



**OFFICE OF THE COMMISSIONER OF CENTRAL TAX
HYDERABAD - II AUDIT COMMISSIONERATE
11-5-423/1/A, SITARAM PRASAD TOWERS, RED HILLS, HYDERABAD - 4**

C.No.I/22/13/2019-Admn (M.V)

Date:31.10.2019

**NOTICE INVITING E- TENDER FOR HIRING OF MOTOR VEHICLES FOR
HYDERABAD - II AUDIT COMMISSIONERATE**

The Office of the Commissioner of Central Tax, Hyderabad Audit –II Commissionerate invites e-tenders for supply of 03 Nos. of vehicles for hire, as per requirements, mentioned below for the period of one year from **01.12.2019 or from the date of award of contract**, on per month basis from reputed service providers for the Office of the Commissioner of Central Tax, Hyderabad –II Audit Commissionerate, Sitaram Prasad Towers, Red Hills, Hyderabad- 500 004. The details of vehicles proposed to be hired are as follows.

Sl. No.	Type of vehicle	Usage	No. of vehicles	Cost Ceiling (excluding GST)
1	Mid-size/SUV (Staff Car) (like Toyota Innova Crysta, Honda CR-V, Ford Endeavour)	Maximum limit of 2500 km & 30/31 days	1	Rs. 50,000/- per month for Petrol/Diesel
2	Mid-size/SUV (like Toyota Innova Crysta, Honda CR-V, Honda City, Hundai Creta)	Maximum limit of 2000 km & 25/26 days	1	Rs. 50,000/- per month for Petrol/Diesel
3	Small size (like Maruti Swift DZire, Mahindra Verito, Honda Amaze)	Maximum limit of 2000 km & 25/26 days	1	Rs. 40,000/- per month for Petrol/Diesel

- The tender enquiry documents can be downloaded from the official website www.eprocure.gov.in (CPP Portal), and <http://www.hyderabadgstaudit2.gov.in> from **02.11.2019** onwards. However, the online bids have to be submitted only on www.eprocure.gov.in.

3. Mode of Tendering: - Interested bidders may download the tender enquiry documents (TED) and submit their tenders online at Central Public Procurement Portal website <https://eprocure.gov.in/eprocure/app> and bid online through the portal www.eprocure.gov.in. The bids are invited in a two-bid system (Technical and Financial) from reputed service provider and are required to be submitted in two parts, namely, (1) Technical Bid and (2) Financial/Price Bid in BOQ. The Financial/Price bid should be valid for One (01) year from the date of opening of the Tender. Incomplete bid documents shall be rejected.
4. **Earnest Money deposit of Rs 5,000/- per vehicle** should be submitted by the bidders in the form of Demand Draft/Banker's Cheque drawn in favour of "the Commissioner of Central Tax, Audit -II Hyderabad Commissionerate" and payable at Hyderabad. The bidders should ensure that Earnest Money Deposit (EMD) must reach by hand or through registered post to the address at, the Office of the Commissioner of Central Tax, Hyderabad -II Audit Commissionerate, Sitaram Prasad Towers, Red Hills, Hyderabad- 500 004, on or before the scheduled closing of the of the e-tender. A copy of the same shall be up loaded online. The 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.
5. **The bidder shall stamp and sign with Digital Signature Certificate on 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 therein and upload the same along with the qualifying bid.** The bidder would fill up the information in the Annexures 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.
6. **The bidder shall quote their rates for the service to be provided in Indian Rupees (in both words and figures).** The amount quoted by the bidder shall be inclusive of all general maintenance of the vehicle, driver salary & fuel charges and the same would not be payable over and above the rates thus quoted.
7. This office reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time, without thereby incurring any liability to the affected Bidder or Bidders or any obligations to inform the affected Bidder or Bidders of the grounds for such action.
8. The tender forms shall be rejected if it is not complete in any aspect.
9. Not more than one tender shall be submitted by one contractor having business relationship. Under no circumstance will father and his son(s) or other close relations who have business relationship with one another (i.e. when one or more partner(s)/director(s) are common) be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable to rejection.

