



भारत सरकार GOVERNMENT OF INDIA  
वित्त मंत्रालय MINISTRY OF FINANCE  
राजस्वविभाग DEPARTMENT OF REVENUE

आयुक्तकाकार्यालय  
OFFICE OF THE COMMISSIONER  
केंद्रीय वस्तु एवं सेवा कर तथा केंद्रीय उत्पाद शुल्क  
CENTRAL GST & CENTRAL EXCISE  
पी.बी.नं.13, जी.एस.टी भवन, प्रेस क्लब रोड  
P.B.No.13, GST BHAVAN, PRESS CLUB ROAD  
तिरुवनंतपुरम, THIRUVANANTHAPURAM, 695001

www.cenexcisetvm.gov.in E-mail: thiruvan@nic.in फैक्स/Fax: 0471-2325252

टेलीफोन/Telephones 0471 - 2337040 /41/42/45/46, 2337552/2337553

C.No.I/24/01/2019-PRO

Dated: 21.01.2019

### **NOTICE INVITING TENDER FOR HIRING VEHICLES**

For and on behalf of President of India, online Tenders are invited from registered Car Rental / Agency / Firms for hiring of the following vehicles along with Drivers for the Office of the Commissioner of Central GST & Central Excise, GST Bhavan, Press Club Road, Statue, Thiruvananthapuram – 695001.

Category	Type of Vehicle	Nos.	Conditions
I	A – 3 Mid Sized Cars	1	2000 Kms for 25-26 days/month
II	A – 2 Small Sized Cars	6	2000 Kms for 25-26 days/month

2. The Terms and conditions / Invitation for bids of the tender and the proforma can be downloaded from website [www.cbec.gov.in](http://www.cbec.gov.in), [www.cenexcisetvm.gov.in](http://www.cenexcisetvm.gov.in).

3. The interested Service providers are requested to submit their online bid, through Government e-procurement portal '<https://eprocure.gov.in/eprocure/app>'. (Tender ID: 2019\_DREV\_436215)

4. The Commissioner of Central GST & Central Excise reserves the right to accept or reject any or all tenders without assigning any reason whatsoever.

5. For further details, **Superintendent (PRO), Office of the Commissioner of Central GST & Central Excise, GST Bhavan, Press Club Road, Statue, Thiruvananthapuram (Tele: 0417-2320505)** can be contacted.

### **CRITICAL DATES**

(i)	Publish Date	:	30.01.2019, 15.00 Hrs
(ii)	Document download start date	:	30.01.2019, 15.30 Hrs
(iii)	Document download end date	:	20.02.2019, 17.00 Hrs
(iv)	Clarification start date	:	30.01.2019, 15.30 Hrs
(v)	Clarification end date	:	20.02.2019, 17.00 Hrs
(vi)	Bid submission start date	:	30.01.2019, 16.00 Hrs
(vii)	Bid submission end date	:	20.02.2019, 17.30 Hrs
(viii)	Bid opening date	:	22.02.2019. 15.00 Hrs

### **INSTRUCTIONS TO BIDDERS**

1. The Service Providers may submit their bids online, under Two cover bidding system, ie. (i) Cover-1- Technical Bid, and (ii) Cover-2 - Financial Bid (BOQ), along with other supporting documents. Only Service Providers who can supply all the required number of vehicles may participate in the tender.
2. Earnest Money Deposit of Rs.25,000/- (Rupees Twenty Five Thousand only) per application in the form of Demand Draft / Banker's Cheque of scheduled Bank drawn in favour of the Commissioner of Central GST & Central Excise shall be submitted to this office before 10.00 Hrs of 22.02.2019, ie. the Bid opening date. Bids without Earnest Money Deposit (EMD) will be rejected. EMD will be returned to all the unsuccessful bidders at the end of the selection process. No interest shall be paid on the Earnest Money Deposit.
3. If a bidder withdraws their offer after opening of Technical Bid or Financial Bid before award of tender to other valid tenderer, their EMD will be forfeited. If the successful bidder fails to execute the agreement within specified time as per intimation /request of this office, the earnest money will be forfeited. EMD of the successful bidder will be returned after executing the agreement.
4. The **Technical bid** (Cover-1) should contain the following documents bearing

the signature, name and title of the person signing the offer with rubber stamp of the agency and date :-

