



: उप आयुक्त का कार्यालय, केंद्रीय वस्तु और सेवा कर मण्डल-I, राजकोट-I:  
OFFICE OF THE DEPUTY COMMISSIONER, GST DIVISION-I RAJKOT-I  
कक्ष नं. 208, केन्द्रीय वस्तु और सेवा कर भवन, रेस कोर्स रिंग रोड, राजकोट-360001  
Room No. 208, Central GST Bhavan, Race Course Ring Road, Rajkot  
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F. No. I/22-06/2020-21-Adm

Date : 05/03/2021

**NOTICE INVITING E - TENDERS / QUOTATIONS**  
**FOR HIRING OF (01) VEHICLE FOR**  
**CENTRAL GST DIVISION-I, RAJKOT-I**

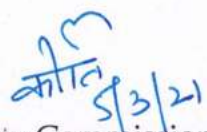
On behalf of the Deputy / Assistant Commissioner of Central GST Division-I Rajkot-I, e-tenders/quotations are invited for hiring of (01) Vehicle (Preferably white colored & models as mentioned in table here under) along with driver on monthly hire charge basis as per the terms & conditions as available at website [www.cbec.gov.in](http://www.cbec.gov.in) & also with the office of the Deputy / Assistant Commissioner of Central GST Division-I, Rajkot-I.

Sr. No.	Model of the Vehicle	Condition for hiring of Vehicle
1	Maruti SX-4 / Swift Dsire / Skoda Rapid/ Honda Amaze/Ford Fiesta/Toyota Innova/ Maruti Eartigo/ Honda City / Tata Indigo - Manza/ SUV or other similar vehicle (Petrol / Diesel) Standard/Higher Model Purchased After 01-12-2018	1. At an average 25/26 days/month. 2. Subject to maximum of 2000 KMs in a month. 3. Rs.40,000/- maximum per month excluding Taxes.

Interested parties /bidders are requested to go through the instructions (available on online portal ("<https://eprocure.gov.in>") for the Contractors/Bidders for the e-submission of the bids online through this eProcurement Portal and submit the bids through online mode / eProcurement system only (<https://eprocure.gov.in>) well before the bid submission end date and time i.e. by **25/03/2021**

Opening and evaluation of bids by the Competent Authority will be done through online process at **11: 30 hours on 30/03/2021**, in the presence of the Bidders who choose to attend. The Authority will subsequently examine and evaluate the Bids in accordance with the provisions set out.

It is issued with the approval of the Joint Commissioner (P&V), CGST, HQ, Rajkot.

  
Deputy Commissioner,  
Central GST Division-I, Rajkot-I

Copy to :-

- ✓ 1) The Deputy/Assistant Commissioner (System), HQ. Rajkot, with request to displaying the said e-tender notice on the department's website please.
- 2) The Administrative Officer (Adm), CGST, HQ, Rajkot with request to upload the said e-tender notice on e-procure website.
- 3) Notice Board.

## TENDER DOCUMENT

1. The Deputy / Assistant Commissioner of GST Division-I, Rajkot-I, invites e - tender for hiring of **(01)** Vehicle (Preferably white colored models as mentioned in above table) along with driver on monthly hire charge basis.
2. The vehicle so required on hire will be used up to 25-26 days (subject to maximum of 2000 Kms) in a month.
3. The quotation/bid furnished should indicate the details of vehicle provided, hiring charges per month and rate per kilometer (for extra KMs over and above 2000 KMs). The rates offered shall be considered exclusive of all taxes.
4. The service provider should be having adequate experience in the field (preferably 02 years experience in running such business). The appropriate documents to support the above should be enclosed along with the sealed quotation.
5. The application form, tender documents and copy of general terms and conditions of the tender etc. are available at website [www.cbec.gov.in](http://www.cbec.gov.in). & also can be obtained from the office of the Deputy / Assistant Commissioner of Central GST Division-I, Rajkot-I.
6. The e-tender/quotation/bid should be submitted through online mode by **25/03/2021**.
7. Each tender/quotation/bid should be accompanied with the relevant details / supporting documents and bid security / earnest money of **Rs.15000/-** (by way of cheque / DD drawn in favour of Deputy / Assistant Commissioner of Central GST Division-I, Rajkot-I)
8. The tender/quotation/bid security in the form of cheque / DD of the successful bidder will be retained for the specific time indicated for providing vehicles. If the party fails to provide vehicle within stipulated time, cheque will be forfeited and contract awarded to next lowest bidder.
9. Opening and evaluation of bids by the Competent Authority will be done through online process at **11: 30 hours on 30/03/2021**, at the office addressed to the Deputy / Assistant Commissioner, Central GST Division-I, Rajkot-I, in the presence of the Bidders who choose to attend. The Authority will subsequently examine and evaluate the Bids in accordance with the provisions set out.
10. The tender/quotation/bid received later than the stipulated date will not be considered under any circumstances. Similarly, incorporating additional conditions by the agency, without accompanied bid security / earnest money or without supporting documents will be rejected.
11. On approval of tender, the vehicle must be supplied from **01-05-2021**. The period of contract will be for one year from **01-05-2021 to 30-04-2022**. The amount quoted shall not vary during the entire period of contract.
12. The tender/quotation/bid will be considered on merit and as per the guidelines. The contract will be awarded to the bidder subject to the conditions that the rates quoted are lowest and within the prescribed cost ceiling (i.e. maximum of **Rs. 40000/-** per month for such vehicle) and also to the satisfaction of the committee.



13. The Deputy / Assistant Commissioner of GST Division-I, Rajkot-I reserves the right to postpone the date of opening or to accept or reject any or all the quotation/bid, even the lowest one without assigning any reasons thereof.
14. On acceptance of quotation/bid, all the relevant documents (complying general terms and conditions as per Annexure I) regarding offered vehicle and particulars of drivers etc. shall be submitted within 15 days to this office.
15. The contract will be made initially for one year and thereafter on providing satisfactory services, the contract may be extended on same terms & conditions as per mutual agreement.

  
Deputy Commissioner  
CGST Division-I, Rajkot-I

**ANNEXURE-I**  
(General Terms & Conditions)

**Period of Contract:**

1. On approval of tender, the vehicle must be supplied from **01-05-2021**. The period of contract will be for one year from **01-05-2021 to 30-04-2022**.

**Models of Vehicle:**

2. The vehicle provided should be of latest model (**purchased on or after 01.12.2018**) and in good running condition, without any scratches / damages on its exterior or interior.

**Conditions for Vehicle:**

3. The vehicles provided should be registered with the concerned authority of Central / State Govt. With RTO with **commercial registration** (as 'Taxi' passing). Once the bid is accepted, the service provider shall produce all documents related to RTO Registration for verification.
4. The vehicle provided should be owned on the name of the applicant and not hired from other sources. Once the bid is accepted, the service provider shall produce all documents related to ownership of the vehicle for verification.
5. The vehicle provided should be run only on petrol or diesel, and it should not be fitted with any fuel gas kit.
6. The vehicle provided should be comprehensively insured in all respects by the service provider (Full Insurance). In case of any accident or theft etc., all the claims arising out of it will be met by the service provider and this Department (Hirer) shall not be liable in any matter whatsoever. Once the bid is accepted, the service provider shall produce all documents related to insurance of the vehicle for verification.
7. The vehicle provided should be with pollution control certificate or any other certificate required as per the law time being in force. Once the bid is accepted, the service provider shall produce all relevant documents for verification.
8. The vehicle provided shall be for the exclusive use of this office under Central GST Commissionerate, Rajkot on 24 X 7 bases. The vehicle provided shall be available at any time of the day/night including Saturday, Sunday or any public Holiday as desired by Department. The vehicle provided /to be hired will not used for any other commercial/personal purpose or any other purpose by the service provider during the contract period.
9. The vehicle provided should be in excellent working condition and should be sent only after checking battery, coolant, oil, air tire pressure etc.
10. The vehicle provided should invariably reach at the appointed time and place when called and should be sent with full fuel taken in washed up and clean outer and interior condition.
11. In case of non-availability of the vehicle with the service provider or in case of break down of vehicle provided with the service provider, it shall be the responsibility of the service provider to make alternate arrangements / replacement of vehicle.

12. As far as possible, the vehicles once deployed should not be changed without prior notice. In case, the vehicle is changed without prior notice and the substitute vehicle is not found suitable, Department is free to engage suitable vehicle on hire. 100% of the charges payable for the day for the new vehicle deployed would be deducted on each occasion.

13. It is the sole responsibility of the service provider to obtain all the necessary clearances and permissions from RTO and any other agencies and in case of any default; no charges will be paid by the Department.

14. Rate per kilometer beyond 2000 KM may also be mentioned, for payment beyond adjustments, if required.

**Driver :**

15. The driver provided should have permanent driving license, should be well conversant with the routes / roads of Gujarat or at least conversant with Saurashtra Region's routes / roads.

