

 NATION TAX MARKET	 सत्यमेव जयते	Phone No. 0427-2529144 Fax-0427 -2296535
वस्तु और सेवा कर तथा केन्द्रीय उत्पाद शुल्क आयुक्त का कार्यालय OFFICE OF THE COMMISSIONER OF GOODS AND SERVICES TAX AND CENTRAL EXCISE नं.1 फोल्क्स कम्पाउन्ड, अण्डिमेडु, सेलम- 636 001. NO.1, FOULKE'S COMPOUND, ANAIMEDU, SALEM - 636 001.		

सी.सं C.No.IV/16/12/2019-PRO

Dated:- 15/04/2019

NOTICE INVITING E-TENDER DOCUMENT FOR HIRING VEHICLES
AT DIVISIONAL OFFICES AT ERODE AND HOSUR, WHICH ARE FALLING UNDER THE OFFICE
OF THE COMMISSIONER OF GST & CENTRAL EXCISE – SALEM.

The Office of the Commissioner of GST & Central Excise, Salem Commissionerate, No.1, Foulke's Compound, Anai Medu, Salem – 636 001 invites e-tender quotations from experienced, eligible, local & reputed service providers for supplying of **Small Sized vehicle (Maruthi Swift / Tata Indica, i20 or equivalent)** to be used for official purpose in the following offices for the period from the date of acceptance of Contract and upto the date of **31st March- 2020**.

MJP
15/4/2019
Supdt
EDP.

Sl. No.	DIVISIONS	No. of Vehicle Required in No.	Usage per Month	Max Amount payable per Month Per Car exclusive of Goods & Service Tax
1	OFFICE OF THE ASSISTANT COMMISSIONER OF GST & CENTRAL EXCISE, ERODE I DIVISION , No. 81, BHARATHI NAGAR, VEERAPPAN CHATRAM, SOOLAI, ERODE – 638 004	-01-	Maximum of 2000 Kms(25/26 Days)	Rs.40,000/
2	OFFICE OF THE ASSISTANT COMMISSIONER OF GST & CENTRAL EXCISE, ERODE II DIVISION , No. 81, BHARATHI NAGAR, VEERAPPAN CHATRAM, SOOLAI, ERODE – 638 004	-01-	Maximum of 2000 Kms(25/26 Days)	Rs.40,000/
3	OFFICE OF THE ASSISTANT COMMISSIONER OF GST & CENTRAL EXCISE, HOSUR I DIVISION , THALLY ROAD, HOSUR – 635 109	-01-	Maximum of 2000 Kms(25/26 Days)	Rs.40,000/
4	OFFICE OF THE ASSISTANT COMMISSIONER OF GST & CENTRAL EXCISE, HOSUR II DIVISION , 67/A, SIPCOT INDUSTRIAL ESTATE, SIPCOT,] HOSUR – 635 126.	-01-	Maximum of 2000 Kms(25/26 Days)	Rs.40,000/

The tender document viz. Qualifying Technical Bid (Annexure - I) and Financial Bid (Annexure - II) along with terms and conditions, Tender Acceptance letter (Annexure A), Price Bid Undertaking (Annexure B) can be downloaded from Central Public Procurement Portal website <https://eprocure.gov.in/eprocure/app> as per the schedule as given in TIME SCHEDULE / CRITICAL DATE SHEET.

TIME SCHEDULE

Sl. No	Particulars	Date	Time
1	Tender e-publish date	13/04/2019	17:00 Hrs
2	Bid submission start date	13/04/2019	17:00 Hrs
3	Bid submission last date	23/04/2019	14:00 Hrs
4	Tender opening date(Technical)	24/04/2019	14:00 Hrs

In the event of this procedure not being followed, the bid will be summarily rejected. The Technical bid will be evaluated first. The Financial bid will be evaluated only if the tenderer's "Technical bid" is found satisfactory in all respects by the Tender Committee. The tenderer will have no rights whatsoever to insist that his financial bid be evaluated in the event of the Tender Committee rejecting his "Technical bid" as unsatisfactory.

Any query/ clarification required if any regarding the tender conditions and eligibility criteria may be had with the Deputy Commissioner of GST & Central Excise (Preventive), No.1, Foulke's Compound, Salem Commissionerate, Salem - 636001 during the Office hours 11:00 Hrs to 17:00 Hrs on all working days.

The tenders should be accompanied by Earnest Money Deposit of **Rs.5,000/-** (Rupees 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, Salem payable at Salem**, 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.

The Competent authority, namely the Commissioner, has the right to cancel the tender at any time during the course of the process or even later due to departmental reasons. The tenderer has no right whatsoever to insist on continuation of the tendering process.

Bids shall be submitted online only at Central Public Procurement Portal website <https://eprocure.gov.in/eprocure/app>. Tenderer/Contractor are advised to follow the instructions "**Instructions to Bidder for online Bid submission**" provided in the Annexure for online submission of Bids.

Intending tenderers are advised to visit Central Public Procurement Portal website <https://eprocure.gov.in/eprocure/app> regularly till closing date of submission of tender for any corrigendum/amendment.

Copy to:
The Notice Board
The Deputy /Asst. Commissioner of GST & Central Excise,
Erode I, Erode II, Hosur I & Hosur II Divisions.
The Superintendent (EDP), Hqrs, Salem for publication in the official / CBEC website.



Sd/-
(SANGEETHA NEHRU)
DEPUTY COMMISSIONER (PREV)
HQRS : SALEM - 636 001.

