Advertisement Notice

OFFICE OF THE COMMISSIONER OF CGST PUNE-II COMMISSIONERATE, PUNE GST BHAVAN, 41-A, SASSOON ROAD, PUNE - 411 001

NOTICE INVITING TENDER

E-Tenders are invited for hiring of vehicles from reputed service providers, located conveniently near to this office or in and around Pune Municipal / PCMC area, up to Fourteen Nos. (14) of vehicles as per the requirements mentioned below in the schedule, to be deployed at Office of the Commissioner of CGST Pune-II, Commissionerate, Pune Central GST Bhavan, 41-A, Sassoon Road, Pune - 411 001. The said deployment shall be for the Financial Year 2020-22 (from 01.04.2020 to 31-03-2022). The service provider should have class-2 Digital Signature certificate (signing & encryption) acquired from an authorized vendor (list of authorized vendors is provided on CPPP) to participate in e-procurement process. The details are as under:-

<table>
<thead>
<tr>
<th>Vehicle Make</th>
<th>Number of Vehicles</th>
<th>Cost ceiling per vehicle excluding GST</th>
<th>Maximum number of Days in a month</th>
<th>Maximum Km./p.m. /per vehicle</th>
<th>EMD (Rs.) @ 5%</th>
<th>Contract Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mid-sized &amp; SUV type Petrol/Diesel vehicle</td>
<td>1 (One)</td>
<td>50000/-</td>
<td>30-31 Days</td>
<td>2500 Kms</td>
<td>Rs. 2500/- Per Vehicle</td>
<td>01.04.2020 to 31.03.2022</td>
</tr>
<tr>
<td>Small sized type (Sedan) type Petrol/Diesel vehicle</td>
<td>13 (Thirteen)</td>
<td>40000/-</td>
<td>25-26 Days</td>
<td>2000 Kms</td>
<td>Rs. 2000/- Per Vehicle</td>
<td>01.04.2020 to 31.03.2022</td>
</tr>
</tbody>
</table>

Service Provider can submit E-Tender Quotations for the group of vehicles. The lowest in the said group will be considered for allotting the Tender, if rest of the terms and conditions are complied with.

The E-Tender Notice along with detailed terms and Conditions of the E-Tender can be downloaded from the CPP Portal Web site i.e. https://eprocure.gov.in/cppp and official web site www.puneexcise.gov.in and the same can also be obtained from the Office of the Superintendent (Admin), CGST Pune -II Commissionerate - at 1st Floor, ‘C’ Wing, Central GST BHAVAN, 41/A, Sassoon Road, Opp. Wadia College, Pune-411 001 (Telephone No. 020-26051606) on any working day between 9.30 AM to 05.00 PM. The last date of placing the e-bids on CPP Portal is 17.03.2020 before 10:00 AM. The Technical Bid (Annexure-II) will be opened at 02:00 PM on 18.03.2020 and Financial Bid (Annexure-III) will be opened 05:30PM on 18.03.2020. The bidders should visit the e-procurement website and monitor the progress of bidding process and comply.

The Commissioner of CGST Pune-II Commissionerate reserves the right to accept or reject any or all of the quotations without assigning any reason whatsoever.

Date: 28.02.2020

PLACES: PUNE

Joint Commissioner

CGST Pune-II Commissionerate, Pune
OFFICE OF THE COMMISSIONER OF CGST PUNE-II COMMISSIONERATE, PUNE
41 ‘A’ GST BHAVAN, OPP WADIA COLLEGE, SASSOON ROAD, PUNE - 411 001

Pune the, 28 February, 2020

NOTICE INVITING TENDER

The Central GST Pune-II Commissionerate, Pune proposes to hire vehicles of following category - on a monthly hire basis, from 01-04-2020 on annual contract | upto 31.3.2022|:-

One [‘1’] Staff Car of Mid-sized/SUV type, to be used by the officer of the grade of Commissioner and above for 30/31 days subject to maximum of 2500 kms in a month, with cost ceiling of Rs. 50,000/- P.M. for Petrol/Diesel vehicle and

Thirteen [‘13’] operational vehicles of Small sized type, to be used by the offices for official purposes for 25/26 days subject to maximum 2000 kms in a month, with cost ceiling of Rs. 40,000/- per month for Petrol / Diesel vehicle.

