

**NOTICE FOR INVITING TENDER FOR HIRING OF VEHICLES IN  
CENTRAL GST & CENTRAL EXCISE, NAVI MUMBAI COMMISSIONERATE  
FOR THE PERIOD OCTOBER 2017 TO SEPTEMBER 2018.**

For and on behalf of President of India, sealed tenders are invited from reputed taxi operator/service providers for hiring of upto 12 vehicles (2 mid size vehicles, 10 small size vehicles) along with drivers for the Office of the Commissioner of Central GST & Central Excise, Navi Mumbai.

The detailed tender process and terms and conditions are enclosed as Annexure "A" to this tender notice. In case of any query, the Superintendent (MTO), CGST & C. Ex. Navi Mumbai shall be contacted having office at above mentioned address on any working day during office hours on or before 10.10.2017. The tender form and Annexure A, B, and C can be downloaded from the website [www.cbec.gov.in](http://www.cbec.gov.in).

The interested parties/vehicle providers who comply with the terms and conditions of this tender notice should submit their bids in the prescribed Quotation Form duly signed and stamped, in sealed envelopes, superscribing on the envelopes **"TENDER FOR HIRING OF VEHICLES"** addressed to the Deputy Commissioner (AE), CGST & C. Ex. having his office at the above mentioned address.

The last date for receipt of Tender : 11.10.2017 upto 12.00 Hrs.

Tenders shall be opened on : 12.10.2017 at 16.00 Hrs.

The tenders/quotations received unsigned/incomplete and/or filed after the due date shall be summarily rejected. The parties who wish to be present at the time of opening of Tender/Quotation may represent themselves or authorize their representatives with an authority letter. The financial bids of only those bidders shall be opened whose technical bids are qualified. The format of the "Technical Bid" and "Financial Bids" are enclosed as **Annexure 'B'** and **Annexure 'C'**.

The Commissioner of Central GST & Central Excise, Navi Mumbai reserves the right to accept or reject any or all tenders without assigning any reasons thereof.

(K.C. Kala)  
Additional Commissioner  
Central GST & Central Excise,  
Navi Mumbai.

Encl. : Annexure – A, B & C.

F.No. V/CGST-NM/Gr-VII(AE)/MTO-07/2017  
Mumbai, the Sept., 2017.

Copy to :

1. Notice Board at 16<sup>th</sup> floor, Satra Plaza, Palm Beach Road, Sector 19D, Vashi, Navi Mumbai – 400 705.
2. Superintendent (Computer Cell), Central GST & Central Excise, Navi Mumbai with a request to upload the tender details in the site [www.cbec.gov.in](http://www.cbec.gov.in).

**OFFICE OF THE COMMISSIONER OF CENTRAL GST & CENTRAL EXCISE, NAVI MUMBAI.  
16<sup>TH</sup> FLOOR, SATRA PLAZA, PALM BEACH ROAD, SECTOR 19D, VASHI,  
NAVI MUMBAI- 400 705.**

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## **ANNEXURE – ‘A’**

### **I. Tender Process and submission of Tender documents: -**

1. The bid/tender will consist of two parts - Technical bid and Financial bid. Each of the bids are to be placed in two separate sealed envelopes clearly superscribing Technical bid and Financial bid which in turn are to be placed in one sealed cover clearly superscribing Tender for (hiring Vehicle..... vehicle name). The name of the Agency/firm must be mentioned on envelopes.

The bid of all parties whose Price Bid is not in a separate sealed cover or the rates quoted them finds mention in their Technical Bid shall be rejected forthwith. All information sought under Terms and conditions and other information to be supplied is to be given in Technical Bid while the price quoted by them will be mentioned only in the Financial Bid.

2. The offers/bids received incomplete and/or filed after the due date shall be summarily rejected.

3. The Technical Bids shall be opened by a committee on **12.10.2017 at 16.00 hrs.** in the presence of bidder or their authorized representative with authority letter, if they appear.

4. The financial bids of only those parties shall be opened whose Technical Bids are found to be eligible.

5. The department reserves the right to accept or reject any or all tenders without assigning any reason. In case of any dispute of any kind and in respect of whatsoever, the decision of the Commissioner, Central GST & Central Excise, Navi Mumbai will be final and binding.

6. The tender documents must be received latest by **11.10.2017 at 12.00 hrs.** The documents received after due date & time, due to any reason even postal delay shall not be accepted.

### **II. Authenticity of the tender document: -**

Every page of tender document alongwith enclosures must be signed by the bidder.

