



कार्यालय आयुक्त, सी.जी.एस.टी. एवं केन्द्रीय उत्पाद शुल्क,
माणिकबाग पैलेस, इंदौर (म.प्र.) 452014
OFFICE OF THE COMMISSIONER, CGST & CENTRAL EXCISE
MANIK BAGH PALACE, INDORE-452 014
Phone: 0731- 2762222/2446358, Fax : 0731- 2470898

F. No. I (07)01/ 2015/ Admn

03/01/2020

TENDER NOTICE FOR HIRING OF VEHICLES

E-tenders (online) bids are invited from reputed, experienced and financially sound Tours and Travel Agencies/Firms for supplying fourteen (14) commercially registered vehicle with Driver & with fuel for use of Office of the Commissioner of CGST and Central Excise, Indore. The interested Agencies/Firms participating in the bid process who are willing to comply with the terms and conditions annexed to this notice may submit their bids online as per the critical date and time mentioned in the e-tender details.

2. The interested bidders should upload their Technical Bid as per the Annexure-A attached and subsequent Financial bid (BoQ) as will be reflected at online portal. Interested parties / agencies who are willing to comply with the terms and conditions annexed with this notice, may submit their bids on or before 27.01.2020 till 10:30 AM.

3. The Financial Bid/Bids will be taken up only if the technical specifications of the concerned bidders are found satisfactory; otherwise the Tender of the ineligible firms will be straight way rejected.

4. The details of the Vehicles to be hired are as under-

S. No	Category	No. of Vehicles	Usage	Remarks
1.	Toyota Corolla Altis D-4D G/ Honda Civic VX (minimum 2019 model)	01(One)	To be used upto 30/31 days subject to maximum of 2500 Kms in a month.	White Colour with driver and fuel
2.	Honda City V/ Maruti Ciaz Alpha/ Toyota Yaris G vehicle (minimum 2019 model)	9 (Nine)	To be used upto 25/26 days subject to maximum of 2000 Kms in a month.	White Colour with driver and fuel
3.	Toyota Innova Crysta - V (minimum 2019 model)	2 (Two)	To be used upto 25/26 days subject to maximum of 2000 Kms in a month.	White Colour with driver and fuel
4.	Toyota Innova Crysta - G (minimum 2019 model)	2 (Two)	To be used upto 25/26 days subject to maximum of 2000 Kms in a month.	White Colour with driver and fuel

Data Sheet

Particulars	Description
Name of the Hirer	Commissioner CGST & Central Excise, Indore
Name and Address for Communication and seeking clarification	Shri Arun Kumar Jain, Assistant Commissioner, CGST & Central Excise, Post Box No. 10, Manik Bagh Palace, Indore (M.P.) Contact No. 0731-2762222,2446358
Period of Hiring	2 years which may be further extended for one year on satisfactory service on the same terms if the provisions allow.

CRITICAL DATE SHEET

Tender e-publish Date and Time	04.01.2020 (09:30 AM)
Bid Submission closing Date & Time	27.01.2020 (10:30 AM)
Bid Opening Date	28.01.2020 (11:00 AM)
Financial/Price Bid Opening Date & Time (For only those who qualify in the Technical Bid)	Will be informed accordingly

5. The Department reserves the right to cancel/ modify the tender, postpone the date of opening or to accept or reject any or all the bids, without assigning any reasons.


ASSISTANT COMMISSIONER (ADMN)

Copy to:

- i. Notice Board
- ii. The Superintendent (Systems), CGST & Central Excise Commissionerate, Indore to upload the tender on Commissionerate website.
- iii. The Administrative Officer, CGST & Central Excise Commissionerate, Indore to upload the tender on CPPP.

General Instructions for Bid Submission

- A. The tender documents will be available on official website of Central Public Procurement Portal <https://eprocure.gov.in/cppp/>, CBIC website 'www.cbic.gov.in' and the Commissionerate website 'www.gstindore.gov.in' from 09.12.2019 and the bid forms and other details can be obtained from there.
- B. Bids shall be submitted online only. It should be noted that the bids have to be given separately in two parts viz., Technical bid and Financial bid at CPP Portal website: <https://eprocure.gov.in/eprocure/app>.
- C. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- D. Bidders can access Tender documents on the website, fill them with all relevant information and submit the completed Tender document into electronic Tender form on the website <https://eprocure.gov.in/eprocure/app>.
- E. The offers submitted by any other means except uploading on CPP portal shall not be considered. No correspondence will be entertained in this matter.
- F. Bidders are advised to visit CPPP website regularly till closing date of submission of tender for any corrigendum / addendum/ amendment that may be issued.

