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**OFFICE OF THE PRINCIPAL COMMISSIONER OF CENTRAL TAX (DELHI SOUTH)**

**2nd & 3rd FLOOR, EIL Annexe Building, Bhikaji Cama Place, New Delhi-110066**

C.No. DL/CGST/South/Hqrs/Hiring Vehicle/01/2019/Pt-II <sup>30599</sup> Date: 12.03.2019

**SCHEDULE AND SPECIFICATIONS**

1. **Name of work** :- Outsourcing of 17+1 (Eighteen ) Vehicles i.e. Middle Size-01- upto 2500 Km , Middle Size-01- upto 2000 Km and Small Size-16 upto 2000 Km in the Office of the Commissioner, Central Tax Delhi South, 2nd & 3rd Floor, Annexe Building, EIL, Bhikaji Cama Place, New Delhi-110066.

Sr. No	Description	Tentative time schedule
1	Bid Submission Start Date	13.03.2019 (Wednesday)
2	Bid Submission End Date & Time	03.04.2019 (17:00 hrs)
3	Opening Date & Time of Technical bids	05.04.2019 (11:30 hrs)
4	Opening of Financial bids of qualified bidders	08.04.2019 (11:30 hrs)
5	Venue of opening of bids	Office of the Principal Commissioner, Central Tax, Delhi South, 3rd Floor, EIL Annexe Building, Bhikaji Cama Place, New Delhi-110066

उत्कर्षा  
12/3/19

(Utkarsha)

**Deputy Commissioner (Hqrs)  
Central tax Delhi South Commissionerate**

**OFFICE OF THE PRINCIPAL COMMISSIONER OF CENTRAL TAX (DELHI SOUTH)**

**2nd & 3rd FLOOR, EIL Annexe Building, Bhikaji Cama Place, New Delhi-110066**

**REQUEST FOR PROPOSAL (RFP)**

C.No. DL/CGST/South/Hqrs/Hiring Vehicle/01/2019/Pt-II

Date: 12.03.2019

**Subject:-** Notice for Bids/ Quotations for Outsourcing of 17+1 (Eighteen ) Vehicles i.e. Middle Size-01- upto 2500 Km , Middle Size-01- upto 2000 Km and Small Size-16 upto 2000 Km

Central Tax Commissionerate, Delhi South, 2nd & 3rd Floor, Annexe Bhawan, EIL, Bhikaji Cama Place, New Delhi-110066 invites tenders (Technical bid - Annexure-A, and Financial bid - Annexure-B, separately) for supply of 17+1 (Eighteen ) Vehicles i.e. Middle Size-01- upto 2500 Km , Middle Size-01- upto 2000 Km and Small Size-16 upto 2000 Km ( not older than 2016 model ) with driver in the category of SUV/Middle size for 30-31 days upto 2500 KMs in a month and others 2000 KMs in a month for 25-26 days in perfect running condition on hiring basis.

**Table 1:**

S.No.	Category	No. of Days	Period
1	17+1 (Eighteen) Vehicles 1. Middle size-01- upto 2500 Km for 30-31 days 2. Middle Size-01- upto 2000 for 25-26 days 3. Small Size-16- upto 2000 Km for 25-26 days )	30-31 days for Middle size and 25-26 days for other vehicles	01.05.2019 to 30.04.2020

1. The Tender documents may be downloaded from e-procurement website <https://epocure.gov.in/eprocure/app>. Online submission of bid/quotation through the Central Public Procurement Portal GeM is mandatory. Manual/Offline bid/quotation shall not be accepted under any circumstances.

3. The Bidders are requested to visit the e-procurement website <https://epocure.gov.in/eprocure/app> regularly. Any changes/modifications in the Tender will be intimated by corrigendum through this website only.

4. The last date for submission is upto 17:00 hrs on 03.04.2019. The bid/quotation shall be opened at 11:30 hrs on 05.04.2019. In case, any holiday is declared by the Government on the day of opening, the bid/quotation will be opened on the next working day at the same time.

