

<p>भारत सरकार, वित्त मंत्रालय, राजस्व विभाग, केंद्रीय अप्रक्ष कर तथा सीमा शुल्क बोर्ड, केंद्रीय केन्द्रीय वस्तु तथा सेवा कर आयुक्तालय, पुणे-1, जी एस टी भवन, ४१अ-1, ससूनरोड, वाडीया कॉलेज के सामने पुणे-४११००१</p>	 सत्यमेव जयते	<p>Government of India, Ministry of Finance, Department of Revenue, Central Board of Indirect Taxes &amp; Customs, Commissionerate of Central Excise &amp; Central Goods &amp; Services Tax, Pune-I GST Bhavan, 41-A, Sassoon Road, Opp. Wadia College Pune - 411 001</p>
--	---	---

F.No.GST/Pune-I/AE/Veh-Hiring/224/2019-20/

Date: February 2019

### E-TENDER NOTICE

**SUBJECT: NOTICE INVITING E-TENDER FOR GIVING A JOB CONTRACT OF "HIRING OF VEHICLES" FOR OFFICE OF THE COMMISSIONER OF CENTRAL GST, PUNE-I, GST BHAVAN, 41A, SASSOON ROAD, PUNE 411001.**

1. E-Tenders are invited under two bid system (both technical and financial) from reputed parties/firms/Service Providers/Organization based at Pune for hiring of two Mid-sized and SUV vehicles and fifteen Small sized (Sedan) vehicles on monthly basis for the period from 01.04.2019 to 31.03.2020 for Pune-I Central GST Commissionerate, Pune.
2. The complete Tender documents containing General Terms and Conditions, pre-qualification requirement etc. are available on the website of Central Public Procurement Portal: <http://eprocure.gov.in/procure/app>, board as well as on the website of Commissionerate for reference only and can be downloaded free of cost.
3. Tender Critical Date Sheet

Tender Publishing Date	27.02.2019
Bid Submission Start Date	27.02.2019
Bid Submission End Date & Time	14.03.2019 & 11.00 AM
Bid Opening Date & Time	14.03.2019 & 03:30 PM

4. Interested bidders/Service Providers/reputed firms/Organization based at Pune providing such services may submit their bids in the prescribed format with all the necessary documents online with digital signature at <http://eprocure.gov.in/procure/app> on or before bid submission closing date & time.

*Badari Prasad*  
20/2/19  
(M.V. Badari Prasad)  
Additional Commissioner,  
Central Goods & Services Tax  
Pune-I Commissionerate

<p>भारत सरकार, वित्त मंत्रालय, राजस्व विभाग, केंद्रीय अप्रक्ष कर तथा सीमा शुल्क बोर्ड, केंद्रीय केन्द्रीय वस्तु तथा सेवा कर आयुक्तालय, पुणे-1, जी एस टी भवन, ४१अ-1, ससूनरोड, वाडीया कॉलेज के सामने पुणे-४११००१</p>	 सत्यमेव जयते	<p>Government of India, Ministry of Finance, Department of Revenue, Central Board of Indirect Taxes &amp; Customs, Commissionerate of Central Excise &amp; Central Goods &amp; Services Tax, Pune-I GST Bhavan, 41-A, Sassoon Road, Opp. Wadia College Pune - 411 001</p>
--	---	---

F.No. GST/Pune-I/AE/Veh-Hiring/224/2019-20/

Date: February 2019

### TENDER NOTICE FOR HIRING VEHICLE

Tenders are invited from the reputed agencies/registered service providers for providing the following vehicles on monthly basis for the period from 01.04.2019 to 31.03.2020 along with driver and fuel for discharging day to day official duty for the office of the Commissioner of Central Goods & Services Tax, Pune-I Commissionerate.

S. No.	Type of Vehicle	Specifications	Place of requirement
1	Two Mid-sized and SUV vehicles	Vehicles like Toyota Innova /Cresta/Corolla/Altis, Skoda Octavia, Marazzo and alike.	Office of the Commissioner of Central GST, Pune-I Commissionerate, GST Bhawan, 41A, Sasoon Road, Opposite Wadia College, Pune 411 001
2	Fifteen Small sized (Sedan) vehicles	Vehicles like Maruti Ciaz, Honda City, Hyundai Verna and alike	Office of the Commissioner of Central GST, Pune-I Commissionerate, GST Bhawan, 41A, Sasoon Road, Opposite Wadia College, Pune 411 001 & Central Tax Division Offices in GST Bhavan, Akurdi, Pune 411 044

### TENDER PROCESS

Tender is invited in two parts i.e. (1) Technical Bid and (2) Financial Bid separately.

