



भारत सरकार

GOVERNMENT OF INDIA

वस्तु एवं सेवा कर और केन्द्रीय उत्पाद शुल्क के आयुक्त का कार्यालय, लेखा परीक्षा आयुक्तालय

OFFICE OF THE COMMISSIONER OF GST & CENTRAL EXCISE,

AUDIT I COMMISSIONERATE

सं 1775, जवाहरलालनेहरूइन्डररिंगरोड,

No.1775, Jawaharlal Nehru Inner Ring Road,

अन्ना नगर पश्चिमविस्तार, चेन्नै- 600 101

Anna Nagar West Extension, Chennai – 600 101

GADT/I/(22)/40/2022-ADMN-O/o COMMR-CGST-ADT-I-CHENNAI

Date : -02-2022

TENDER NOTICE

For and on behalf of President of India, tenders are invited from reputed taxi operators / service providers for hiring of 01 (ONE) staff car and 10 (TEN) operational vehicles (2 mid sized and 8 small sized) along with Drivers for the Office of the Commissioner of GST & Central Excise, Audit I Commissionerate, No. 1775, Jawaharlal Nehru Inner Ring Road, Anna Nagar West Extension, Chennai – 600 101.

2. The detailed Tender process and terms and conditions are enclosed as Annexure-"A" to this Tender Notice. In case of any query, the Assistant Commissioner (Admn), Office of the Commissioner of GST & Central Excise, Audit I Commissionerate, No. 1775, Jawaharlal Nehru Inner Ring Road, Anna Nagar West Extension, Chennai – 600 101, shall be contacted on any working day during office hours on or before 25-02-2022. The tender form can be downloaded from the CPPP website <https://eprocure.gov.in/eprocure/app>.

3. The bids have to be submitted on or before **3.00 PM on 08-03-2022 (Tuesday)**. The bids shall be opened at **03.00 PM on 09-03-2022 (Wednesday)**.

4. Bid Submission:

- Bids shall be submitted online only at Central Public Procurement Portal (CPMP) 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 E for online submission of bid.
- Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

5. Tenderer who has downloaded the tender from the Central Public Procurement Portal (CPMP) website <https://eprocure.gov.in/eprocure/app>, <https://eprocure.gov.in/epublish/app> shall not **tamper/modify the tender form 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 tenderer is liable to be banned from doing business with this Office.

6. The tenders / quotations received unsigned / 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. The financial bids of only those bidders shall be opened, whose technical bids are qualified. The format of the "Technical Bid" and "Financial. Bids" are enclosed as **Annexure-'B'** and **Annexure-'C'**.

7. The Commissioner of GST & Central Excise, Audit I Commissionerate, No. 1775, Jawaharlal Nehru Inner Ring Road, Anna Nagar West Extension, Chennai – 600 101 reserves the right to accept or reject any or all tenders without assigning any reasons thereof.

Encl.: as above


ASSISTANT COMMISSIONER (ADMN)

Copy to:

1. The Assistant Commissioner of GST & Central Excise, ICT Section, Audit I Commissionerate, No.1775, Jawaharlal Nehru Inner Ring Road, Anna Nagar West Extension, Chennai – 600 101 for uploading in the official website,
2. The Webmaster, CBIC, New Delhi (with a request to publish in www.cbic.gov.in)

Technical Conditions:

- (i) The tenderer should have (i) PAN number and (ii) G.S.T Registration Certificate and should attach photocopies of the same.
- (ii) The tenderer should have experience of minimum three years in supplying vehicle contract services to the Government Departments/PSUs/Private companies.
- (iii) The tenderer should also provide list of vehicles to be offered by him which should be owned by the service provider together with documents like insurance policy and Registration Certificate along with quotation / tender documents.
- (iv) In case of vehicle not owned by the bidder, the hire agreement should be submitted along with other relevant details.
- (v) The vehicles should not be more than three years old as on 01.01.2022 (purchased on 01.01.2019 or later and of Tamilnadu registration) for which the tenderer should submit the details of vehicles viz., make / type of the vehicle, Model / year of manufacture and the Registration number of the vehicle.
- (vi) The bidder should place the vehicles offered for hiring for physical inspection by a team of officers who shall ascertain the condition/cleanliness of the vehicle to ensure that the vehicles are suitable for the said hiring purpose at the time of pre-bid meeting.
- (vii) The Details of the Vehicles to be hired are as under:

Sl.No.	Category	Type of vehicle	No. of vehicles	Details
1	Staff Car	Mid-Sized Car like Honda City / Maruti Ciaz /Hyundai Verna or any equivalent car.	1	To be used upto 30/31 days subject to a maximum of 2500 Kms in a month.
2	Operational vehicle	Mid-sized cars like Honda City / Maruti Ciaz /Hyundai Verna or any equivalent car.	2	To be used upto 24/25 days subject to a maximum of 2000 Kms in a month.
3	Operational vehicle	Small-Sized Car like Toyota Etios, swift Dzire or any equivalent car	8	To be used upto 24/25 days subject to a maximum of 2000 Kms in a month.