5. In case only one bid/quotation is received, another extension of 7 days will be given and after that the bid/quotation so received will be evaluated.

6. The Principal Commissioner, Central Tax, Delhi South Commissionerate reserves the right to accept or reject any or all the bids without assigning any reason, whatsoever. The decision of the Principal Commissioner in this regard shall be final and binding on all.

7. If at any stage, before/ after the tendering process, it is found that any of the details/documents furnished by the bidder is false/ misleading/fabricated, then his/her bid would be liable for rejection/disqualification with suitable charges in that regard. If such rejection/disqualification occurs after the bid/quotation have been opened and the highest bidder gets rejected/disqualified, then the Principal Commissioner, Central Tax, Delhi South Commissionerate reserves the right to consider the next bidder or take any other measure as may be deemed fit including annulment of the selection process.

8. At any time before the due date for submission of the bid/quotation, the Assistant/Deputy Commissioner (Hqrs) may for any reasons whether at his own initiative or in any response to a clarification requested by the firms, modify the NIT (Notice Inviting Tender) documents by amendments which will be uploaded in the website.

7. The bid/quotation shall be opened at 11:30 hrs. on 05.04.2019 in the presence of the bidders who choose to be present during the opening of the bid/quotation. The Technical bid/quotation will be opened first and the financial bid/quotation will be opened later as per the Schedule mentioned in the Notice.

8. The bid/quotation for which a notice of withdrawal has been submitted shall not be opened. Only those bid/quotation that are received on or before the due date and time and which contains all the information as desired shall be considered.

9. The agency will have to comply with all legal provisions relevant for this purpose.

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Deputy Commissioner (Hqrs)  
Central Tax, Delhi South

Enclosure:-

- (i) Terms and conditions.
- (ii) Format for Technical Bid and Financial Bid
- (iii) Checklist of documents to be submitted with the Technical Bid.
- (iv) Format for Declaration.

Copy for information:-

1. The Additional Commissioner (Admn), Central Tax, Delhi South, Delhi.
2. The Superintendent (Vig.) Central Tax, Delhi South
3. The Superintendent (Systems), Central Tax, Delhi South for uploading on website of CBEC ([www.cbic.gov.in](http://www.cbic.gov.in)).
4. Notice Board for general public.

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Deputy Commissioner (Hqrs)  
Central Tax, Delhi South

## Terms and conditions of the Tender

1. The Tender documents may be downloaded from e-procurement website <https://epocure.gov.in/eprocure/app>. Online submission of bid/quotation through the Central Public Procurement Portal GeM is mandatory. Manual/Offline bid/quotation shall not be accepted under any circumstances. The Bidders are requested to visit the e-procurement website <https://epocure.gov.in/eprocure/app> regularly. Any changes/modifications in the Tender will be intimated by corrigendum through this website only.
2. Service provider shall be Proprietor/Partnership firms/Registered Company and the vehicle shall be registered in Delhi-NCR.
3. Contract shall be given to the service provider in the manner as under:-
  - (i) 1<sup>st</sup> preference will be given to the service provider who has submitted the lowest bid, and can provide 1(one) or more than one vehicle in any category.
  - (ii) 2<sup>nd</sup> preference will be given to the service provider who has submitted the 2<sup>nd</sup> lowest bid, and can provide 1(one) or more than one vehicle in any category.
  - (iii) 3<sup>rd</sup> preference will be given to the service provider who has submitted the 3<sup>rd</sup> lowest bid, and can provide 1(one) or more than one vehicle in any category.

This shall continue until the requisite number of vehicle been fulfilled the category 1, 2 and 3 as stated in Table 1.

### **Illustration:-**

Suppose there are 8 bidders A,B,C,D,E,F,G, and H, who have submitted bid for category 3 vehicles.