### **III. Terms and Conditions:-**

1. The Office of the Commissioner of Central GST & Central Excise, Navi Mumbai, may requisition for use as per requirement, types of vehicles and numbers of vehicles upto the numbers mentioned at Sr. No. 3 below.
2. Separate sealed Technical and Financial bids should be kept in a single sealed envelope and superscribed with **“Tender for Hiring of Vehicles”**. The separate technical and financial bids should be clearly marked “Technical Bid” or “Financial Bid” on the respective envelopes. The tender will be opened **12.10.2012 at 16.00 Hrs.** in the office of the Additional Commissioner (P&V), Commissioner of Central GST & Central Excise, Navi Mumbai, at 16<sup>th</sup> floor, Satra Plaza, Palm Beach Road, Sector 19D, Vashi, Navi Mumbai – 400 705, before a Tender Evaluation Committee and Tenderers present, if any.
3. The service provider should be able to provide the vehicles as requisitioned. Type

and number of Vehicles:

Sr. No.	Category	Type of Vehicle	No. of Vehicles
1	Staff car to be used for 30/31 days in a month for maximum of 2500 kms in a month	Honda City/Mobilio, Toyota Innova, Maruti SX4/Ciaz, Ford Fiesta, Hyundai Verna or equivalent	Upto One (1)
2	Operational Vehicle for headquarters to be used for 30/31 days in a month for maximum of 2500 kms in a month	Honda City/Mobilio, Toyota Innova, Maruti SX4/Ciaz, Ford Fiesta, Hyundai Verna or equivalent	Upto One (1)
3	Operational Vehicle for divisions to be used for 25/26 days in a month for maximum of 2000 kms in a month	Swift Dzire, Tata Indigo or equivalent	Upto Ten (10)

4. The contract for the vehicles shall be valid for an initial period of one year starting from date of signing of the contract, subject to clause (28) of these terms & conditions.
5. The service provider should be duly registered with concerned Central/State Govt. authorities and should be a well established Taxi agency/firm (hereinafter referred to as the "agency/firm"). Such vehicle providers should also submit details of other such Govt. Organizations to which they have extended similar service in the recent past as well as the present.
6. The service provider should have sufficient numbers of the vehicles and drivers with them. In case of break-down of vehicle or non availability of driver at any time, the firm shall provide substitute vehicle/driver or the case may be. They will have to produce all vehicles with the list of their Registered Numbers for physical verification as per direction of the Department before the finalization of their Financial Bids.
7. should be kept in neat, clean and in perfect running condition with clean interiors and proper upholstery. The vehicle should not have had any accident history.
8. The service provider shall provide dedicated vehicles and drivers and any change in vehicle and/or driver should be made only in very exceptional circumstances. Replacement of the vehicle/driver should be provided in the event of break-down of vehicle/non-availability of driver.
9. The vehicles must be available at any time of any day on 24 x 7 basis subject to maximum number of days per month for which the vehicle is hired, as desired by the department. Also, in case of breakdown of any vehicle, substitute vehicle shall be provided in time failing which the department shall have the right to hire a vehicle from the market and cost incurred to this will be borne by the agency/firm.
10. In case the condition of the vehicles is not found to be satisfactory, they shall be returned for immediate replacement. In case no replacement is provided on time, the Commissioner of Central GST & Central Excise, Navi Mumbai, to whom the vehicle has been provided, would have a right to hire a vehicle from the market and the additional cost incurred by the Commissioner of Central GST & Central Excise, Navi Mumbai, will be borne by the service provider.
11. The driver should be having Transport License, with a minimum of 5 years experience and their antecedents should be duly verified by Police authorities, at the

instance of the service provider. The service provider would ensure that the drivers employed have valid driving license and clean driving record. The driver of the vehicle provided must follow traffic rules and all other regulations prescribed by the Govt. from time-to-time. The driver shall observe all the etiquettes and protocol while performing his duty & shall be neatly dressed in proper uniform.

12. The service provider would ensure that the drivers employed have valid driving license and clean driving record. The driver of the vehicle provided must follow traffic rules and all other regulations prescribed by the Govt. from time-to-time. The driver shall observe all the etiquettes and protocol while performing his duty & shall be neatly dressed in proper uniform.

13. The drivers employed along with the vehicle should satisfy the following conditions:

- i) Drivers should have minimum 5 years of experience of driving. They should have vehicle Transport Licenses for driving passenger vehicles on hire.
- ii) Driver should wear the prescribed uniform i.e. Light blue shirt with navy blue trousers and black shoes.
- iii) Drivers should be well versed with the roads and the places in Mumbai City and should have experience in city driving.
- iv) Once a driver has been allotted to a particular vehicle, he should remain with the same vehicle for a period of at least one year. Any change in the designated driver should be intimated to the concerned officer 24 hours before such change is effected.
- v) Driver should be provided with a mobile phone.
- vi) Driver should be decent and well behaved and should not have any criminal cases against him and should not have any past history of accidents.
- vii) Car should be kept clean and odour free, and suitable for official use.

14. In case of vehicle breakdown, a substitute vehicle shall be provided by the service provider immediately. In case vehicle does not report within a reasonable time or does not report at all, the Department would have the 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.

15. The vehicle should be registered with the concerned authority of Central/State Govt. The agency/firm should have adequate number of telephones for contact round the clock.

