



OFFICE OF THE COMMISSIONER
CENTRAL TAX, VADODARA-I
GST BHAVAN, RACE COURSE, VADODARA- 390007



**NOTICE FOR INVITING TENDER FOR PROVIDING
VEHICLES (TAXIES) WITH DRIVERS**

Tender Reference No: 08/2018-19 VADODARA-I
Start Date: 14/03/2018
Last Date: 24/03/2018

F No I/Tender Vehicle/VAD-I/2018-19

Dated: - 13/03/2018

The office of the Commissioner of Central Tax, Vadodara-I Commissionerate invites sealed offers for providing vehicles (Taxies) with drivers on contract basis at Vadodara-I Commissionerate offices for the period from **1st April, 2018 to 31st March, 2019.**

The details of vehicles are required is given below :-

Sl. No.	Category	Number of Vehicles required	Maximum Cost Ceiling of Hire Charges payable in Rs. (Exclusive of GST)	Remarks
01	A-2 Segment Car	07 (Seven)	Rs. 30,000/-	Cars for up to 25/26 days per month (up to 2000 K.M. per month)

Note:- Area indicated may be increased/decreased as desired by office

2. The office is using services of e-Procurement platform of NIC for the purpose of this tender. The tenderers who wish to participate in the e-Tender will have to register themselves in the e-Procurement platform <https://eprocure.gov.in/eprocure/app> which is free and complete necessary formalities as prescribed by NIC.

3. The Tender Documents and other detailed terms & conditions are available at <https://eprocure.gov.in/eprocure/app> (for reference and online tendering).

4. Tender shall be electronically submitted (on-line through internet) within the prescribed date and time as mentioned in the tender document and e-Procurement portal. **Submission of Hard copy of the tender documents instead of electronic submission will not be accepted.**

5. Tenderers are advised to follow the instructions provided in the 'Instructions to the Tenderers for the e -submission of the tenders online through the Central Public Procurement Portal for e-Procurement at <https://eprocure.gov.in/eprocure/app>

6. The critical datesheet for start and last date for online bid submission is as below:

Tender publishing date	14-03-2018
Start date and time for downloading tender document	14-03-2018 at 10:00 Hrs.
Last date and time for Submission of Online Bid	24-03-2018 at 18:00 Hrs.
Date and time for Opening of Online Bid	26-03-2018 at 11.00 Hrs.
Name of Person for Communication	Superintendent (Admin)
Contact Number	0265-2340110

7. The prospective Tenderers are advised to refer to the website <https://eprocure.gov.in/eprocure/app> for any modification to the tender Document and the tenderer shall ensure that the tender Documents submitted by them shall contain such modifications, failing which the tenders are liable to be rejected. Scanned copies of all relevant documents should be attached with the bid.

Bids submitted by Courier/Post/in-person shall not be accepted in this tender.

8. The Tenderers shall deposit along with the Technical Tender Demand Draft / Banker's cheque an amount of INR 50,000/- (Rupees Fifty Thousand only) towards Earnest Money of scheduled Bank drawn in favour of the **Commissioner of Central Excise & Customs, Vadodara-I**. The scanned copy of Demand Draft / Banker's cheque of Earnest Money Deposit shall be uploaded along with the Technical Tender and **the original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission**. Amount of bid security should be range between two percent to five percent of the estimated value of the goods/service to be procured. Qualifying bids without Earnest Money Deposit will be rejected. EMD will be returned to all the unsuccessful bidders at the end of the selection process. However, the EMD shall be forfeited in case the successful bidder withdraws or the details furnished in Annexures are found to be incorrect or false during the tender selection process. No interest shall be paid on the Earnest Money Deposit. Earnest money deposit of the unsuccessful bidders should be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30th day after the award of the contract. Earnest money will be refunded to the successful bidder on receipt of performance security.
9. The successful bidder has to submit **10% of the bid value as performance guarantee deposit** in the form of Bank Guarantee from Nationalized Bank drawn in favour of **Commissioner of Central Tax, Vadodara-I** before awarding contract. Performance Security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the supplier including warranty obligations.
10. Provisions in respect of Tax Deducted at Source (TDS) provided under Section 51 of the Central GST Act, 2017 at the prescribed rate, on payments made, will be applicable to this tender as and when the said provisions are made effective by the Government.
11. The office reserves the right to reject any or all the tenders and / or cancel the Tender enquiry at any stage without assigning any reason.
12. The short listed tender along with the documents will be submitted to the **Commissioner of Central Tax, Vadodara-I** and upon approval by the **Commissioner of Central Tax, Vadodara-I** the successful bidders will be intimated about the award of contract to them.
13. In case of any queries, please contact Superintendent, (Admin section), on Phone No.: **0265-2340110** and also contact on Email ID : **cgstvad1.adm@gmail.com**.

(Shankhesh Mehta)
Deputy Commissioner (P&V)
Central Goods & Service Tax,
Vadodara-I.

TENDER PROCESS

(a) Tender is invited in two parts i.e. (1) Technical Bid and (2) Financial Bid separately.

The tenderer / bidder is requested to go through the instructions given in **Annexure-II** for online Bidding process and submit their all relevant details/documents online on the CPP portal.

