

कार्यालय प्रधान आयुक्त  
Office of the Pr. Commissioner  
CENTRAL GOODS & SERVICES TAX :: CHANDIGARH  
केन्द्रीय माल और सेवाकर :: चण्डीगढ़  
CENTRAL REVENUE BUILDING, PLOT NO. 19, SECTOR 17-C,  
केन्द्रीय राजस्व भवन, प्लॉट नं. 19, सैक्टर 17-सी,  
CHANDIGARH-160017.  
चण्डीगढ़-160017

F.No. I-22(14)/Supdt.Hqrs/Veh Hiring/02/17/pt

Dated: 19 .03.2019

**NOTICE INVITING e-TENDER FOR HIRING OF VEHICLES**

E-Tenders are invited on and behalf of the President of India by the Office of the Commissioner of CGST and Central Excise, Chandigarh, from the vehicle providers for hiring of vehicles as per the requirements mentioned in the Schedule below-

**SCHEDULE**

Sl. No.	Station	Type of Vehicle required	No.of vehicles Required	Special Conditions, if any
1	Chandigarh	Honda City VX/ Maruti Ciaz/Verna SX(O) (2019 model)	04	White Colour (With driver and with fuel)
2	Chandigarh	Innova Crysta V (2019 Model)	05	White Colour (without Driver and with fuel)

2. The tender documents will be available on official website of Central Public Procurement Portal <https://eprocure.gov.in/cppp/> , CBIC website 'www.cbec.gov.in' and the Commissionerate website 'www.cexchd1 from .03.2019 and the bid forms and other details can be obtained from there.

3. Bids shall be submitted online at CPPP website: <https://eprocure.gov.in/eprocure/app> only. They shall be submitted in two parts viz. Technical Bid and Financial Bid. The offers submitted by Post/Courier/ Telegram/Fax/email etc. shall not be entertained.

4. The critical dates for the tender submission and processing are as under:

## **TENDER CRITICAL DATE SHEET**

Published Date	19.03.2019 1700hrs
Bid Document Download / Sale Start Date	19.03.2019 1800hrs
Bid Submission Start Date	20.03.2019 0900hrs
Bid Document Download / Sale End Date	10.04.2019 1600hrs
Bid Submission End Date	10.04.2019 1600hrs
Technical Bid Opening Date	16.04.2019 1000hrs

**5.** Bidders are advised to visit CPPP website regularly till closing date of submission of tender for any corrigendum / addendum/ amendment that may be issued.

**6.** The bidders should follow all the Terms and Conditions provided in Annexures-I, II, III, IV, V, VI and Instructions to Bidder for Online Bid Submission provided in the Annexure-VII for online submission of bids.

**7.** The Department reserves the right to cancel/ modify the tender, postpone the date of opening or to accept or reject any or all the bids, without assigning any reasons.

In case of any query, Sh. Birender Singh, Asstt Commissioner (Admn.),CGST Commissionerate, Chandigarh, be contacted on phone 0172-2702371.

-sd-

**ASSTT.COMMISSIONER (ADMN)**

Copy to:

- i. Notice Board
- ii. The Superintendent (Systems), GST Commissionerate, Chandigarh to upload the tender on Commissionerate website.
- iii. The Administrative Officer(Admn), GST Commissionerate, Chandigarh to upload the tender on CPPP.

**INSTRUCTIONS TO BIDDERS****1. Bid Submission:**

(i) **Where to submit:-** Bid shall be submitted online at CPPP website: <https://eprocure.gov.in/cppp/>. Tenderers are advised to follow the instructions “**Instructions To Bidder for Online Bid Submission**” provided in the “**Annexure-VII**” for online submission of bids. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

(ii) **Time line for tender submission:**

The tender documents must be uploaded/ submitted online as per the timeline given in the Notice Inviting Tender.

(iii) **How many Bids:** - Not more than one bid shall be submitted by one Bidder for one station/vehicle.

(iv) **Who can Bid:**

The bidder should have a registered and well-established Taxi Agency/ Firm having sufficient number of latest models of taxi cars for hiring and vehicles should be registered as commercial vehicle. List of vehicles owned by the bidders and the detail of the vehicles to be provided to this office must be attached along with the Technical Bids. The bidder should also have registered under GST with valid PAN card and RC book of the vehicle.

