



माल एवम सेवाकर तथा केन्द्रीय उत्पाद शुल्क के उप / सहायक आयुक्त का कार्यालय, निधिष टावर्स,
कॉसमॉस बैंक के उपर, दूसरी मंजिल, भोकरदन रोड, जालना- 431 203.

**OFFICE OF THE ASSTT. COMMISSIONER OF GOODS AND SERVICES TAX & CENTRAL EXCISE,
JALNA DIVISION, 2nd FLOOR, NIDHISH TOWERS, ABOVE COSMOS BANK, BHOKARDAN ROAD,
JALNA- 431 203, E-MAIL ID –gst.jalnadivision@gmail.com**

TENDER NOTICE FOR HIRING OF VEHICLE IN RESPECT OF JALNA DIVISION

F. No. I/Adm/22-01/2017-18

Date: 26.09.2017

TENDER NOTICE No. 02/2017 dated 26.09.2017

Sub: Quotations for Hiring of vehicles - Reg.

This Division office requires 01 vehicle at Jalna. On behalf of the Assistant Commissioner of GST & Central Excise, Jalna the sealed quotations are invited from the established service providers based at Aurangabad / Jalna for supply of 01 No. of vehicle along with Driver for the period from 01.11.2017 to 31.10.2018.

The detailed terms and conditions are enclosed herewith in annexures to this Tender Notice. In case of any difficulties, you may contact the Assistant Commissioner, GST & Central Excise, Jalna Division, 2nd Floor, Nidhish Towers, Above Cosmos Bank, Bhokardan Road, Jalna during office hours on any working day on or before 17th October, 2017. The tender notice can be downloaded from the websites www.centralexciseaurangabad.gov.in and www.cbec.gov.in.

The interested service providers are requested to submit their tenders in the prescribed quotation form duly signed and stamped, in a sealed cover to the "Assistant Commissioner, GST & Central Excise, Jalna Division, 2nd Floor, Nidhish Towers, Above Cosmos Bank, Bhokardan Road, Jalna." The tenders can also be sent by registered post. Tenders received by ordinary post or courier shall not be considered and would be invalid.

The last date for receipt for tender: 17-10-2017 up to 16.00 hours.

Tenders shall be opened on: 23-10-2017 at 15.00 hours.

The incomplete tenders / quotations received and / or filed after the due date shall be summarily rejected.

The parties that wish to be present at the time of opening of tender/ quotation may represent themselves or authorise their representatives with an authority letter.

Vehicle being offered for services along with relevant vehicle documents are required to be presented for inspection after opening of technical bid.

The Assistant Commissioner, GST & Central Excise, Jalna Division reserves the right to accept or reject any or all tenders without assigning any reasons.

Encl.: Annexure A- Terms & Conditions.

Annexure B- Proforma for Technical Bid

Annexure C- Proforma for Financial Bid

(Dr. Ganesh Pote)
Assistant Commissioner
GST & Central Excise
Jalna Division

F. No. I/Adm/22-01/2017

Jalna, 26-09-2017.

Copy to:

1. The Supdt. (Computer Cell) GST, Aurangabad for posting the said tender notice on the Department website and CBEC website, immediately.
2. Notice Board.

ANNEXURE-‘A’

TERMS & CONDITIONS

1. The tenderer should be duly registered with concerned Central/State Government authorities and should be a well-established Taxi agency/firm (hereinafter referred to as the agency/firm). He should have at least 4 vehicles in his fleet.
2. Earnest Money Deposit/Bid Security refundable in the form of Demand Draft payable To the Commissioner, Goods & Services Tax, Aurangabad Commissionerate must accompany the tender. Tenders without Earnest Money Deposit and /or with Earnest Money Deposit In any other form i.e. cheque, cash etc. will NOT be considered. After awarding of Contract to the successful bidder, EMD will be returned and Performance Security deposit will be sought as per the provisions of the General Finance Rules, 2005(As amended).
3. Technical bids and financial bids should be sealed in separate envelopes and thereafter enclosed in another sealed envelope which in turn should be super-scribed with - “Tender for Hiring of Vehicles”. The technical and financial bids should be clearly marked “Technical Bid” or “Financial Bid” on their respective envelopes. The tender will be opened on 23rd October 2017 at 1500 hours in the Chambers of the Assistant Commissioner, Goods & Services Tax and Central Excise, Jalna Division, 2nd Floor, Nidhish Towers, Above Cosmos Bank, Bhokardan Road, Jalna before the Tender Committee and Tenderers, if present.
4. Type of the vehicle required to be supplied :-

S. N.	Vehicle Type	Number of vehicle	Job Description (Total KMS per month)	Earnest Money Deposit / Bid Security per vehicle
1	Small Sized Vehicle (Maruti Swift Dzire, Hyundai Xcent, Honda Amaze, Only Indicative Type.)	1	Hire for 20 - 25 days maximum 2000 KMS	Rs. 10,000/-

The contract for the above vehicles shall be valid for an initial period up to 31.10.2018 starting from date of signing the contract, subject to clause (28) of these terms & conditions. The vehicles shall be required to operate / travel anywhere in India for official purpose & necessary taxi permit etc. shall be necessary.

