



भारत सरकार
GOVERNMENT OF INDIA
MINISTRY OF FINANCE (DEPTT. OF REVENUE)

**OFFICE OF THE COMMISSIONER
CENTRAL GOODS & SERVICES TAX (APPEALS) : MEERUT**

MANGAL PANDEY NAGAR, OPP. CH. CHARAN SINGH UNIVERSITY MEERUT-250005.
CAMP OFFICE-ROOM NO. 232, C.G.O. COMPLEX-I, KAMLA NEHRU NAGAR, GHAZIABAD-201002.
Ph: 0121-2769680,0121-2774643 (MEERUT)
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C. No. 14/APPL-MRT/Vehicle/Admn/2017

Date: -09-2017

TENDER FOR HIRING OF VEHICLE

Sub:- Invitation for Tender for Hiring of Staff Car for the official use of the Commissioner of the Central Tax (Appeals), MEERUT and its Offices -Calling for sealed Tenders-regarding.

Tenders in sealed covers super scribed as "TENDERS FOR HIRING OF STAFF CAR FOR O/o THE COMMISSIONER OF CENTRAL GOODS & SERVICES TAX (APPEALS), MEERUT", are invited from Taxi Operators/ Tours & Travels Agencies/similar Service Providers based in MEERUT/NCR region for hiring of Staff car for the official use of Commissioner, Central Goods & Service Tax (Appeals) Commissionerate, MEERUT and its office at above address and other locations.

2. The sealed Tenders, subject to the terms enumerated hereunder, may be submitted to the Assistant Commissioner, O/o the Commissioner, CGST (Appeals), Meerut at the following address- Room No.119 , Mangal Pandey Nagar, Opposite Ch. Charan Singh University-250005 on or before **1700 hrs on 30.10.2017** . The Sealed bids/Quotations shall be opened at **1130 hrs. on 31/10/2017** to finalize the hiring of vehicles and the bidders may present their vehicles for verification by the Technical Committee at **1500 hrs on 03.11c .2017**.

3. The bids/tenders will consist of two parts viz. Technical Bid (Form 1) and Financial Bid (Form 2) along with declaration in Annexure-I. Each **Technical Bid** and **Financial Bid** which in turn is required to be placed in separate sealed cover, clearly super scribing "Tender for hiring Vehicle (Vehicle name)". The Financial Bids and the Technical Bids shall be submitted together. In case a bid contains two or more vehicles, complete details including make/model etc. of the vehicles should be mentioned **for each vehicle separately** in both the Technical Bid and Financial Bid. The

Technical Bids will be opened first and only the qualifying Technical Bids will be considered for further processing. The Name of Agency /Firm must be mentioned on the envelopes. The bids of all bidders, whose Financial Bid are not in a separate sealed cover or where the rates quoted are mentioned in their Technical Bids, shall be rejected forthwith. All information as sought shall be given in the Technical Bid while the price quoted by them will be mentioned exclusive of taxes including Service Tax only in the Financial Bid which shall be sealed till such time as the corresponding Technical Bid is approved. The quotations are invited for hiring of the said vehicle as per the details given below:-

S. No.	Category	Kilometres upto which the vehicle (s) will run in a month	No. of days the vehicle (s) will run during the month	Period of Contract
1	Office staff car (Honda City/ Maruti SX 4)	2500 KM	Upto 30/31 Days from 8AM to 8PM (all days of the month)	One Year from the date of Signing of the contract, extendable by such further period as agreed upon, mutually, not exceeding a total of one year.

Decision of this office as regards choice of vehicle(s) will be based on the make / model/physical condition of the vehicle, and shall be final in case more than one Tender qualifies Technical and Financial bids and if more than one bidder offers the lowest amount. No queries will be entertained in this regard in any circumstances.

4. Details/Clarifications about the tender can be obtained from the Superintendent (Admn.), O/o the Commissioner (Appeals), Meerut on any working day from 05.10.2017 to 20.10.2017 between 1000 hrs to 1700 hrs.

5. The vehicle(s) proposed for hiring shall conform to the relevant Motor Vehicle Act/Rules and be in good running/mechanical condition. The vehicle(s) shall be properly and comprehensively insured and should possess necessary permits/ clearance from the Transport authorities including pollution clearance. Service Provider/Operator shall ensure that all the mandatory documents such as Registration Certificate, Insurance Papers, Pollution Control Certificate etc., relating to the hired vehicle(s) are in the personal custody of the licensed drivers. **The vehicle to be hired is to be officially registered as Commercial Vehicle under Road Transport Authorities.** The vehicle to be hired shall not be more than two years old (shall only be 2015 or later model) and shall be provided with complete upholstery (including clean and tidy seat covers and other necessary comforts and facilities). The interior & exterior of the vehicle(s) shall be well

maintained and cleaned properly on daily basis. In case the condition of a vehicle is found to be unsatisfactory, same shall be returned for immediate replacement. The tenderer shall provide the registration number(s) of the vehicle(s) along with the copy of the Registration Certificate(s) at the time of submitting Technical Bid.

6. The vehicle(s) shall be required to run upto 2500 kms unless specified otherwise, later, upto 30/31 days every month, including on Saturdays, Sundays and Gazetted holidays as per the official requirements. The time and distance in respect of the hired vehicle shall commence only after the vehicle has reported for duty at the assigned place. The vehicles would be used for 30/31 day in a month including Gazetted Holidays. The vehicles shall be normally utilized during the period from 0800 hrs to 2000 hrs. However, depending upon the exigency of official work, the utilization may be extended beyond the said period without any prior notice to the tenderer/driver.

7. The Tenderer should have sufficient experience in the Tour & Travel business and possess adequate vehicle(s) with capacity to provide/replace vehicles at short notice. The tenderer should have the capacity of repairing their vehicles without unnecessary detention in case of contingency. The Vehicles deployed shall not be changed ordinarily. In exceptional circumstances, the change of the vehicle could be made by the operator /provider with prior consent of proper officer. The owner/firm shall be available on his own direct telephone (office as well as residence) and also on mobile phone so as to call in case of emergency at all time.

8. In case condition of vehicle(s) is/are not found to be satisfactory, it/they shall be returned for immediate replacement. In case no replacement is provided on time, this office has the right to hire a vehicle from market and the additional cost incurred by the office will be borne by the bidder.

9. The driver(s) shall possess valid driving license(s) and shall be well conversant with the road routes of entire Delhi NCR Region and Meerut. The driver(s) shall report for duty in proper and clean uniform and shall be available on mobile phones provided by the Tenderer at all times during vehicle deployment. The driver(s) should adhere to the instructions of the Officer in-charge of the vehicle(s) as well the Officer assigned with the vehicle(s). Responsibility for good conduct by the driver(s) lies on the service providers/operators and any civil and criminal liability arising due to conduct of the driver(s) or during the course of provision of service shall be borne entirely by the service provider/driver(s). The drivers should also be equipped with functional mobile phone at their cost for contact purposes.

10. The Tenderer shall submit certified copies of R.C. books the documents mentioned at Para 5 and the comprehensive insurance policies for the vehicle(s) to be provided at the time of acceptance of the terms and conditions of the tender along with driving license copy and details of experience of the driver(s) to be deployed. In case of any accident, all claims arising out of such accident shall be met by the Tenderer and also would indemnify the Department for any loss, damages of property or life arising out of negligence of driver(s) or poor maintenance of vehicles. The operator /service provider shall be responsible for all traffic violations/challans etc.

11. A daily record indicating time and mileage for each vehicle shall be maintained in Log Book and Log Book shall be submitted to the office so designated for this purpose by undersigned.

12. This office shall be liable to pay the hiring charge Of Rs.40000/- (Rs. Forty Thousand) per month and applicable Central Goods and Service Tax (GST) only and other liabilities viz. monthly charges of driver, repair and maintenance of vehicle, insurance, petrol/Diesel/CNG, oil, Taxes and any other incidental expenses etc. shall be borne by the service provider.

13. In case of breakdown of any vehicle during official duty, it shall be responsibility of service provider to provide a substitute vehicle replacement. In case vehicle does not report on time/does not report at all, this office have a right to hire a vehicle from the market and the cost incurred by this office will be borne by service provider.

14. Pre-receipted typed bills shall be submitted in duplicate by the tenderer to this office during the 1st week of every month (and in any case before 7th of each month) for the service rendered during the previous month for settlement on monthly basis.

15. The contract shall be awarded initially for one month and may be considered for extension depending on the quality of service provided, for remaining period of one-year contract and for such further periods as may be mutually agreed upon. The contract awarded based on this tender would commence from the date of consent of the tenderer to the specified terms and conditions. However, no sub-contracting shall be allowed by the selected contractor.

16. The Department at any time without any notice or conveying any reason thereof can terminate the contract so awarded and no compensation shall be payable to the contractor on this

account. Service Provider shall give at least two-month notice for withdrawing vehicles. In case of any dispute of any kind and in any respect whatsoever, the decision of Commissioner of Central Tax (Appeals), Meerut, presently having office at Mangal Pandey Nagar, Opposite Ch. Charan Singh University, Meerut, Pin-250005 shall be final and binding.

17. The liability of this office is limited to the contract value only.

18. O/o the Commissioner of Central Tax (Appeals), Meerut, having office presently at Mangal Pandey Nagar, Opposite Ch. Charan Singh University, Meerut Pin-250005 reserves the right to reject any or all Tenders at any time without assigning any reason thereof. In case of shifting of office premises to any other place at Meerut/Ghaziabad, the service provider has to continue the services at that new place.

19. The prescribed formats for Technical Bid, Declaration and Financial bid are furnished in Annexure I, II & III respectively and enclosed herewith.

ASSISTANT COMMISSIONER

Copy submitted to following for necessary action at their end.

1. Webmaster, CBEC, New Delhi with a request to publish the same in the official website of CBEC.
2. Notice Board, O/o the Commissioner of Central Tax (Appeals), Mangal Pandey Nagar, Opposite Ch. Charan Singh University, Meerut Pin-250005.

ASSISTANT COMMISSIONER

Form-1

Technical Bid

(To be enclosed in a separate sealed envelope)

1. Name of the Service Provider
2. Address of the Service Provider
3. Telephone No. Fax No. Mobile No. E-Mail(if any)
4. Name(s) of Proprietor/partners/Directors with address & their PAN (with Mob. No.)
5. Registration No. of the Firm if any(copy to be enclosed)
6. Permanent Account No.(PAN) of the firm(copy to be enclosed)
7. Registration No. of Service Tax , if any(copy enclosed)
8. Length of experience in the field
9. Details of vehicle being offered for hiring i.e. make of vehicle, vehicle No. etc.(copy of RC Book should be attached)

Note: All Columns should be filled up properly

Date:

Place:

Seal:

Signature of authorized person

Full name

Annexure-I

Declaration

1. I-----son /daughter/wife of Shri-----
----- Proprietors/Directors/Authorised signatory of the agency/firm-----
-----, Address -----

----- and 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/documents furnished along-with the application are true and authentic to the best of my knowledge and belief. I/We, am/are well aware of the fact that furnishing of any false/misleading information/fabricated document would lead to rejection of my tender at any stage.

Date:

Place:

Seal:

Signature of authorized person

Full Name

Form-2

FINANCIAL BID

(To be submitted in a separate sealed envelope)

1. Make(s) of Vehicle
 - (a) Staff Car (Honda City/ Maruti SX 4)
 - (b). Mid- Size Vehicle (Maruti Swift D-zire/ Tata Indigo):-
 - (b). Small Size Vehicle (Tata Indica) :-
2. Name of bidder Company/Firm/Agency :
3. Address (with Telephone/Mob No. & Fax No.):
4. Permanent Account No. (PAN) of the Company/Firm/Agency :
5. Details of Hiring charges (Exclusive of Service Tax) :

S. No.	TYPE AND VEHICLE	MAKE OF	AMOUNTS (INR)		
			RATE FOR 2000 KM (in Rs.)	GST (in Rs.)	TOTAL (in Rs.)

Grand Total:

** Note: All columns should be filled up properly

Date:

Place:

Seal:

Signature of authorized person

(Full Name)