2. Bid Submission:

- i. Bids shall be submitted online only at CPPP 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 E for online submission of bid.

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

3. Tenderer 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 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 tenderer is liable to be banned from doing business with this Office.

4. **Authenticity of the tender document:** - Every page of tender document along with enclosures must be signed by the bidder.

5. **Cost of Tender:** -

- a. The Technical Bid Tender document must be accompanied with Earnest Money Deposit of Rs.45,000/- (Rupees Forty Five Thousand only) in the form of Demand Draft in favour of "Pay and Accounts Officer, Central Excise, Chennai" failing which the Bidder will not be considered for participating in the Financial Bid. The tenderers who are registered as MSME Enterprises under Micro, Small And Medium Enterprises Development Act, 2006 need not pay the said Earnest Money Deposit as envisaged under FAQs (No.20) on Public Procurement Policy for MSMEs, Order 2012 dated 24th October 2016 issued in F.No.22(1)/2012 MA. They shall submit 'Bid Security Certificate' along with the Technical Bid.
- b. No earnest money deposit will be accepted after the due date and time of submission of tender document. Earnest money deposited with other Tender will not be adjustable with this Tender. No bank commission or interest will be paid on the Earnest Money.
- c. If a bidder withdraws their offer after opening of Technical Bid or Financial Bid before award of tender to other valid tenderer, the earnest money deposited by them will be forfeited.
- d. If a successful bidder fails to deposit requisite amount towards the Performance Security within specified time, the earnest money will be forfeited.
- e. If a successful bidder fails to execute an Agreement within specified time, the earnest money will be forfeited.
- f. Earnest money deposited by the unsuccessful bidder will be refunded to the bidder at the earliest after finalization of the tender. Earnest money will be refunded to the successful bidder on receipt of Performance Security.

6. **Performance Security:** -

- a. The successful bidder shall be required to deposit an amount equal to 3% of the total contract value within the 10 days of the issue of letter of intent for accepting the bid as Performance Security.
- b. Performance Security shall be submitted either in form of Demand Draft or Bank Guarantee with auto renewal clause or FDR issued by a Nationalized Bank only drawn in

favour of the Commissioner of GST & Central Excise, Audit I Commissionerate, Chennai – 600 101 payable at Chennai.

- c. Further, the Performance Security will be refunded / returned to the successful bidder after successful completion of the Contract Agreement and settlement of accounts within three months of completion of contractual period.
- d. The Performance Security will be forfeited in case of unsatisfactory performance of the successful bidder. The decision of the Commissioner of GST & Central Excise, Audit I Commissionerate, Chennai – 600 101 on this account will be final and binding on successful bidder.

7. Rates: -

- a. Rate / bid / offer must be without any condition, assumption, qualification, reservation or variation. Rate / bid / offer must be mentioned in prescribed Proforma in figures and in words in respect of each vehicle separately. In case of any discrepancy, rates quoted in words will prevail. Conditional tender offer or offer at variance from prescribed specification would be ineligible to compete for the tender. Prices and price components shall be firm and shall not be subject to any price variation or adjustment on account of any price escalations throughout the execution of the contract.
- b. Contracted hire charges include all charges, viz. charges of driver, petrol / diesel, oil and also any other incidental expenses in running and maintenance of vehicle, repairs, insurance, Toll Tax, all taxes as per Motor Vehicle Act / State Government / Central Government, and parking, penalty / fine etc.
- c. The lowest tender will be arrived at based on the rates quoted in **Annexure-C/ item rate BOQ**.

8. Subletting of Contract: -

- a. The successful bidder shall not be allowed to sublet / subcontract the contract to any other contractor.

9. Contract period: -

- a. The contract shall be in force for the period of twelve months from 01.04.2022 to 31.03.2023.
- b. The Commissioner of GST & Central Excise, Audit I Commissionerate, Chennai – 600 101 reserves the right to extend or reduce the period of time. The Commissioner of GST & Central Excise, Audit I Commissionerate, Chennai – 600 101 can terminate the contract in case of poor performance after giving one month advance notice. The department will have the right to terminate the contract of successful bidder and allot the same to any other willing valid bidder in case of unsatisfactory performance of the successful bidder. The contract can also be terminated prematurely in case of introduction of change of system of the instant tender.
- c. The Commissioner of GST & Central Excise, Audit I Commissionerate, Chennai – 600 101 reserves the right to increase or decrease the number of hired vehicles at any time during the period of agreement between the Department and the service provider.

