


भारत सरकार, वित्त मंत्रालय, राजस्व विभाग, केंद्रीय वस्तु एवं सेवाकर लेखा परीक्षा -II - पुणे, 'बी' विंग, 4 थी मंजिल, ४१-ए, जीएसटी भवन, वाडिया कॉलेज के सामने, ससून रोड, पुणे - ४११००१	 सत्यमेव जयते	Government of India, Ministry of Finance, Department of Revenue, Central GST, Audit-II, Pune Commissionerate, 'B' Wing, 4 th Floor, 41-A, GST Bhavan, Sassoon Road, Opp. Wadia College Pune - 411 001
Phone No.020-29705251,26054563		

F.No. I/Adm/22-17/Hiring Vehicle/2019-20

Pune, the 1st March, 2019

NOTICE INVITING E-TENDER


The Commissioner of Central Goods & Service Tax, Audit-II Pune, invites on behalf of the President of India online bid for hiring of vehicles for the period from 1.04.2019 to 31.03.2020 at Pune, Solapur & Goa on two bid system as per details below:-

Sr No	Type of vehicle	Name of the vehicles	No. of vehicles required and Location of vehicle	Maximum kms to be run in a month	Maximum hiring charges per vehicle excluding GST Rs.	Earnest Money Rs.	Tender for the period	Last date & time of submission of bid	Date & time of opening of bid.
1	Four wheeled mid size vehicles	(i) Nissan Sunny (ii) Honda City (iii) Volkswagen Vento, (iv) Toyota Innova (v) Hyundai Verna (vi) Suzuki Ciaz with desired safety features such as, ABS, Alloy wheels, Powered windows /Steering etc. The vehicle should be either of the above makes preferably of white colour.	02 Location:- At Pune	2500	50000/-	24000/- (12000x 2)	01.04.2019 to 31.03.2020	15th March, 2019 (5.00 P.M.)	Technical Bid opening on 18 th March 2019 at 11.30 A.M. and Financial Bid opening on 20 th March, 2019 at 11.30 A.M.
2	Four wheeled small size vehicles	(i) Honda Amaze, (ii) Swift Dzire, (iii) Hyundai Xcent or any of the above small-sized vehicle with desired safety features such as ABS, Powered windows/ Steering etc. preferably of white colour.	06 Location:- At Pune	2000	40000/-	57600/- (9600 x 6)	01.04.2019 to 31.03.2020	15th March, 2019 (5.00 P.M.)	opening on 18 th March 2019 at 11.30 A.M. and Financial Bid opening on 20 th March, 2019 at 11.30 A.M..
3	Four wheeled small size vehicles	(i) Honda Amaze, (ii) Swift Dzire, (iii) Hyundai Xcent or any of the above small-sized vehicles with desired safety features such as ABS, Powered windows/ Steering etc. preferably of white colour.	01 Location:- At Solapur	2000	40000/-	9600/-	01.04.2019 to 31.03.2020	15th March, 2019 (5.00 P.M.)	Technical Bid opening on 18 th March 2019 at 11.30 A.M. and Financial Bid opening on 20 th March, 2019 at 11.30 A.M.
4	Four wheeled small size vehicles	(i) Honda Amaze, (ii) Swift Dzire, (iii) Hyundai Xcent or any of the above small-sized vehicle with desired safety features such as ABS, Powered windows/ Steering etc. preferably of white colour.	02 Location:- At GOA	2000	40000/-	19200/- (9600X2)	01.04.2019 to 31.03.2020	15th March, 2019 (5.00 P.M.)	Technical Bid Opening on 18 th March 2019 at 11.30 A.M. and Financial Bid opening on 20 th March, 2019 at 11.30 A.M.
		Total	11			110400/-			

- The bid forms and other details can be obtained from the website www.eprocure.gov.in (CPP Portal) and www.Cbic.gov.in
- The bid has to be submitted for either for all eleven vehicles or for eight vehicles at Pune and one vehicle at Solapur and two vehicles at GOA. Further if any of the documents specified in the Technical Bid, is not submitted or if the condition of age of vehicle put forth in the technical bid is not met, such Technical Bid shall be rejected.
- The Commissioner of Goods & Service Tax, Audit - II Pune Commissionerate reserves the right to accept or reject any or all of the quotations without assigning any reason whatsoever.

