



GOVERNMENT OF INDIA  
OFFICE OF THE COMMISSIONER OF GST & CENTRAL EXCISE  
CHENNAI SOUTH COMMISSIONERATE  
M.H.U. COMPLEX, 692, ANNA SALAI, NANDANAM, CHENNAI 600 035

C.No. PRO/VEHICLES/2018-19

Dated: .03.2018

**NOTICE INVITING e-TENDER FOR HIRING OF VEHICLES (2018-19)**

The Office of the Commissioner of GST & Central Excise, Chennai South Commissionerate, Chennai-35 invites e-tenders for supply of 16 Nos. of operational vehicles for hire, as per requirements, mentioned below for the period from 01.04.2018 to 31.03.2019, on per month basis (exclusive of service tax) from reputed service providers for the office of the Commissioner of GST & Central Excise, Chennai South Commissionerate, M.H.U Complex, 692, Anna Salai, Nandanam, Chennai-600035 and its division offices at Chennai. The details of vehicles proposed to be hired are as follows.

Sl. No	Type of Vehicle	Name of the Vehicles	Number of Vehicles required	Maximum Days/kms to be run in a month	Tender for the period
1	Mid sized Vehicle (Staff Car)	Honda City/Volkswagen Vento/Hyundai Verna or equivalent with desired safety features, such as AC, ABS, Alloy wheels, Powered windows /Steering etc.	01	30/31 days 2500	01/04/2018 to 31/03/2019
2	Mid-Sized Vehicle	Swift D'zire/Indigo or equivalent vehicle with desired safety features	02	25/26 days 2000	
3	Small Sized vehicles	Indica or equivalent vehicles	13	25/26 days 2000	

2. The tender enquiry documents can be downloaded from the official website [www.eprocure.gov.in](http://www.eprocure.gov.in) (CPP Portal), and <http://centralexcisechennai.gov.in> from [03/02/2018] onwards. However, the online bids have to be submitted only on [www.eprocure.gov.in](http://www.eprocure.gov.in).

3. Mode of Tendering:- Interested bidders may download the tender enquiry documents (TED) and submit their tenders online at Central Public Procurement Portal website <https://eprocure.gov.in/eprocure/app> and bid online through the portal [www.eprocure.gov.in](http://www.eprocure.gov.in). The Tender should be addressed to the Additional Commissioner of GST & Central Excise, Chennai South Commissionerate, No. 692, MHU Complex,

Nandanam, Chennai-600 035 with words **"Bid for Hiring of vehicles for one year from 01.04.2018 to 31.03.2019"**. The bids are invited in a two bid system (Technical and Financial) from reputed service provider and are required to be submitted in two parts, namely, (1) Technical Bid and (2) Financial/Price Bid. The Financial/Price bid should be valid for One (01) year from the date of opening of the Tender. Incomplete bid documents shall be rejected.

4. **Earnest Money deposit** of Rs 25,000/- should be submitted by the bidders in the form of Demand Draft/Banker's Cheque drawn in favour of "the Commissioner of GST & Central Excise, Chennai South Commissionerate" and payable at Chennai. The bidders submitting their bids online should ensure that Earnest Money Deposit (EMD) must reach by hand or through registered post to the address at, the Additional Commissioner of GST & Central Excise, Chennai South Commissionerate, No. 692, MHU Complex, Nandanam, Chennai-600 035 on or before the scheduled closing of the of the e-tender. The EMD will be returned to all the unsuccessful bidders at the end of the selection process. However, the EMD shall be forfeited in case the successful bidder withdraws or the details furnished in Annexures are found to be incorrect or false during the tender selection process. No interest shall be paid on the Earnest Money Deposit and EMD of successful bidder will be returned on furnishing performance guarantee as detailed below.

5. **Performance Guarantee:** The successful bidder shall give performance security in the form of account payee Demand Draft/Fixed Deposit Receipt from a commercial bank amounting to 10% of the total annual contract value in favour of the "the Commissioner of GST & Central Excise, Chennai South" and payable at Chennai. Performance Security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the contractor.