NOTE PLEASE

The signed and scanned copies of the following Documents must be mandatorily uploaded in the Central Public Procurement Portal website <https://eprocure.gov.in/eprocure/app> :

- (i) Qualifying Technical Bid (Annexure -I) along with all required documents in respect of Sl.1 to 10;
- (ii) Financial Bid (Annexure - II) along with along with all required documents
- (iii) Tender Acceptance letter (Annexure A),
- (iv) Price Bid Undertaking (Annexure B)

INSTRUCTIONS TO BIDDER FOR ONLINE BID SUBMISSION

THE DETAILED TERMS AND CONDITIONS AND PRESCRIBED FORMAT OF TENDER FOR HIRING OF VEHICLE.

PERIOD OF CONTRACT

The contract will be between the period **from the date of acceptance of the Contract** and upto **31/03/2020**.

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 (2016-17 & 2017-18) and shall provide proof of filing IT returns for the above said period along with audited Profit & Loss A/c. and audited Balance Sheet for the F.Y. (2016-17 & 2017-18) and to be uploaded.
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 and documentary proof to be uploaded .
5. The Vehicle deployed for the Department should not be older than 2016 and shall have clean Seat Covers and Interiors in top running condition. It should be comprehensively insured and should carry necessary permits / clearance from the Transport Authority or any other concerned authority. The Vehicle should also carry necessary Pollution Certificate issued by the Competent authority.
6. The tenderer should have the GST Registration number and should upload the same and also the last return filed. However, if the tenderer is not having GST Registration and availing the benefit of threshold limit, then the tenderer should produce the certified copy (certified by the Chartered Accountant) in order to show the availment of threshold limit for the previous period alongwith copy of audited Balance Sheet and IT return and to be uploaded.
7. The vehicles should be in good running condition with Tourist Permission (T-Board) 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 vehicle to be provided to this office.
8. The technical bid (as per Annexure- I) should contain documents (to be

uploaded) 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 (all documents from Sl. No. 1 to 10 to be uploaded). The financial bid (as per Annexure-II) of the tenderer will not be opened if the technical bid is not complete and satisfactory in all aspects.

9. The tenderer intending to participate in the tender process should have sufficient number of vehicles for hiring so as to handle any exigency or at the time of existing vehicle under repair.
10. The tenderer would ensure that the driver employed have valid driving license. The drivers should be well conversant with all routes covering the districts of Salem, Namakkal, Erode, Dharmapuri, Krishnagiri and Tirupur. The Drivers deployed for driving the vehicle should be always in Uniform (White Pant & White Shirt/ Slak) and should have a pea cap.
11. For the hired vehicles, the interiors should be equipped with all the useful and required accessories and the Department can ask for any new accessory and or change in the interiors when felt necessary.
12. 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.
13. As far as possible, the same car 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.
14. The vehicle will be required normally between **08:00 am to 10:00 pm** on all working days at the office. However, in exigencies, the vehicle will be called on holidays and odd hours also. Maximum usage of the vehicle is 25 to 30 days per month.
15. 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 or poor Maintenance of vehicle or in any other cases.
16. The vehicles shall be for exclusive use of Divisional Office/Commissionerate and should not be used by the service provider for any other purpose. The number of vehicles may be subject to Increase or decrease on need basis.
17. The vehicle should fulfil the legal obligations prescribed by the State Transport Authority like payment of road taxes (documents to be uploaded), pollution

control certificate (documents to be uploaded), Insurances (documents to be uploaded), 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.

18. 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 on daily basis.
19. The bills for hiring of vehicle along with the logbook, complete in all respects for every month must be submitted to this office on or before the 7th of the subsequent month positively.
20. The amount quoted by the tenderer shall be inclusive of all general maintenance of the vehicle, driver beta & fuel charges. Total amount will not exceed Rs.40,000/- (Excluding GST) and maximum Kilometers to be used is 2000 Kms per month.
21. No request for escalation in rates would be entertained for whatsoever reasons, during the current period of the contract.
22. No dead mileage would be payable from the contractor's premises to starting point and vice-versa.
23. in case of default or failure on the part of the contractor to provide vehicle on 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.
24. TDS and all other taxes as applicable will be deducted from each bill.
25. 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 three occasions during the period of contract, the contract may be liable for cancellation.
26. 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.1,000/- 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.1,000/- per day.
27. The vehicle should invariably reach at the appointed time and place when called, should be sent with fuel tank full, in washed up and clean outer and interior condition.
28. In case of non-availability of the vehicle with the firm, alternate arrangements

are to be made by the contractor only.

29. In case of repeated violation of the above conditions, the Commissioner has the rights to terminate the agreement immediately. The Commissioner may also consider imposing appropriate penalty in deserving cases.
30. 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.
31. All tax liabilities i.e., Road Tax, Insurance, Pollution Control Certificate, etc., will be borne by the service provider. However, parking charges/ toll charges and GST will be reimbursed by this office on actual basis.
32. Jurisdiction for legal disputes, if any arising during the current period of the contract, will be at Salem.
33. The orders for the vehicles shall be communicated to the successful bidder.
34. In the event of Re-organisation or Re-Structuring of the Organisation / Department or for any other Administrative reasons, the number of vehicles proposed to be hired may either be increased or decreased as per the requirements and the bidder shall be obliged to supply the vehicles at the same rate quoted.
35. The competent authority, namely the Commissioner, has the right to cancel the tender at any time during the course of the process or even later due to departmental reasons. The tenderer has no right whatsoever to insist on continuation of the tendering process.
36. As per General Financial Rules, 2017, even if one bid is uploaded, the same will be considered and Tender Evaluation Committee will evaluate the same.

Sd/-

(SANGEETHA NEHRU)
DEPUTY COMMISSIONER (PREV)
HQRS : SALEM - 636 001.