



आयुक्त का कार्यालय

OFFICE OF THE COMMISSIONER

केंद्रीय वस्तु एवं सेवा कर तथा केंद्रीय उत्पाद शुल्क, अहमदाबाद उत्तर

CENTRAL GOODS & SERVICES TAX & CENTRAL EXCISE, AHMEDABAD NORTH

पहली मंजिल, कस्टम हाउस, नवरंगपुरा, अहमदाबाद – 380009

FIRST FLOOR, CUSTOM HOUSE, NAVRANGPURA, AHMEDABAD – 380009

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F.No. I/22-24/2019/ Adm.

Dated: 04.09.2019

E-TENDER NOTICE

Subject:- Notice for inviting of Tender for hiring of vehicles for the Year 2019-20 (for one year from 01.10.2019 to 30.09.2020)

1. E-Tenders(in prescribed format) are invited under two bid system (both technical and financial) from reputed service providers through e-procurement portal for hiring of vehicles as per requirements mentioned below in schedule for the office of the Commissioner CGST & CX., Ahmedabad North, Ahmedabad for the period of 01(one) year i.e. 01.10.2019 to 30.09.2020.

S. No	Type	Qty.	Cost ceiling (exclusive GST)
01.	Tavera or similar mid sized vehicle to be used for 30/31 days subject to maximum 2,500 kms in a month for use in HQ	01	Rs. 50,000/- per month
02.	Tata Indigo or similar small sized vehicles to be used for 25/26 days subject to maximum of 2000 kms in a month.	14	Rs. 40,000/- per month

2. The complete tender document containing general terms & conditions, pre qualification requirements etc. are available on <http://eprocure.gov.in/procure/app>, www.cbic.gov.in and our website <http://www.cgstamdnorth.gov.in> and can be downloaded.

Tender Critical Date Sheet

Tender publishing date & time	04.09.2019 at 05:30 pm
Bid submission start date & time	04.09.2019 at 05:45 pm
Bid submission end date & time	25.09.2019 at 12:00 pm
Bid opening date & time	26.09.2019 at 12:00 pm

3. The bidders shall submit their bids online only at CPPP website: <https://eprocure.gov.in/eprocure/app> to follow the terms and conditions provided in the Annexure-I, Annexure-II, Annexure-A,B,C and D and "Instructions to Bidder for Online Bid Submission" provided in the Annexure- "III" for online submission of bids. The bidders shall submit their bids on or before bid submission closing date & time.

Interested parties are to submit their bids under two bids system i.e. Technical Bid and Financial bid.

Additional Commissioner (P&V)
CGST & CX., Ahmedabad North

Notice inviting e -tender for Hiring of Vehicles through e-procurement

1. Office of The Commissioner of CGST & CX., Ahmedabad North, 1st floor, Custom House, Near All India Radio, Navrangpura, Ahmedabad-380009 invites a Tender under Two bid System(both Technical and Financial) Enquiry from reputed agencies for hiring of 01(one) Mid Size Vehicles and 14(fourteen) small sized Vehicles for the period of 01 (one) year i.e. from 01.10.2019 to 30.09.2020.

2. Bid documents should be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document. The scanned documents should be legible and readable failing of which is liable to reject the bid of the particular bidder. No correspondence will be entertained in this matter after the tender being opened technically.

3. Not more than one tender shall be submitted by one bidder 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.

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 form including downloaded price bid template in any manner. In case if the same is found to be tampered/ modified in any manner, tender will be completely rejected and tender is liable to be banned.

5. Intending bidders are advised to visit CPPP web site <https://eprocure.gov.in/eprocure/app> regularly till closing date of submission of tender for any corrigendum / addendum/ amendment.

6. Technical 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 as Price-Bid opening will be in also indicated in the Tender Critical Date sheet.

7. Submission of Tender:-

(a) The tender shall be submitted online in two part, viz., technical bid and price bid.

(b) All the pages of bid being submitted must be signed by authorized person and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading.

