



भारत सरकार / GOVERNMENT OF INDIA

वित्त मंत्रालय, राजस्व विभाग / MINISTRY OF FINANCE, DEPARTMENT OF REVENUE

वस्तु एवं सेवा कर / GOODS AND SERVICES TAX

वस्तु एवं सेवा कर आयुक्त का कार्यालय, संपरीक्षा,
इमारत, एस 1 एवं एस 1, विनय मार्ग, सिद्धार्थ नगर, मैसूर-11OFFICE OF THE COMMISSIONER OF CENTRAL TAX AUDIT, S1 & S2, VINAYA MARGA,
SIDDHARTHA NAGAR, MYSURU – 570 011.

सी. सं./ C No I/22/15/2018 Admn

दिनांक / Date: 05.10.2018

TENDER ENQUIRY

Online Tenders are invited from the qualified and reputed service providers for providing following motor vehicles on monthly hire basis with driver for the period of one year from commencement of contract for official use in the formations of Central Tax Audit Commissionerate, Mysuru as detailed below:

Sl. No.	Type Of Vehicle	Specifications	No. of Vehicles	Place of Supply of Vehicle	Service required from
1	Mid- size Vehicle for 2000 Kms a month	Vehicle registered after September'15	01	O/o Commissioner of Central Tax, Audit Commissionerate, Mysuru	One Vehicle from 01.11.2018
2	Mid- size Vehicle for 2000 Kms a month	Vehicle registered after September'15	01	O/o Commissioner of Central Tax, Audit Commissionerate, Mysuru	One Vehicle from 01.11.2018
3	Small Size Vehicle for 2000 Kms a month	Vehicle registered after September'15	01	O/o Commissioner of Central Tax, Audit Commissionerate, Mysuru	One Vehicle from 01.11.2018

2. The tenders may be submitted on or before 17.00 hours on 27/10/2018 through Central Public Procurement Portal (www.eprocure.gov.in). The terms and conditions of the Tender are as per Annexure I.

3. The Bids may be in the format as follows

- | | | |
|---|---|--------------|
| a. Technical Bid | - | Annexure II |
| b. Tender acceptance letter | - | Annexure III |
| c. Financial Bid (Proforma for quoting rates) | - | Annexure IV |

4. The technical bids will be opened first and the financial bids in respect of the participants who qualify in technical bid only will be considered. The Contract will be effective for a period from the date of commencement and upto for a period of one year.

5. The Commissioner of Central Tax, Audit Commissionerate, Mysuru reserves the right to accept or reject any or all the tenders without assigning any reasons whatsoever.

(Handwritten signature)
05/10/2018

(BALAKRISHNA. S)
JOINT COMMISSIONER.

ANNEXURE-I

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 at Mysuru/Bengaluru depending on the assignment at the disposal of departmental officer/s during the entire month.
- 4) Shall not be earlier than **2015 September model** and it should be in excellent running condition with proper exteriors and new interiors & upholstery.
- 5) 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.
- 6) 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.
- 7) The service provider should ensure that the vehicle complies with the norms of pollution control and obtain PUC i.e., Pollution Control Certificate from time to time from competent authority under the period of contract.
- 8) 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.
- 9) 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 Karnataka and the local language. The vehicle should be legally utilizable all over Karnataka and in neighbouring states.
- 10) The driver of the vehicle should be equipped with mobile telephone in full working condition at all times.
- 11) The driver of the vehicle should wear decent uniform which is to be supplied by the service provider.
- 12) 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.
- 13) Driver should not be addicted to bad habits.
- 14) The vehicle will be used, generally, for a maximum distance of 2000Kms. However, in rare circumstances when it may be required for over 2000 kms in a month the payment would be made on pro-rata kilometre basis [i. e No of kms used over 2000 x (Monthly hiring charges/2000)]. If the maximum distance of 2000 Kms not covered in a month the balance kms will be adjusted in next month.
- 15) 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.
- 16) The bid should be for monthly rental which would include all charges. Hence all expenses relating to salary and allowances of the driver, overtime 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.

