



केन्द्रीय कर आयुक्त का कार्यालय  
निवारक अनुभाग, मुख्यालय उत्तर पश्चिम आयुक्तालय,  
उत्तर विंग दूसरी मंज़िल शिवाजीनगर बी.म.टी.सी बस स्टैंड बेंगलुरु-560051  
**OFFICE OF THE COMMISSIONER OF CENTRAL TAX**  
**HQRS, BENGALURU NORTH WEST COMMISSIONERATE, SOUTH WING, 2<sup>ND</sup>**  
**FLOOR, SHIAJINAGAR BMTC BUS STAND, BENGALURU-560 051**

मि.न./C No. IV/13/01/2018 MV Tender BNW

दिनांक /Date: 20/03/2018

**OPEN TENDER ENQUIRY NO. 001/2017-18**

Central Tax, Bengaluru North West Commissionerate, located at North Wing 2<sup>nd</sup> Floor, Shivajinagar BMTC Bus Stand, Bengaluru-560051, intends to hire operational vehicles for the year 2018-19.

2. Tender enquiry is invited by the **Commissioner of Central Tax, Bengaluru North West Commissionerate** towards providing of vehicles as mentioned in the Annexure 'A' on hire basis.
3. Sealed quotations complete in all respect should be submitted by the reputed and established Taxi operators stationed in Bengaluru and registered with the Goods & Services Tax Department for hiring of vehicles with drivers on monthly hiring basis for the financial year 2018-19 (01/05/2018 to 31/03/2019). The following documents giving details are enclosed herewith:

SI No	Particulars	Details
1	Terms & Conditions	Annexure-I
2	Proforma for technical Bid	Annexure-II
3	Proforma for Financial Bid	Annexure-III
4	Tender Acceptance Letter	Annexure-IV

4. Contractors, Firms, Agencies interested in taking up this work may submit the details in Annexure - II, III and IV. The Technical Bid (Pre-qualifications requirements) (Annexure - II) should be placed in one envelope, Commercial/Financial Bid (Proforma for quoting rates) (Annexure III) should be placed in second envelope and Tender Acceptance Letter should be placed in third envelope. All the sealed envelopes be placed in another sealed cover

"Quotation / Rates for hiring of vehicles for the Office of the Commissioner of Central Tax, Bengaluru North West Commissionerate, North Wing 2<sup>nd</sup> Floor, Shivajinagar BMTC Bus Stand, Bengaluru-560051" and the same may be submitted to the Superintendent (Anti-Evasion/ Motor Vehicle), Bengaluru North West Commissionerate, North Wing 2<sup>nd</sup> Floor, Shivajinagar BMTC Bus Stand, Bengaluru-560051 so as to reach by 15.00 Hrs on 20/04/2018.

5. This office reserves the right to postpone the date of opening or to accept or reject any or all bids without assigning any reason whatsoever.

  
(PRIYA GOEL)

JOINT COMMISSIONER (Prev)

Encl: As above.

## Annexure-I

### TERMS & CONDITIONS FOR HIRING OF VEHICLES

#### **1. General Terms:-**

- 1) The vehicles are proposed to be hired for an initial period of one year with the option of extending it for a further period at the discretion of the Commissioner of Central Tax, Bengaluru North West Commissionerate, Bengaluru.
- 2) The bidder shall provide the vehicles as mentioned in the Annexure 'A' for the period from 01/05/2018 to 31/03/2019 on hire with fuel, all maintenance with driver.
- 3) The bid should be accompanied with the Earnest Money Deposit (EMD) of. ₹ 25,000/- in the form of demand draft in favor of the Pay and Accounts Officer, Central Tax, Bengaluru at the time of submission of tender, which will be returned to the unsuccessful bidders and be the deposit amount of the successful bidder.

#### **2. Eligibility Criteria:-**

- 1) The Applicant Contractor's Annual Turnover should not be less than ₹100.00 Lakhs during the Financial Years 2013-14 to 2016-17. In support of this, applicant contractor should submit their copies of returns of income filed with the Income Tax Department along with Profit and Loss Account for A.Ys 2014-15 to 2017-18 in the Technical Bid' envelope;
- 2) Applicant Contractor should have a reputed client list. The client list should be submitted in support of the same in the 'Technical Bid' envelope;
- 3) Minimum qualification for tendering of services by the service providers should be 3 years experience in supply of minimum of 30 vehicles to any State / Central Government Department/Public Sector Undertaking or any other organization;
- 4) The above conditions will not apply to Government or Semi-Government Enterprises;

#### **3. The terms & conditions for hiring of vehicles are as under:-**

- a) The unused Kilometers of the month will be carried forward to the next month in addition to fixed kilometer for the month;
- b) The vehicle shall be deemed to be at the disposal of the Central Tax Department and the billing shall be charged from the reporting place to the relieving place;
- c) The agreed hire charge includes cost of repairs, cost of fuel, taxes (excluding GST), all statutory compliances related charge, other maintenance charges and all other incidental expenses;
- d) In the case of any accident, the bidder shall meet all the claims arising out of it through vehicle insurance or on their own;

