

		<p>कार्यालय आयुक्त सी.जी.एस.टी. एवं केन्द्रीय उत्पाद शुल्क इन्दौर माणिकबाग पैलेस, पोस्ट बैग नं.10, इन्दौर (म.प्र.) OFFICE OF THE COMMISSIONER C.G.S.T.& CENTRAL EXCISE MANIK BAGH PALACE, POST BAG NO.10, INDORE – 452 001 (M.P.)</p> <p>Phone No.+91731-2762222, 360590, 2470898,24714742446358,2446274,2479874 E-mail-cexicomp@dataone.in</p> <p style="text-align: right;">Fax No.+91731-</p>
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F.No.I(18)10/2016/Admn.

Indore, dated. 9.10.2017

NOTICE INVITING TENDER

Subject:- Hiring of Vehicles for the use in the CGST & Central Excise, Indore, on Monthly rental basis- reg.

Sealed Tenders are invited from reputed service providers for the hiring of up to **Twelve (12)** numbers of vehicles.

Category of Vehicles	No. of Vehicles	Maximum Km/p.m.	Days/per Month
Small-Sized Vehicles like as Indigo, Dzire, Etios	10	2000	25/26 days
Mid- Sized Vehicles like as Ciaz, Verena	01	2500	30/31 days
SUVs like as, Innvoa	01	2500	30/31 days

The number of vehicles to be hired may increase or decrease at the discretion of the competent authority i.e. Commissioner of the CGST & Central Excise, Indore.

1. Instructions to the "tenderers"-

Tenders will be in two bid system (i) Technical Bid (ii) Financial Bid. The '**Technical Bid**' should be made and put in the first envelope containing the title 'Technical Bid'. It should contain full information as required in Annexure-'A'. The '**Financial Bid**' will be made and put in a second envelope containing the title 'Financial Bid'. Both bids should be put in a third envelope which should be prominently super scribed as "**QUOTATIONS For Hiring of Vehicles for Office of the Commissioner of CGST & Central Tax, Indore**". The sealed envelope can be deposited **up to 11.00 hrs. on or before 30.10.2017** by reputed courier or registered post or delivered by hand, office of the Commissioner, CGST & Central Excise, Manik Bagh Palace Hqrs. Post Box No. 10 Indore (M.P.). The 'Financial Bid' will be evaluated only if the tenderer's 'Technical Bid' is found

satisfactory in all respect by the tender committee. The tenderer will have no rights whatsoever to insist that his 'Financial Bid' be evaluated in the event of the tender committee rejecting his 'Technical Bid' as unsatisfactory. The applicants who wish to be present at the time of opening of the Tenders may represent themselves or authorize their representative with an authority letter for the said purpose. The format of Technical Bid and Financial Bid is enclosed as Annexure 'A' and Annexure 'B'.

2. Period of contract:-

The contract will be for a period starting from **01st Nov. 2017 to 30th Oct.2018.**

1. Scope of Work:-

i) Central Goods, Service Tax & Central Tax, Indore, requires up to Twelve (12) Vehicles on Monthly hire basis. The Vehicles hired intended for use in the entire Jurisdiction of Commissionerate Indore. **The number of vehicles to be hired may increase or decrease at the discretion of the competent authority i.e. Commissioner of the Central Goods Services Tax & Central Excise Indore.**

ii) Therates for hiring of vehicles should be quoted for each category/model of vehicles for 2500/2000 kms. for 31/25 days separately. The rates quoted should be excluding GST. The rate per Kilometer in excess of 2500/2000 kms., as the case may be and overtime per hour beyond 12 hours/day should also be quoted separately;

The vehicles shall be provided on all days including Saturday, Sunday and Holidays, if required by the department;

The vehicle with the Driver would be placed at the disposal of this office as and when required. This office would be free to use the hired vehicle in any manner for carrying officials, material etc. as per its requirements and the firm will not have any objection to it.

The hired vehicle would be used by this office for a minimum of 12 hrs on each day. The hired vehicle could be used on any day beyond 12 hrs., if required

2. Eligibility Criteria

i) Service providers owning and/or in possession of the requisite number of eligible vehicles on the date of submission of tender only are eligible to submit their quotations i.e. those service providers who possess less than eligible vehicles for the group(s) which he is submitting the bids, will not be eligible to place tender under this invitation; Preference will be given to service provider owning the eligible requisite no. of vehicles on opening of the Technical Bid.

ii) The firm should have GST Registration Number/TIN Number and PAN card issued by the concerned Department.

3. Terms and Conditions

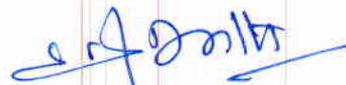
While quoting the rates, every service provider tendering/bidding should specifically note that:-

- i) **Rate(s) quoted should be for a commercially registered vehicle which is registered after 01-01-2016** and without any accident history, in excellent and neat exterior, interior and running condition and which shall also be so maintained during the period of hire;
- ii) The hiring charges shall be on the basis of zero based mileage i.e. mileage starting/ending from/at Hqrs., Divisions.
- iii) GST and other tax payable will be extra.
- iv) The vehicles hired intended for use in the entire jurisdiction of Indore Commissionerate. In the course of official work, the vehicles may also be required, to be used as and when required for out of Geographical jurisdiction of Indore Commissionerate;
- v) The log book should be maintained in line with log book system for the departmental vehicles.
- vi) The billing will be done on monthly basis and bills to be submitted in triplicate by the 5th of the succeeding month to the respective officer in- Charge.
- vii) Department shall be liable to pay the hiring charges and GST only. Other liabilities like monthly charges of Drivers, Repair and Maintenance of vehicles, Insurance, Petrol/Diesel, Oil and any other incidental expenses etc shall be borne by the service provider. In case of any mishap/accident, all the claims arising out of it, shall be met by the service provider. In any case, department is not liable to pay any other charges in addition to above.
- vii) In order to ensure day to day smooth functioning, the service provider shall not change, the vehicle once hired. Similarly, the drivers provided on the said vehicles should not be changed until and unless there is an emergency. In case of emergency, the said changes may be done with the prior intimation/permission. In case, wherein a regular vehicle could not be provided for any reason including repairs, servicing etc., the replacement vehicle should be provided in place of the regular vehicle.
- viii) Once the contract is awarded, service provider should provide to the department the complete details of vehicles, certified copies of the RC books along with the copy of the valid comprehensive insurance policy. Further, the service provider should ensure that, the comprehensive insurance policy for the vehicles is in-force during the entire period of contract.
- ix) 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 personnel 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 contract.

- x) The department reserves the right to terminate the contract if the terms and conditions are violated and/or without assigning any reason, by giving (15) fifteen days' notice;
- xi) During the period of the contract, the vehicle or the driver shall not be employed by the service provider for providing any service to any person other than the Department.
- xii) Once hired, the vehicle will not be put to use for other purposes, and the vehicles and drivers will work under the overall supervision of the Department for which they will do all as is necessary.
- xiii) Any person who is in government service or any employee of the department is not a partner directly or indirectly, with the service provider.
- xiv) Inspection of the vehicles will be done before finalizing the contract and also periodically by Assistant Commissioner (Admn.)
- xv) The Commissioner Central Goods & Services Tax & Central Excise, Indore(M.P.) reserves the right to require fulfillment of other conditions, not expressly mentioned which are consistent with use of vehicles on hire with this office and to reject any or all tenders without assigning any reason thereof.
- xvi) In case of dispute the decision of the Commissioner Central Goods & Services Tax Central Excise, Indore (M.P.), shall be final and binding.

The Commissioner, CGST & Central Excise, Indore reserves the right to accept or reject any or all the quotations without assigning any reason whatsoever.

In case of any difficulty pertaining to filling the form you may contact undersigned.



(Sunil Dutta)

Assistant Commissioner (Admn.)
Central Goods Service Tax, & Central Excise, Indore

ANNEXURE-‘A’
TECHNICAL BID

Sr. No.		
01	Name of firm/ Company/ Agency	
02	Complete Name, Address & Contact No.	
03	Pan No. (attach copy)	
04	Details of the vehicles owning/in Possession for providing on hire (With Make Model and Year Along with the copy of Registration Certificate of each of the vehicle.)	

Signature

Name of the Authorized Signatory.....

Seal/Stamp

ANNEXURE-'B'
FINANCIAL BID

Group of Vehicle	Category of Vehicle	Rate per model GST)	per Rs.	month/per (Exclusive of	Extra and hours in Rs.	Km. Extra charge
(A)	Small-Sized Vehicles like as Indigo, Dzire, Etios To be used for 25/26 days/month subject to maximum of 2000Kms (Not older than 01.01.2016)					
(B)	Mid- Sized Vehicles like as Ciaz, Verena To be used for 30/31 days/month subject to maximum of 2500Kms (Not older than 01.01.2016)					
(C)	SUVs like as Innova To be used for 30/31 days/month subject to maximum of 2500Kms (Not older than 01.01.2016)					

I have read the terms and conditions of the Tender Notice, and I agree to and undertake to abide by the same.

Signature

Name of the Authorized Signatory.....

Seal/Stamp