5. The Cost Ceiling for the deployment of vehicle is Rs. 30,000/- per month (Exclusive of GST).
6. The agency/firm should have adequate number of telephones and be available for contact round the clock.
7. The agency/firm should have sufficient numbers of the vehicles and drivers with them. In case of breakdown of vehicle or non - availability of driver at any time, the firm shall intimate the same to this office and provide substitute vehicle / driver as the case may be.
8. In case of breakdown of any vehicle during official duty, it shall be the responsibility of the firm to provide a substitute vehicle which is of a similar make as replacement immediately.
9. In case of vehicle breakdown, a substitute vehicle shall be provided by the Contractor immediately. In case substitute vehicle is not provided within the

reasonable time or not provided at all, the Department would have right to hire a vehicle from the market and the additional cost incurred by the Department will be borne by the Contractor. 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.

10. In case vehicle does not report on time/does not report at all, or the driver doesn't answer calls pertaining to official duty placed on his mobile phone, Assistant Commissioner of GST & Central Excise, Jalna would have a right to hire a vehicle from the market and the additional cost incurred by the Assistant Commissioner of GST & Central Excise, Jalna Division will be borne by the agency/firm.
11. The Contractor shall provide dedicated vehicles and drivers and any changes in the vehicles and/or drivers should be made only in very exceptional circumstances.
12. Once the hiring of vehicle commences from a particular agency/firm, the vehicles and the driver should not be changed unless so requested by the Assistant Commissioner of GST & Central Excise, Jalna Division. The vehicles must be available at any time of the day as desired by the Assistant Commissioner of GST & Central Excise, Jalna Division.
13. The vehicle to be provided should be registered as taxi/ transport vehicles and should be in excellent working condition and shouldn't be of make older than 01/01/2015 as on date of submission of tender. Applicant Contractor should mention the year of manufacture of the vehicle. The tenderer should submit copies of the Registration Certificate of the vehicle along with the tender. In case the Tenderer intends to supply new vehicle (showroom condition), the Tenderer shall attach the copy of booking receipts along with the tender documents. The contractor shall also ensure that the vehicle is in perfect running condition at all times during the period of the contract. The papers related to the vehicle including proper insurance papers of the vehicle should be available / kept in the vehicle.
14. In case the condition of the vehicle is not found to be satisfactory, such vehicle shall be returned for immediate replacement. In case no replacement is provided on time, the Assistant Commissioner of GST & Central Excise, Jalna Division would have the right to hire a vehicle from the market and the additional cost incurred by the Assistant Commissioner of GST & Central Excise, Jalna Division will be borne by the agency / firm.
15. The agency/firm would ensure that the driver employed has a valid driving license and clean driving record. The driver of the vehicle provided must follow traffic rules and all other regulations prescribed by the Government from time to time. The driver shall observe etiquettes and protocol while performing duty and is to be neatly dressed in proper uniform. His antecedents and personal details including present & permanent address are also required to be submitted.
16. The driver employed along with the vehicle should satisfy the following conditions:
 - i. Driver should have a minimum of 5 years of driving experience. He should have vehicle Transport License for driving passenger vehicle.
 - ii. Driver should be well versed with the roads and the places in Jalna Town and its talukas and adjoining districts such as Parbhani, Beed & Osmanabad and should not have any police case pending against him. A declaration to that effect needs to be submitted along with the bid.

- iii. Driver should be provided with an operational mobile phone at all times. He should receive calls as and when calls are placed to him.
 - iv. Driver should be free of all vices.
 - v. The driver should keep the car clean and odour free, suitable for official use.
 - vi. The driver should ensure that the car always has adequate fuel and all repairs and maintenance is done in a timely manner to keep the vehicle ready for use at all times.
17. The rates quoted should be exclusive of the GST component. No vehicle will be hired if the operator fails to provide proof of valid GST registration, unless otherwise exempted. All taxes, fee, levy, insurance charges etc. other than GST would be borne by the Agency/Firm. Rates quoted should be written both in figure and words. In case of any difference between rated quoted, the rates quoted in word shall prevail. Any overwriting/correction must be attested by the bidder.
 18. The Assistant Commissioner of GST & Central Excise, Jalna Division reserves the right to reject all or any of the offers without assigning any reason thereof and the decision of this office shall be final and binding.
 19. The billing will be done on monthly basis. Bills preferably typed and in triplicate in Connection with the service shall be submitted to Assistant Commissioner of GST & Central Excise, Jalna Division latest by the 3rd day of successive month.
 20. Financial bids of only those agency/firms would be opened, who have qualified in respect of the technical requirements & final approval will be given only after actual inspection of the vehicle.
 21. Preference would be given to the bidder who has completed similar work in the government sector for at least 03 years. The bidders should submit copies of previous such completed agreements.
 22. On awarding of the contract, the agency/firm has to furnish to the Assistant Commissioner of GST & Central Excise, Jalna Division, the certified copies of RC book.
 23. The Assistant Commissioner of GST & Central Excise, Jalna Division shall be liable to pay the hiring charges only. Any other charges, including monthly charges of driver, repair and maintenance of vehicle, insurance, petrol/diesel, oil and any other incidental expenses shall be borne by agency / firm.
 24. A penalty of Rs. 1000/- per day will be levied in case of unapproved change of vehicle/ driver, non-satisfactory performance or lack of proper upkeep of the vehicle or non-observance of any terms or conditions prescribed above. The number of days will be calculated on the basis of the period during which the default continues or on the occasions of occurrence of the concerned events as applicable. However, in case of frequent violations of the terms and conditions, the contract can be cancelled forthwith without any notice.
 25. In case of any accident, all the claims arising out of it shall be met by the agency/firm. The hiring Department shall have no liability in this regard.
 26. If the vehicle or driver is found to be engaging/being party to any illegal activity, its contract will be terminated and Earnest Money Deposit will not be refunded.
 27. The liability of the Assistant Commissioner of GST & Central Excise, Jalna Division will be limited to only the hiring charges and GST thereon, if applicable and agreed to in the contract.

28. The Assistant Commissioner of GST & Central Excise, Jalna Division shall have the right/discretion to terminate the contract at any time without giving any notice, in the event of poor service or violation of any of the conditions stipulated.
29. In case, the service provider want to withdraw the vehicle, he has to give two(2) months advance/prior notice failing which two months charges shall be recovered/forfeited (preceding from the date of stoppage of service by the service provider)
30. Any matter during the period of this agreement, which has not been specifically covered by this agreement, shall be decided by Assistant Commissioner of GST & Central Excise, Jalna Division whose decision shall be final and conclusive.
31. In case of a dispute of any kind and in any respect whatsoever, the decision of the Assistant Commissioner of GST & Central Excise, Jalna Division shall be final and binding.
32. Additional terms & conditions over and above the conditions stipulated above shall not be entertained by the Assistant Commissioner of GST & Central Excise, Jalna Division.

(Dr. Ganesh Pote)
Assistant Commissioner
GST & Central Excise
Jalna Division

ANNEXURE – “B” (TECHNICAL BID)

1	Amount of Earnest Money Deposit(Refundable)	Rs. 10, 000 /- (Rupees Ten Thousand Only)
2	Particulars of Demand Draft	No.
		Date
		Drawn on
3	Name, Address and Telephone / Mobile Number of the tenderer i.e. the Applicant /Contractor	
	Self attested Copy of agency/firm's incorporation/registration with any Central Govt./State Govt./Municipality	
4	Self attested Copy of Permanent Account No. (PAN)	
5	Self attested Copy of GST Registration No.	
6	No. of years of experience of running a fleet of vehicles on hiring basis. (Attach self attested copy of work order/contract of hiring vehicle with Central/State/PSU Govt. Department)	
7	Model and Year of manufacture of Vehicle (Attach self attested copy of RC book), if bidder is going to provide new vehicle then quotation and bond either from Dealer that the vehicle will provided within stipulated time.	
8	Approximate KMs run by the vehicle upto the date of filing of tender	
9	No. of Drivers available with the tenderer & their years of experience along with License Numbers	
10	Certification that no criminal case is pending against the drivers	

(If the bidder filed to provide any of the above self attested document(s) he will be technically disqualified)

Signature along with Stamp

(Details of the vehicle that is to be provided for the period 01.11.2017 to 31.10.2018 if already available)

(Should be place with Technical Bid)

S. No.	Model and Manufacture of vehicle	Registration No.	Month and year of manufacture	Chasis No.	Engine No.	Fuel used
1						
2						

(Self attested copies of Registration (RC Book) of above vehicle should be enclosed.)

Signature along with Stamp

ANNEXURE – “C” (FINANCIAL BID)
(To be placed in separate envelope for each category of vehicle)

S. N.	Vehicle Type Non AC	No. of vehicles	Model and year of the vehicles	Quoted rate per month	Job Description Total KMs in a month	No. Of days
1	Small Sized Vehicle (Maruti Swift Dzire, Hyundai Xcent, Honda Amaze, Only Indicative Type.)				Maximum 2500 KMS	20-25

Signature along with Stamp