- e) The vehicle shall be kept neat and clean with seat covers, perfume and tissue paper and thereto, the vehicles shall be kept in perfect running conditions;
- f) If the vehicle is out of order, the bidder shall provide a substitute vehicle immediately. In case the vehicle doesn't report on time / does not report at all, the Department would have a right to hire a vehicle from the market and the additional cost incurred by the Department will be borne by the bidder;
- g) The vehicle must be available at any time or any day as desired by the Department;
- h) The drivers of the hired vehicle must follow traffic rules and other regulations prescribed by the Government from time to time. Any liability on violation of traffic rules shall be borne by the bidder;
- i) The driver must observe all the etiquettes while performing the duty. The driver must be neatly dressed and should wear white uniform to be provided by the bidder. The driver must be provided with a mobile phone at the expense of the service provider;
- j) The bidder and the driver shall be bound to carry out the instructions of the Department as well as of the competent officers to whom each vehicle is assigned;
- k) All expenses relating to salary and allowances of the driver, over time payment, maintenance of vehicles, fuel oil or any other expenditure related to the vehicle and the driver will be borne by the Contractor;
- l) All legal obligations in respect of the vehicle i.e., Road Tax, RTO permissions etc., and the driver minimum wages, social security etc., will be the responsibility of the contractor;
- m) The contractor should be registered with the authority concerned of State or Central Government and should fulfill the conditions prescribed in Section 66 of Motor Vehicle Act, 1988 for hiring of vehicles;
- n) A daily record indicating time and mileage for each vehicle shall be maintained as per the Trip Sheet and will have to be certified by the competent authority of the Department;
- o) A penalty of ₹ 1000/- per day per vehicle may be levied if any vehicle fails to meet the above terms and conditions on any day;
- p) The Department shall deduct all taxes as per law and TDS certificate to that effect is issued once in a year. GST as applicable will be paid on billing by the Department and the service provider shall remit the same to Government Treasury;
- q) The bills for payment shall be submitted on or before 5<sup>th</sup> of subsequent month. The payment shall normally be made by the end of the month in which the bills are submitted;
- r) The bidder shall get into a vehicle hire agreement with the department. The said vehicle hire agreement can be terminated by either party after giving a prior notice of not less than one

month;

- s) In the event of vehicle breakdown, the bidder has to give immediate replacement identical (to the vehicle one attached to the department);
  - t) In case of dispute or unsatisfactory service, the matter will be decided by the Commissioner after giving due notice;
  - u) The bidder should indicate their PAN, TIN, EPFO, ESI and GSTIN and submit the necessary registration certificates with Central or Local Government in support of the same;
  - v) Either party agrees to terminate the contract after giving one month notice.
4. **Criteria to be fulfilled by the Drivers (The drivers employed along with the vehicle should satisfy the following conditions):**
- i. Drivers should have minimum of 5 years experience of driving. They should have transport licenses for driving passenger vehicles on hire;
  - ii. Age of the Driver should be less than 60 years;
  - iii. Driver should be well versed with the roads and the places in Bengaluru city and should have experience in city driving;
  - iv. Once the driver has been allotted to a particular vehicle, he should remain with the same vehicle for a period of atleast one year. Any change in the designated driver should be intimated to the concerned officer 24 hours before such change is affected;
  - v. Driver should be provided with a mobile phone connection;
  - vi. Driver should be decent and well behaved and should not have any criminal cases against him and should not have any past history of accidents. Antecedents of the drivers to have been verified by the Police Authorities and a report to the said effect should be submitted;
  - vii. Driver should have decent understanding of English or Hindi.
5. The bid has to be submitted on or before 15.00 Hrs on 20/04/2018 to the Superintendent (Preventive/Motor Vehicle), Bengaluru North West Commissionerate, located at North Wing 2<sup>nd</sup> Floor, Shivajinagar BMTC Bus Stand, Bengaluru-560051. The bid once submitted shall not be allowed to be withdrawn and the default after acceptance of the bid shall be deemed to be non-compliance of terms of contract and would render security deposit liable to forfeiture and penalty as the case may be.
6. Tenders (Technical Bids) will be opened on 25/04/2018 at 15:00 Hrs in the Conference Hall located at Bengaluru North West Commissionerate, located at North Wing 2<sup>nd</sup> Floor, Shivajinagar BMTC Bus Stand, Bengaluru-560051 in front of the bidders or their authorized representatives.
7. The Financial bids of the qualified (Technical bid) bidders would be opened on at 16:00 Hrs.

