



भारतसरकार

GOVT. OF INDIA

आयुक्त कार्यालय(लेखा परीक्षा)

OFFICE OF THE COMMISSIONER (AUDIT)

केन्द्रीय वस्तु एवं सेवाकर

CENTRAL GOODS AND SERVICES TAX

जी. एस. टी. भवन, तीसरामंजिल, केदाररोड, फैसी बाजार, गुवाहाटी- ७८१००१

GST BHAWAN::THIRD FLOOR: KEDAR ROAD::FANCY BAZAR :: GUWAHATI - 781001

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C.No.I(22)Vehicle/Hqrs.Audit/Ghy/2014/Pt

Dated: 09/02/2021

TENDER NO. 02/2021

NOTICE INVITING E-TENDER FOR HIRING OF MOTOR VEHICLES (A/C).

The Office of the Commissioner (Audit), CGST, Guwahati invites e-Tender (in prescribed format) quotation from the reputed service providers for **hiring of 01 (one) No of Midsize vehicle, 01(one) No. of Mid-size vehicle and 03 (Three) Nos. of Small size vehicles** along with drivers on monthly basis for a period of 1 year from the date of awarding contract for using as (i) 01(one) Staff Car & (ii) 04(Four) Operational vehicle in O/o of the Commissioner (Audit), Guwahati having office at **3rd floor, GST BHAWAN,KEDAR ROAD,FANCY BAZAR, GUWAHATI-781001**.The details of vehicles proposed to be hired are as follows;

Type of Vehicle		No. of Vehicles	No. of working days in a month of hire	Maximum Kms. Per month for each vehicle	Cost Ceiling for each vehicle (Exclusive of GST)
Mid-size	Staff car	1	30/31 days	2500 KM	Rs. 50,000/-
Mid Size	Operation vehicle HQ	1	25-26 days	2000 Km	Rs. 50,000/-
Small Size	Operational vehicle circles	3	25-26 days	2000 Km	Rs. 40,000/-

Tender Critical Date Sheet

Tender Publishing Date & Time	10.02.2021
Bid document download start date and time	11.02.2021 10.00a.m.
Clarification start date and time	11.02.2021 10.00 a.m.
Clarification end date and time	22.02.2021 06.00 p.m.
Bid Submission Start Date & Time	11.02.2021 10.00 a.m.
Bid Submission Closing Date & Time	04.03.2021 10.00 a.m.
Technical Bid Opening Date & Time	05.03.2021 11.00 a.m.

2. The complete tender document containing general terms & conditions, pre- Qualification requirements etc. are available on <http://eprocure.gov.in> and can be downloaded free of cost.
3. Demand draft of Rs. 10,000/- as Earnest Money Deposit 'EMD' in favour of '**The Commissioner (Audit), CGST, Guwahati**' is to be submitted along with the bid; otherwise the bid shall be out rightly rejected.
4. The interested Service providers who comply with the terms and conditions of this tender provided in the **ANNEXURE-I** may submit their bids in the prescribed format with all the necessary documents online with digital signature at **<http://eprocure.gov.in>** on or before bid submission closing date & time.
5. The bidders shall submit their bids online only at CPP Portal website: <https://eprocure.gov.in>. Tenderer/Bidder are advised to follow the "Instructions for Online Bid Submission" provided in the **ANNEXURE-II** for online submission of bids.
6. Bidder who has downloaded the Tender from the Central Public Procurement Portal (CPPP) website <https://eprocure.gov.in> 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 bidder is liable to be banned.
7. Intending bidders are advised to visit CPPP website <https://eprocure.gov.in> regularly till closing date of submission of tender for any corrigendum / addendum/ amendment.
8. Technical Bid will be opened as per date/ time as mentioned in the Tender Critical Date Sheet.
9. The rates will be inclusive of all taxes (except GST), fees, levies, etc. and any revision in the statutory taxes, fees, etc. will be responsibility of the Bidder.
10. In case of any discrepancy/difference in the amounts indicated in figures and words the amount in words will prevail and will be considered.
11. The quoted rates shall remain firm throughout the tenure of the contract and no revision is permissible for any reason.