(ANAND KUMAR)

Additional Commissioner
CGST Audit II Pune.

भारत सरकार, वित्त मंत्रालय, राजस्व विभाग, केंद्रीय वस्तु एवं सेवाकर लेखा परीक्षा -II - पुणे, 'बी' विंग, 4 थी मंजिल, ४१-ए, जीएसटी भवन, वाडिया कॉलेज के सामने, ससून रोड, पुणे - ४११००१	 सत्यमेव जयते	Government of India, Ministry of Finance, Department of Revenue, Central GST, Audit-II, Pune, 'B' Wing, 4 th Floor, GST Bhavan, Sassoon Road, Opp. Wadia College Pune - 411 001
Phone No.020-29705251,26054563		

F.No. I/Adm/22-17//Hiring Vehicle/2019-20
 Pune, the March, 2019.

NOTICE INVITING E-TENDER

1. Online bids are invited on single stage two bid systems for "Hiring of Vehicles" at Pune, Solapur and Goa for the period 01.04.2019 to 31.03.2020.

2. **Document Download:** - Tender documents may be downloaded from CPPP site <http://eprocure.gov.in/eprocure/app> as per the schedule as given in CRITICAL DATE SHEET as under:-

Published Date	1 st March 2019 (11.00 P. M.)
Bid Document Download Start Date	2 nd March 2019 (10.00 A.M.)
Clarification Start Date	2 nd March 2019 (10.00 A.M.)
Clarification End Date	8 th March 2019 (05.00 P.M.)
Pre bid meeting	-
Bid Submission Start Date	2 nd March 2019(10.00 A.M.)
Bid document Download End Date	15 th March 2019 (05.00 P.M.)
Bid Submission End Date	15 th March 2019 (5.00 P.M.)
Technical Bid Opening Date	18 th March,2019(11.30 A.M)
Financial Bid Opening Date	20 th March 2019 (11.30 A.M.)

3. Bid Submission:-

Bids shall be submitted online only at CPPP website: <https://eprocure.gov.in/eprocure/app>.

Service Providers have to follow the terms and conditions provided in the Annexure-I and "Instructions To Bidder for Online Bid Submission" provided in the Annexure-II " for online submission of bids.

The bid has to be submitted for all the 11(Eleven) vehicles, a part bid for less than 11(Eleven) vehicles shall be summarily rejected. Further, if any of the documents specified in the Technical Bid, is not submitted or if the condition of age of vehicle put forth in the technical bid is not met, such Technical Bid shall be summarily rejected.

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

4. Not more than one tender shall be submitted by one service provider 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.

5. 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 including downloaded price bid template in any manner. In case if the same is found to be tempered/modified in any manner, tender will be completely rejected and EMD would be forfeited and tenderer is liable to be banned.

6. 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.

7. Performance Guarantee (Security Deposit) :- The Successful bidder shall give performance security immediately after award of the contract in the form of Account payee Demand draft/ Fixed Deposit Receipt /Bank Guarantee from a scheduled commercial bank amounting to 5% of the total estimated cost in favour of Pay & Accounts Officer, 41/A, GST Bhavan, Opp. Wadia College, Pune 411001. Performance security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the contractor. The security deposit will be refunded only after the expiry of the contract. The deposit is liable to be forfeited, if during the period of contract the services of the contractor 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.

EMD Payment:-

The total Earnest Money Deposit is to be deposited in form of Demand Draft in favour Pay and Accounts Officer, 41/A, GST Bhavan, opp. Wadia college, Sassoon Road, Pune-411001 which will be Rs.1,10,400/- (Rs.24,000/-(12000x2) for Two Mid-Sized vehicle and Rs.86,400/- (9600X9) for Eight Small sized vehicles) and the EMD amount will have to be submitted while applying for the contract, without which the bids will not be considered. The EMD amount will be returned to the unsuccessful bidders at the end of selection process. No interest shall be paid on the EMD and EMD shall be forfeited in case the successful bidder withdraws or the details furnished in the bid documents are found to be incorrect or false during the tender selection process.