TERMS AND CONDITIONS OF THE TENDER NOTICE:

- 1) The service provider should be a proprietorship/partnership registered firm/company and the vehicles as to be deployed should be registered as commercial vehicle only in the State of Madhya Pradesh. The firm/company should be reputed, experienced and having yearly turnover of not less than 2,00,00,000/- (Two Crore rupees).
- 2) All the Vehicles as to be provided (Total 14 Nos. Vehicles) should be registered in the name of proprietor/firm/company respectively with valid permit and fitness. No subletting of contract / outsourcing of vehicles will be allowed. The bidder must comply with all mandatory RTO charges and conditions. Vehicles on the aggregator module/basis would not be accepted.
The bidder should have experience of three (03) years for supplying vehicles to a Government Office/PSUs & must have minimum fleet of vehicles (Cars - commercially registered) not less than fifteen (15) vehicles registered in the name of their Agency/Firm/company.
- 3) This office reserves the right to revise (increase or decrease the no. of vehicles) depending upon the situation relating to the actual requirements of vehicles being hired. The Tenderer shall be required to provide as many vehicles as may be required by this Office.
- 4) The vehicles deployed should be of model described in the tender document. Each vehicle provided should be in running and well-maintained condition and should have clean seat covers / towels and its all attached accessories. Vehicles should be

compulsorily insured and should carry necessary permits/ clearance from the transport authority or any other concerned authority as applicable.

5) The vehicles shall be for exclusive use of this Office and should not be used by the Service Provider for any other purpose even on weekends or holidays. The vehicles will be at the disposal of the hiring department only.

6) The vehicles shall be made available on all days including Saturday & Sunday Holidays.

7) The contract for vehicles will be given to the lowest bidder whose Technical bid qualifies subject to fulfillment of all terms and conditions of the tender document. Further, in case of more than one bidders quote same price in their financial bid, the preference will be given to the bidder providing brand new vehicles and contract shall be awarded by the Competent Authority of this office at his own discretion and any objection from any firm/Agency will not be entertained by this office.

8) The vehicles should be parked at the place as advised by the officer in charge and should be available when required. The vehicle will not be parked at the premises of bidder or driver. The service provider shall ensure that the odometer of the supplied vehicle is properly sealed. In case of any doubt the authorized officer of this office may get the odometer of the vehicle checked from any authorized workshop at the cost of service provider.

9) LPG/CNG vehicles are not permitted in any case.

10) The service provider shall provide name, mobile number & address/es of the drivers. The drivers deputed for service to this Office should not have any Police records / Criminal cases (previous or pending) against them. The service provider should make adequate enquiries about the antecedents of the drivers before deputing them for service to this Office. The drivers should possess valid driving license to drive the commercial vehicles in their names. They should also not have been involved in negligent driving. At duty time, the driver will have to compulsorily maintained absolute sincerity, obedience and full devoteion towards his works.

Driver must not smoke or drink or use any kind of intoxicating substance or drugs, while on duty. In case of misbehavior of the driver or failure to meet any of the terms and condition, the hiring office will have discretion to ask the service provider to change the driver and the service provider shall be bound to provide a different driver immediately.

11) Contractor shall be fully responsible for theft, burglary, fire or any mischievous deeds on the part of the drivers so provided by him.

12) This Commissionerate shall not be responsible for any challan, loss, damage or any accident of the vehicle or to any other vehicles or for the injury to the driver or to any other third party. The loss or damage or legal expenses on this account shall be borne by the Service Provider.

13) The payment shall be made only on monthly basis after rendering satisfactory service and on receipt of proper bill verified by the Officer in-charge.

- 14) Income Tax TDS and GST TDS as applicable will be deducted from each bill.
- 15) The Service Provider shall undertake to indemnify the department against all damages / charges arising on account of or connected with the negligence of the service provider or his staff or driver or any person under his control whether in respect of accident / injury to the person or damages to the property of any member of the public or any person or in executing the work or otherwise and against all claims and demand thereof.
- 16) The driver(s) shall observe all the etiquette and protocol while performing duty. They should wear a proper uniform & must carry a mobile phone in working conditions, for which, no separate payment shall be made by this office. The driver shall not be allowed to use the phone while driving.
- 17) The driver(s) deputed on duty should carry valid driving license. They should also not have been involved in negligent driving. The Service Provider should also ensure that they have arrangement for establishing contact and round the clock service. For this purpose, they should have adequate numbers of telephones/mobiles.
- 18) This Office shall not be responsible for any challan, loss, damage or any accident of the vehicle or to any other vehicles or for the injury to the driver or to any other third party. The loss or damage or legal expenses on this account shall be borne by the Service Provider.
- 19) The drivers should be well conversant with the roads and routes of Indore and adjoining districts. The operation and functions of the drivers shall be governed as per the Motor Vehicles Act and Rules.
- 20) The drivers should always remain with the vehicle during the entire period of duty. In case of any need, they should seek permission from the concerned officers.
- 21) In case of any breakdown of vehicle on duty, the service provider shall make arrangement for providing another vehicle. In such a case, mileage from garage to the point of breakdown would not be paid.
- 22) During the period of operation, the driver should not ordinarily be changed unless desired/allowed by this office. Any driver not acceptable to the office would have to be changed by service by service provider.
- 23) A daily record indicating mileage for each vehicle shall be maintained in a log - book which should be submitted to the concerned officer of this Office for scrutiny & payment of the bills.
- 24) The billing will be for a maximum of 2000 (for staff Car 2500) kms per month as the case may be. The balance kms will be carried forward to the succeeding month(s). This