- 17) The hiring charges will be paid to the service provider on monthly basis. TDS and other taxes as applicable will be deducted from each bill.
- 18) 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.
- 19) The service provider shall provide fire extinguisher in the vehicle.
- 20) 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 up on the service provider.
- 21) The service provider should ensure the proper maintenance of battery, coolant, oil, tyre pressure periodically.
- 22) The vehicle will be parked in the office premises or in any other premises at Mysuru/Bengaluru as per the assignment 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.
- 23) 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.
- 24) 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.
- 25) In case of breakdown/repairs of vehicle, the service provider shall provide suitable substitute vehicle immediately.
- 26) If driver is absent, the service provider should well in advance make an arrangement of driver and replacement of vehicle and intimate the concerned officer.
- 27) The contract can be terminated by the department without assigning any reason by giving an advance notice of 30 days.
- 28) The service provider shall not terminate the contract without prior notice of at least one month.
- 29) The service provider shall submit two different tenders viz. Technical Bid and Financial Bid.
- 30) The Financial bid will be opened only if the Technical bid is found to be satisfactory.
- 31) 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.
- 32) The service provider should be registered for e-procurement through CPPP Portal and having Digital Signature Certificate. It is mandatory to acquire Class2 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 CPPP Portal.
- 33) Before finalization of contract the condition of vehicle and driver's proficiency would be checked by conducting driving trails. If the condition is not satisfactory, the bid will be summarily rejected.
- 34) 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.

- 35) The contract will be in force from the date of award of contract for a period of one year. This office reserves the right to extend the duration of the contract for a further period subject to satisfactory performance and on mutually agreed terms and conditions.
- 36) In case of any dispute the decision of the Commissioner of Central Tax, Audit Commissionerate, Mysuru, 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/- (Rupees Five Hundred only), in case non-performing duty/absent by the driver or any other reason.

ANNEXURE-II

TECHNICAL BID

Qualifying criteria for Quotation

1.	Name of the Bidder with mobile and landline telephone No, FAX and complete address and contact person and details of the registration of firm/company with registrar of partnership firm/ROC(please attach self-attested copies)	
2.	Goods & Services Tax (GST) Registration Details. (Please upload self-attested copy of the Registration Certificate).	
3.	Permanent Account Number (PAN). (Please Up-load self-attested copy of the PAN)	
4.	Make, Model, Mileage, and Registration No. of commercially registered Vehicle to be provided(must be filled in)	
5.	Experience in providing vehicles to PSU/Govt. Departments, copies of the contract papers/letters are to be attached	
6.	Details of pending legal disputes relating to providing of vehicles, if any	
7.	Tender acceptance letter	

Note: - Non-fulfilment of any of the criteria above will result in disqualification of Bid.

TENDER ACCEPTANCE LETTER
(To be given on Letter Head)

Date:

To

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: _____

Name of the Tender /Work:-

Dear Sir,

1. I/We have downloaded/ obtained the tender documents for the abovementioned tender/ Work from the website(s) namely: Central Public Procurement Portal as per your advertisement, given in the above mentioned website(s).
2. I/We here by 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 has 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. In case any provisions of this tender are found violated, then your department / organization shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the said earnest money deposit absolutely.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

FINANCIAL BID

ANNEXURE-IV

PRICE BID

- a. Price bid undertaking
- b. Schedule of price bid in the form of BOQ_XXXX.xls

PRICE BID UNDERTAKING

From :(Full name and address of the Bidder)

To

Dear Sir/Madam,

I submit the Price Bid for _____ (Give the Tender ID No) and related activities as envisaged in the Bid document. **(Please do not indicate the price here. If indicated the bid will be rejected summarily)**

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 but exclusive of GST.
4. I/We undertake that I/We have carefully studied all terms and conditions of the tender and shall abide by them. Further, it is certified that I/We have never been blacklisted by any Govt. / PSU Department.

Yours Faithfully,

Signature of authorized Representative with Name and Contact No.