8 . The original Documents in respect of Earnest Money, must be delivered to the Assistant Commissioner (Adm) Goods and Service Tax ,Audit-II Pune Commissionerate, Pune , GST Bhavan ,3rd floor ,'C'Wing , Opp. Wadia College, Sassoon Road, Pune – 411001, on or before date/time of opening of Bids as mentioned in critical date sheet. Tender shall likely to be liable for rejection for non-submission of original payment documents/ instrument like DD, etc., against the submitted bid.

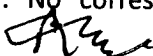
9. Bids will be opened as per date/time as mentioned in the Tender Critical Date Sheet. After online opening of Technical-Bid the results of their qualification as well Price-Bid opening will be intimated later.

Submission of Tender

The tender shall be submitted online in two part, viz., Technical bid and Price bid.

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.

The offers submitted by Telegram/Fax/email shall not be considered. No correspondence will be entertained in this matter.

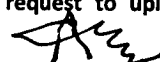


(ANAND KUMAR)

Additional Commissioner
Central GST, Audit-II, Pune.

- Encl:-
1. Annexure:-I (Terms and Conditions)
 2. Annexure:- II (Instructions for Online Bid Submission)
 3. Annexure:-III (Technical Bid)
 4. Annexure:-IV (Financial Bid)
 5. Annexure-V (Tender Acceptance Letter)

Copy to:- web-Master, CBEC Website, Commissioner of Systems, New Delhi with request to upload on CBIC Web-site (www.cbic.gov.in) at the earliest.



(ANAND KUMAR)

Additional Commissioner
Central GST, Audit-II, Pune.

ANNEXURE- I

A. **TERMS AND CONDITIONS:-**

- 1) The service provider should have a well established agency engaged in supply of vehicles and should have experience of minimum 3 years in providing vehicles on hire.
- 2) The bid should be for monthly hire charges. The bid should be given separately for mid-sized vehicle and small sized vehicle.
- 3) The vehicle should be available on all days including Saturday, Sunday & Holidays, if required at Specific place viz. **Pune/Solapur & GOA** at the disposal of departmental officer/s during the entire month for a time of 10 to 12 hours per day for vehicle mentioned above. It will also be used to make out station trips and can be called during odd hours, when required. During outstation trips the vehicle should be available at all times with no restriction of hours.
- 4) **The vehicle shall not be older than 2016 model** and it should be in excellent running condition with proper exteriors and new interiors & upholstery.
- 5) **LPG Cylinders should not be used for running the vehicle in any case.**
- 6) The service provider should be eligible to hire out vehicle as per the RTO norms. It is the sole responsibility of the service provider to obtain necessary permissions from RTO or other Transport Agencies as required.
- 7) The service provider should ensure that the vehicle is covered under comprehensive insurance during the period of contract. In event of the accident, the claim for the damage of property or injury to third party shall be settled by the service provider himself. The department will not have any liability.
- 8) The service provider should ensure that the vehicle complies with the norms of pollution control and obtains 'PUC' i.e. Pollution under Control Certificate from the time to time from competent authority under the period of contract.
- 9) The vehicle's interiors should be equipped with all the useful and required accessories and the department can ask for any new accessory and or change in interiors when felt necessary.
- 10) The service provider should deploy a well experienced driver having a valid driving license for the hired vehicle. The driver should be well conversant with road routes in Maharashtra and the local language. The vehicle should be legally utilizable all over Maharashtra and in neighboring states.
- 11) The driver of the vehicle should be equipped with mobile telephone in full working condition at all times.
- 12) All expenses relating to salary, allowances and provident fund of the driver shall be borne by the service provider, Like-wise all expenditure related to the vehicle including fuel upkeep, Insurance, Maintenance etc. will also be borne by the service provider.
- 13) The service provider shall undertake to indemnify the department against all damages/charges arising on account of 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 other person or in executing the work or otherwise and against all claims and demand thereof.
- 14) The vehicle should be equipped with GPS.
- 15) The driver of the vehicle should wear decent uniform which is to be supplied by the service provider.
- 16) The driver would have to be approved by the department after being used for a week. The driver once approved by the department should not be changed over a period of contract, unless an exigency arises.
- 17) Driver should not be addicted to Alcohol and Psychotropic drugs.
- 18) The vehicle will be used, generally, for a maximum distance of 2500 Kms. for vehicle mentioned at sr. No. 1 and for a maximum distance of 2000 Kms. vehicle mentioned at sr. No. 2 & 3 of the aforesaid schedule in a month. 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 kms or 2000 kms x (Monthly hiring charges / 2500 kms or 2000 kms)]. If the maximum distance of 2500/2000 Kms. not covered in a month the balance kms. will be adjusted in next month.
- 19) The driver of the vehicle shall maintain a "Log Book" for the movement of the vehicle in the format prescribed by the Department and shall submit the extract every month before 5th of the next month along with bill and duty slip.
- 20) The bid should be for monthly rental which would include all charges. Hence all expenses relating to salary and allowances of the driver, over time payment, maintenance of vehicle, fuel, oil or any other expenditure related to the vehicle and the driver including outstation stay of the driver will be borne by service provider.
- 21) The hiring charges will be paid to the service provider on monthly basis on submission of the extract every month before 5th of the next month along with bill. TDS and other taxes as applicable will be deducted from each bill.
- 22) The service provider should also have 24 hours working telephone so that he can be called in case of any problem pertaining to the vehicle or the driver.
- 23) The service provider shall provide fire extinguisher in the vehicle.