Persons in Government service are not eligible to apply for this Tender.

(v) **Bid Security (EMD):-** The tenderer must provide bid security of **Rs.30000/- (Rupees thirty thousand only)**. The Demand Draft should be drawn in favour of the **PAO,CBEC, Chandigarh** valid for six months, and must reach the tender inviting authority at his the office. Tender not accompanied with bid security is liable to be rejected. However, public sectors undertaking/ Govt. undertaking firms are exempt from the payment of EMD.

EMD will be returned to all the unsuccessful bidder(s) at the end of the selection process. However, the entire EMD may 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.

The EMD of the successful bidder will be refunded only after the he deposits Performance Security.

The hard copy of original documents of bid security must be delivered on or before Technical Bid opening date / time as mentioned in critical date sheet. Bidders will be treated as non-responsive and their bid will be rejected, at the initial stage itself, if hard copy of Bid Security is not received on or before opening of Technical Bid process.

(vi) **No change in the bid document:-** Interested bidders who have downloaded the tender from the CBEC website [www.cbec.gov.in](http://www.cbec.gov.in) or the Central Public Procurement Portal (CPPP) <https://eprocure.gov.in/eprocure/app> shall not tamper/modify the tender form including

**TERMS AND CONDITIONS**

**I. Relating to the vehicle and its use**

1. The vehicles shall not be registered prior to 1<sup>st</sup> Jan, 2019.
2. 09 (Nine) vehicles to be provided in total. Use of maximum of 26 days in a month and the maximum running of vehicles in a month shall be 2500 Kms in case of 02 (Two) vehicles out of 04 mentioned at S.No 1 and maximum of 31 days in a month and the maximum running of vehicles in a month shall be 2000 Kms in case of 07 (Seven) remaining vehicles. The shortfall / excess of 2000 / 2500 Kms. in the month can be carried over / adjusted in the successive months in the same financial year and the Contract will be for One Year.
3. All vehicles shall be in white colour only.
4. The vehicle to be hired should be registered should be registered as commercial vehicle.
5. The vehicle shall not have any accidental history/case.
6. There should be at least two sets of white seat covers, towels and napkins for each vehicle. It should be changed every week. There should be an air spray in every vehicle. The items mentioned shall be made available at the cost of the owner of the agency/ firm.
7. LPG cylinder shall not be used as fuel for running the vehicle in any case.
8. Vehicle should carry necessary permits/ clearance from the Transport Authority or any other relevant Authority required as per law. The vehicle should also carry necessary pollution certificates issued by the relevant authority. Copy of the above certificates has to be furnished to the office concerned for which the vehicle is offered.
9. Vehicle will have to be maintained in good running condition with shining body and good upholstery.

**II. Driver(s)**

1. The driver(s) provided should be having valid driving license and clean driving record and shall not have any criminal case history
2. The driver(s) shall have a minimum of two years experience of driving.
3. In case of issue of any challan for whatsoever reason by the Police/ Traffic Police, service provider shall be liable to pay the fine imposed, and bear other consequences.
4. Driver should be at all times on duty, wear light coloured shirt, dark coloured trouser and shoes with fully covered toes. Driver should observe cleanliness and all the etiquette and protocol while performing the duty including helping in handling documents and assisting officers using the vehicle.
5. The driver must be provided at service providers cost a mobile phone for communication with the officers. The driver shall not be allowed to use the phone while driving.
6. Driver must not smoke or drink or use any kind of intoxicating substance or drugs, while on duty. In case of misbehavior of the driver or failure to meet any of the terms and condition, the hiring office will have discretion to ask the service provider to change the driver and the service provider shall be bound to provide a different driver immediately.
7. In case the driver is on leave due to ill health or any function etc, the service provider shall make alternate arrangement.