10. 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.
11. Late submission of tenders and EMD shall not be accepted.
12. Tenders without EMD will be treated as non-responsive and will be rejected, at the initial stage itself "as Tenders received without EMD".
13. **Detailed "Terms and Conditions" are prescribed in Annexure -I**
14. The Bidder should clarify any doubt/query regarding the specification and scope of service from the Superintendent, Administration, Office of the Commissioner of Central Tax, Hyderabad -II Audit Commissionerate, Sitaram Prasad Towers, Red Hills, Hyderabad- 500 004 on any working day between 11:00 am to 3:00 pm before the close of tender. The bidder should fulfill prequalification/eligibility criteria & conditions of the Tender and should submit all documents online with digital signature.
15. The technical bid will be opened first in the presence of the Tender Committee Members and the Bidders. Financial bids of only technically qualified bidder shall be opened in the presence of the Tender Committee Members and bidders. The Bidders, if they wish, can remain present.
16. **The vehicles offered in tender shall be produced for inspection/verification at the time and date fixed for opening of the Technical Bid.**
17. Last date and time for submission of Bid/Tender is 23.11.2019 up to 18:00 hrs.

Opening of Bids:

Technical Bid:- 25.11.2019 at 12:00 hrs

Financial Bid:- Intimated after finalization of Technical Bid.

18. In the event of any of the above mentioned date being subsequently declared as a holiday / closed day for this office, the tenders will be opened on the next working day at the scheduled time.


 (V VASUDHA PRASADA RAO)
 ADDITIONAL COMMISSIONER

Copy to:-

- 1) The Commissioner Central Tax, Hyderabad -II Audit Commissionerate
- 2) The Nodal Officer, eProcurement for publishing in CPPP / the Commissionerate website.
- 3) Notice Board

ANNEXURE-ITERMS AND CONDITIONS

1. The tenderers should have experience in supplying vehicles to the Govt. Department/PSU for at least one year for which the service provider should submit the name of the organization to whom services are being provided and number of vehicles so provided to each organization along with copies of TDS certificates and Performance Reports issued by the concerned departments.
2. The tenderer should have the GST Registration number as service provider and should attach a copy of the same.
3. The tenderer should have a valid PAN and should attach a copy of the same.
4. The tenderers shall furnish EMD (**Rs. 5000/ per vehicle**) along with the Technical bid. Technical bids not accompanied by EMD shall be summarily rejected.
5. The vehicles should be in good running condition and less than three years old i.e., should be registered after 1st January 2017 for which the tenderer should submit a list of vehicles to be provided to this office with Make/Model of the vehicle, year of manufacture and Registration No. of the vehicles.
6. The tenderer intending to participate in the tender process should have sufficient number of vehicles for hiring so as to handle any exigency.
7. The technical bid should contain documents mentioned at Sl. No. 1 to 5 above including photocopy of RC books. The financial bid of the tenderer will not be opened if the technical bid is not complete and satisfactory in all aspects.
8. All documents submitted online shall be digitally signed.
9. The firms / agencies would ensure that the drivers employed have valid driving license and clean driving record including track record of not involved in any major accident in the past three years. A proof of no case booked against him in the police record should be submitted. 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.
10. The tenderer must have a 24 hours working telephone system so that the agency can be telephonically contacted at short notice at odd hours and on holidays in case of requirement of cars. It would be essential for the driver to have mobile phone so that he could be contacted for duty.