- 24) It will be the responsibility of the service provider to ensure that the vehicle is washed, exteriors are polished and interiors are vacuum cleaned / washed / dry cleaned at regular intervals. If the vehicle is dirty then the officer can refuse to use it and penalty would be imposed upon the service provider.
- 25) The service provider should ensure the proper maintenance of battery, coolant, oil, tyre pressure periodically.
- 26) The vehicle will be parked in the office premises or in any other premises at Specific place viz. **Pune/Solapur/GOA** as required by the department. In case it is required to be parked in service providers premises then no dead mileage would be payable from the service provider's premises to starting point and vice-versa. Mileage will be counted from the point of reporting as desired by department.
- 27) Time is of essence in official matters. The vehicle with driver should invariably reach before the appointed time whenever called. If the driver (with vehicle) reaches after the scheduled / given time, the department would be within its rights to refuse the vehicle and impose penalty upon the service provider. On every occasion that driver or the vehicle is not able to reach at the appointed time, pro-rata deduction for that day and an additional penalty of Rs 500/- per day would be imposed and deducted from the monthly bill.
- 28) The service provider should ensure that in normal circumstances the fuel tank should never be less than half tank. For outstation trips, the driver should be provided ample cash by the service provider, to take care of extra fuel usage and other charges / expenses.
- 29) In case of breakdown / repairs of vehicle, the service provider shall provide suitable substitute vehicle immediately.
- 30) If driver is on leave, the service provider should in advance make an arrangement of driver and replacement of vehicle and intimate the concerned officer of the Commissionerate.
- 31) The contract can be terminated by the department without assigning any reason by giving an advance notice of 15 days.
- 32) The service provider shall not terminate the contract without prior notice of at least one month.
- 33) The service provider shall submit two different tenders viz. Technical Bid and Financial Bid.
- 34) The Financial bid will be opened only if the Technical bid is found to be satisfactory.
- 35) The Financial Bid shall contain the amount quoted for per month hiring charges for the period of hire, in terms of the departmental requirement as in preceding paragraphs.
- 36) The Technical Bid shall contain the number of years of experience of the service provider in this field, the make and model of the vehicle offered, date of manufacture, Registration Number of vehicle offered, details of permit if any required for hiring vehicles, Insurance details, PUC details, GST Number & PAN Number of service provider. The self attested photocopies of these documents shall be attached with the Technical Bid. There shall be no mention of any financial matters such as amount quoted per month etc. in the Technical bid. Upon observance of any such mention in the Technical bid, the tender will be summarily rejected. The technical bid should also contain a declaration by the service provider that he is agreeable to all the terms and conditions as above mentioned and the vehicle is being offered only after being satisfied with the said terms and conditions.
- 37) The service provider should be register for E-procurement through CPP Portal and having digital signature certificate. It is mandatory to acquire Class 2 Digital Signature Certificate.(Signing & Encryption) to participate in E-procurement process. There will be two bid patterns, i.e. (i) **Technical bid** and (ii) **Financial bid** and both the bids are to be placed on CPP Portal.
- 38) Before finalization of contract the condition of vehicle and driver's proficiency would be checked by conducting driving trials. If the condition is not satisfactory, the bid will be summarily rejected.
- 39) The service provider will have to enter into an agreement on the stamp paper with appropriate stamp duty within 5 days from the date of communication of acceptance of his offer by this office.
- 40) No conditional bids shall be entertained by this Commissionerate and conditional bids will be rejected summarily.
- 41) In case of any dispute of any kind and in any respect whatsoever, the decision of the Commissionerate shall be final and binding.
- 42) In case of any dispute the decision of the Commissioner of Goods and Service Tax. Audit-II Pune, 41/A, GST Bhavan, 'B' Wing, 4th Floor, Opp. Wadia College, Pune 411 001, shall be final and binding.