6. **The bidder shall sign and stamp with Digital Signature Certificate on each page of this tender document and all other enclosures appended to it as a token of having read and understood the terms and conditions contained therein and upload the same along with the qualifying bid.** The bidder would fill up the information in the Annexures enclosed at the end of this document in clear and legible terms. Wherever required the price quoted shall be written in figures and words as well. Annexures shall also have to be signed and stamped by the bidder or his/her authorized signatory.

7. **The bidder shall quote their rates for the service to be provided in Indian Rupees** (in both words and figures) . The amount quoted by the bidder shall be inclusive of all general maintenance of the vehicle, driver batta & fuel charges and the same would not be payable over and above the rates thus quoted.

8. This office reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time, without thereby incurring any liability to the affected Bidder or Bidders or any obligations to inform the affected Bidder or Bidders of the grounds for such action.

9. The tender forms shall be rejected if it is not complete in any aspect.

10. The tender documents are not transferable.



11. Not more than one tender shall be submitted by one contractor having business relationship. Under no circumstance will father and his son(s) or other close relations who have business relationship with one another (i.e. when one or more partner(s)/director(s) are common) be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable to rejection.

12. The short listed tender along with the documents will be submitted to the 'Competent authority' and upon approval by the 'Competent authority' the successful bidders will be intimated about the award of contract to them.

13. Late submission of tenders and EMD shall not be accepted.

14. Tenders without EMD will be treated as non-responsive and will be rejected, at the initial stage itself "as Tenders received without EMD".

15. The Bidder should clarify any doubt/query regarding the specification and scope of work from the Additional Commissioner of GST & Central Excise, Chennai South Commissionerate, No. 692, MHU Complex, Nandanam, Chennai-600 035 on any working day between 11:00 am to 3:00 pm before [20/03/2018]. The bidder should fulfill prequalification/Eligibility criteria & conditions of the Tender and should submit all documents attested by authorized person along with the bid.

16. The technical bid will be opened first in the presence of the Tender Committee Members and the Bidders. Financial bids of only technically qualified bidder shall be opened in the presence of the Tender Committee Members and bidders. The Bidders, if they wish, can remain present.

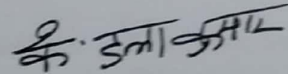
17. Last date and time for submission of Bid/Tender is 24.03.2018 upto 15:00 hrs.

Opening of Bids :

Technical Bid :- 26 .03.2018 at 15:00 hrs

Financial Bid :- 26.03.2018 at 17:00 hrs

18. In the event of any of the above mentioned date being subsequently declared as a holiday / closed day for this office, the tenders will be opened on the next working day at the scheduled time.



(K. DATTA KUMAR)  
ADDITONAL COMMISSIONER  
CHENNAI SOUTH COMMISSIONERATE

Copy to:-

- 1) The Commissioner of GST & Central Excise, Chennai North/Outer & Audit, I/II Commissionerates. (PRO Section & Notice Board) for giving wide publicity
- 2) All Assistant / Deputy Commissioner(s) of Central Excise Divisions, Chennai South Commissionerate - for giving wide publicity
- 3) The Superintendent of Central Excise (Computer Section), Chennai South Commissionerate to publish in the official website
- 4) Notice Board Chennai South Commissionerate