- Office will however reimburse toll tax and parking charges against production of documentary evidence.
- 25) All expenses relating to salary and allowances of the driver shall be borne by the Service Provider. Like-wise all expenditure related to the vehicle including insurance, maintenance & fuel etc. will also be borne by the Service Provider.
 - 26) If the vehicles are not provided from and up to the specified location, a penalty of Rs.1,000/- per day can be imposed besides termination of contract.
 - 27) In case quality of service by the service provider found poor and below the standard level, contract can be terminated prematurely with immediate effect.
 - 28) The service provider will comply with labor laws in force and all liabilities in this connection will be his responsibility.
 - 29) Bidders have to submit a Bid Security (Earnest Money) of Rs.1,00,000/- (Rupees One lakh only) in the form of Fixed Deposit Receipt (FDR) from a Commercial Bank in favour of Commissioner, CGST & Central Excise, Indore (M.P.) along with their bids. The Bid Security should remain valid for a period of at least Ninety (90) days beyond the date of bid validity.
 - 30) On acceptance of the bid, the Service Provider has to submit Performance Security of an amount equivalent to 5% of the value of the entire period of the contract of 12 months in the form of Fixed Deposit Receipt (FDR) from a Commercial Bank in favor of Commissioner, CGST & Central Excise, Indore (M.P.) at the time of awarding the contract.
 - 31) No conditional bids shall be entertained by this Office and all conditional bids will be rejected summarily.
 - 32) In case of any dispute of any kind and in any respect whatsoever, the decision of this Office shall be final and binding.
 - 33) This Office reserves the right to require fulfillment of other conditions, not expressly mentioned, which are consistent with the use of vehicles on hire by this office.
 - 34) The shortfall / excess of 2500/2000 Kms. in the month can be carried over / adjusted in the successive months in the same financial year and the service provider would not have any claim beyond the contract price.
 - 35) The vehicle shall not have any accidental history/case.
 - 36) In case of old vehicles, these will be inspected by Superintendent hqrs after opening of the Technical bids and upon satisfaction/eligibility criteria being met, the financial bids of only those bidders who have qualified in the technical bid shall be opened and taken for consideration.

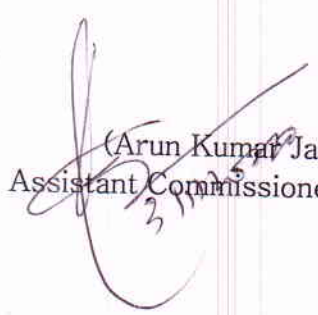
37) The Department shall be under no obligation, legal or otherwise, to provide any employment to any of the personnel of the service provider during or after the expiry of the hire period. The Department recognizes no employer-employee relationship between the Department and the personnel deployed by the service provider.

38) The mileage shall be calculated from the Commissionerate office and will not be calculated on garage to garage basis.

39) The service provider shall in, no case, lease/ transfer/ sublet/ appoint caretaker for the service rendered. The service provider must have it's main office/ branch office at Indore.

40) The hiring office shall be at liberty to withhold any of the payments in full or in part for default in service and / or for the loss incurred to the Department as result of theft, burglary etc or any illegal act on part of the service provider or his employee or the driver provided by him causing any loss to the hiring office whether directly or indirectly.

41) The Commissioner of CGST & Central Excise, Indore reserves the right to accept or reject any or all bidders/tenders without assigning any reasons.


(Arun Kumar Jain)
Assistant Commissioner

Annexure 'A'
TECHNICAL BID
(Parameters/Qualifying criteria)

For eligibility of qualifying at technical bid process, the firm/agency should have to possess the following statutory records/documents:-

- 1) GST Registration/Certificate
- 2) Experience Certificate for supplying vehicles to a Government Office/PSUs
- 3) PAN Card issued from designated Income Tax Authority
- 4) Income Tax Returns for last 3 years
- 5) Documents like R.C. Book/Card specifying Commercial Registration/Taxi Quota, Permit Certificate, Fitness Certificate, Pollution Free Certificate, Insurance Certificate as per RTO Rules and Acts.
- 6) A Self Declaration/Certificate to the effect that the firm/agency has not been blacklisted by any Government Office/PSU

The copy of all aforesaid documents will require to be uploaded at e-procurement portal. All uploaded documents should be cleared; readable Missing of any of document will become the reason of rejecting the tender without assigning of any reason.

The firm/agency will require to provide the essential information as below:-

- A. Name, Address and Telephone/Mobile no., E-mail ID of Service provider.
- B. Status of the firm i.e. Proprietor/Limited Firm/Pvt. Ltd. Firm/Partnership Firm.
- C. In case of partnership firm/Pvt. Ltd. whether Registered under the relevant Act.
- D. The firm/agency will also have to submit a table consisting the necessary descriptions i.e. make, model, registration number and category of the vehicles.

I have read the terms & conditions of the Tender Notice and it is to certify that the information furnished above is true & correct.

Signature
Name & Stamp of Authorized Signatory