8. The successful bidders shall provide details of all vehicles within 3 days of bid opening date and also present themselves for signing the agreement, as and when called for, and also physically produce the vehicles for inspection within a reasonable period mutually agreed upon.
9. All the vehicles should report for duty on 01/05/2018 in time. In case all the vehicles do not report for duty on 01/05/2018, as the case may be, the payment shall be made vehicle-wise on pro- rata depending upon the date of reporting of the respective vehicles.
10. The requisite number of vehicles for which the contract is awarded to the contractor should definitely report for duties by 01/05/2018 i.e., date of commencement of the contract.
11. In case of any doubt or inquiry the bidder may contact the Superintendent of Central Excise (Preventive/Motor-Vehicle) on any of the working days.
12. The Commissioner of Central Tax, Bengaluru North West Commissionerate, Bengaluru reserves the right to accept or reject any part of the tender or whole tender, without assigning any reason.
13. The applicant contractor should submit one envelope containing three sealed envelopes, separately marked as "Technical Bid", "Financial Bid" and "Tender Acceptance Letter".

**Annexure-II**  
**TECHNICAL BID**

The Technical Bid should be as per the eligibility criteria and terms and conditions mentioned above. It has to be submitted in the proforma provided below. It should be supported by documents. The DD / 'Banker's Cheque in respect of "Earnest Money Deposit' should be submitted with the 'Technical Bid'.

(To be submitted in a separate sealed envelope super scribing "Technical Bid" Prequalification requirements for award of contract for Hiring of vehicles')

Sl No	Particulars	Details
1.	Name of the organization / firms with full address with pin code, Phone No. Fax No. email etc.	
2.	Name of all the Proprietors / Partners / Directors	
3(a)	PAN No. of the firm as allocated by the Income Tax Department	
3(b)	Copy of the Income Tax Returns filed for last three years and Income Tax Clearance Certificate (ITCC) for the last year to be attached	
4	Total strength of staff / workers available with the Service provider	
5	List of Public Sector / Govt. organizations to which similar services have been provided by the Contractors / Firms / Agencies during the last 5 years. List of Government organizations where the Service Provider is currently providing services may also be indicated. (Please attach the job order / service certificate from Govt. office / Public Sector)	
6	The Contractor should also submit copies of Registration Certificate obtained from Goods & Services Tax Department (Ministry of Finance). Department of Labor, State Government. Employees Provident Fund Organization (Ministry of Labor, Govt. of India). Employees State Insurance Corporation (ESI Act, 1948) and Karnataka Shops & Commercial Establishments Act, 1961.	
7	The total Turnover of the Contractor as Service Provider for such services should not be less than Rs.100 Lakhs in 2013-14, 2014-15, 2015-16 and 2016-17. Necessary documents / Certificates to be enclosed.	
8	Registration Number of Tenderer / Concern with GST Department: (Attested Photocopy of registration certificate should be attached)	
9	Registration Number of Tenderer / Concern with other Government Departments: (Attested Photocopy of registration certificate should be attached)	

10	Total Nos. of Taxis / Vehicles available with Service Provider together with make / model:	
11	Whether Service Provider will be able to provide vehicle of 2017 model and later / Make. Indicate model and make of vehicle to be provided	
12	Vehicles to be provided by the Contractor should be in perfectly sound working condition and suitable for use by Senior Officers and should not be older than 2016-17 model and in white color	
13	Vehicles to be provided by the contractor should have the comprehensive insurance to cover all risks as per the Motor Vehicle Act and relevant rules and regulations of the State Government and Central Government	
14	Any other information to be considered	



Annexure-III

**FINANCIAL BID (PROFORMA FOR QUOTING RATE)**

To be submitted in a separate sealed envelope super scribing "FINANCIAL BID"

Sl. No.	Category (No more than four year old in excellent condition)	Brand/ Model name of vehicle	Rates (in ₹) per month with Driver per Vehicle (Excluding GST)	Rates (in ₹) per month with Driver for 6/4 Vehicle (Excluding GST)
A	<b>1(One) A-3 Segment Mid Size Car (Staff Car)</b>			
1	Required for a maximum of 2500 Kms for 30/31 days in a month			
2	Rates per extra kilometer			
B	<b>5 (Five) A-3 Segment Mid Size Car (Operational Vehicle)</b>			
1	Required for a maximum of 2000 Kms for 25/26 days in a month			
2	Rates per extra kilometer			
C	<b>4 (Four) A-2 Segment Small Size Car (Operational Vehicle)</b>			
1	Required for a maximum of 2000 Kms for 25/26 days in a month			
2	Rates per extra kilometer			
C	Any other information			

**Signature of Authorized Person with Date**

**Name & Full Address**

**Telephone No: - Office**

**Fax No.**

**E-Mail:-**

**Seal**

Annexure-IV

**PROFROMA FOR TENDER ACCEPTANCE LETTER**

(To be given on Company Letter Head)

Date:-

To.

.....  
.....

**Sub:** - Acceptance of Terms & Conditions of Tender

Tender Reference No

Name of the tender/Work:.....

.....

Dear Sir,

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 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/ organisation shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the full said earnest money deposit absolutely.

Yours faithfully,

(Signature of the Bidder)