## ANNEXURE-I

### TERMS AND CONDITIONS

1. The tenderer shall sign all pages of this tender with company seal.
2. The tenderer shall enclose the EMD in the Technical bid. Technical bids not accompanied by EMD shall be summarily rejected.
3. The tenderer should have a valid PAN and should attach a photocopy of the same. The contractor should not have incurred a loss during the last two financial years (2015-16 & 2016-17) and shall provide proof of filing IT returns for the said period along with audited Profit & Loss A/c. and Balance Sheet for the F.Y. 2015-16 & 2016-17.
4. The tenderer should have experience in supplying vehicles to the Govt. Department/PSU for at least two years for which the service provider should submit the name of the organisation to whom services are being provided and number of vehicles so provided to each organisation along with copies of TDS certificates and Performance Reports issued by the concerned departments.
5. The tenderer should have the GST Registration number as service provider and should attach a photocopy of the same.
6. The vehicles should be in good running condition and should be registered after 1<sup>st</sup> April 2015 for which the tenderer should submit a list of vehicles giving details with Make/Model of the vehicle, year of manufacture and Registration No. of the vehicles to be provided to this office.
7. The technical bid should contain documents mentioned at Sl.No. 1,2 and self attested photocopies of documents mentioned at Sl.No.3,4,5 & 6 above including photocopy of RC books. The financial bid of the tenderer will not be opened if the technical bid is not complete and satisfactory in all aspects.
8. The tenderer intending to participate in the tender process should have sufficient number of vehicles for hiring so as to handle any exigency.
9. The tenderer would ensure that the drivers employed have valid driving license. The drivers should be well conversant with Chennai routes/roads.
10. The tenderer must have a 24 hours working telephone system so that the agency can be telephonically contacted at short notice at odd hours and on holidays in case of requirement of cars. It would be essential for the driver to have mobile phone so that he could be contacted for duty.
11. As far as possible, the same cars will be deployed and the driver would not be changed without prior notice. In case the car/driver is changed without prior notice and the substitute vehicle/driver is not found suitable, 50% of the charges payable for the days the new driver/vehicle is deployed would be deducted on each occasion.
12. The vehicle will be required normally between 08:30 am to 08:30 pm on all working days at the office. However, in exigencies, the vehicle will be called on holidays and odd hours also.
13. The vehicle would be comprehensively insured in all respect by the contractor. In case of any accident or theft etc., all the claims arising out of it will be met by the contractor and this Department (Hirer) shall not be liable in any matter whatsoever. The contractor shall also indemnify the Department for any loss, damage of property or life arising out of negligence of driver for poor maintenance of vehicle.



14. The vehicles should comply with all Government norms including pollution control regulations and norms as stipulated in the relevant rules.
15. The vehicle should fulfil the legal obligations prescribed by the State Transport Authority like payment of road taxes etc. All requirements under various statutory laws must be complied with. Any default will be the liability of the contractor and this department shall not be liable in any matter whatsoever.
16. A daily record indicating time and mileage for each vehicle should be maintained in a logbook in the prescribed form and the same must be placed before the Officer in charge of vehicles and get it certified by the officer.
17. The bills for hiring of vehicle along with the logbook, complete in respects for every month must be submitted to this office before the 10<sup>th</sup> of the subsequent month positively.
18. The amount quoted by the tenderer shall be inclusive of all general maintenance of the vehicle, driver batta & fuel charges.
19. No request for escalation in rates would be entertained for whatsoever reasons, during the current period of the contract.
20. No dead mileage would be payable from the contractor's premises to starting point and vice-versa.
21. In case of default on the part of the contractor to provide requisite number of cars for more than 5 (five) occasions during the contract period, the contract will be terminated and awarded to another firm at the risk and cost of the defaulting firm.
22. TDS and other taxes as applicable will be deducted from each bill.
23. The vehicle should be kept neat and clean and in perfect running condition with clean interiors and proper upholstery and should be sent only after checking battery, coolant, oil, air tyre pressure, etc. In case of breakdown on 3 (three) occasions during the period of contract, the contract may be liable to cancellation.
24. If services are not provided on any day or days, the service charges will be reduced on pro-rata basis from the monthly bill. In addition, a penalty of Rs.500/- per day shall also be levied if any vehicle/agency fails to meet any of the above terms and conditions on any day. If the driver is unable to adhere to the stipulated official prescribed time schedule, the vehicle provider will further be liable to pay Rs.500/- per day.
25. The vehicle should invariably reach at the appointed time and place when called, should be sent with full fuel tank in washed up and clean outer and interior condition.
26. In case of non-availability of the vehicle with the firm alternate arrangements are to be made by the contractor only.
27. In case of repeated violation of the above conditions, the Commissionerate has right to repudiate the agreement immediately. The Commissionerate may also consider imposing appropriate penalty in deserving cases.
28. The competent authority namely the Commissioner reserves the right to cancel the contract at any point of time by giving notice of 30 days notice without assigning any reason thereof.
29. All tax liabilities i.e., Road Tax, Service Tax, Insurance, Pollution Control Certificate, etc., will be borne by the service provider. **However, parking charges/ toll charges and Service Tax will be reimbursed by this office on actual basis.**
30. Jurisdiction for legal disputes, if any arising during the currency if the contract will be Chennai.