11. As far as possible, the same cars shall be deployed and the driver would not be changed without prior notice. **In case of any substitution of the vehicle in unavoidable circumstances, the substituted vehicle shall be of the same make/model or higher models only. In case the car/driver is changed without prior notice and the substitute vehicle/driver is not found suitable, 50% of the charges payable for the days the new driver/vehicle is deployed would be deducted on each occasion.**
13. The vehicle would be comprehensively insured in all respect by the contractor. In case of any accident or theft etc., all the claims arising out of it will be met by the contractor and this Department (Hirer) shall not be liable in any matter whatsoever. The contractor shall also indemnify the Department for any loss, damage of property or life arising out of negligence of driver for poor maintenance of vehicle.
14. The vehicles should comply with all Government norms including pollution control regulations and norms as stipulated in the relevant rules.
15. The vehicles should fulfil the legal obligations prescribed by the State Road Transport Authority, payment of road taxes etc. All requirements under various statutory laws must be complied with. Any default will be the liability of the contractor and this department shall not be liable in any matter whatsoever.
16. A daily record indicating time and mileage for each vehicle should be maintained in a logbook in the prescribed form and the same must be placed before the Officer in charge of vehicles and get it certified by the officer.
17. The bills for hiring of vehicle along with the logbook, complete in respects for every month must be submitted to this office before the 10th of the subsequent month positively.
18. The amount quoted by the tenderer shall be inclusive of all general maintenance of the vehicle, driver batta & fuel charges.
19. No request for escalation in rates would be entertained for whatsoever reasons, during the current period of the contract.
20. It is obligatory for the agency / firm to comply with the provisions related to Labor Law (Central/State) and specially the Minimum Wages Act, PF, ESI Act, Payment of Bonus Act, Contract Labour (R&A) Act, Workmen Compensation Act etc. as applicable from time to time.
21. No dead mileage would be payable from the contractor's premises to starting point and vice-versa.
22. In case of default on the part of the contractor to provide requisite number of cars for more than 5 (five) occasions during the contract period, the contract will be terminated and awarded to another firm at the risk and cost of the defaulting firm.
23. TDS and other taxes as applicable will be deducted from each bill.

24. The vehicle should be kept neat and clean and in perfect running condition with clean interiors and proper upholstery and should be sent only after checking battery, coolant, oil, air tyre pressure, etc. In case of breakdown on 3 (three) occasions during the period of contract, the contract may be liable to cancellation.
25. **If services are not provided on any day or days, the service charges will be reduced on pro-rata basis from the monthly bill. In addition, a penalty of Rs.500/- per day shall also be levied if any vehicle/agency fails to meet any of the above terms and conditions on any day. If the driver is unable to adhere to the stipulated official prescribed time schedule, the vehicle provider will further be liable to pay Rs.500/per day.**
26. The vehicle should invariably reach at the appointed time and place when called and should be sent with full fuel tank in washed up and clean outer and interior condition.
27. In case of non-availability of the vehicle with the firm alternate arrangements are to be made by the contractor only.
28. In case of repeated violation of the above conditions, the Commissionerate has right to repudiate the agreement immediately. The Commissionerate may also consider imposing appropriate penalty in deserving cases.
29. The competent authority namely the Commissioner reserves the right to cancel the contract at any point of time by giving notice of 30 days without assigning any reason thereof.
30. All tax liabilities i.e., Road Tax, Insurance, Pollution Control Certificate, etc., will be borne by the service provider. However, parking charges/ toll charges and Goods & Services Tax will be reimbursed by this office on actual basis.
31. Jurisdiction for legal disputes, if any arising during the currency of the contract will be Hyderabad.
32. Bid Submission: Bids shall be submitted online only at CPPP website:
<https://eprocure.gov.in/eprocure/app>.
 - (a) Bid documents may be scanned with 100 dpi with black and white option, which helps in reducing size of the scanned document.
 - (b) Bidder who has downloaded the tender from the Central Public Procurement Portal (CPPP) website <https://eprocure.gov.in/eprocure/app>, <https://eprocure.gov.in/epublish/app> 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 EMD would be forfeited and bidder is liable to be banned.
 - (c) Intending service providers are advised to visit again CPPP website <https://eprocure.gov.in/eprocure/app> regularly till closing date of submission of tender for any corrigendum / addendum/ amendment.

(d) The service provider will have to produce the vehicles along with driver at the time of opening of technical bid to ascertain the condition thereof.

(d) Bids of service providers not having the requisite vehicles will not be entertained.

