



भारत सरकार, वित्त मंत्रालय, राजस्व विभाग
Government of India, Ministry of Finance, Department of Revenue
 मुख्य आयुक्त का कार्यालय **Office of the Commissioner**
 केंद्रीय वस्तु एवं सेवाकर आयुक्तालय, इंपाल **CGST Commissionerate, Imphal**
 केंद्रीय जी.एस.टी. भवन, Central GST Bhawan,
 अल - नूर टावर, कबो लैकई नॉपोक, 25/A, उत्तर ए.ओ.सी, इंपाल पूर्व- इम्फाल-795001 मणिपुर
AL- Noor Tower, Kabo Leikai Nongpok, 25/A, North AOC, Imphal East-Imphal- 795001 Manipur

Phone: (0385)2446262

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TENDER NOTICE

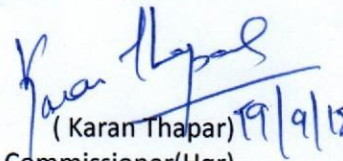
Dt.19.09.2018

TENDER NOTICE FOR HIRING OF 01 (one) OPERATIONAL (SMALL-SIZE) VEHICLE IN CENTRAL GST IMPHAL COMMISSIONERATE, HEADQUARTER

For and on behalf of The President of India, Sealed Tender are invited for the hiring of 1 (one) operational (Small-size) vehicle for use in Central GST Imphal Commissionerate. The vehicle should be in excellent running condition for official/operational use on monthly hire basis. The details of vehicle requirement/ period covered are as under:

Types of Vehicle	No of Vehicles	Year & Model	Total no of KM/Month
Operational (Small- Size) Vehicle	01	Not older than 3 years	2500 km/month (12 hours a day)

- (1) The interested Firms, Companies, Individuals are requested to submit their Tender document in the prescribed Quotation form duly signed and affixed with a Court Stamp of Rs.20/- (Rupees) .
- (2) Demand Draft of Rs. 5,000/- only as Earnest Money Deposit "EMD" in favour of " The Commissioner, CGST, Imphal is to be submitted along with the Bid (Preferred to those who had previous Government contracts and GSTIN No).
- (3) Last date of submission of bid is 3rd October 2018 (before 17:00 hrs) addressed to The Deputy Commissioner (Hqr.), O/o The Commissioner, Central GST, Imphal Commissionerate, GST Bhavan, Kabo Leikai Nongpok, 25/A, North A,O,C., Imphal East -795001.
- (4) The Tenders/ Bids received incomplete and /or filled after due date and time shall be summarily rejected.
- (5) The tenders/ Bids shall be opened on 4th October 2018 at 13:00 hrs.
- (6) The detailed terms and conditions can be obtained from the Deputy Commissioner (Hqr.), Central GST, Imphal located in the premises of O/o The Commissioner, Central GST, Imphal Commissionerate, GST Bhavan, Kabo Leikai Nongpok, 25/A, North A,O,C., Imphal East -795001 on any working day between 10.00 am to 5.00 pm within 3rd October 2018 or can be downloaded from the official website of www.cexcusner.gov.in of The Chief Commissioner, GST and Customs, N.E.R., Shillong and www.cbec.gov.in.
- (7) The Commissioner of CGST reserves the right to accept or reject any or all tenders without assigning any reasons thereof.

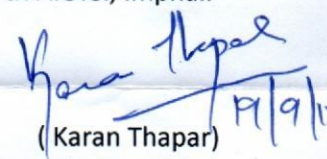

 (Karan Thapar)
 Deputy Commissioner(Hqr)
 Central GST, Imphal

C.No.I (22)05/Vehicle/CGST-Imph/2017/3191-93

Date : 19.09.2018

Copy to :

1. The System Officer, CCO, Shillong for posting the said Tender Notice on the Departmental website. He/She should also ensure posting of the same in the official website www.cexcusner.gov.in of the Chief Commissioners, Shillong.
- 2) Notice Board at 1ST Floor, GST Bhavan, Al -Noor Tower, kabo Leikai Nongpok, North A.O.C., Imphal.
- 3) Guard File.


 (Karan Thapar)
 Deputy Commissioner(Hqr)
 Central GST, Imphal



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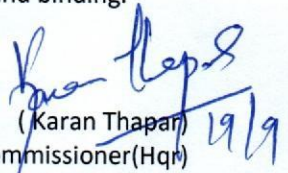
TERMS AND CONDITIONS OF THE TENDER

While submitting Bids, the applicant should specifically note that :