16. The driver provided must follow all the traffic rules and other regulations as prescribed by the Government for the time being in force; should be well disciplined, should remain with the respective vehicle at all times, should observe all the etiquette and protocol while performing the duty, should have clean track record and should not have any case of violation of traffic rules or any other offences booked against him.

17. As far as possible, the drivers once deployed should not be changed without prior notice. In case, the driver is changed without prior notice and the substitute driver is not found suitable, Department is free to engage suitable driver on hire. 100% of the charges payable for the day for the new driver deployed would be deducted on each occasion.

18. The service provider and the driver must have 24 hours working telephone system so that he can telephonically be contacted at short notice and at odd hours and on holidays in case of requirement of vehicle. It would also be essential for the driver to have a mobile phone so that he could be contacted for duty. For the said purpose no separate payment shall be made.

**Monitoring of Vehicle:**

19. A log book for the car in the format prescribed, for each of the journey performed, duly signed by the officer, would be maintained and submitted by the service provider along with the bills and duty slips.

20. No dead mileage would be payable from the service provider's premises to starting point and vice versa.

21. The Kilometers shall be calculated on the basis of zero-based mileage starting from the office. If any vehicle does not travel 2000 KM in any month, then the unused kilometers of a month, if any, will be carried forward to the next month. Similarly, extra KMs over and above the agreed 2000 KMs per month are to be carried forward and accumulated to the next month.

22. At the end of the contract year, such cumulative shortage or excess KMs shall be first adjusted. The adjusted excess KMs will be paid, as per kilometer basis at the end of contract year.



**Billing:**

23. The billing will be done on monthly basis. The bills accompanied by the duty slips/log books for the use of vehicle will be preferred after each completed month. The bill submitted will be scrutinized, checked and verified with the log book.
24. Payment of hiring charges will be made on monthly basis.
25. Actual parking charges, toll taxes/inter-state taxes for journeys will be reimbursed along with the hiring charges bill on production of the same.
26. TDS and all other taxes/ Govt levies as applicable will be deducted from each bill.

**Other important issues:**

27. The service provider should have GST Registration or submit an undertaking that he is not liable to pay GST. The rates offered shall be considered excluding of all taxes.
28. In case of repeated violation of the any of the above conditions, the Assistant Commissioner reserves the right to repudiate the agreement immediately without assigning any reasons. The Deputy / Assistant Commissioner may also consider imposing appropriate penalty in deserving cases.
29. In case of default on part of the service provider to provide the vehicle for more than five occasions during the contract period, the contract will be terminated and awarded to another person at the risk and cost of defaulting service provider.

  
Deputy Commissioner,  
CGST Division-I, Rajkot-I

**ANNEXURE-II**  
**TECHINCAL BID FOR HIRING OF VEHICLE:**  
 (To be submitted subscribing "Technical Bid")

1	Name of the organization/Firms with full address with pin code, telephone No., e-mail etc.	
2	Name of the Tenderer i.e. proprietor/partner etc. with full address with pin code, telephone No., e-mail etc.	
3	PAN No. of the proprietor / partner or firm allocated by the Income Tax Department	
4	Details of experience in the field (Please attach the copy of job order/service certificate from any of the agencies) if any	
5	GST Registration No. (if any)	
6	Complete details of the vehicle offered	
7	Year of Make and Model No. And mileage run so far. (Copy of RC book has to be enclosed with Technical Bid)	
8	Color of vehicle	
9	Any other information	

**UNDERTAKING (Part of Annexure-II)**

1. I/ We hereby certify that the information furnished above is true and correct in all respect to the best of my / our knowledge. I understand that incase 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.
2. I/We undertake that, I/We have carefully studied all the terms and condition as indicated in Annexure-I and under stood the parameters of the proposed requirement of vehicle and shall be abide.
3. Should this tender be accepted, I/We hereby agree to abide by and fulfill all the terms and provisions of the said conditions as indicated in Annexure-I so far as applicable.

Signature of Authorized  
 person with Date & Seal \_\_\_\_\_

Name & Full Address \_\_\_\_\_  
 \_\_\_\_\_

**ANNEXURE-III**  
**FINANCIAL BID FOR HIRING OF VEHICLE :**

**PROFORMA FOR QUOTING RATES**  
(To be submitted subscribing "Financial Bid")

1	Name & address of the Contractors/Firms/ Agencies	
2	Name of the Proprietor/Partner	
3	Rate quoted per month (Excluding of all taxes charges / levies)  Rate per kilometer (for extra KMs over and above 2000 KMs)	

Signature of Authorized person with Date & Seal \_\_\_\_\_

Name & Full Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_