B. TERMS OF PAYMENT

1. The service provider will submit the monthly bill by 5th of next month for reimbursement in triplicate to the officer-in-charge and the same shall be paid after making recovery, if any.

C. PENALTIES

1. The Service provider will attract a penalty of an amount equal to one day's payment of vehicle plus Rs. 500/- (Rs. Five Hundred only), in case non performing duty/ absent by the driver or any other reason.

ANNEXURE-II**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, Value, 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 covers 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, annual reports, auditor certificates 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 tender fee / 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 downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
- 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 & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 10) 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.

ANNEXURE-III

TECHNICAL BID

1. Name of firm/Company/Agency :
(Copy of Shop Act/Company
Registration Certificate should
be enclosed)

2. Complete Address& :
Contact Number

3. Number of years' experience :
in providing vehicles
in Government/Semi-
Government/Public Sector
Undertakings.

4. Name and Address of the :
Departments in respect of
Sl.No. 3 above.

5. PAN Number (with proof) :

6. GST Registration No :
(with proof)

7. Details of the vehicles owning for :
providing on hire
(With Make Model and Year
Along with the copy of
Registration Certificate
of each of the vehicle.)

The eligible vehicles details only should be included

Signature
Name of the Authorized Signatory
Seal/Stamp

The following documents are to be furnished by the Service Provider along with **Technical Bid** as per the tender document. If any of the documents specified in the Technical Bid, is not submitted or if the condition of age of vehicle put forth in the technical bid is not met, such Technical Bid shall be summarily rejected.

- i) Scanned copy of **proof for payment of Earnest Money Deposit**
- ii) Scanned copy of GST Registration Certificate. In case GST Registration certificate, is not obtained by the bidder for being a small service provider, a declaration to the effect that, he/she is a small service provider having turnover less than the exemption limit of Rs.20 lakhs, from provision of taxable services, in the preceding financial year.
- iii) Scanned copy of PAN Number Card.
- iv) A letter/declaration of bidder containing following undertakings ...
 - (a) They have no relative employed in the Invitee Department,
 - (b) They undertake to present important documents in relation to vehicles offered for hiring viz. RCTC, Tourist permit, Insurance Cover certificate, PUC certificate, in the next stage of the bid i.e. at the time of pre contract verification.
- v) **None of vehicles offered for hiring should be older than three years i.e. older than 2016 model,**
- vi) Scanned copies of following documents viz. RCTC, Tourist Permit, Insurance Cover Certificate and PUC, in respect of all vehicles offered for hiring should be submitted & uploaded in the technical bid. However, in case of change in vehicle(s) at subsequent stage of Bid, these documents of respective vehicles shall be presented at the time of pre-contract verification.
- vii) Tender Acceptance Letter duly signed by the bidder.

CHECK LIST OF DOCUMENTS TO BE SUBMITTED.

BID CHECKLIST

Bidder is required to fill-up this checklist and enclose along with the envelope containing the Earnest Money.