(b) Earnest Money Deposit of **Rs. 50,000/- (Rupees Fifty Thousand only)** per application in the form of Demand Draft / Banker's cheque of scheduled Bank drawn in favour of the **Pay and Accounts Officer - Commissioner of Central Tax, Vadodara – I** shall accompany the technical bid. Technical bids without Earnest Money Deposit will be rejected. EMD will be returned to all the unsuccessful bidders at the end of the selection process. However, the EMD shall be forfeited in case the successful bidder withdraws or the details furnished in Annexure — I is found to be incorrect or false during the tender selection process. No interest shall be paid on the Earnest Money Deposit and EMD of selected bidder will be returned on furnishing performance guarantee as detailed below.

(c) **Performance Guarantee:** The successful bidder has to submit 10% of the bid value as performance guarantee deposit in the form of **Bank Guarantee from Nationalised Bank drawn in favour of Commissioner of Central Tax, Vadodara – I** before awarding contract. The performance guarantee shall be refunded to the selected bidder without any interest on completion of the period of 60 days after the contract period. Performance Security should valid for a period of sixty days beyond the date of completion of all contractual obligations of the supplier including warranty obligations.

(d) **The tenderer shall sign and stamp each page of this tender document and all other enclosures appended to it as a token of having read and understood the terms and conditions contained herein and submit the same along with the qualifying bid.** The tenderer would fill up the information in the Annexure I enclosed at the end of this document in clear and legible terms. Wherever required the price quoted shall be written in figures and words as well. Annexure shall also have to be signed and stamped by the bidder or its authorized signatory.

(e) The tender forms shall be rejected if is not complete in any aspect.

(f) The tender documents are not transferable.

(g) The short listed tender along with the documents will be submitted to the 'competent authority' and upon approval by the 'competent authority' the successful bidders will be intimated about the award of contract to them.

A. TECHNICAL :

1. The bidder should have the PAN no. and should attach a photocopy of the same.
2. The bidder should have experience in supplying vehicle to the Govt. Department / PSU for which the service provider should submit the name (s) of Organization (s) to whom services are being provided, and number of vehicles so provided to each organization (s).
3. The bidder should have the GST Registration number and should attach photocopy of the same.
4. The vehicle should not be more than Two years old (i.e. manufactured between January 2016 to December 2017) and in good working condition for which the tenderer should submit the list of vehicles giving details with make / type of vehicle, model / year of manufacture and the Registration Number of the vehicle (Proper category wise as required in the above mentioned table) to be provided to this office.

B. FINANCIAL :

1. **Monthly charges / Rates** for providing vehicle to be used with Driver should be clearly mentioned category wise / vehicle wise for 25-26 days subject to a maximum of 2000 KMs. per month as mentioned above.
2. The bidder shall quote their rate in BoQ available with tender.
3. The commercial bids of only those bidders who qualify the Technical conditions will be entertained.

CONDITIONS OF THE TENDER NOTICE

1. **Earnest Money:** - Tender documents must be accompanied with non-interest bearing Earnest Money for each vehicle separately of Rs. 50,000/- (Rs. Fifty Thousand only) in shape of Demand Draft in favour of the **Commissioner of Central Excise & Customs, Vadodara-I** failing which tender will not be considered for opening of Financial Bid. Earnest money deposited by the unsuccessful bidder will be refunded to bidder at the earliest after finalization of the tender. Earnest money will be refunded to the successful bidder on receipt of Performance Security.
2. **Performance Security:** - The successful bidder will be wholly and solely responsible for any damage/levy/claim and will be liable to pay the said damage/levy/claim. In this context, the successful bidder has to submit 10% of the bid value as performance security which is non-interest bearing in the shape of Bank Draft / Bank Guarantee issued by a Nationalized Bank only drawn in favour of the **Commissioner of Central Excise & Customs, Vadodara-I** payable at Vadodara in respect of each vehicle separately.
3. **Contract Period:** - The validity of the contract is **up to 31.03.2019 from** the date of awarding the contract. However, in case the quality of service by the contracted agency is found unsatisfactory, the Head of the Department may terminate the contract agreement after giving 15 days notice. In case of termination, services of the agencies from the panel will be utilized.
4. The order for providing vehicle on monthly basis will be given to the agency which has quoted the lowest rates while meeting all the terms and conditions given in the tender document.
5. The billing should be done on monthly basis and it should be in triplicate, preferably typed. It shall be submitted to the concerned vehicle in-charge within the 1st week of every subsequent month for payment. Pre-Receipted bill shall be submitted by the successful bidder in duplicate duly supported by the copy of logbook.
6. **The Vehicles should be registered in VADODARA as a Taxi Passing / Commercial vehicle. It should be properly and comprehensively insured and should carry necessary permits / clearance from the Transport Authority or any other concerned authority including pollution certificate.**
7. The bidders must ensure that the drivers employed have valid driving license and clean driving record. The firm would ensure that the drivers employed should carry a mobile phone and should be free from vices. The driver so employed should have a minimum experience of 5 years. The drivers should be paid wages not below the market rate / minimum wages as fixed under Minimum Wages Act prescribed by the Chief Labour Commissioner (Central) (if applicable).
8. The driver should be well conversant with roads and routes of VADODARA. The operation and functions of the Driver shall be governed as per Motor Vehicle Act and Rules.
9. The agency / firm should have an adequate number of telephones for contact round the clock. The driver shall observe all the etiquette and protocol while performing the duty

