



**OFFICE OF THE ASSISTANT COMMISSIONER,  
CENTRAL GOODS AND SERVICES TAX DIVISION, MANDI  
(CAMP AT SCO- 47-51, FOUJI COMPLEX, SAI ROAD, BADDI)**

C.NO: I-31(01)Admn/Vehicle Hire/Mandi/2017-18

Date:

**NOTICE INVITING TENDERS**

1. Online Manual/ Sealed bids are invited on single stage two bid system for “Hiring of One Vehicle for CGST Division Mandi(HP)”. **Manual bids shall not be accepted.**
2. Document Download: Tender documents may be downloaded from [www.cexchd1.gov.in](http://www.cexchd1.gov.in) and CPPP site <https://eprocure.gov.in/eprocure/app> as per the schedule as given in CRITICAL DATE SHEET as under.

**CRITICAL DATE SHEET**

Published Date	17-07- 2018 (1700 hrs)
Bid Document Download / Sale Start Date	17-07-2018 (1700 hrs)
Bid Submission Start Date	17-07-2018 (1700 hrs)
Bid Document Download / Sale End Date	06-08-2018 (1100 hrs)
Bid Submission End Date	07-08-2018 (1200 hrs)
Technical Bid Opening Date	08-08-2018 (1400 hrs)

3. Bid Submission: Bids shall be submitted online only at CPPP website: <https://eprocure.gov.in/eprocure/app>. Tenderer/Contractor are advised to follow the instructions “Instructions To Bidder for Online Bid Submission” provided in the Annexure “ A ” for online submission of bids (**PAGE-14 onwards- not to be signed and submitted with tender**). 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 contractor or contractors 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 website [www.cexchd1.gov.in](http://www.cexchd1.gov.in) and 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 tenderer is liable to be banned from doing business with CGST Commissionerate, Shimla.

6. Intending tenderers are **advised to visit again** website [www.cexchd1.gov.in](http://www.cexchd1.gov.in) and **CPPP website** <https://eprocure.gov.in/eprocure/app> **regularly till closing date of submission** of tender for any corrigendum / addendum/ amendment.

7. Bids will be opened as per date/time as mentioned in the **Tender Critical Date Sheet**.

### Submission of Tender

The tender shall be submitted online in - Two part, viz., **technical bid** and **financial bid**.

All the pages of this tender document bid(**except Annexure-III which is to be uploaded only at portal in BoQ**) being submitted must be signed is token of being read carefully 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.

### Technical Bid

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

- i) Signed and Scanned copy of Certificates/documents mentioned in the tender document.
- ii) Signed and Scanned Copy of Tender Acceptance Letter as mentioned in the Annexure IV.
- 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 on account of any services.
- iv) Tender Data Sheet

**Financial Bid**

Price bid undertaking

(a) 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 Financial Bid for \_\_\_\_\_ (No. of cars) 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 III exclusive of GST.

Yours  
Faithfully

Signature of Authorized Person

## Annexure - I

### TERMS AND CONDITIONS

Type of the vehicles required hired to be supplied

Sr.No.	Length of car/Type of Vehicle	No. of vehicles required	Station for hiring vehicle	Maximum Kms to be run in a month
1	A-2 small sized vehicle (Not older than three years) <b>With Driver and with Fuel</b>	1	Mandi	2000 Kms

1. presently the Head quarter of division office is situated at Baddi, however in near future the CGST Division would be relocated to Mandi(HP) station and the area of operation would be district of Bilaspur, Mandi, Kullu and if need be, whole of Himachal Pradesh and Chandigarh.

2.The contract for the above vehicles shall be valid for one year but can be terminated after one month notice to either party. **The contract can be extended with the approval of the Commissioner,GST Commissionerate,Shimla (Presently camped at Central Revenue Building,Plot No.19,Sector-17C,Chandigarh)**

3.The tenderer should be duly registered with concerned Central/State Govt. authorities and should be a well established Taxi agency/firm (hereinafter referred to as the agency/firm). Such vehicle providers should also submit details of other such Govt. Organizations to which they have extended similar service in the recent past as well as the present.

4. The agency/firm should have sufficient numbers of the vehicles and drivers with them. In case of breakdown of vehicle or non availability of driver at any time, the firm shall provide substitute vehicle/driver as the case may be.

5. The vehicles to be provided should be in excellent working condition and not be of make older than three years as on date of submission of tender. Applicant Contractor should mention the year of manufacture of the vehicles. The vehicles should be kept neat and clean and in perfect running condition with clean interiors and proper upholstery.

6. The Contractor shall provide dedicated drivers with the vehicles and any change in vehicle and/or driver should be made only in very exceptional circumstances. Replacement of the vehicle/driver should be provided in the event of a breakdown of vehicle/non-availability of driver. The driver should be having Transport License, with a minimum experience of 5 years and their antecedents should be duly verified by Police authorities, at the instance of the contractor.

7. In case the condition of the vehicles is not found to be satisfactory, they shall be returned for immediate replacement. In case no replacement is provided on time, **the Commissioner, GST Commissionerate, Shimla (Presently camped at Central Revenue Building, Plot No.19, Sector-17C, Chandigarh)** would have a right to hire a vehicle from the market and the additional cost incurred by this office, will be borne by the agency / firm.

8. The agency/firm would ensure that the drivers employed have valid driving license and clean driving record. The driver of the vehicle provided must follow traffic rules and all other regulations prescribed by the Govt. from time to time. The driver shall observe all the etiquette and protocol while performing duty & shall be neatly dressed in proper uniform.

9. The drivers employed along with the vehicle should satisfy the following conditions:

- i) Drivers should have minimum 5 years of experience of driving. They should have vehicle Transport Licenses for driving passenger vehicles on hire.
- ii) Drivers should be well versed with the roads and the places in Chandigarh, Punjab & Jammu and should have experience in city driving.

iii) Once the driver has been allotted to a particular vehicle, he should remain with the same vehicle for a period of at least one year. Any change in the designated driver should be intimated to the concerned officer 24 hours before such change is affected.

iv) Driver should be provided with a mobile phone.

v) 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.

vi) Drivers should not be addicted to any narcotics/ banned drugs.

vii) Car should be kept clean and odour free, suitable for official use.

10. In case of vehicle breakdown, a substitute vehicle shall be provided by the Contractor immediately. In case, the vehicle does not report within the reasonable time or does not report at all, the Department would have the right to hire a vehicle from the market and the additional cost incurred by the Department will be borne by the Contractor. In case, neither a substitute vehicle is provided nor a vehicle is hired by the Department, proportionate contract charges are liable to be deducted from the contract charges payable.

11. The vehicle should be **registered with the concerned authority of Central/State Govt as commercial vehicle**. The agency/firm should have adequate number of telephones for contact round the clock.

12. **The rates quoted should be exclusive of the GST component.. All taxes, fee, levy, insurance charges etc. other than GST would be borne by the Agency/Firm. Applicable TDS (income tax) will be deducted as per rules.**

13. The Commissioner, GST Commissionerate, Shimla (Presently camped at Central Revenue Building, Plot No.19, Sector-17C, Chandigarh) reserves the right to reject all or any of the offers without assigning any reason thereof and the decision of this office shall be final and binding.

14. The billing will be done on monthly basis after deduction of tax if any. Bills should be typed and in triplicate in connection with the service shall be submitted to the Office of the Assistant Commissioner, GST Division Mandi within the first week of each successive month with concerned document. The vehicle may be utilized on Saturday, Sunday and other holiday.

15. Financial bids of only those agency/firms would be opened, who have qualified in respect of the technical requirements & final approval will be given only after actual inspection of the vehicle.

16. Once the hiring of vehicles commences from a particular agency/firm, the vehicles and the drivers should not be changed unless so requested by the Assistant Commissioner, GST Division Mandi. On awarding of the contract, the agency/firm has to furnish to the Office of the Assistant Commissioner, GST Division Mandi certified copies of RC books.

18. The Office of the Assistant Commissioner, GST Division Mandi shall be liable to pay the hiring charges only. **Any other charges, including monthly charges of driver, repair and maintenance of vehicle, insurance, petrol/diesel, oil and any other incidental expenses shall be borne by agency/firm.**

19. In case of breakdown of any vehicle during official duty, it shall be the responsibility of the firm to provide a substitute vehicle which is of similar make as replacement immediately.

20. In case any vehicle does not report on time/does not report at all, the Assistant Commissioner, GST Division Mandi would have the right to hire a vehicle from the market and the additional cost incurred to the Office of the Assistant Commissioner, GST Division Mandi will be borne by the agency/firm.

21. A penalty of Rs. 1000/- per day per vehicle may be levied if any vehicle or driver or agency/firm fails to meet above terms & conditions on any day.

**22. In case of any accident, all the claims arising out of it shall be met by the agency/firm.**

23. The liability of the Office of the Assistant Commissioner, GST Division Mandi will be limited to the hiring charges only agreed in the contract.