Sl.	Item Description	Yes/No	Bid Reference
1.	Scanned copy of proof for payment of Earnest Money Deposit		
2.	Scanned copy of GST Registration Certificate. In case GST Registration certificate, is not obtained by the bidder for being a small service provider, a declaration to that effect.		
3.	Scanned copy of PAN Card		
4.	A letter/declaration of bidder containing following undertakings ... i).They have no relative employed in the Invitee Department, ii). They undertake to present important documents in relation to vehicles offered for hiring viz. RCTC, Tourist permit, Insurance Cover certificate, PUC certificate, at the time of pre contract verification.		
5	Scanned copies of following documents viz. RCTC, Tourist Permit, Insurance Cover Certificate and PUC, in respect of all vehicles offered for hiring should be submitted & uploaded in the technical bid.		
6	Tender Acceptance Letter duly signed by the bidder.		

ANNEXURE-IV

FINANCIAL BID

1. Name, Address and Telephone number of Bidder:-
2. Name and address of the Proprietor/Partner/Directors

Rate per vehicle per month (**Inclusive of all taxes/ charges whatsoever**)

Sr. No.	Model Manufacturer and Registration Number of Vehicle (to be filled by tenderer)	No. of vehicles required	Rate (in Rupees) (Inclusive of all taxes)/Vehicle/Month to be filled by tenderer
01	Model: Manufacturer _____ Manufacturing Year _____ Registration No. _____ (Vehicle to be used up-to 30-31 days subject to maximum of 2500 Kms in a month)	02(Two) (Mid Size)	Rate for car Rs. _____ (in words _____)
02	Model: (Similar) _____ Manufacturer _____ Manufacturing year _____ Registration No. _____ (Vehicle to be used up-to 24-25 days subject to maximum of 2000 Kms in a month)	09 (Nine) (Small Size)	Rate for car Rs. _____ (in words _____)

I have read the terms and conditions of the Tender Notice, and I agree to and undertake to abide by the same.

Signature
 Name of the Authorized Signatory
 Seal/Stamp

•The prices quoted should be fully typed, no hand written quotation shall be accepted.

PRICE BID

- (a) Price bid undertaking
- (b) Schedule of price bid in the form of BOQMV Audit –I Pune.xls

PRICE BID UNDERTAKING

From: (Full name and address of the Bidder)

To,

The Commissioner,
CGST, Audit II Pune,
Pune

Sir,

I submit the Price Bid for _____ 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, Annexure IV inclusive of all applicable taxes except GST.

Yours faithfully,

Signature of authorized representative

Schedule of price bid in the form of BOQMV Audit I Pune.xls

The below mentioned Financial Proposal/Commercial bid format is provided as BOQMVAudit IIPune.xls along with this tender document at <https://eprocure.gov.in/eprocure/app>. Bidders are advised to download this BOQMVAudit-II Pune.xls as it is and quote their offer/rates in the permitted column and upload the same in the commercial bid. **Bidder shall not tamper/modify downloaded price bid template in any manner.** In case if the same is found to be tempered/modified in any manner, tender will be completely rejected and EMD would be forfeited and tenderer is liable to be banned.

Sl. No.	DESCRIPTION	Firm Price(INR) (To be filled in by Bidder)
i.	Complete Scope of services as stipulated in the Technical Bid Document on Firm Price basis inclusive of all taxes and levies, direct and indirect expenses, and without any escalation, excluding GST.	INR in figures..... INR in Words
ii.	GST	As per statutory liability applicable from time-to-time.

1. The rates shall be quoted in Indian Rupee only.
2. The rates will be inclusive of all taxes (except GST), fees, levies, etc. and any revision in the statutory taxes, fees, etc will be the responsibility of the Bidder.
3. In case of any discrepancy/difference in the amounts indicated in figures and words the amount in words will prevail and will be considered.
4. The quoted rates shall remain firm throughout the tenure of the contract and no revision is permissible for any reason.

ANNEXURE-V

TENDER ACCEPTANCE LETTER

(To be given on Company Letter Head)

Date:

To,

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: _____

Name of Tender / Work: -

Dear Sir,

1. I / We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely:

as per your advertisement, given in the above mentioned website(s).

2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. _____ to _____ (including all documents like annexure(s), schedule(s), etc .,), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.

3. The corrigendum(s) issued from time to time by your department/ organization too have also been taken into consideration, while submitting this acceptance letter.

4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.

5. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.

6. I / We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract , without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

(Signature of the Bidder,
with Official Seal)