



भारत सरकार / GOVERNMENT OF INDIA
आयुक्त का कार्यालय : केन्द्रीय कर (वस्तु व सेवा कर एवं केन्द्रीय उत्पाद शुल्क)
OFFICE OF THE COMMISSIONER: CENTRAL TAX (GST & CX)
हावड़ा आयुक्तालय / HOWRAH COMMISSIONERATE
एम .एस .बिल्डिंग 15/1, स्ट्रैण्ड रोड, कोलकाता - 700 001
M.S. BUILDING, 15/1, STRAND ROAD, KOLKATA- 700001
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C.No.I(20)2/GST/HOWRAH/HQPOOL/Hired Vehicle/17 Date :19.09.2017

TENDER NOTICE No. 02/2017 Dated 18.09.2017

Sealed tenders/quotations are invited from the reputed agencies/parties engaged in supplying vehicles for supply of 07 (Seven) vehicles on hire basis for official use for Howrah GST & Central Excise Commissionerate, M. S. Building, Custom House, 15/1, Strand Road, Kolkata – 700 001.

Interested parties / agencies with experience of at least 2 (two) years and presently handling similar nature of work and also willing to comply with the **terms and conditions annexed with this notice**, may drop their bids in Tender Box placed at Ground Floor, M.S. Building, 15/1, Strand Road, Kolkata-01 **before or on 10th of October 2017 latest by 1400 hrs.**

The details of vehicles to be hired are as under:-

Sl. No.	Category of vehicle	No. Of vehicle required	Remarks
1.	SUV/Sedan such as Innova, Verna, Honda City etc	01 (One)	Vehicle to be used on monthly rental basis subject to maximum limit of 2500 kms and 30-31 days in a month
2.	Mid-Sized Vehicle such as Scorpio, Tavera, Xylo etc	03 (Three)	Vehicle to be used on monthly rental basis subject to maximum limit of 2000 kms and 20-25 days in a month
3.	Small-Sized Vehicle such as Swift DZire, Indigo etc.	03 (Three)	Vehicle to be used on monthly rental basis subject to maximum limit of 2000 kms and 20-25 days in a month

The quotations are to be submitted in two parts i.e. Technical Bid and Financial Bid in separate sealed envelopes contained in a single big envelope. The

sealed cover should be marked on the top as **“Quotation for Hiring of Vehicle” (Tender Notice No.02/2017)**.

The sealed quotations shall be opened on 10.10.2017 at 1500 hrs in the chamber of the Assistant Commissioner (P & V), Howrah GST & Central Excise Commissionerate, 2th floor, M.S. Building, Customs House, 15/1, Strand Road, Kolkata-700001.

The proforma for Technical Bid and Financial Bid and details of this Tender Notice are also available on the CBEC website <http://www.cbec.gov.in>.

Terms and Conditions :-

1. The vehicle will be dedicated to the Department and should not be more than three years old.
2. The service provider should have experience of minimum two years in the field of providing vehicles on hire.
3. Each vehicle will be kept in neat & clean condition and in perfect running condition with clean interior and proper upholstery. The vehicle should be properly and comprehensively insured.
4. There shall be no minimum mileage per day. 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 shall remain in the office premises during office hours and even thereafter, as and when required.
5. Rate for the supply of the vehicle will be binding on the tenderer for the period from date of signing agreement to 31.03.2018.
6. The vendor should have the PAN No. and Registration of GST, photocopies of which to be submitted for proof.
7. The vendor will be responsible for maintenance and up-keeping of the said vehicle on his own account and no extra charges will be payable by the Department. All expenditures of fuel, lubricants, driver's salary and other expenses whatsoever have to be borne by the supplier/service provider.
8. In case of breakdown of any vehicle during official duty, it shall be the responsibility of the vendor to provide a substitute vehicle which is similar or better, as replacement immediately. In case no replacement is provided by the vendor, the department would have a right to hire a vehicle from the market and the cost incurred of such hiring will be borne by the vendor.
9. Necessary Log Book will be provided to the driver, which should be maintained properly and to be submitted to the concerned officer of the Commissionerate for necessary verification at the end of the month.
10. The vendor shall ensure that odometer of the vehicle supplied is properly sealed so that no tampering can be done with a view to inflate distance travelled.
11. Pre-receipted Bill shall be submitted within the first week of each successive month by the vendor in triplicate duly supported by the copy of Log Book.

The billing will be done on monthly basis. No interest is payable on the bill amount in any circumstances.