1. Reputed agencies/firms/service providers/organization based at Pune interested in providing service of vehicle on monthly basis at Office of the Commissioner, Central GST, Pune-I Commissionerate and presently handling similar nature of work and also willing to comply with the terms & conditions may submit their bids online at CPPP website <http://eprocure.gov.in/eprocure/app> to follow the terms and conditions provided in **Annexure-A**, Prequalification conditions **Annexure-B** (Technical Bid), **Annexure-C** (Financial Bid) and it is must for bidders to follow the instructions for online submission of bids. Bidders must submit properly filled Price Bid Undertaking and Tender Acceptance Letter in **Annexure-D** and **Annexure-E** respectively.

2. Bid documents may be scanned with 100 dpi with black and white option



contract as separate competitors. A breach of this condition will render the tenders of both parties liable to rejection.

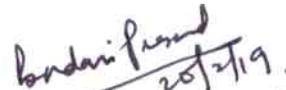
4. Bidder who has downloaded the tender from the Central Public Procurement Portal (CPPP) website <https://eprocure.gov.in/eprocure/app>, shall not tamper/modify the tender from including downloaded price bid template in any manner. In case if same is found to be tampered/modified in any manner, tender will be completely rejected, and tender is liable to be banned.
5. Interested bidders are advised to visit CPPP website <http://eprocure.gov.in/eprocure/app> regularly till closing date of submission of tender for any corrigendum/addendum/amendment.
6. Bids will be opened as per date/time mentioned in Tender Critical Date sheet.
7. Work order will be given to the bidder who has the lowest price.

## 8. Submission of tender:-

- (a) The quotation for providing service of vehicles on monthly basis at Office of the Commissioner, Central GST, Pune-I Commissionerate, GST Bhavan, 41A, Opp. Wadia College, Sasoon Road, Pune 411 001.
- (b) All the pages of bid being submitted must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading.
- (c) The offers submitted by Fax/Email/Post shall not be considered. No correspondence will be entertained in this matter.

Late submission of tenders shall not be accepted in any case. The Technical Bid and Financial Bid complete in all respect shall only be taken into consideration. Incomplete bid documents shall be rejected without assigning any reason. The bidder shall abide by the terms & conditions as specified in this notice. The maximum upper limit for quoting bid amount should not exceed Rs. 30,000/- (Thirty Thousand only) in case of Sedan Vehicles.

The Commissioner, Central GST, Pune-I Commissionerate reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever.

  
 (M.V. Badari Prasad)  
 Additional Commissioner,  
 Central Goods & Services Tax  
 Pune-I Commissionerate

# **Annexure-A**

## **TERMS AND CONDITIONS**

**Quotation for providing service of vehicles on monthly basis in the Office of the Commissioner, Central GST, Pune-I Commissionerate to be submitted with EMD of Rs.7000/- (Rupees Seven Thousand only) per vehicle in the form of DD (Demand Draft) pledged in the name of the Commissioner of Central GST, Pune-I Commissionerate.**

- [1] The vehicles to be provided must have been **commercially registered** with the concerned competent government authority. The bidder should have in their names or firm's name or on lease sufficient vehicles of model not older than 2017, registered as commercial vehicles. The proof of ownership should be produced along with the Technical (qualifying) bid documents. If vehicle is not commercially registered, approved supplier, shall get the vehicle commercially registered within one month from the award of the contract and submit the proof to that effect, otherwise the contract shall be terminated.
- [2] The vehicle must be duly insured during the period of agreement.
- [3] There will not be any limitation of minimum or maximum running KMs of vehicle on day-to-day basis. For the two Mid-sized and SUV vehicles, the maximum 2500 KMs can be utilized in any manner on monthly basis; and for the fifteen Small sized (Sedan) vehicles, the maximum 2000 KMs can be utilized in any manner on monthly basis. However, KMs not used during a particular month (monthly KMs slab, i.e. 2500 or 2000 KMs as the case is) shall be carried over to the next month and extra KMs if any travelled during next month will be adjusted against these unused KMs.
- [4] This office shall be liable to pay the hiring charges only plus Goods & Service Tax (if applicable) as per the agreement. Hiring charges include monthly charges of driver, repair and maintenance of vehicle, insurance, petrol/ diesel, various oil, road tax, RTO charges, Municipal tax if any, work contract tax if any, license fee, registration charges, etc., and any other incidental expenses.
- [5] Agreed Rate as per agreement will not be revised during the currency of agreement.
- [6] The vehicle should be kept neat and clean and in perfect running condition with shining body and clean interior with fully upholstered.
- [7] In case vehicle provided, at any time during the period of agreement, is not found satisfactory, the same shall be returned for immediate replacement. In case no replacement is provided in time, this office would have a right to hire a vehicle from the market and the additional cost incurred by this office will be