NOTE: The Commissioner (Audit), CGST, Guwahati reserves the right to reject all or any of the offers without assigning any reason therefore and the decision of this office shall be final and binding.

12. Submission of Tender: -

(a) The tender shall be submitted online in two parts viz., **Technical Bid** in Annexure-"A" and **Financial Bid** in Annexure-"B".

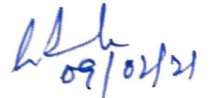
(b) All the pages of bid being submitted must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading.

(c) The offers submitted by Fax/email/Post will not be considered. No correspondence will be entertained in this matter.

13. For any queries regarding the bidding procedure, the following person is to be contacted:

I. Shri Sujit Shome, Superintendent(PRO), Mobile No. 9435394553.

Encl: As above

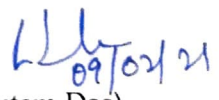

(Gautam Das)

Assistant Commissioner

C.No.I(22)Vehicle/Hqrs.Audit/Ghy/2014/Pt

Dated: 09.02.2021

- 254-60
1. System Administrator, CBIC to upload in CBIC website.
 2. The Joint Commissioner, O/o the Chief Commissioner, CGST, Central Excise & Customs, Guwahati with a request to upload Tender notification on Dept. web site.
 3. Notice Board, O/o the Commissioner (Audit), CGST, Guwahati.


(Gautam Das)

Assistant Commissioner

TERMS & CONDITIONS

- (a) The vehicles proposed to be hired shall be registered as taxis. The vehicle shall be in excellent and neat exterior interior and running condition which they shall also maintain during the period of hire.
- (b) The Contract of hiring of vehicle will be initially for a period of 1 year i.e., from the date of awarding of this contract but in case of default shall be liable to be terminated at any time without assigning any reason by the department. The Service Provider would ensure that the drivers employed have valid driving license and clean driving record including track record of not indulging in any major accident in the past three years. The driver of the vehicle provided must follow traffic rules and all other regulations prescribed by the Government from time to time. The driver shall observe all the etiquette and protocol while performing the duty & shall be neatly dressed in proper uniform. Drivers should not have any addiction such as alcohol, gutkha etc.
- (c) The vehicle shall be provided on any day including Saturday, Sunday and Holidays, if required by the Hirer i.e., department. One Mid-size vehicle shall be hired for 30/31 days subject to maximum of 2,500 kms per month. Other Mid-size vehicle shall be hired for 25/26 days subject to maximum of 2,000 kms per month. Three Small size vehicles shall be hired for 25/26 days subject to maximum of 2,000 kms per month.
- (d) The vehicle should be of latest model (registration not older than 3 years) and in excellent and neat exterior interior and running condition which they shall also maintain during the period of hire. 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 or any other delay, a penalty will be levied @ Rs.1,000/- on day to day basis in addition to cost of hiring charges for the vehicle from the market and the cost incurred has to be borne by the agency / firm.
- (e) The billing will be done on monthly basis and bills to be submitted in triplicate.
- (f) The rates quoted should be all inclusive (Vehicle hire charges, taxes, maintenance, driver's salary, allowances, insurance and any other expenses). The rate quoted should be all inclusive rates per month per vehicle. The GST should be shown separately.
- (g) A daily record indicating time and mileage for each vehicle shall be maintained by the driver in a log book in the prescribed format as per Government's instructions and this log book shall be submitted to the concerned officer in Audit Commissionerate, Guwahati regularly for scrutiny.
- (h) Financial bids of only those Service Provider would be opened, who qualify the technical requirements.
- (i) Audit Commissionerate, Guwahati shall be liable to pay the hiring charges and GST (if found eligible) only. Any other charges, including monthly charges of driver, repair and maintenance of vehicles, insurance, petrol / diesel, oil and any other incidental expenses shall be borne by Service Provider. Toll charges will be reimbursed on production of valid receipt.
- (j) The contractor shall not engage any sub-contractor or transfer the contract to any other person.