Bid submission is as under:-

Bidder Name	No of Vehicles offered	Bid Amount in thousand/month	Order preference (based on lowest bid)	Vehicle hired
A	8	30	L4	8
B	4	30.5	L5	2
C	3	31	L6	0
D	16	34	L8	0
E	1	28	L1	1
F	1	29	L2	1
G	4	29.5	L3	4
H	5	33	L7	0
Total				16

So 1 Vehicle hired from E,

1 Vehicle hired from F,

4 Vehicles hired from G,

8 Vehicle hired from A,

2 Vehicle hired from B,

B will be allotted tender of only 2(two) vehicles instead of 4 because only 2 vehicles requirement was left, after allotment of tender to E,F,G,&A.

4. Vehicle shall be in perfect running condition and should not be older than three years. Vehicle shall be fully insured and shall have the necessary and valid documents from Transport Authority. Vehicle shall also have valid No Pollution Certificate from competent authority.
5. Vehicle shall exclusively be used by this office and no other purpose by the service provider.
6. If required, the vehicle shall be made available on Saturdays, Sundays and other non-working days.
7. Kilometer readings shall be on reporting point to relieving point and not garage to garage basis. For this the service provider shall ensure that the odometer is accordingly sealed. In Page 3 of 6 case of any doubt this office shall get the odometer examined from any authorized workshop and such expenses shall be borne by the service provider.
8. LPG cylinders shall not be used in the vehicle under any situation. Preference will be given to CNG vehicles.
9. Service provider shall make available names and address of the drivers. The drivers employed in service of this office shall not have any adverse police records/criminal cases against them. Service provider should conduct and ensure all necessary verification in respect of such drivers before employing them in service of this office.
10. When on duty, the drivers are expected to be courteous and should follow necessary protocol. They shall wear proper uniform and shall possess a mobile phone in working condition. This office shall not bear any expenses in relation to the said mobile phone.
11. The driver on duty shall have a valid driving license.

12. This office shall not be responsible for any incident of traffic challan, loss, damage or accident with other vehicle and injury to the driver or third party. Any expenses or legal costs in this regard shall be borne by the service provider.
13. The driver shall be well versed with the roads and routes of Delhi-NCR. The conduct of the driver shall be in conformity with Motor Vehicles Act and Rules.
14. The driver shall remain with the vehicle throughout the duty time. In case of any deviation, he should seek necessary permission from the authorized officer in this regard.
15. The driver shall have a minimum experience of three years. The same shall be certified with the date of issuance of driving license.
16. In case of vehicle breakdown during duty hours, the service provider shall arrange a replacement vehicle. No charges for mileage from garage to breakdown point shall be borne by this office.
17. During the contract period, the driver shall not be changed without the express request of this office.
18. Log book entries for time and mileage shall be made on daily basis. The same shall be submitted for perusal to the authorized officer and before submitting the bills for payments.
19. Under all circumstances bills for 2500 KM for SUV/Middle size and 2000 KM for other vehicles per month shall only be submitted. Remaining KMs if any shall be carried forward in the bill for next month.
20. Salary and other emoluments of driver shall be borne by the service provider. Similarly, expenses on account of insurance, maintenance and fuel shall be borne by service provider.
21. In case, the vehicle/driver does not report or reports late or there is violation of any terms and conditions of the tender, in such situation, on pro-rata basis the said amount shall be deducted from the monthly bill amount. On each such incident, the service provider shall be liable to a penalty of Rs. 1500/- per day.
22. If the vehicle does not report at the appointed time and place, the contract shall be liable to be terminated alongwith a penalty of Rs. 1500/- per day.
23. During the entire contract period, the service provider shall make available, the vehicle according to terms and conditions of the tender in respect of make/model of the vehicle. Only in extreme and extra ordinary situations, this office shall on temporary basis give any relaxation from the said conditions.