- (i) Technical Bid in Form Annexure-I
  - (ii) Scanned Copy of RC book.
  - (iii) Scanned copy of experience certificate of having successfully executing minimum two year contracts for any Central Govt. Office/State Govt./Central or State PSU/reputed Pvt. Company/MNC during the last three years.
  - (iv) Scanned copy of GST registration certificate.
  - (v) Scanned copy of PAN.
  - (vi) Scanned copy of DD for Rs.25,000/- (EMD).
  - (vii) Scanned Copy of certificate in Annexure -II, duly signed.
5. The **Financial bid** (Cover 2 - BOQ) should contain amount charged per month per vehicle, exclusive of taxes, each shown separately, for bid under each category
6. Financial bids of only those service providers would be opened, who are technically qualified.
7. The rates quoted should be exclusive of the GST component.
8. The bidder can view the opening of the tender by the committee constituted for the purpose, online at the appointed time.

#### **GENERAL TERMS AND CONDITIONS FOR THE BIDDER**

1. Rate quoted in BOQ should be for a commercially registered vehicle without any accident history, in excellent running condition with neat exteriors/interiors which they shall also maintain during the period of hire. Preference would be given to new vehicles and/ or vehicles of higher segment provided within competitive rates.
2. The vehicle shall be provided on any day including Saturday, Sunday and Holidays, if required by the hiring Department subject to the conditions stipulated in this notice.

3. Zero based mileage i.e. mileage starting and ending at/from duty or drop off location shall be adopted for the purpose of calculating the kilometers.
4. They should have arrangements for establishing contact and round the clock service.
5. The rates shall be quoted exclusive of GST and GST will be reimbursed for Service providers upon monthly billing. The Service provider shall also produce proof of payment of GST.
6. The billing will be done on monthly basis and bills are to be submitted by the 5<sup>th</sup> of the succeeding month.
7. The contract can be terminated by the contractor giving 30 days notice citing valid reasons if any.
8. During the period of contract, no request shall be entertained for any hike in the agreed rates due to any reasons what so ever.
9. The vehicle provided should comply with the laws in force in India.
10. The drivers should have valid driving licence complying with the law in force and they should be adequately experienced, and maintain decency, politeness good habits and should be in **good white attire.**
11. The drivers should be equipped with functional mobile phone at their cost, for contact purposes. The drivers should be well versed with the routes and locations falling under the jurisdiction of Thiruvananthapuram Commissionerate viz. Thiruvananthapuram, Kollam, Pathanamthitta Kottayam, Alleppey areas etc. The driver/service provider shall maintain a trip sheet of each vehicle indicating the day to day running mileage.
12. Once hired, the vehicle will not be put to use for other purposes, and the vehicles and drivers will work under the overall supervision of the department till expiry of the contract.
13. In order to ensure day to day functionality of hirer, once hired, service provider shall not keep changing or rotating vehicles and drivers, except if the hirer so indicates in the case of eventuality or unsuitability.
14. Any person who is in government service or an employee of the department is not eligible to quote as Service Provider.