- (k) The vehicles must be fitted with Fire Extinguishers in proper working condition at all time and the driver should be trained to use them.
- (l) There should be at least two sets of white covers, towels and napkins. It should be changed every week. There should be an air spray in every car. The items mentioned shall be made available at the cost of the owner of the firm.
- (m) Self attested photocopies of Registration Certificate should be attached with the Technical Bid. Vehicles should have pollution clearance certificate issued by the competent authority.
- (n) The vehicle should have necessary permits from the transport department Authority. This office will not be responsible for any challan, loss, damage and accident to the vehicle or any other vehicle or injury to anybody.
- (o) In case of any accident, all the claims arising out of it shall be met by Service Provider.
- (p) It is obligatory for the Service Provider that drivers are paid not less than minimum wages prescribed under minimum wages Act fixed by the Government from time to time.
- (q) If any of the terms and conditions above, is not found fulfilled during the currency of contract, the Commissioner, Audit Commissionerate, Guwahati reserves the right to terminate the contract without assigning any reasons thereof. However, this contract can be terminated with a notice period of one month by the either side.
- (r) No additional terms & conditions over and above the conditions stipulated above shall be entertained by this office.
- (s) In case of any dispute, decision of the Commissioner(Audit), CGST , Guwahati shall be final and binding.

We agree to the above terms and conditions.

Signature of authorized signatory with date : _____

Name of the Firm : _____

Seal : _____

ANNEXURE-“A”

TECHNICAL BID (QUALIFYING BID DOCUMENT)

1.	Name, Address & Telephone No. of Service Provider (enclose copy of registration) Proprietorship / Partnership/ Pvt. Ltd company	
2.	Name of owner of Service Provider	
3.	Address of the Service Provider: (With Telephone No. & Fax No.)	
4.	GST registration No. (enclose copy)	
5.	Make, model, mileage and registration number of vehicle to be provided (must be filled in) [self attested copies of registration certificate to be attached]	
6.	List of the Government organization, where the vehicles have been provided (enclose copies of experience)	
7.	Permanent Account Number (PAN) (enclose copy)	
8.	Name of the driver along with copy of the driving license	
9.	Annual turnover for the last three years (enclose copies duly certified by CA/Income tax returns)	
10.	All the other statutory certificates/documents including pollution clearance certificate	

DECLARATION

I/We, _____ hereby certify that the information furnished above is true and correct to the best of my/our knowledge. I understand that in case, any deviation is found in the above statement at any stage; I/We will be blacklisted and will not have any dealing with the Department in future.

Signature of Authorized Signatory with date
Name of the Firm _____

ANNEXURE-“B”
FINANCIAL BID DOCUMENT

1. Name of the party:

2. Address (with Tele.No. & Fax No.)

1. Name & Address of the Proprietor/
Partners/Directors (With Mobile Numbers)

Sl. No.	Types of Vehicles (Make & Model)	Rate/Monthly Charges (in Rs.) (Inclusive of all other taxes, rate/duties/levies) (Except GST)
1.	Mid-size vehicle (Staff Car) For 30/31 days running 2,500 Kms.	
2.	Mid-size vehicle (Operational Vehicle) For 25/26 days running 2,000 Kms.	
3.	Small Size vehicle (Operational Vehicle) For 25/26 days running 2,000 Kms.	

DECLARATION

I/We, _____ hereby certify that the information furnished above is true and correct to the best of my/our knowledge. I understand that in case, any deviation is found in the above statement at any stage; I/We will be blacklisted and will not have any dealing with the Department in future.

Signature of Authorized Signatory with date

Name of the Firm _____

ANNEXURE- II

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 enrol 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 Enrolment" 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 (Digital Signature Certificate) 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) 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) 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 PDF 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 PDF file.
- 5) 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.
- 6) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 7) 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 & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 10) 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 in OFFICE OF THE COMMISSIONER (AUDIT), CGST, GUWAHATI.
- 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.