**TECHNICAL BID**

**TECHNICAL/QUALIFYING BID FORM FOR TENDER** of hiring of vehicles  
by the Office of the Pr Commissioner, CGST Chandigarh,  
Central Revenue Building, Sector 17 Chandigarh

1.	Name of the Bidder:	
2.	Address:	
3.	Mobile No. of the Bidder:	
4.	PAN No. :	
5.	GST No.	
6.	Details of the vehicles offered (Details of each vehicle offered are to be filled in the Table given)	Attached( use separate sheet in case of extra space)
	Whether the vehicles offered are as per the specifications mentioned in the Schedule to the Notice Inviting Tender	Yes/No {Please Tick one}
7.	Details of the Earnest Money Deposit: -	
	(i)Name of the Bank:	
	(ii) D. D. No. & Date:	
	(iii) Amount:	
9.	Whether self attested copy of RC Book uploaded	Yes/No {Please Tick one}
10.	Whether Affidavit in format in Annexure V attached?	Yes/No {Please Tick one}
11.	Whether Undertaking in format in Annexure VI attached?	Yes/No {Please Tick one}

**TABLE**

Sl. No.	Station	Vehicle required by the Department	Vehicle offered including the model by the bidder (pl. specify the vehicle from only amongst those required)	No. of vehicles offered
1.		Honda City VX/ Maruti Ciaz/Verna SX (2019 model) <b>04 Nos With Driver with Fuel*</b>		
2.		Innova Crysta V (2019 Model) <b>05 Nos Without Driver with Fuel*</b>		

\*use separate sheet in case space is less.

It is certified that all terms and conditions stipulated in the Tender document have been read and understood and are acceptable to me.

Date:

Name and Signature of bidder

**FINANCIAL/PRICE BID DOCUMENT (SAMPLE NOT TO BE FILLED)**

<b>Tender Inviting Authority :</b> CGST Commissionerate, Chandigarh					
<b>Name of Work:</b> Hiring of Vehicle					
<b>Contract No.:</b> I-22(14)/Supdt.Hqrs/Hiring/Chd/2019					
<b><u>PRICE SCHEDULE</u></b>					
This template must not be modified/ replaced by the bidder and the same should be uploaded after filling relevant columns, else the bid is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only					
Sl. No.	Station	Vehicle required by the Department	Vehicle offered by the bidder including the model (pl. specify the vehicle from only amongst those required by the Department)	No. of vehicles offered	Rate per month for the vehicle offered (Rs.)
1.	Chandigarh	Honda City VX/ Maruti Ciaz/Verna SX(O) (2019 model) 04 Nos with Driver with Fuel			
2.		Innova Crysta V (2019 Model) 05 Nos Without Driver With Fuel			

**Notes:**

1. No. of vehicles required at each station are as per the Schedule to the NIT.
2. Registration of the vehicles should not be earlier than 1<sup>st</sup> Jan, 2019 and should be registered as commercial vehicle.

I have thoroughly examined and understood all the terms and conditions as contained in the Bid document, and agree to abide by them.

I offer to work at the rates as indicated in the Price Bid, inclusive of all applicable taxes and levies except GST.

Yours faithfully,

Signature of Authorized Representative  
(Full name and address of the Bidder)

**AFFIDAVIT**

That I, .....aged about .... years,

Son of Shri .....

Resident of.....

do hereby solemnly affirm and state as under: -

That I am the proprietor/partner of M/s

.....

.....

2. That, I have neither been convicted of any crime nor any cognizance has been taken against me by any Court of Law for any crime till date.

3. That my Agency /firm has not been blacklisted or debarred from participating in any tender by any Central/State Government Department or Central or State Government undertaking.

4. The above statement is true to the best of my knowledge and belief.

Witness

Deponent

1.

2.

(All details have to be filled and signed copy has to be scanned and uploaded online as part of Technical Bid)

**ANNEXURE-VI**

**TENDER ACCEPTANCE LETTER**  
(To be given on Company Letter Head)

Date:

To

The Asstt. Commissioner (Admn),  
CGST Commissionerate,  
Chandigarh.

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

Tender ReferenceNo: \_\_\_\_\_

Name of Tender / Work: -

\_\_\_\_\_

Dear Sir,

1. I/ We have downloaded / obtained the tender document(s) for the abovementioned '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 (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 containedtherein.

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

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 sectorundertaking.

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 orremedy.

Yours faithfully

(Signature of the Bidder, with Official Seal)



## **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, 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 EMO as applicable and enter details of the instrument.
4. Bidder should prepare the EMO 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 colored (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.

10. Summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
11. 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