33. Earnest Money Deposit: The tenders should be accompanied by Earnest Money Deposit of **Rs.5,000/(Rupees five thousand only) per vehicle** in the form of Demand Draft/Banker's Cheque drawn in favour of "the Commissioner of Central Tax, Audit – II Hyderabad Commissionerate" and payable at Hyderabad, without which the Technical bids shall be summarily rejected. The earnest money will be returned to all the unsuccessful tenderers after finalization of the contract.



(V VASUBHA PRASADA RAO)
(ADDITIONAL COMMISSIONER)

ANNEXURE-II**CONDITIONS TO BE SATISFIED IN THE TECHNICAL /
QUALIFYING BID DOCUMENT**

1. The bidder should have minimum one-year experience in supplying vehicles to Govt. Department/PSU for which the bidder should submit the name of the organization to whom services are provided and number of vehicles so provided to each organization along with copies of TDS certificates and Performance Reports issued by the concerned departments.
2. The bidder should have the GST Registration number as service provider and should attach a photocopy of the same.
3. The bidder should have a valid PAN and should attach a photocopy of the same
4. The tenderers shall furnish EMD (Rs. 5000/ per vehicle) along with the Technical bid and attach proof thereof.
5. The vehicles should be in good running condition and less than three years old i.e., should be registered after 1st January, 2017 for which the tenderer should submit a list of vehicles to be provided to this office with Make/Model of the vehicle, year of manufacture and Registration No. of the vehicles.
6. **The tenderers shall fill and submit online (i) Technical/Qualifying bid as prescribed in Annexure – III, (ii) Financial bid in BOQ template provided (iii) the “Tender Acceptance Letter” as prescribed in Annexure –IV and (iv) copy of documents mentioned at 1 to 5 above.**
7. All documents uploaded shall be serially numbered and digitally signed.

ANNEXURE- III

TECHNICAL / QUALIFYING BID

1	Name of the Bidder				
2	Address of the Bidder (with Tel. No./Fax No./Mail ID)				
3	Name & Address of the Proprietor/Partners / Directors (With Mobile No.)				
4	Contact person (s) (with mobile number)				
5	i. GST Registration No. ii. Copy attached (Yes/No)				
6	i. Permanent Account Number (PAN) ii. Copy attached (Yes/No)				
7	i. EMD Details (DD No./date/amount and bank details) ii. Copy attached (Yes/No)				
8	i. No. of years of experience in providing service to Govt. Dept. /PSU [Attach proof such as Performance Reports from clients (or) TDS copies along with contract and the no. of vehicles provided] ii. Copy attached (Yes/No)				
9	i. Details of the vehicles proposed to be provided with Make/Model/Registration No. (Attach copy of Registration Certificates and Insurance Policy)				
	Sl. No.	Type of Vehicle	Make	Model/ Variant	Registration no.
	1.01	Staff Car (Mid-size/SUV)			
	1.02	Mid-size/SUV			
	1.03	Small Size			
	ii. Copy attached (Yes/No)				

DECLARATION:

I/We hereby certify that the information furnished above is 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.

Date:

SEAL AND SIGNATURE OF THE TENDERER

TENDER ACCEPTANCE LETTER
(To be given on Company Letter Head)

Date.

To

The Commissioner of Central Tax,
Audit – II Hyderabad Commissionerate,
Sitaram Prasad Towers,
Red Hills,
Hyderabad – 500 004

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No.

Name of Tender:

Sir,

1. I / We have downloaded / obtained the tender document(s) for the above mentioned Tender from the web site(s) namely; as per your advertisement, given in the above mentioned website(s).
2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents including all annexure(s), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/ organization too have also been taken into consideration, while submitting this acceptance letter.
4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) /Corrigendum in its totality / entirety.
5. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.
6. I / We certify that all information furnished by our Firm is true & correct and in the event that any information is found to be incorrect/untrue or found violated, then your department/ organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours faithfully,

(Signature of the Bidder, with Official Seal)