the above list for 30-31 / 25-26 days subject to a maximum of 3000 / 2500 Kms. in a month as the case may be mentioned above.
- b) The bidder shall quote their rate exclusive of GST, which will be paid extra by GST & Central Excise Audit, Surat on actual basis based on documentary evidence about payment of Service Tax by the successful bidder.
- c) The commercial bid of only those bidders who qualify the Technical conditions will be entertained.

5. The tender will be **opened on 04.10.2017 at 11.00 Hrs.** in the presence of tender committee and in the presence of the parties or their authorized representative, if any, who wish to participate at the office of the Additional Commissioner (Admin), GST & Central

Excise Audit, Surat having office at 3rd & 4th Floor, MAGNNUS, besides Atlanta Shopping,
Althan Bhimrad Canal Road, Surat.

Encl: As above.

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Additional Commissioner
GST & Central Excise Audit
Commissionerate, Surat

Terms and Conditions

1. Surat Audit Commissionerate stationed at Surat intends to hire vehicles for the various formations.
2. The rates quoted by the tenders are duly signed with seal. Rates should be written both in figures and words. Where there is any difference between rates quoted, the rates quoted in words shall prevail. Any overwriting/corrections in rate should be attested by the bidders with seal.
3. Rates quoted in should be inclusive of vehicle's fuel, rates and taxes, maintenance, insurance etc., The bidder should also quote his hire charges per month in case of each type of vehicle along with driver. The department is liable to pay only the fixed monthly hiring charges and the applicable GST on production of proof of payment of service tax in respect of the car(s) provided to this office.
4. The bidder should be a registered and well established taxi agency/firm having sufficient number of latest models of cars for hiring. The vehicles provided to the Department shall be new or maximum two years old, White in color and in excellent running condition and odor free with an air spray in every car suitable for officer's use **with valid permit and registration with Central/State Government.**
5. The bidder should have sufficient experience (minimum of two years) in the field of vehicle hiring and should be providing such services to establishments of Central/State/Public Sector Organizations. A list indicating the departments where the bidder has contract for hiring of vehicles along with supporting documents should be submitted with the bid.
6. The hired vehicles shall be deemed to be at the disposal of the Surat Audit Commissionerate stationed at Surat, office and shall not be used by the service provider for any other reasons.
7. Zero based mileage i.e. mileage starting and ending at/from duty or drop off location shall be adopted for the purpose of calculating the kilometers.
8. The vehicle will be required to run anywhere within the territory of India as and when the Commissioner of GST & Central Excise Audit, Commissionerate stationed at Surat so desires. The vehicle should be kept with sufficient stock of fuel. However, if in case of any emergency, if any officer refuels on payment by him, the same should be reimbursed by the service provider on production of the bill immediately.
9. In case of any accident, all claims/damages arising there from shall be borne by the service provider.
10. The service provider shall undertake to indemnify the department against all

damages/charges arising on account of or connected with negligence of the service provider or his drivers/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 to any person or in executing the work or otherwise and against all claims and demand arising thereof. 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. This office shall not be responsible financially or otherwise for any damages to the vehicle or injury to the driver or person deployed by the service provider during the course of hire.

11. The bidder should ensure that the drivers deployed by them have a valid driving license and the vehicle should be registered with the competent authority.

12. The service provider firm/agency should have adequate number of telephones for contact. The bidder should be available for contact by the Department on mobile/landline round the clock for any exigency. The bidder should ensure that the drivers deployed by them are well behaved and equipped with a mobile phone. The departments bears no responsibility towards these expenses, hence the cost shall be borne by the service provider only.

13. On commencement of the contract, the bidder should ensure that the driver/vehicle should not be changed unless requested by the Department. In case of any requirement to change the driver/vehicle, the same should be intimated to the Department in advance.

14. Service provider shall ensure that the vehicles provided are Taxi passing and has comprehensive insurance policies.

15. In the event of the vehicle hired by the Department developing technical problems, the service provider should ensure that a replacement vehicle is provided to the Department on priority. Further, in case the service provider fails to make any alternate arrangement, the Department is at liberty to hire another vehicle(s) from the market and the additional cost incurred on account of such hiring should be borne by the service provider.

16. In case any vehicle does not report in time on any given day, this office would impose a penalty of Rs. 1000/- per day and the amount would be deducted from payment to be made to the service provider. Further, this office also reserves the right to charge penalty @ Rs. 500/- per instance of proved misbehavior of a driver on summary enquiry.

17. A daily record indicating time and mileage for each vehicle shall be maintained in a vehicle book, which shall be submitted to the concerned reporting officer regularly for scrutiny.

18. On commencement of the contract, the agency and the deployed drivers are bound to carry out the instructions of the designated officer(s) in charge of vehicles by the Department.

19. The LPG Cylinders/Gas kit should not be used for running the vehicles in any case.
20. The Department reserves the right to increase or decrease the requirements.
21. In case of dispute the jurisdiction of Surat Court shall apply.
22. The service provider shall ensure that the odometer of the vehicle provided is properly sealed so that no tampering is done with a view to inflate distance traveled. Besides, the department reserves the right to effect surprise checks of odometer of the car supplied from any authorized workshop and cost thereof shall be borne by the service provider.
23. The bidders should ensure the evidence of ownership of the all vehicles.
24. The contract will be for one year which may be extended for further period as per requirement, if the service were found satisfactory on completion of current accounting year.
25. The drivers deployed should have knowledge of local language.
26. Any matter during the period of this agreement, which has not been specifically covered by the agreement, shall be decided by the Commissioner of GST & Central Excise Audit, Surat whose decision shall be final, conclusive and also binding on both parties.
27. The service provider should ensure that all the formalities in respect of Income Tax, GST, Labor Department, EPF / ESI Department and all other concerned departments are strictly adhered with. Service Provider will be liable for all action(s) initiated by any department for any lapse.
28. The bids received after closing date & time will be rejected. Further, the Department reserves the right to reject the bids received with incomplete information.
29. The service provider shall furnish an undertaking that he or his firm has not been blacklisted by any organization/Government department for any reason as on the date of submission of bid.
30. The interested service providers may submit their bid complete in all respects in a sealed cover addressed to the "Additional Commissioner (Admin) of GST & Central Excise Audit Commissionerate, Surat at the above address. The bids submitted should be superscripted as "Quotations for Hiring of Cars in Audit at Surat" and submitted on or before **03.10.2017** by 16.00 hrs. to Shri Jignesh J. Desai, Superintendent (Admin), GST & Central Excise Audit Surat.
31. The bids shall be opened **on 04.10.2017 at 11.00 hrs.** at the aforementioned address in the presence of a committee constitute for this purpose by the department. Interested bidders or their authorized representative, if any, who wish to participate could also be present at the time of opening of tenders. Authorized representative appearing on behalf of bidder should also bring authorization letter of bidder on the letter head of the bidder.

32. This office reserves the right to postpone or extend the date of receipt/opening of quotations or to accept or reject any or all tenders, without assigning any reason thereof.

33. Bidder should ensure that EMI of the vehicle, if any, is deposited well in time. He may also submit the copy of EMI payment to this office as an evidence of payment, within 10 days of making payment.

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

35. Bidder should ensure that driver deployed in vehicle has no criminal record.

36. In case of any doubt or need of any inquiry the bidders may contact the undersigned on any of the working days.

37. All the drivers should be in proper uniform and same shall be provided by the service provider.

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Additional Commissioner
GST & Central Excise
Surat Audit Commissionerate,
Surat