



**OFFICE OF THE COMMISSIONER OF
GOODS & SERVICES TAX and CENTRAL EXCISE
NAGPUR-I COMMISSIONERATE, GST BHAVAN, CIVIL LINES, NAGPUR - 440001**

**NOTICE FOR INVITING TENDERS FOR HIRING OF VEHICLE IN GST & CENTRAL EXCISE,
NAGPUR-I COMMISSIONERATE FOR THE YEAR 2017-18**

For and on behalf of the President of India, sealed Tenders are invited for the hiring of a vehicle along with driver for the Office of the Commissioner of Goods & Services Tax and Central Excise, Nagpur-I Commissionerate, GST Bhavan, Civil Lines, Nagpur for the financial year **2017-18**.

The detailed terms and conditions are enclosed herewith in Annexure to this tender notice. In case of any difficulty, you may contact the Assistant Commissioner, Preventive Branch Headquarters, Nagpur-I Commissionerate, Ground Floor, Office of the Commissioner of Goods & Services Tax and Central Excise, Nagpur-I Commissionerate, GST Bhavan, Civil Lines, Nagpur during office hours on any working day **on or before 26th September 2017**. The Tender Notice can be downloaded from the websites www.cenexcisenagpur.nic.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 (Preventive), Office of the Commissioner of Goods & Services Tax and Central Excise, Civil Lines, Nagpur. The Tenders can also be sent by Registered Post/AD.

The last date for receipt of Tender: **25.09.2017** up to **1600** hours.

Tenders shall be opened on: **26.09.2017** at **1500** 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 authorize 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 Commissioner of Goods & Services Tax and Central Excise, Civil Lines, Nagpur reserves the right to accept or reject any or all tenders without assigning any reasons.

Encl: Annexure A –Terms and Conditions
Annexure B – Proforma for Technical Bid
Annexure C – Proforma for Financial Bid

F.No. I(22)02/2016/Prev./Ngp-I
Nagpur, Dated 31st August 2017

Assistant Commissioner (Preventive)
Goods & Services Tax and Central Excise
Nagpur-I Commissionerate

Copy to:-

1. The Superintendent (Computer Cell), CGST & CEx Nagpur 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 atleast 3 vehicles in his fleet.
2. Earnest Money Deposit/Bid Security refundable in the form of Demand Draft payable to the A.C.A.O., Goods & Services Tax and Central Excise Nagpur-I 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, 2017.
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 **26th September 2017 at 1500 hours** in the Chambers of the Assistant Commissioner (Preventive), Goods & Services Tax and Central Excise, Nagpur-I Commissionerate, Office of the Commissioner Of Goods & Services Tax and Central Excise, Nagpur-I Commissionerate, GST Bhavan, Civil Lines, Nagpur before the Tender Committee and Tenderers, if present.
4. Type of the vehicles required to be supplied:-

S. N.	Vehicle Model	Number of vehicles	Job Description (Total KMS per month)	Cost Ceiling per Month (Exclusive GST)	Earnest Money Deposit / Bid Security per vehicle
1	TOYOTA INNOVA	1	Hire for 30/31 days subject to maximum of 2500 KMS in a month	Rs. 40,000/-	Rs. 10,000/-

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(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 agency/firm should have adequate number of telephones and be available for contact round the clock.
6. 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 anytime, the **firm shall intimate the same to this office and provide substitute vehicle/driver as the case maybe.**
7. 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.
8. 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.

9. 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, Commissioner of Goods & Services Tax and Central Excise, Nagpur-I Commissionerate would have a right to hire a vehicle from the market and the additional cost incurred by the Commissioner of Goods & Services Tax and Central Excise, Nagpur-I Commissionerate will be borne by the agency/firm.
10. 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.
11. Once the hiring of vehicles commences from a particular agency/firm, the vehicles and the drivers should not be changed unless so requested by the Commissioner of Goods & Services Tax and Central Excise, Nagpur-I Commissionerate. The vehicles must be available at any time of the day as desired by the Commissioner of Goods & Services Tax and Central Excise, Nagpur-I Commissionerate.
12. The vehicle to be provided should be registered as taxi/ transport vehicles and should be in excellent working condition and **shouldn't be older than three years** 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 that the vehicle is neat and clean and has good upholstery, interiors and deodorants and is regularly polished on the 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.
13. In case the condition of the vehicles is not found to be satisfactory, such vehicles shall be returned for immediate replacement. In case no replacement is provided on time, the Commissioner of Goods & Services Tax and Central Excise, Nagpur-I Commissionerate would have the right to hire a vehicle from the market and the additional cost incurred by the Commissioner of Goods & Services Tax and Central Excise, Nagpur-I Commissionerate will be borne by the agency/firm.
14. 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.
15. The driver 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 a minimum of 5 years of driving experience. They should have vehicle Transport Licenses for driving passenger vehicles.

- iii. The driver's antecedents should be duly verified by Police authorities, at the instance of the contractor.
 - iv. Drivers should be well versed with the roads and the places in Nagpur City and should be experienced 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 effected.
 - vi. Driver should be provided with an operational mobile phone at all times. He should receive calls as and when calls are placed 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.
16. 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 Service Tax would be borne by the Agency/Firm.
17. The Commissioner of Goods & Services Tax and Central Excise, Nagpur-I Commissionerate 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. Bills preferably typed and in triplicate in connection with the service shall be submitted to Commissioner of Goods & Services Tax and Central Excise, Nagpur-I Commissionerate latest by the 3rd day of successive month.
19. 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.
20. 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.
21. Preference would be given to the bidder who is willing to provide all the vehicles required under this tender.
22. On awarding of the contract, the agency/firm has to furnish to the Commissioner of Goods & Services Tax and Central Excise, Nagpur-I Commissionerate, the certified copies of RC books.
23. The Commissioner of Goods & Services Tax and Central Excise, Nagpur-I Commissionerate 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 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 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 term and condition, 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 Commissioner of Goods & Services Tax and Central Excise, Nagpur-I Commissionerate will be limited to only the hiring charges agreed to in the contract.
28. The contract between the Commissioner of Goods & Services Tax and Central Excise, Nagpur-I Commissionerate 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 Goods & Services Tax and Central Excise, Nagpur-I Commissionerate, whose decision shall be final and conclusive.
30. In case of a dispute of any kind and in any respect whatsoever, the decision of the Commissioner of Goods & Services Tax and Central Excise, Nagpur-I Commissionerate shall be final and binding.
31. Additional terms & conditions over and above the conditions stipulated above shall not be entertained by the Commissioner of Goods & Services Tax and Central Excise, Nagpur-I Commissionerate.

Assistant Commissioner (Preventive)
Goods & Services Tax and Central Excise
Nagpur-I Commissionerate

ANNEXURE - "B" (TECHNICAL BID)

1	Amount of Earnest Money Deposit(Refundable)	Rs. _____ /- (Rupees _____ 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	
4	Permanent Account No. (PAN)	
5	Service Tax/GST Registration No.	
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. 12of Terms & condition)	
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	

Signature along with Stamp

ANNEXURE - "C" (FINANCIAL BID)

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

S. No.	Vehicle Model	No. of vehicles	Model and year of the vehicles	Quoted rate per month	Job Description Total KMs in a month	No. of days
1	TOYOTA INNOVA				Maximum 2500 KMS	30/31

Signature along with Stamp