10. Prescribed format / proforma: -

- a. Annexure - B to be duly filled & attached. A complete copy of RC Book in respect of each vehicle indicating date of manufacturer and commercial registration is to be submitted with Annexure - B failing which bid will be disqualified/ rejected. In case, the bidder wants to give new vehicle after award of Contract the clause of submission of RC Book will not be applicable.
- b. Affidavit in prescribed Proforma i.e., **Annexure-D** regarding non-blacklisting of the firm and non-convicting of the drivers by any court of law is to be duly submitted.

11. Capabilities, specification & formalities for Driver: -

- a. The bidders must ensure that the drivers employed have valid driving license and 'clean driving record. The drivers of the vehicle provided must follow traffic rules and all other regulations prescribed by the Government from time to time.
- b. The drivers shall observe all the etiquette and protocol while performing the duty and shall be neatly dressed.
- c. The drivers should have minimum 3 years of experience of driving. They should have valid driving license for driving passenger vehicles on hire.
- d. The drivers should be well versed with the roads and the places in Tamil Nadu & Pondicherry and should have experience in city/urban driving as well as rural driving.
- e. Once the driver has been allotted to a particular vehicle, he should remain with the same vehicle for a period of at least 3 months. Any change in the designated driver should be intimated to the concerned officer before 24 hours of such change is affected.
- f. The driver is expected to carry a communication device.
- g. The driver should be well dressed and maintain decency and should not have any criminal/adverse police record against him and he should not have any past history of accidents.
- h. The driver should not be addicted to drugs/alcohol etc. The driver should be ready / prepared for outstation journeys at short notice if required.
- i. The company shall verify the antecedents of the driver and those who have clear records shall be allotted to this office.

12. Billing and Payment: -

- a. The billing will be done on monthly basis. The monthly bills in duplicate shall be submitted to the concerned vehicle in-charge within 1st week of every subsequent month. Non-submission of the bill beyond 1st week of every month without justification would not be entertained.
- b. The department will not make any advance payment.
- c. The Firm providing vehicles shall not have any legal rights to proceed against the Department in the event of late payment due to unforeseen reasons.

13. Validity of the offer / bid: -

- a. The offer / bid of the bidder will be valid for at least six months from the date of opening of Technical bid.

14. Agreement: -

- a. The successful bidder will have to execute a contract agreement with the Department and the validity of contract agreement will be for the period from 01.04.2022 to 31.03.2023.

15. Penalty:

- a. A penalty of Rs. 1,500/- per vehicle per day will be levied if any vehicle or driver or agency / firm fail to meet effective terms and conditions on any day.

16. Terms and conditions: -

- a. In case of breakdown of any vehicle, a substitute vehicle shall be provided in time failing which the department shall have the right to hire a vehicle from the market and cost incurred to this will be borne by the firm.
- b. The liabilities of the official of this office will be limited only to hiring charges agreed in the contract.
- c. The responsibility for the safety and security of the vehicles provided to department solely lies with the contractor. It is also the contractor's absolute responsibility to take care of any damage / repairs caused to the vehicle during the validity of the contract.
- d. The vehicle should fulfill the legal obligations prescribed by the State Transport Authority like payment of road tax, etc. All requirements under various statutory laws must be complied with. Any default will be liability of the contractor and this department shall not be liable in any matter whatsoever.
- e. In case of any accident or any other contingency or any other liabilities, any claim arising out of it shall be borne by the contractor only and no claim whatsoever shall be borne by the Department.
- f. Insurance of the vehicles and the risk of passenger travelling in the vehicles should be covered by the contractor to the extent of liability as specified in the Motor Vehicle Act & Rules made there-under or any other law in force.
- g. Vehicle must be kept clean, odour free, in excellent condition, mechanically fit and suitable for official use.
- h. The firm / agency should not be blacklisted from any Central Government / State Government / Central and State undertakings and / or convicted by a Court of Law. An affidavit regarding non-blacklisting of the firm should be attached as proof. In absence of proof the tender/bid will be rejected.

17. Jurisdiction of the Court: -

- a. In case of any dispute of any kind and in respect of whatsoever arising out of tender/ contract, the decision of the Hon'ble Courts at Chennai will be final and binding.