12. The Commissionerate shall not be responsible for any Toll Tax, fine charged by Police or other agencies, 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/service provider and there will be no reimbursement from the Department in this regard.
13. The driver should be well trained, well conversant with roads & routes of Kolkata and adjacent areas as well as having good sight, devoid of bad habits and having **proper valid driving license with proper uniform** for driving the vehicle. 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, the driver may seek permission from the concerned office.
14. The vendor shall provide name and address of the driver along-with the photocopy of his driving license while submitting acceptance of offer. The agency/firm should have an adequate number of Telephone/Mobile Phone to contact round the clock.
15. Once the hiring of vehicle commences from the operator, the vehicle and the driver should not be changed unless required by the Commissionerate.
16. It will be solely the discretion of the Department to use the said hired vehicle for any official purpose including Saturday, Sunday and Holidays where necessary.
17. 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 deed.
18. The vendors shall also certify that he read and understood the terms and conditions of the tender. He should sign the terms and conditions. The quotations, which are not accompanied by the requisite documents, shall be outrightly rejected.
19. In case, any negligence regarding service by the contracted agency is noticed, the Commissionerate may terminate the contract agreement after giving 7 (seven) days' notice.
20. The tenderer should enter into agreement on stamp paper of Rs.100/- and the cost of stamp paper is to be borne by the tenderer.
21. No additional terms and conditions over and above shall be entertained by the Commissionerate.
22. The Commissionerate keeps 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. Commissionerate 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 Commissionerate shall be final and binding.
23. Tenderer should sign all the pages of the tender in token of accepting the conditions of the contract.

24. The vehicle engaged is not to be used commercially or on private basis during off hours of the department.
25. The vehicle being offered for hiring would be inspected for condition, maintenance and other features before finalisation of tender process.

Enclosures: Annexure-I to IV

(S.B. Lal)
Assistant Commissioner (Hq)
Howrah GST& Central Excise

C. No. I(20)2/GST/HOWRAH/HQP/Hired Vehicle/17/

Dated:

Copy to the -

- 1) The Superintendent (HQ), GST & Central Excise, Kolkata North/ Kolkata South/ Haldia/ Audit-I/ Audit-II/ Appeal-I/ Appeal-II Commissionerate with the request to arrange for display of this Tender Notice on the Notice Board.
- 2) Superintendent (System), Howrah GST & Central Excise with request to upload this notice on Official website of CBEC.
- 3) Notice Board of Howrah GST & Central Excise Commissionerate.

(S.B. Lal)
Assistant Commissioner (Hq)
Howrah GST& Central Excise

Annexure-I

TECHNICAL BID

(To be enclosed in a separate sealed envelope)

For Supply of vehicles on hire basis to Howrah GST & Central Excise Commissionerate

1	Name of 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 proprietors/partners/directors with address and PAN	
8	Registration no. of firm, if any (copy to be enclosed)	
9	PAN of Firm(copy to be enclosed)	
10	GST Registration No.(copy to be enclosed)	
11	Length of experience in the field (minimum two years)[self-attested copy of Experience Certificate to be enclosed]	
12	Details of vehicle(not older than 03 years) being offered for hiring: make, model, registration number(copy of RC/Blue Book to be enclosed)	Name of Vehicle:
		Year of manufacture:
		Registration No.:

Fill all columns properly before submission

Date:

Signature of authorised person
with full name

Place:

Seal:

DECLARATION

(To be submitted with Technical Bid)

For Supply of vehicles on hire basis to Howrah GST & Central Excise Commissionerate

1. I, Son/ daughter/ wife of
Shri....., Proprietor/ Partner /Director/
Authorised signatory of firm/ agency
Address.....
....., 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 authorised person
with full name

Place:

Seal:

FINANCIAL BID

(To be enclosed in a separate sealed envelope)

For Supply of vehicles on hire basis to Howrah GST & Central Excise Commissionerate

1. Name of bidder company/firm/agency:
2. Address with telephone and fax numbers:
3. Permanent Account Number(PAN):
4. Details of Hiring charges (exclusive of service Tax):

Sl.No.	Description	Rate (in Rs.) per month per vehicle
1.	SUV/Sedan for running up to 2500 Kms. Per month for 30-31 days	
2.	Mid-Size Vehicle for running up to 2000 kms per month for 20-25 days	
3.	Per month for running up to 2000 kms in 20-25 days	

Fill all columns properly before submission

Date:

Signature of authorised person
with full name

Place:

Seal:

Annexure-IV

Checklist for submission of Documents with Technical Bid

1. Application i.e. Technical Bid as per Annexure-I
2. Attested copy of trade license
3. Attested copy of PAN
4. Attested copy of GST Registration
5. Experience certificate (details of similar contracts handled by the tendering firm/agency for Government Departments/PSUs/Banks during last two years)
6. Signed Declaration i.e. Annexure-II