24. The contract between the Assistant Commissioner, GST Division Mandi and the service provider can be cancelled after a prior notice of one month from either side, in the event of poor service or violation of any of the conditions stipulated.

25. Any matter during the period of this agreement, which has not been specifically

covered by this agreement, shall be decided by the Assistant Commissioner, GST Division Mandi. The tenderer is required to enter into an agreement on non-judicial stamp paper of Rs.100/- and the cost of stamp paper is to be borne by the tenderer.

27. A log book specifying daily reporting and relieving time as well as daily opening & closing meter reading shall be maintained for the vehicle.

28. The office shall not be responsible for any fine charged by Police or other agencies, parking, losses, damages, any accident of the vehicle or to any other vehicles or for the injury to the driver or any other third party. All such expenses on this account shall be borne by the vendor/supplier of vehicle and there will be no reimbursement from the Department in this regard.

29. In case of any dispute of any kind and in any respect whatsoever, the decision of the Assistant Commissioner, GST Division Mandi, shall be final and binding.

30. The vehicle should be available at the disposal of Department Officer(s) everyday for 25/26 days in a month (including Saturdays, Sundays & Holidays) for a time 10-12 hours per day. 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.

31. 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 permission from RTO or other Transport Agencies as required.



## Annexure - II

(TECHNICAL DATA SHEET/BID)

(Not to be sent in Hard Copy- to be uploaded only)

1	Name, address and telephone / mobile no. of the tenderer i.e. the Applicant Contractor	
2	Permanent Account No. (PAN) (copy of the PAN to be submitted)	
3	GSTN Registration No.(Copy of the Certificate to be submitted)	
4	No. of years of experience of running a fleet of vehicles on hiring basis	
5	Details of the Vehicles offered - Model and Year of manufacture of Vehicles offered.  Copy of RC, Insurance certificate and Pollution certificate of vehicles to be attached.	<b>The details of vehicle to be provided in proforma on the next page</b>
6	No. of Drivers available with the tenderer & their years of experience along with License Numbers	
7	Self-certification that no criminal case is pending against the drivers	
8.	The vehicle is registered as commercial vehicle (mention Yes or NO)	
9.	The vehicle is owned (mentioned)	

**Signature with Stamp**

Details of vehicles (Station wise) to be filed in this proforma. If a bidder is not interested to provide the vehicle at a particular station, he should mention as “**Not providing any vehicle** “.

Sr.No.	Length of car/Type of Vehicle	No. of vehicles required	Station for hiring vehicle	Details of Vehicle to be filed
1	A-2 small sized vehicle (Not older than three years) <b>With Driver and with Fuel</b>	1	Mandi	Make: _____  Model: _____  Year of Manufacture; _____

Annexure – III (Specimen Copy)

(FINANCIAL BID)

(Not to be sent in Hard Copy- to be uploaded in BoQ only")

Vehicle type / Model	Rate per month per vehicle exclusive of GST	Extra charge Rate per KM
01 Small Sized Vehicle each for Offices at Mandi (With Driver and with Fuel)		Rs _____/Km [Extra charge Rate per KM beyond 2000 Kms]

I have read the terms & conditions of the Tender Notice and agree to abide by them. The rate will be fixed for the whole financial year 2018-19."

Seal : Signature of authorized person

Full Name (with seal) \_\_\_\_\_

## Annexure - IV

### Tender Acceptance Letter

1. I, \_\_\_\_\_ Son/Daughter/Wife of Shri \_\_\_\_\_, Proprietor/Director/ Authorized Signatory of the (Agency/Firm) \_\_\_\_\_ am competent to sign this declaration and execute this tender document; 2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them; 3. The information/documents furnished alongwith the application are true and authentic to the best of my knowledge and belief. I/We am/are well aware of the fact that furnishing of any false/misleading information/fabricated document would lead to rejection of my tender at any stage.

Date :

Place :

Seal : Signature of authorized person

Full Name (with seal

\_\_\_\_\_

## CHECK LIST OF DOCUMENTS TO BE SUBMITTED.

### BID CHECKLIST

Bidder is required to fill-up this checklist and enclose alongwith the envelope :-

S. No.	Item Description	Yes/No
1.	Tender Acceptance Letter (Annexure I)	
2.	Technical Data Sheet	
3.	An undertaking that the agency hasn't been blacklisted	
4.	Documents mentioned in the tender document	

## ANNEXURE-A

### 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 openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 7) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8) Upon the successful and timely submission of bids (ie 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.
- 9) 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.

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