TECHNICAL BID

1	Name of the Bidder						
2	Address						
3	Telephone / Mobile No/ Aadhaar No.						
4	PAN No. (enclose self attested copies of last 3 years IT Returns - 2018-19, 2019-20 & 2020-21)						
5	GST Registration No. (enclose self attested copies of last 3 months returns filed.)						
6	Details of Earnest Money						
	(i) Name of the Bank						
	(ii) D.D. No. and date						
	(iii) Amount						
	(iv) In case of exemption (enclose supporting documents)						
7	Category	Name/Type of Vehicle	Year of manufacture	*Registration No. (enclose self attested copy of R.C. Book	Registration Date	Kms. run as of date	Whether owned or under Hire Agreement (If under Hire Agreement, attach copy of the Agreement)
	1. Staff Car						
	2. Operational Vehicle(Mid-Size)						
	3. Operational Vehicle(Mid-Size)						
	4. Operational Vehicle(Small-Size)						
	5. Operational Vehicle(Small-Size)						
	6. Operational Vehicle(Small-Size)						
	7. Operational Vehicle(Small-Size)						

	8. Operational Vehicle(Smal l-Size)						
	9. Operational Vehicle(Smal l-Size)						
	10. Operational Vehicle(Smal l-Size)						
	11. Operational Vehicle(Smal l-Size)						
8	Whether blacklisted by any Central / state Government or Central / State Government undertakings? If blacklisted, indicate details.(submit the affidavit about non-blacklisting in prescribed format)						
9	Whether convicted by court of law? If convicted, indicate details and enclose a self attested copy of the court's order.						
10	Whether vehicles offered for hiring were placed for physical inspection by the bidder at the time of pre-bid meeting.						

1. *- Not applicable to bidder who wants to provide a new vehicle, if the contract is awarded to him.
2. Fill up the category for which you wish to apply and leave the other category blank
3. It is certified that all terms and conditions stipulated in the tender document are acceptable

Dated:

Name and Signature of bidder with seal

FINANCIAL BID

1. Name:
2. Address:
3. Telephone / Mobile No/ Aadhaar No..
4. Rates:

Category (1)	Type of car (Specify name & model of the vehicle) (2)	No. of car (3)	*Rate (in Rs.) for each vehicle (per month) (4)	*Total Rate (in Rs.) for each category (per month) (5) (3) x (4)	Rate per Km if the kilometres exceed the maximum) (6)
Staff Car (Mid Size)		01			
Operational Car (Mid Size)		02			
Operational Car (Small-size)		08			

*-- Excluding G.S.T.

Fill up the category for which you wish to apply and leave the other category blank

Dated:

Name and Signature of bidder with seal

The Notary Public

Civil Court

Iaged about.....

Son/ Daughter ofresiding
at.....

.....

do hereby solemnly affirm state as follows:

1. That I am the proprietor of M/s
2. That my Agency / Firm / Central or State Government Undertaking has been allowed to participate in the tender dated.....of The Principal Commissioner of GST & Central Excise, Audit – I Commissionerate, Chennai – 600 101.
3. That I have neither been convicted nor has any cognizance been taken against me / my agency by any Court of Law till date.
4. That my Agency / Firm / Central or State Government Undertaking has not been blacklisted from any Central or State Government / Central or State Government Undertaking.

The above statement is true to the best of my knowledge and belief.

WITNESS

DEPONENT

1.

2.

Annexure - E

Instructions for Online Bid Submission:

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

REGISTRATION

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link
—**Online bidder Enrollment** on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Nature of work, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.

- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules.
These tenders can be moved to the respective My Tenders' folder.
This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of offers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, etc) has been provided to the bidders. Bidders can use 'My Space' or 'Other Important Documents' area available to them to upload such documents. These documents may be directly submitted from the 'My Space' area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as 'offline' to pay the Earnest Money Deposit(EMD) as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission

time. Otherwise the uploaded bid will be rejected.

- 5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be filled by all the bidders in the given format.
- 6) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opener's public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 9) Upon the successful and timely submission of bids (i.e. after Clicking 'Freeze Bid Submission' in the portal), the portal will give a successful bid submission message.
- 10) Summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 11) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.

PRICE BID UNDERTAKING

From: (Full name and address of the Bidder)

To,

The Principal Commissioner of CGST & Central Excise,
Audit-I Commissionerate,
1775, Jawaharlal Nehru Inner Ring Road,
Anna Nagar Western Extension,
Chennai-600101.

Sir,

I submit the Price Bid for hiring vehicles along with drivers for the Office of the Commissioner of GST & Central Excise, Audit I Commissionerate, Anna Nagar West Extension, Chennai – 600 101 and related activities as envisaged in the Bid document.

2. I have thoroughly examined and understood all the terms and conditions as contained in the Bid document, and agree to abide by them.
3. I offer to work at the rates as indicated in the price Bid, inclusive of all applicable taxes.

Yours faithfully

Signature of the authorized person