- 1) Separate sealed Technical Bid as shown in Annexure I and Financial Bid as shown in Annexure II should be duly filled up and kept in a separate Sealed Envelope and super-scribe with " Tender for Hiring of 1(one) operational (small-size) vehicle. The separate Technical and Financial Bids should be clearly marked "Technical Bids" and "Financial Bids" on their respective envelopes. The Tender will be opened on 4th October 2018 at 13:00 hrs in the O/o The Commissioner, Central GST, Imphal Commissionerate, GST Bhavan, Kabo Leikai Nongpok, 25/A, North A,O,C., Imphal East -795001.
- 2) The vehicle quoted in Annexure I and Annexure II attached is for a commercially registered vehicle in excellent and neat exterior, interior and running conditions which they shall also maintain during the period of hire.
- 3) The vehicle should not be older than 3 years.
- 4) The vehicle shall be provided on any day including Saturday, Sunday and Holidays when required by the Hirer.
- 5) 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 kilometres.
- 6) Bidder should have arrangements for establishing contact and round the clock service.
- 7) The rates shall be quoted exclusive of GST. The amount of GST (if any) should be mentioned separately.
- 8) The billing will be done on monthly basis and bills is to be submitted in triplicate by the 5th of the succeeding month.
- 9) The vehicle provided should strictly comply with all the laws in force in India and their drivers should have valid driving licence complying with the laws in force and they should be adequately experienced, and maintain decency, politeness and neat dress.
- 10) Drivers should be equipped with functional mobile phone at their own cost for contact purpose.
- 11) Any person who is in government service or an employee of the Department should not be a partner, directly or indirectly, with the service provider.
- 12) The Service provider will comply with the labour laws in force and all liabilities in this connection will be of the Service Provider.
- 13) If the contract is awarded, the owner shall provide the department the complete details of the vehicle, certified copy of the R.C. book, comprehensive insurance policies as well as full details of the deployed drivers, their addresses and copies of their driving licences.
- 14) The Department will not be under any obligations, legal or otherwise, to provide employment to any of the personnel of the service provider during or after the expiry of the hiring period. The Department recognises no employer-employee relationship between the department and the

[Handwritten signature]
19/9

- personnel of the Service provider. The Department shall not be responsible financially or otherwise for any damages to the vehicle or any injury to the driver or the person deployed by the service provider during the course of hire.
- 15) In case of any accident, any and all claims and damages arising there from shall be met by the Service Provider.
 - 16) 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 the public or any person or in executing the work or otherwise and against all claims and demands thereof.
 - 17) In the event of the hired vehicle developing snags the service provider will ensure that a replacement 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.
 - 18) The Department reserves the right to terminate the contract without assigning any reasons by giving 10 (ten) days Notice.
 - 19) The contractors should quote his rate for the vehicle used for 22-26 days upto to a maximum of 2500 km per month for operational vehicle. The Department shall not make any advance payments and payments shall be made only on the basis of Monthly bills submitted on the 5th of the succeeding month.
 - 20) The Earnest Money Deposit "EMD" of the unsuccessful bidders will be refundable within 30 days after the completion of the process. No interest would be payable on the amount of EMD. The EMD will be forfeited in case the bidder asks for modifications in/ their bids or do not accept the Terms and Conditions after being awarded the contract.
 - 21) The Commissioner, CGST, Imphal reserves the right to require fulfilment of other conditions, not expressly mentioned, which are consistent with the use of the hired vehicle with this Office, and to reject any or all tenders without assigning any reason thereof.
 - 22) In case of Disputes, the decision of The Commissioner, CGST, Imphal shall be final and binding.


(Karan Thapan)
Deputy Commissioner(Hq)
Central GST, Imphal

ANNEXURE "I"
TECHNICAL BID DOCUMENTS

- 1.) Name of the Service Provider :
- 2.) Address :
- 3.) Name (s) & Address of the partners/ :
Directors/ Propeitors (with mobile no)
- 4.) Contact Person (s) (with mobile no) :
- 5.) No of Years of experience in providing :
Rent-a-Service (with copies of previous
Contracts).
- 6.) List of vehicles with model & year :
Provided by the Bidder.
- 7.) GSTIN (Goods & Service Tax :
Provided by the Bidder.
- 8.) PAN No (attach copies of last two :
Income Tax)
- 9.) Details of EMD :
- 10.)Details of erstwhile Service Tax :
Registration (with Xerox copy).

DECLARATIONS

I/ We ._____. hereby certify that the information furnished is full and correct to the Best of my/ our knowledge. I/We understand that in case any deviation is found in the above statement at any stage, the concerned will be blacklisted and barred without any Notice from dealing with the Department in future.

(Signature)
(Full Name)
(Date & Seal)

ANNEXURE "II"
FINANCIAL BID DOCUMENTS

1. Name of the Service Provider :
2. Address :
3. Name (s) & Address of the Partners/ Directors/Proprietors (with mobile no.) :
4. Contact Person (s) (with mobile no) :
5. Bid Amount (exclusive of GST) :

No of Vehicles	Types of Vehicles	Model Year	Rate offered Per (exclusive GST)	Any other Charges

- (1) I/We, the undersigned, offer to provide vehicle in conformity with the conditions of contracts and specifications for the amount quoted above.
- (2) I/We undertake to enter into an agreement within 3 (three) days of being called upon to do so and bear all expenses including charges for stamps etc and agreement will be binding on us.
- (3) I/We understand that the Department is not bound to accept the lowest or any Bid and the acceptance of the Bid is subject to our financial stability.
- (4) It is hereby certified that the above rate quoted is inclusive of the Driver's salary, daily expenses, fuel expenses and vehicle maintenance expenses and other incidental expenses.
- (5) I/We have read the terms & conditions of the Tender Notice.

(Signature)
(Full Name)
(Date & Seal)