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

ANNEXURE-I

TERMS AND CONDITIONS

The interested parties must be capable of providing vehicles on their own on the following terms and conditions: -

1. The Contract is for the period of **One year**. The vehicles will be used for office as staff car for 30-31 days up to 2500 kms and as operational vehicles for 25/26 days up to 2000 Kms in a month. If any vehicles did not travel 2500kms / 2000 kms in a particular month, then the remaining km will be adjusted against the vehicles which have run extra kilometers during the month. If still kilometers remain, the same will be carry forwarded for the next month.
2. The vehicles will be deemed to be at the disposal of O/o the Commissioner, CGST & CX., Ahmedabad North during the period of operational use and contractor shall have to make available the vehicles on all the day of a month, seven days a week as per requirement.
3. 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 vehicles during the validity of the contract.
4. The bidder should have a registered and well-established Taxi Agency/ Firm having sufficient number of latest models of taxi cars for hiring. All the vehicles should be registered as Commercial vehicle. **"List of vehicles to be provided" to the O/o Commissioner, CGST & CX., Ahmedabad North must be submitted with the Technical Bids along with the details like Registration number, Month and Year of Manufacture, Chasis Number etc.** The bidder should have registered under GST, and possess a valid PAN card copies of which, must be submitted along with Technical Bid.
5. The bidder should submit a self declaration regarding having past experience of providing vehicles on hire to at least one government organization/PSU/ a prominent private sector entity.
6. The successful bidder shall have to provide the desired number of vehicles. However, in case the successful bidder expresses his inability to supply the total number of vehicles required, the option shall be given to the next lowest bidder to supply remaining number of vehicles at the lowest quoted rates.
7. The Taxi cars will be kept neat and clean and in perfect running condition with shining body and clean interior with good upholstery.
8. In case condition of taxies is not found to be satisfactory, they shall be returned for immediate replacement. In case no replacement is provided on time, this office would have a right to hire vehicle/vehicles from the market and the additional cost incurred by this office will be borne by the Contractor.
9. The Firm would ensure that the drivers employed should have valid driving license. The vehicles should be registered with the concerned authority of Central/State govt. The Transport operator shall provide a certificate to this effect. The driver of the vehicle provided must follow Traffic Rules and other regulations prescribed by the Govt. from time to time.
10. The Firm should have an adequate number of Telephones/Mobile for contact round the clock. The driver shall observe all the etiquette and protocol while performing the duty & shall be neatly dressed, & must carry a mobile phone in working condition, for which, no separate payment shall be made by this office.

11. The rates quoted should specifically mention the GST component. No Tax will be paid if the operator fails to provide proof of valid GST Registration. No extra charges will be paid except GST if applicable. Bills submitted shall be processed only upon submission of GST Returns for the past periods.
12. The Commissioner of CGST & CX., Ahmedabad North reserves the right to accept or reject the quotation wholly or partly without assigning any reasons thereof or accept more than one offer.
13. The billing will be done on monthly basis; bill preferably typed and in triplicate, in connection with the service shall be submitted to the concerned vehicle incharge in the 1st week of subsequent month. The bills should be duly verified by PRO/GSO of CGST & CX., Ahmedabad North. The department will not make any advance payment, the payment will be made as per availability of fund.
14. A daily record indicating time and mileage for each vehicle shall be maintained in a log book and log book shall be submitted to PRO/GSO (HQ), CGST & CX., Ahmedabad North regularly for scrutiny.
15. Once the hiring of cars commences from a particular operator, the driver should not be changed unless requested by the Office. The vehicles must be available at any time on any day as desired by the officers concerned.
16. The CGST & CX., Ahmedabad North shall be liable to pay the hiring charges only and rest of the charges i.e charges of driver, parking, insurance, all Taxes as per Motor Vehicle Act/State Govt./Central Govt., Petrol/Diesel oil, any other incidental expenses in running, repair and maintenance of vehicle, penalty/fine etc. are to be incurred by the service provider himself. All these expenses are deemed to be covered under hiring charges.
17. In case of breakdown of any vehicle during duty, it shall be the responsibility of the Firm to provide a substitute of the vehicle immediately. In case the vehicle does not report on time/does not report at all, the customer would have right to hire vehicle from the market and the additional cost incurred by the customer will be borne by the Transport Operator.
18. The vehicles should have comprehensive insurance to cover the risk during the contract period. In case of any accident, all the claims arising out of it shall be met by the Contractor.
19. In case of any dispute of any kind and in any respect whatsoever, the decision of the Commissioner of CGST & CX., Ahmedabad North shall be final and binding.
20. There should be at least two sets of white covers, the towels and napkins in the car and should be changed every week.
21. There should be an air spray in every car.
22. Manufacturing year of the cars should not be older than three year.
23. The place of parking of the hired vehicles shall be the prerogative of the office of the Commissioner of CGST & CX., Ahmedabad North Commissionerate, Ahmedabad.