- [10] The vehicle and the driver should not be changed unless asked by this office.
- [11] The contractor should ensure that the driver employed has valid driving license, neatly dressed in uniform, observe all the etiquette and protocol while performing the duty, shall not violate any traffic rules and regulations prescribed by the government from time to time and shall carry with him all the time a mobile phone in working condition but for which no separate charges will be claimed by the contractor or by the driver of the vehicle.
- [12] The contractor should provide adequate contact numbers of telephones and mobile phones on which contractor or his authorized person should be available round the clock.
- [13] The vehicle should be kept with sufficient stock of fuel, however, in case of any exigency, the officer of this office requires to pay for refueling, and the contractor shall reimburse the bill immediately to the concerned officer.
- [14] As regard vehicle timings, the contractor will not pass any instructions directly to the driver of the vehicle but intimate to the Superintendent, Central Goods & Services Tax, HQ, Pune-I Commissionerate.
- [15] A daily record indicating time and mileage for the vehicle utilized shall be maintained in a Log Book which should be submitted to the PRO for scrutiny and verification regularly.
- [16] In case of breakdown of the vehicle, the contractor shall provide immediately the similar vehicle. If the contractor is not able to provide similar vehicle immediately, the department shall have right to hire a vehicle from the market and cost incurred by the department shall be borne by the contractor.
- [17] The contractor shall not sublet/sub-contract/transfer/assign the contract or any part of the contract in any manner to any person during the currency of the agreement.
- [18] In case of failure of the contractor in providing vehicle on account of any defect/fault/breakdown, the liquidated damages/compensations shall be recovered from the contractor's bill without any notice.
- [19] The vehicle should be available for use in the entire state of Gujarat and if required in case of exigency, the vehicle should be made available for use outside the Gujarat state also.
- [20] In case of any accident, all the claims arising out of it shall be met with by the contractor only and the department shall not be made party by the contractor or by the third party in any court of law or tribunal for compensation or for any other matter.
- [21] The billing will be done on monthly basis, preferably should be presented within 1<sup>st</sup> week of the following month to the Superintendent, Central GST, HQ, Pune-I Commissionerate. TDS and other taxes shall be deducted as per the statutory compliance.

agreement, this office reserve the right to discontinue the contract with immediate effect at any time without assigning any reasons.

*Badari Prasad*  
*20/2/19*  
**(M.V. Badari Prasad)**  
**Additional Commissioner,**  
**Central Goods & Services Tax**  
**Pune-I Commissionerate**

**ANNEXURE – B****TECHNICAL BID**

**To be submitted in a separate sealed envelope subscribing "Technical Bid" Pre-qualification requirements for award of contract for "Hiring Vehicle".**

Sr. No.	Particulars			
1	Name of the Organization/ Firms with full address with pin code, Phone No, Fax No, email etc.			
2	Name of all the proprietor / Partners / Directors, with his/her/their residential address and telephone nos.			
3	PAN No. of the Firm as allocated by the Income Tax Department			
4	List of Government Organizations where the Service Provider provided services may also be indicated. (Please attach the job order / service certificate if any from Govt. Office / Public Sector).			
5	The contractor should also submit copies of Registration Certificate, if any, obtained from Goods Service Tax Department (Ministry of Finance)			
6	Total Nos. of Vehicles available with Service Provider together with make / Model & registration number and copy of registration books issued by the respective registration authority.			
7	Whether the vehicle to be provided is comprehensively insured to cover all risks as per the Motor Vehicle Act and relevant rules and regulations of the State Government and Central Government. Copy of Insurance Policy be provided.			
8	Any other information the contractor would like to furnish for consideration.			

1. I/We undertake that I/We have carefully studied all the terms and conditions of the tender and the Annexure A and understood the

3. I/We further undertake that the information given in this tender are true and correct in all respect.

Signature & Seal of Authorized person with date:

Name & full address with Telephone & Fax No: Office,  
Residence, Email address:



**ANNEXURE – C****FINANCIAL BID****PROFORMA FOR QUOTING RATES**

To be submitted in a separate sealed envelope subscribing "FINANCIAL BID"

Sr. No.	Particulars	Rate per month per vehicle excluding Goods & Services Tax (In Rs.)	
		For CNG Vehicles	For Petrol/Diesel Vehicles
1	Two Mid-sized and SUV vehicles to be used 30/31 days a month subject to maximum 2500 Kilometers per month.	45,000/-	50,000/-
2	Fifteen Small sized (Sedan) vehicles to be used 20/25 days a month subject to maximum 2000 Kilometers per month.	35,000/-	40,000/-

Signature & Seal of Authorized person with date: \_\_\_\_\_

Name & full address: \_\_\_\_\_

Telephone No: Office: \_\_\_\_\_

Residence: \_\_\_\_\_

Fax No: \_\_\_\_\_

Email: \_\_\_\_\_