15. The Service Provider will comply with the labour laws in force and all liabilities in this connection be with of the service provider.
16. If the contract is awarded, the service provider is required to provide the department the complete details of the vehicle, certified copy of the RC book, comprehensive insurance policies as well as full details of deployed drivers, their addresses, copies of their driving licences.
17. The department will not be under any obligation, legal or otherwise, to provide employment to any of the personnel of the service provider during or after the expiry of the hire period. The department recognizes no employer-employee relationship between the department and the personnel deployed by the service provider. The department shall not be responsible financially or otherwise for any injury to the driver or person deployed by the service provider during the course of hire and any damage to the vehicle.
18. In case of any accidents if any, all the claims and damages arising there from shall be met by the service provider.
19. The service provider shall undertake to indemnify the department against all damages/charges arising on account of or connected with the negligence of the service provider or his staff or any person under his control whether in respect of accident/ injury to the person or damages to the property of public or any person or in executing the work or otherwise and against all claims and demands thereof.
20. In the event of the hired vehicle developing snags the service provider will ensure that a replacement of similar vehicle is provided on priority and in case of failure to make alternative arrangement, the Department will be at liberty to hire other vehicle and the cost incurred on account of such hiring shall be at the expense of the service provider.
21. The department reserves the right to terminate the contract or reduce the number of vehicles without assigning any reason by giving 15 days notice.
22. A signboard bearing **“On Duty” “Central GST & Central Excise, Thiruvananthapuram”** should be displayed on the vehicle in bi-lingual (English and Hindi) both in the front and rear sides.
23. Service provider should provide vehicles which are registered as taxis within the state of Kerala.

24. The contractor should quote his rate for the vehicle used for 25-26 days up to a maximum of 2000 Kms per month.
25. Any excess or short run kilometres will be adjusted in the subsequent months until the end of the contract.
26. Department shall not make any advance payments and the payment will be made as per the availability of funds.
27. The Deputy Commissioner (P&V.), Office of the Commissioner of Central GST & Central Excise, Thiruvananthapuram 695001, reserves the right to require fulfillment of other conditions, not expressly mentioned, which are consistent with use of vehicles on hire with this office, and to reject any or all tenders without assigning any reason thereof.
28. In case of dispute, the decision of the Commissioner, Central GST & Central Excise, Thiruvananthapuram 695001, shall be final and binding.
29. Tenders submitted shall be governed by directions issued by Ministry of Finance, Department of Revenue, Government of India as per whose schemes the vehicles are being hired.
30. All disputes arising out of or in any way connected with the agreement shall be deemed to have arisen at Thiruvananthapuram and only courts in Thiruvananthapuram shall have jurisdiction to determine the same.

*Nikita*

**(NIKITA S CHANDRAN)**  
DEPUTY COMMISSIONER (P&V.)

Copy submitted to:-

The Commissioner CGST & Central Excise, Thiruvananthapuram  
The Joint Commissioner CGST & Central Excise Thiruvananthapuram

Copy to:

- 1) All Deputy/Assistant Commissioners of Central Tax and Central Excise, falling under Thiruvananthapuram Commissionerate for displaying in the Notice Boards of the Office.
- 2) The Superintendent (Computer Cell), GST Hqs. Thiruvananthapuram for uploading in official websites/ e- procurement portal.

**ANNEXURE -I - TECHNICAL BID**

1. Name, Address of Registered agency :
  
2. PAN & Service Tax Registration :  
[Copies to be annexed]
  
3. Details of previous experience in :  
Govt. Department / Public Sector Units/  
others with due certificates issued by  
concerned said authorities
  
4. Details of vehicles in possession as on date :  
(with registration number & date of registration)
  
5. Details of DD for Rs. 25,000/- (EMD) :

I/We hereby declare that the information furnished above is true and correct.

Signature of the Owner/ Authorised Signatory \_\_\_\_\_

Full Name \_\_\_\_\_

Name of Travel Agency: \_\_\_\_\_

Phone/ Land line No. \_\_\_\_\_

Place:

Date:

**ANNEXURE – II**

**CERTIFICATE TO BE ATTACHED WITH QUOTATION FORM**

1. Certified that I have read all the terms and conditions set out in the tender.
2. Certified that I shall abide by and fulfill all the terms and conditions as outlined in the Notice dated 21.01.2019
3. Certified that no relatives of mine are posted / working in any capacity in any of the office of the Central GST & Central Excise Department.
4. Certified that my firm has not been black listed by any Government organization / PSUs / Pvt. Organization in connection with supply of vehicles.

I / We submit our lowest quotation for the vehicles required by your Office as per the terms and conditions as specified in **“INVITATION FOR BIDS”**

I / We hereby declare that the information furnished in Annexure I & II are true and correct.

Place :

Date :

Signature of the bidder with name and seal