24. The vehicles may be made available in the Gujarat State as and when this Office desires. Usually the vehicles will be utilized during the period from 09:00 hrs. to 20:00 hrs, however, the vehicles can be utilized for preventive work or in case of any emergency without bringing it to the knowledge of transport operator.
25. As regard vehicles timings, the transport operator will not pass on the instructions directly to the driver concerned. All the instructions should be routed through the PRO/GSO, CGST & CX., Ahmedabad North.
26. Vehicles should be kept with sufficient stock of fuel. However, in case of any emergency, if any officer refuels on payment from his pocket, the same should be reimbursed by the Contractor on production of the bill.
27. 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.
28. 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. In case of any accident or any other contingency, any claim arising out of it shall be borne by the contractor only and no claim whatsoever shall be borne by the Office of the Commissioner of CGST & CX, Ahmedabad North.
29. 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.
30. Bids once submitted shall not be allowed to be withdrawn. The successful bidders present himself for signing the agreement as and when called for. Further, the vehicles are to be provided for duty immediately after finalization of contract of successful bidders.
31. A declaration regarding acceptance of the above mentioned terms and conditions is to be submitted along with the Technical bid, failing of which the bid of the particular bidder is liable to be rejected.
32. The track record of the bidder should be good/satisfactory. If the track record is found unsatisfactory, the bid of the particular bidder will be liable to be rejected.
33. The lowest tender will be arrived based on Total Rate Quoted (per month) for 15 Vehicles. The tender getting lowest consolidated rate will be declared as successful bidder.
34. In case of any dispute of any kind and in any respect whatsoever, the decision of Commissioner of CGST & CX, Ahmedabad North shall be final and binding.
35. If any of the terms & conditions shown above at Sr. No (1) to (34) is not found fulfilled during the work contract, the CGST & CX., Ahmedabad North Commissionerate, Ahmedabad reserves the right to discontinue the contract without assigning any reason thereof.

We agree to the above terms and conditions.

Signature and Name with Date _____

Name of the Firm _____

Annexure-II

Summary of Documents to be submitted:

A. Technical Bid:-

The following documents are to be furnished by the Service Provider along with Technical Bid as per the tender document:

- i) Signed and Scanned Copy of Technical data sheet (In format as per Annexure-A)
- ii) Signed and Scanned Copy of Tender Acceptance Letter (As per Annexure-B) & Letter of authorization to submit bid.
- iii) An undertaking (self-certificate) that the agency hasn't been blacklisted by a Central/State/UT Government institution and there has been no litigation with any government department **failing of which the bid of the particular bidder is liable to be rejected.**
- iv) Signed and Scanned copy Certificates like GST Registration, PAN No. RC BOOK of offered vehicles, and experience if any etc.
- v) Price bid undertaking (As per Annexure-C)

B. Price Bid:-

- (a) Schedule of price bid in the form of BOQ xls. file name as V3_BOQ_vehicle price bid(sample shown in Annexure-D).

ANNEXURE – ‘A’

TECHNICAL/QUALIFYING BID FORM FOR TENDER of hiring of Vehicles for
the Office of the Commissioner of CGST & CX., Ahmedabad North.