31. The vehicles will be used, generally, for a maximum distance of 2500/2000 Kms. However in rare circumstances when it may be required for over 2500/2000 kms in a month the payment would be made on pro-rata kilometer basis [i.e. No of kms used over 2500/2000 x(Monthly hiring charges /2500 or 2000)]

32. In the event of re-organization or structural or administrative changes of the department/zone/Commissionerate, the number and type of vehicles hired may change as per the requirement of the department or the agreement may be cancelled/terminated without any prior intimation.

33. Bid Submission: Bids shall be submitted online only at CPPP website:

<https://eprocure.gov.in/eprocure/app>.

(a) Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

(b) Bidder who has downloaded the tender from the Central Public Procurement Portal (CPPP) website <https://eprocure.gov.in/eprocure/app>, <https://eprocure.gov.in/epublish/app> shall not tamper/modify the tender form including downloaded price bid template in any manner. In case if the same is found to be tampered/modified in any manner, tender will be completely rejected and EMD would be forfeited and bidder is liable to be banned.

(c) Intending service providers are advised to visit again CPPP website <https://eprocure.gov.in/eprocure/app> regularly till closing date of submission of tender for any corrigendum / addendum/ amendment. The service provider will have to produce the vehicles along with driver at the time of finalization of the bids. Bids of service providers not having the requisite vehicles will not be entertained.

34. **Earnest Money Deposit:**

The tenders should be accompanied by Earnest Money Deposit of Rs.25,000/- (Rupees Twenty five thousand only) in the form of account payee Demand Draft from any of the commercial banks in an acceptable form drawn on favour of "the Commissioner of GST & Central Excise, Chennai South Commissionerate" and payable at Chennai without which the Technical bids shall be summarily rejected. The earnest money will be returned to all the unsuccessful tenderers after finalization of the contract.

35. **Performance Guarantee (Security Deposit):**

The successful bidder shall give performance security in the form of account payee Demand Draft/Fixed Deposit Receipt from a commercial bank amounting to 10% of the total annual contract value in favour of "the Commissioner of GST & Central Excise, Chennai South Commissionerate" and payable at Chennai. Performance Security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the contractor. This deposit is liable to be forfeited if during the period of contract, the services of the contract are found to be unsatisfactory in any respect and/or if any of the conditions of the contract is contravened/breached and/or towards any damage caused due to negligence of the contractor or his employees. This forfeiture will be in addition to any action by the department that the contractor firm may invite upon themselves due to any of the reasons specified above.