**16. Rates: -**

- (i) Rate/bid/offer must be without any condition, assumption, qualification, reservation or variation. Rate/bid/offer must be mentioned in prescribed proforma in figures and in words in respect of each vehicle separately. In case of any discrepancy, rates quoted in words will prevail. Conditional tender offer or offer at variance from prescribed specification would be ineligible to compete for the tender. Prices and price components shall be firm and shall not be subject to any price variation or adjustment on account of any price escalations throughout the execution of the contract.
- (ii) The rates quoted should be exclusive of the service tax component. No service tax will be reimbursed for vehicles at Sr. No.1 & 2 if the operator fails to provide proof of valid Service tax registration. All taxes, fees, levies, insurance charges etc. other than Service Tax would be borne by the service provider.
- (iii) The lowest tender will be arrived based on sum of the quoted rate for the various types of vehicles per month. The tender getting lowest consolidated rate will be declared as successful bidder.

17. The Commissioner of Central GST & Central Excise, Navi Mumbai, 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.
18. The billing will be done on monthly basis and the bills will be submitted in triplicate by the 10<sup>th</sup> of the succeeding month along-with copy of the ECS mandate form duly certified by the Bank.
19. A daily record indicating time and mileage for each vehicle shall be maintained by the driver in a log book in format as per the Government's instructions. The log book shall be submitted to the PRO/MTO in the Commissioner of Central GST & Central Excise, Navi Mumbai, regularly for scrutiny. The time and mileage shall be taken into account from the reporting point.
20. Financial bids of only those service providers would be opened, who have qualified in respect of the technical bids.
21. Once the hiring of vehicles commences from a particular service provider, the vehicles and the drivers should not be changed unless so requested by the Commissioner of Central GST & Central Excise, Navi Mumbai. The vehicle must be available at any time of the day as desired by the Commissioner of Central GST & Central Excise, Navi Mumbai.
22. On awarding of the contract, the service provider has to furnish to the Commissioner of Central GST & Central Excise, Navi Mumbai, certified copies of RC books in respect of all vehicles.
23. The Commissioner of Central GST & Central Excise, Navi Mumbai, 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 service provider. The liability of the Commissioner of Central GST & Central Excise, Navi Mumbai, will be limited to the hiring charges agreed to in the contract.
24. A penalty of Rs.1,500/- per day per vehicle may be levied, if any vehicle or driver or service provider fails to meet above terms & conditions on any day.
25. In case of an accident, any and all the claims and damages arising therefrom shall be met by the service provider. The service provider shall undertake to indemnify the Department against all damages/charges arising on account of or connected with the negligence of the service provider or his 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 any person or in executing the work or otherwise and against all claims and demand thereof.
26. The service provider will comply with the labour laws in force and all liabilities in this connection will be theirs.
27. The Department will not be under any obligation, legal or otherwise, to provide any 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 hire.
28. The contract between the Commissioner of Central GST & Central Excise, Navi

Mumbai, and the service provider can be cancelled after a prior notice of one month from either side, in the event of poor service or violation of any of the conditions stipulated.

29. Any matter during the period of this agreement, which has not been specifically covered by this agreement, shall be decided by the Commissioner of Central GST & Central Excise, Navi Mumbai, whose decision shall be final and conclusive.

30. No additional terms & conditions over and above the conditions stipulated above shall be entertained by the Commissioner of Central GST & Central Excise, Navi Mumbai.

31. In case of any dispute of any kind and in any respect whatsoever, the decision of Commissioner of Central GST & Central Excise, Navi Mumbai, shall be final and binding.

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**ANNEXURE 'B'**

**TECHNICAL BID**

**QUALIFYING CRITERIA FOR TECHNICAL BID**

1	Name Of The Organisation	
2	Name of The Proprietor / Partner / Directors With Mobile No	
3	Name of The Coordination Manager / Supervision Mobile	
4	Contact Customer Service & Support 24 X 7 [if yes than Contact Details	
5	In 2016-17 whether provided vehicles on hire for over six months to Central Government/State Government/Public Sector Offices :	Name of The Clients as below

Vehicle Information

1	Total number of commercially registered vehicles owned	
2	The vehicle is registered as commercial vehicle YES/NO	
3	We have attached copy of RC book offered in this Tender YES/NO	
4	Vehicle model and year of manufacture	

Tax Related Information

1	PAN CARD No [Copy Enclosed]	
2	We have valid GSTIN Registration [Copy Enclosed]	
3	Bombay Shop & establishment Number	

I have read the terms and conditions of the Tender Notice along with its Annexures.

Signature  
Name of the Authorised Signatory  
Seal/Stamp

**ANNEXURE 'C'**



**FINANCIAL BID**

Rate of car (exclusive of GST)

1. Upto Two Vehicle (Mid sized vehicle) for the category upto 30/31 days subject to a maximum of 2500 kms.

Rate in Rupees per month per Vehicle:

Extra Km. charge:

Vehicle make and registration number:

2. Upto Six Vehicles (Small sized vehicle) for the category upto 25/26 days subject to a maximum of 2000 kms.

Rate in Rupees per month per Vehicle:

Extra Km. charge:

Vehicle make and registration number:

I have read the terms and conditions of the Tender Notice along with its Annexures.

Signature  
Name of the Authorised Signatory  
Seal/Stamp