- & shall be neatly dressed, should wear proper uniform & must carry a mobile phone in working condition, for which, no separate payment shall be made by this office.
10. The normal working time will be from 9.00 a.m. to 9.00 p.m. However, occasionally the vehicle may have to report earlier or may be relieved after working time, but no extra charge will be paid for the same.
 11. The driver should always remain with the vehicle during entire period of duty. In case of any urgency the driver may seek permission of the concerned officers.
 12. Once the hiring of car commences from a particular operator, the car and the driver should not be changed unless requested by this office.
 13. Vehicle shall be made available on all days including Saturday, Sunday and public holidays, in case required.
 14. The agency shall provide names & addresses of the driver and police verification report along with their driving license number and copies thereof while submitting acceptance of offer.
 15. The Commissioner, Central Tax, Vadodara – I, shall not be responsible for any challan, loss, damage due to any accident of the vehicle or to any other vehicles or for the injury to the driver or to any other third party. The loss or damage or legal expenses on this account shall be borne by the bidder.
 16. The agency shall ensure that speedometer of car supplied is properly sealed so that no tampering is done with a view to inflate distance traveled. LPG Cylinders should not be used for running the vehicles in any case.
 17. The authorized officer of the Commissioner, Central Tax, Vadodara – I may get surprise checks of speedometer of the car supplied from any authorized workshop and cost thereof will be borne by the agency.
 18. In case of any breakdown of vehicle on duty, the agency shall make arrangement for providing another vehicle. In such a case, mileage from garage to the point of breakdown would not be paid.
 19. In case vehicle does not report within the reasonable time or does not report at all, the Department would have a right to hire a vehicle from the market and the additional cost incurred by the Department will be borne by the Contractor.
 20. 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.
 21. The successful bidder has to park the vehicle in office compound after use at their own risk.
 22. The calculation of mileage shall be from the reporting point to the relieving point and will not be calculated on garage to garage basis.
 23. A daily record indicating time and mileage of the vehicle shall be maintained in a log book and log book shall be submitted to the concerned vehicle Incharge officer in Central Tax, Vadodara – I regularly for scrutiny.

24. The bidder should give an undertaking that he or his firm has not been blacklisted by any of the Organization / Government Department as on the date of submission of the bid.
25. The bidder shall also certify that he has read and understood the terms and conditions of the tender. He should sign the terms and conditions. The tenderer, who are not accompanied with the requisite documents, shall be out rightly rejected.
26. **The contract will be for a period up to 31.03.2019 which may be extended for further period as per requirement, if the services were found satisfactory on completion of current accounting year.**
27. The Commissioner, Central Tax, Vadodara – I will have the sole discretion to extend the period of contract beyond one year or terminate the contract prematurely in case of satisfactory / unsatisfactory service.
28. If the vehicle does not report for duty on any day(s) then an amount of Rs. 2000/- shall be deducted from the monthly bill of the vehicle. In addition, a penalty of Rs. 1000/- per day may be levied if the vehicle / agency fails to meet above terms and conditions on any day.
29. Any matter during the period of this agreement, which has not been specifically covered by this agreement, shall be decided by the Commissioner, Central Tax, Vadodara– I whose decision shall be final and conclusive.
30. No additional terms and conditions over and above the conditions stipulated above shall be entertained by this office.
31. In case of any dispute of any kind and in any respect, whatsoever, the decision of the Commissioner, Central Tax, Vadodara – I shall be final and binding.
32. Before the award of contract, the vehicles being offered by the successful bidder, will be inspected by vehicle-in-charge officer as regards to their suitability, condition and general upkeep. Only on satisfaction of the vehicle-in-charge with respect to above inspection shall the contract be awarded.

**Pre-qualification requirements for award of contract for providing vehicles
(Taxies) with Drivers**

(On official letter pad of the company / firm)

1	Name of the Organization/Firm	
2	Name(s) of the Proprietors/Directors	
3	Registered Address	
4	Telephone No Fax No	
5	Whether the firm is registered and license holder under Contract Labour (Regulations and Abolition) Act	
6	Registration No. of the Firm(Copy to be enclosed)	
7	Permanent Account No. of the firm (PAN)	
8	Copy of Income Tax clearance Certificate (ITCC) to be attached	
9	Provident fund number allotted by Regional Provident Fund Office.	
10	ESI Registration No.	
11	Total Staff/workers of the firm	
12	Name(s) of Public Sector/Govt. Organization to whom similar services have been provided by the firm during last five years.	
13	Whether the firm has been blacklisted earlier	

DECLARATION

I hereby certify that the information furnished above is true and correct to the best of knowledge. I have read and understood the terms and conditions contained in the Tender Documents and submit the same along with qualifying bid. 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 with date
Name of the Firm
Seal

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 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 (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.
- 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.