1	Name, address & telephone of the service provider:	
2	Name, address of the Proprietor/Partner/Director	
QUALIFYING CRITERIA FOR TECHNICAL BID:		
1	We have attached copy of RC Book of the vehicles offered in this tender	Yes/No
2	We have valid GST Registration	Yes/No
3	We have attached copy of GST Registration Certificate	Yes/No
4	Attached copy of PAN	Yes/No
5	A list containing details of the vehicles to be offered to this office with the details like Registration number, month and year of Manufacture, chassis number etc.	
6	Any employee of the office of the Commissioner of CGST & C.Ex. Ahmedabad North, Ahmedabad is on your Board or share holder in contractor's entity	Yes/No, if yes, please Provide details
7	Have your any director/partner/entrepreneur convicted under any law	Yes/No, if yes, please Provide details
8	Has your firm/company black listed at any time in past by any organization.	Yes/No, if yes, please Provide details
9	Any other information contract or may like to furnish (may be Furnished in separate enclosure)	
10	The Vehicles is registered as commercial vehicles.	Yes / No. If yes, please provide details.
11	The Registered Office of the Agency should be located in Ahmedabad. An attested copy of the registration certificate of offices in Ahmedabad shall be enclosed. The company should be reputed, experienced & financially sound. Proof to this effect may be enclosed	YES/NO. If yes, please provide details
12	The Agency must have a minimum of three years' experience in supplying taxies to reputed private companies / Public Sector Companies / Banks / Central and State Government Departments. Proof of at least two contracts relating to supplying of taxi services to Central Government / State Governments / PSUs / Bank / reputed private firms in last three years along with attested copies of the supply order be enclosed with the tender document.	YES/NO. If yes, please provide details

DECLARATION

I/We hereby certify that information furnished above is true and correct to the best of my/our knowledge. I/We understand that if any deviation is of and in above statement at any time, I/We shall be blacklisted and will not have any dealing with the department in future.

I hereby confirm that I am authorized to sign the Tender Document.

Signature

Name of the Authorized signatory

Seal / Stamp.

ANNEXURE-B

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 to 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 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 can without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

Annexure-C
PRICE BID UNDERTAKING

Date:

From: (Full name and address of the Bidder)

To,
The Additional Commissioner (P&V)
O/o the Commissioner of CGST & CX.,
Ahmedabad North, 1st Floor,
Custom House, Near All India Radio,
Navrangpura, Ahmedabad-380009

Sir/ Madam,

1. 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 BOQ, Annexure D inclusive of all applicable taxes except GST.

Yours Faithfully,

Signature:-
Name of Representative
E-Mail:-
Phone:-
Office Address:-

ANNEXURE-D

Format for Financial bid BOQ file

Name of the Bidder									
Price schedule Annexure-D									
Sr.No	Item Description	Item Code/ Make	Qty.	unit	Estimated Rate	Basic rate in figures to be entered by the bidder	GST Amount	Total Amount without Taxes	Total Amount with Taxes
1.01	Tavera or similar Mid sized vehicle to be used 30/31 days up to 2,500 kms in a month for use in HQ	Petrol/ Desiel	1.00	Nos	50000.00	To be filled by bidder	Total GST Amount after calculating for one vehicle and multiplying with the number of vehicles	Automatically calculated by excel sheet	Automatically calculated by excel sheet
1.02	Tata indigo or similar sized/Small sized vehicles to be used for 25/26 days subject to maximum of 2000 kms in a month.	Petrol/ Desiel	14.00	Nos	40000.00	To be filled by bidder	-do-	-do-	-do-

1. The above annexure-D is only indicative this is not required to be submitted by the bidder. Financial bid should be submitted only in the BOQ format which is enclosed with the tender notice.
2. At the time of filing the price bid the bidder should not change the name of the BOQ file i.e. V3_BOQ_vehicle price bid.
3. For any quarry the bidder may contact to this office within the limits of critical dates.

ANNEXURE- III

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 enrol 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 Enrolment" 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 / XIS / 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 PDF 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 PDF file.

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 openers 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.