(K. DATTA KUMAR)  
ADDITIONAL COMMISSIONER  
CHENNAI SOUTH COMMISSIONERATE

## ANNEXURE-II

### CONDITIONS TO BE SATISFIED IN THE QUALIFYING/TECHNICAL BID DOCUMENT

1. The bidder should have experience in supplying vehicles to the Govt. Department/PSU for at least three years for which the service provider should submit the name of the organisation to whom services are being provided and number of vehicles so provided to each organisation along with copies of TDS certificates and Performance Reports issued by the concerned departments.
2. The bidder should have completed at least two such works with a single Annual Contract Value of Rs.10 lakhs or above in the similar activity, in the last three years
3. The bidder shall enclose the EMD in the Technical bid. Technical bids not accompanied by EMD shall be summarily rejected.
4. The bidder should have a valid PAN and should attach a photocopy of the same.
5. The bidder should not have incurred a loss during the last three financial years (2014-15, 2015-16 & 2016-17) and shall provide proof of filing IT returns for the said period along with audited Profit & Loss A/c. and Balance Sheet for the F.Y. 2014-15, 2015-16 & 2016-17.
6. The bidder should have the GST Registration number as service provider and should attach a photocopy of the same.
7. The vehicles should be in good running condition and should be registered after 1st April 2015 for which the bidder should submit a list of vehicles giving details with Make/Model of the vehicle, year of manufacture and Registration No. of the vehicles to be provided to this office.
8. The bidder must produce a solvency certificate from his banker for an amount not less than the AMOUNT OF THE CONTRACT FOR THE PERIOD FROM 01.04.2018 TO 31.03.2019.



ANNEXURE-III

NOTICE INVITING E-TENDER FOR HIRING OF VEHICLES FOR CHENNAI-II  
COMMISSIONERATE FOR ONE YEAR FROM 01.04.2018 TO 31.03.2019.

APPLICATION FORM

Date:

FROM :

To,

The Assistant Commissioner of GST & Central Excise,  
Chennai South Commissionerate,  
No.692, MHU Complex, Nandanam, Chennai-600 035.

Sir,

Subject : E-Tender for "Hiring of vehicles for one year from 01.04.2018 to 31.03.2019"- Reg.

Ref : (1) Your e-tender Notice No ..... Dated .....

(2) EMD-DD No ..... Dated ..... for Rs .....

I/We have also examined the requisite specifications and my/our offer is to provide the required service in accordance with the requisite scope of work.

I/We quote the rate inclusive of all taxes, duties, transportation, etc (in complete) as per the financial bid in BOQ.

Yours faithfully,

(Signature and stamp of the Tenderer)

Legal status ( Prop/Partnership/Registered Company etc).



**ANNEXURE-IV**  
**TECHNICAL BID**

1	Name of the Bidder	
2	Address of the Contractor (with Tel. No./Fax No./Mail ID)	
3	Name & Address of the Proprietor/Partners / Directors (With Mobile No.)	
4	Contact person (s) (with mobile number)	
5	Permanent Account Number (PAN) (Enclose copy of PAN Card)	
6	<b><u>IT Returns:</u></b> A.Y. 2015-16, 16-17 & 17-18. <b><u>P &amp; L/ Balance Sheet:</u></b> F.Y.2014-15, 15-16 & 16-17.	
6	GST Registration No. (Enclose Certificate copy)	
7	EMD Details (DD No./date/amount and bank details)	
8	No. of years of experience in providing service [enclose proof such as Performance Reports from clients (or) TDS copies along with contact Nos. Of each such client]	
9	Make/Model: Registration No.: Copies of RC Books of Vehicles proposed to be hired with copies of the current Insurance Policy to be enclosed.	

**DECLARATION:**

I/We hereby certify that the information furnished above is true and correct to the best of my/ our knowledge. I/We understand that in case any deviation is found in the above statement at any stage, I/we will be blacklisted and will not have any dealing with the Department in future.

Date:

SEAL AND SIGNATURE OF THE TENDERER

ANNEXURE-V

UNDERTAKING BY THE BIDDER

I/We undertake that my/our firm M/s. .... has not been blacklisted by any Govt. Department/Public Sector Undertaking/Autonomous Body.

2 I ..... Son/Daughter/Wife of Shri..... Proprietor/Partner/Director/Authorized signatory of M/s ..... am competent to sign this declaration and execute this tender document.

3. I have carefully read and understood all the term and conditions of the tender and undertake to abide by them.

4. The information / documents furnished along with the above application is true and correct to the best of my knowledge and belief. I/ We, am/are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

5. I/We understand that in case any deviation is found in the above statement at any stage, my/our concern/firm/co. shall be blacklisted and shall not have any dealing with the Department in future.

Date:

Place:

Signature of the authorized Signatory of the firm/  
Company/Organization  
Office Stamp/Seal: