



केंद्रीय वस्तु एवं सेवा कर, लेखापरीक्षा आयुक्तालय नागपुर

तेलंगखेडी रोड सिविल लाईन्स नागपुर - ४४०००१

CGST Audit Commissionerate Nagpur

GST Bhawan, Telangkhedi Road, Civil Lines, Nagpur -440001

Telefax No 0712-2524009

C.No I(16)01/2017/Audit-1

Nagpur, dated 21st Nov 2017

**NOTICE FOR INVITING TENDERS FOR HIRING OF VEHICLES IN
CGST AUDIT COMMISSIONERATE, NAGPUR FOR THE YEAR 2017-18**

For and on behalf of President of India, sealed Tenders are invited for the hiring of vehicles along with drivers for the Office of the Commissioner of CGST Audit Commissionerate, Telangkhedi Road, Civil Lines, Nagpur for the financial year **2017-18**.

The detailed terms and conditions are enclosed herewith in Annexures to this tender notice. In case of any difficulty, you may contact the **Assistant Commissioner, Personnel & Vigilance Branch , CGST Audit Commissionerate, 4TH Floor, A- Block, CGO Complex, Seminary Hills, Nagpur** on any working day during office hours **on or before 13/12/2017**. The Tender Notice can be downloaded from the website www.cenexcisenagpur.nic.in and www.cbec.gov.in

The interested Service providers are requested to submit their Tender documents in the prescribed Quotation form duly signed and stamped, in a sealed cover to **The Commissioner, CGST Audit Commissionerate, Telangkhedi Road, Civil Lines, Nagpur**. The Tenders can also be sent by Registered Post/AD.

The last date for receipt of Tender: **13/12/2017 up to 16:00 hrs.**

Tenders shall be opened on: **14/12/2017 at 16:00 hrs.**

The tenders/quotations received 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.

Vehicles being offered for services may also be required to be shown for Inspection to find out the actual condition thereof after opening of Technical bid.

The Commissioner of CGST Audit Commissionerate, Nagpur 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

ASSISTANT COMMISSIONER (P&V)
CGST AUDIT COMMISSIONERATE
NAGPUR

C.No. I(16)01/2017/Audit-I

Copy To-

1. The Superintendent (Computer Cell/AO), CGST Nagpur Hqrs., for posting the said Tender Notice on the Departmental website and CBEC website immediately.
2. Notice Board

ANNEXURE – ‘A’

TERMS & CONDITIONS FOR PROVIDING VEHICLE:

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). 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.

2. Earnest Money Deposit/Bid Security (as mentioned in para 3 below) refundable in the form of Demand Draft payable to the A.C.A.O., CGST Audit Commissionerate, Nagpur must accompany the tender. Tenders without Earnest Money Deposit and 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, 2017.

3. **Technical bids and Financial bids should be sealed in separate envelopes** and thereafter put in another sealed envelope and 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 **14.12.2017 at 1600 hrs.** in the Conference Hall, 2nd Floor, Office of the Commissioner of CGST Audit Commissionerate, Telangkhedi Road, Civil Lines, Nagpur
before the Tender Committee and Tenderers, if present.

4. Type of the vehicles required to be supplied:

Sr. No.	Vehicle Type Non AC	Nos. of vehicles	Maximum Kilometers	Cost Ceiling per month (Exclusive GST)	Earnest Money Deposit (Refundable)
1	Mid Size Car – Toyota Innova or similar class of vehicle	1	Hire for 30-31 days maximum 2500 KMS	Rs. 40,000/-	Rs. 10,000/-
2	Small Size Cars or similar class of vehicle	6	Hire for minimum 25 days maximum 2000 KMS	Rs.30,000/-	Rs.6,000/-

5. The contract for the above vehicles shall be valid for an initial period upto 31.03.2018 starting from date of signing the contract, subject to clause (27) of these terms & conditions. The vehicle shall be required to operate/travel anywhere in India for official purpose and necessary taxi permit etc. shall be necessary.

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 vehicle does not report within the reasonable time or does not report at all, the Department would have a 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 any 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, the Commissioner of CGST Audit Commissionerate, Nagpur would have a right to hire a vehicle from the market and the additional cost incurred by the Commissioner of CGST Audit Commissionerate, Nagpur, will be borne by the agency/firm.

11. The vehicles to be provided should be registered as taxi/transport vehicles and should be in excellent working condition and not be **older than 01/01/2015** as on date of submission of tender. Applicant Contractor should mention the year of manufacture of the vehicles. The tenderer should submit copies of the Registration Certificate of the vehicles along with the tender. In case the Tenderer intends to supply new vehicles (showroom condition), the Tenderer shall attach the copy of booking receipts along with the tender documents. In any case, no vehicle shall be deployed till the proper registration number issued by State Transport Authorities is available. The contractor shall ensure the road worthiness of the vehicle and ensure neat and clean condition of the vehicle with good upholstery, interiors and deodorants and regularly polished exterior at all times during the period of contract. The contractor shall also ensure that the vehicle is in perfect running condition at all times during the currency of the contract. The papers related to the vehicles including proper insurance papers of the vehicle should be available / kept in the vehicle.

12. 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 CGST Audit Commissionerate, Nagpur would have the right to hire a vehicle from the market and the additional cost incurred by the Commissioner of CGST Audit Commissionerate, Nagpur will be borne by the agency/ firm.

13. The agency/firm 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 etiquette and protocol while performing the duty & shall be neatly dressed in proper uniform.

14. The drivers employed along with the vehicle should satisfy the following Conditions:-

- i. Driver should have 2 sets of the prescribed uniform i.e Light blue shirt with navy blue trousers and black shoes and should wear it at all times while on duty.
- ii. **Drivers should have minimum 5 years of experience of driving.** They should have vehicle Transport Licenses for driving passenger vehicles.
- iii. **Driver's antecedents should be duly verified by Police authorities at the instance of the contractor and submit the copy of verification report to this office along with the tender.**
- iv. Drivers should be well versed with the roads and the places in Nagpur City and should have experience in city driving.
- v. Once the 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 affected.
- vi. Driver should be provided with an operational mobile phone at all times. He should receive calls as and when calls are place to him.
 - vii. 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.
 - viii. Drivers should be free of all vices.
 - ix. The driver should keep the car clean and odor free, suitable for official use.
 - x. 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.

15. 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 along with a copy of the ITR filed for the previous year and a certificate of turnover for the last Financial Year duly attested by the Chartered Accountant.** All taxes, fee, levy, insurance charges etc. other than GST would be borne by the Agency/Firm.

16. The Commissioner of CGST Audit Commissionerate, Nagpur 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.

17. The billing will be done on monthly basis. Bills preferably typed and in triplicate in connection with the service shall be submitted to the Commissioner of CGST Audit Commissionerate, Nagpur latest by 3th day of successive month.

18. Financial bids of only those agency/firms would be opened, who have qualified in respect of the technical requirements (**mentioned in Annexure 'A' from serial No.1 to No. 30**) & final approval will be given only after actual inspection of the vehicle.

19. The bidder should have completed similar work in the government sector for at least 05 years. Work completion certificate, in this regard needs to be submitted.

20. **Preference would be given to the bidder who is willing to provide all the vehicles required under this tender.**

21. On awarding of the contract, the agency/firm has to furnish to the Commissioner of CGST Audit Commissionerate, Nagpur, the certified copies of documents/RC books etc.

22. The Commissioner of CGST Audit Commissionerate, Nagpur 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, RTO / Police Challan / penalty, damage to vehicle/accidental damage and repair thereof and any other incidental expenses shall be borne by agency / firm.**

23. **A penalty of Rs. 1000/- per day per vehicle 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 term or condition prescribed above.** The number of days will be calculated on the basis of 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 term or condition, the contract can be cancelled forthwith without any notice.**

24. 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.

25. 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.

26. The liability of the Commissioner, CGST Audit Commissionerate, Nagpur will be limited to only the hiring charges agreed to the contract.

27. **The contract between the Commissioner of CGST Audit Commissionerate, Nagpur 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.**

28. Any matter during the period of this agreement, which has not been specifically covered by this agreement, shall be decided by the Commissioner of CGST Audit Commissionerate, Nagpur whose decision shall be final and conclusive.

29. In case of a dispute of any kind and in any respect whatsoever, the decision of the Commissioner, CGST Audit Commissionerate, Nagpur, shall be final and binding.

30. Additional terms & conditions over and above the conditions stipulated above shall not be entertained by the Commissioner of CGST Audit Commissionerate, Nagpur.

Place :
Dated :

Signature
(Name)
Address :
Mob. No. :

ANNEXURE - “B” (TECHNICAL BID)

1	Amount of Earnest Money Deposit (Refundable)	Rs. _____/- Rupees (in words)_____
2	Particulars of Demand Draft	No.
		Date
		Drawn on
3	Name, address and telephone / mobile no. of the tenderer i.e. the Applicant Contractor	
4	Permanent Account No. (PAN)	
5	Service Tax / GST Registration No. (if applicable)	
6	No. of years of experience of running a fleet of vehicles on hiring basis	
7	Model and Year of manufacture of Vehicle (Refer Point No. 11 of Terms & condition)	
8	Approximate KMs run by the vehicle upto 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 driver	

Signature along with Stamp

ANNEXURE – “C” (FINANCIAL BID)

(To be placed in separate envelope for each category of vehicle)

Sr No.	Vehicle Type Non AC	Nos. of vehicles	Model & year of the vehicles	Quoted rate per month	Maximum Kilometers	Earnest Money Deposit (Refundable)
1	Mid Size Car – Toyota Innova or similar class of vehicle	1			Hire for 30-31 days maximum 2500 KMS	Rs. 10,000/-
2	Small Size Cars or similar class of vehicle	6			Hire for minimum 25 days maximum 2000 KMS	Rs.6,000/-

Signature along with Stamp