24. If the service provider is found to be deficient in quality of services being provided, this office reserves the rights to terminate the contract immediately, without prior notice.
25. In case of any dispute on any issue, the decision of this office shall be final and binding on the service provider.
26. The contract can be cancelled by any party after giving a 31 day notice.
27. The engagement of the service provider does not in any way confer any right to the service provider or the driver(s) that may be deployed by him with the vehicle, for claiming any regular employment in this office or any other government office.
28. A Committee will verify the running condition, condition of interior, condition from exterior, Fitness of vehicle and RC Book (as per norms), if any discrepancy finds then the contract will be terminated even after Financial bid.
29. The last date of receiving Quotations is 03.04.2019 (17:00 Hrs).
30. The Technical Bid will be opened on 05.04.2019 at 11.30 hrs. in Central Tax Delhi South Commissionerate, 3rd Floor, Annexe Bhawan, EIL Building, Bhikaji Cama Place, New Delhi-110066 before the designated committee for the purpose. Anyone who desires may remain present during the proceedings.
31. The vender should provide alternate vehicle during Even-Odd policy of Govt.
32. The Commissioner reserves the right to reject any bid without assigning any reason.

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• Deputy Commissioner (Hqrs)  
Central Tax, Delhi South

C.No. DL/CGST/South/Hqrs/Hiring Vehicle/01/2019/Pt-II

Date: 12.03.2019

Copy forwarded to:-

1. Notice Board of Central Tax Delhi South Commissionerate, 3rd Floor, Annexe Bhawan, EIL Building, Bhikaji Cama Place, New Delhi-110066.
2. The Webmaster, Directorate General of Systems, New Delhi with a request to upload the Notice on the CBEC's website.

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• Deputy Commissioner (Hqrs)  
Central Tax, Delhi West

TECHNICAL BID (QUALIFYING BID DOCUMENT)

Name, Address & Telephone No. of Tenderer:

Name and address of the provider / Partner / Directors

Qualifying criteria for Technical Bid

- |   |        |
|---|--------|
| 1. The vehicle is owned by us   | Yes/No |
| 2. The vehicle is registered as commercial vehicle                                      | Yes/No |
| 3. We have attached certified photocopy of RC Book of the Vehicle offered in the tender | Yes/No |
| 4. We have valid GST Registration.  | Yes/No |
| 5. We have attached certified copy of GSTIN Registration                                | Yes/No |
| 6. We have valid PAN  | Yes/No |
| 7. We have attached certified copy of PAN   | Yes/No |

Additional evaluation Criteria

1. Total number of commercially registered cars owned by us  
(Please fill number opposite)
2. The registration No. & Year of make, model & type of the vehicle intended to supply to Department.  
( \_\_\_\_\_ )
3. In the year 2016-17, we provided cars on hire for over one year.  
To Central Govt. / State Govt. / PSUs Yes/No
4. We have the requisite experience of providing vehicles to Central Govt. / State Govt. / PSUs with experience of 3-5 years Yes/No

If reply to 3 & 4 above is Yes, then provide names & address of such offices

“I/We have read the term & conditions of the Tender Notice and agree”



## DECLARATION

1. I, \_\_\_\_\_ Son/Daughter/Wife of Shri \_\_\_\_\_ Proprietor/Director/authorized signatory the agency/Firm mentioned above, am competent to sign this declaration and execute this tender document;
2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them;
3. The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I / we, am / are well aware of the fact that furnishing of any false/ misleading information / fabricated document would lead to rejection of my tender at any stage .

Date:

Place:

(Signature of Authorized Signatory with date & stamp)

FINANCIAL BID DOCUMENT

1. NAME OF THE PARTY
2. Address (with Tel. No. & Fax No.)
3. Name & Address of the Proprietor/Partners/Directors (with Mobile Number)
4. Vehicle Details:-

S.No.	Type of Vehicles	Upto 2500 K.M. Per Month and 2000 KM Per Month

5. Add. Any other charges if required:-

S.No.	Type of Vehicles	Rate	
		Rate per K.M. beyond 2500 K.M and 2000 KM.	Rate per Hours

Sub Total:  
Add. GST  
Grand Total: (Rupees Only)

“I/We have read the term & conditions of the Tender Notice and agree”

**DECLARATION**

I/we \_\_\_\_\_ here by certified that the information furnished above are true 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, I/we will be blacklisted and will not have any dealing with the Department in future.

(Signature of Authorized Signatory with date &time)