The Vehicles are required on following offices of CGST Pune II Commissionerate:

<table>
<thead>
<tr>
<th>Sr.No.</th>
<th>No. of Vehicles Required</th>
<th>Office address</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1 (One) Staff Car and 5 (Five) Operational Vehicle</td>
<td>1st Floor, GST Bhavan, 41/A Sasson Road, Opposite Wadia College Pune 411001</td>
</tr>
<tr>
<td>2</td>
<td>1 (One) Operation Vehicle</td>
<td>Office of the DC/AC, CGST, Division-II, 1st Floor, GST Bhavan, 41/A Sasson Road, Opposite Wadia College Pune 411001</td>
</tr>
<tr>
<td>3</td>
<td>1 (One) Operation Vehicle</td>
<td>Office of the DC/AC, CGST, Division-IV, 1st Floor, GST Bhavan, 41/A Sasson Road, Opposite Wadia College Pune 411001</td>
</tr>
<tr>
<td>4</td>
<td>1 (One) Operation Vehicle</td>
<td>Office of the DC/AC, CGST, Division-V, 1st Floor, GST Bhavan, 41/A Sasson Road, Opposite Wadia College Pune 411001</td>
</tr>
<tr>
<td>5</td>
<td>1 (One) Operation Vehicle</td>
<td>Office of the DC/AC, CGST, Division-VI, 1st Floor, GST Bhavan, 41/A Sasson Road, Opposite Wadia College Pune 411001</td>
</tr>
<tr>
<td>6</td>
<td>1 (One) Operation Vehicle</td>
<td>Office of the DC/AC, CGST, Division-VII, 1st Floor, GST Bhavan, 41/A Sasson Road, Opposite Wadia College Pune 411001</td>
</tr>
<tr>
<td>7</td>
<td>1 (One) Operation Vehicle</td>
<td>Office of the DC/AC, CGST, Division-III, BSNL Building, Second Floor, Model Colony, Shivaji Nagar, Pune 411016</td>
</tr>
<tr>
<td>8</td>
<td>1 (One) Operation Vehicle</td>
<td>Office of the AC/DC, CGST, Solapur Division, Plot No. 3, Opposite Hotel Kinara, Hotgi Road, Solapur - 413003</td>
</tr>
<tr>
<td>9</td>
<td>1 (One) Operation Vehicle</td>
<td>Office of the AC/DC, CGST, Baramati Division, 1st Floor,</td>
</tr>
</tbody>
</table>
Tenders are invited for above purposes on behalf of the President of India from eligible, experienced and reputed service providers located conveniently near to this office or in and around Pune Municipal / PCMC area; in the form of 'Technical' and 'Financial' bid/s as mentioned in this notice.

**Eligibility Criteria:-**

The service provider should be having adequate experience in the field. He should have sufficient vehicles of mentioned types, to cater to the needs of this office.

The preference will be given to the Service Provider who is already providing such services for more than 03 (three) years to other Govt. Departments especially to Central GST/Government department.

The vehicle(s) offered should be of updated version & in good condition. The hiring shall be subject to the ceilings of usage per number of days/kilometers, as mentioned in this notice.

The vehicles offered should have been commercially registered with the competent authority.

**Terms & Conditions:-**

1) The vehicles to be provided must have been **commercially registered** with the concerned competent government authority. The bidder should have in their names or firm's name or on lease sufficient vehicles of updated versions, registered as commercial vehicles. Copy of RC book should be produced along with the Technical (qualifying) bid documents. If vehicle is not commercially registered, approved supplier, shall get the vehicle commercially registered within one month from the award of the contract and submit the proof to that effect, otherwise the contract shall be terminated.

2) The vehicle must be duly insured during the period of agreement.

3) The monthly charges mentioned and as payable shall be all inclusive, i.e. driver, fuel, maintenance cleanliness, repairs, insurance charges etc. and any other incidental expenses.

4) On acceptance of quotation, the vehicles to be provided will be inspected by the department and be made available for Inspection by this office within Two days of letter of Intent issued/served on successful bidder. On Inspection, if found eligible, the final acceptance of quotation will be given.

5) There will not be any limitation of minimum or maximum running KMs of vehicle on day-to-day basis. For the one Mid-Sized and SUV
vehicle, the maximum 2500 Kms can be utilized in any manner on monthly basis; and for the Fourteen small sized (Sedan) vehicles, the maximum 2000 KMs can be utilized in any manner on monthly basis. However, KMs not used during a particular month (Monthly KMs slab, i.e. 2500 or 2000 Kms as the case is) shall be carried over to the next month and extra KMs if any travelled during the next month will be adjusted against these unused KMs.

6) On acceptance of quotation, the copy of the registration certificate of the vehicle and the particulars of drivers shall be submitted to this office. The drivers should have valid driving license & Police Verification without any adverse records and with clear antecedents. Drivers should be conversant with the routes in Pune and PCMC area and major cities in western Maharashtra. As far as possible, the same vehicle and driver shall be deployed continuously. Driver should be readily available during working hours and should be provided with working cell phone.

7) The vehicle should be available for use in the entire state of Maharashtra and if required in case of exigency, the vehicle should be made available for use outside the Maharashtra state also.

8) The contractor should ensure that the driver employed has valid driving license, neatly dressed, observe all the etiquette and protocol while performing the duty, shall not violate any traffic rules and regulations prescribed by the government from time to time and shall carry with him all the time a mobile phone in working condition but for which no separate charges will be claimed by the contractor or by the driver of the vehicle.

9) The contractor should provide adequate contact numbers of telephones and mobile phones on which contractor or his authorized person should be available round the clock.

10) The vehicle should be kept with sufficient stock of fuel, however, in case of any exigency, the officer of this office requires to pay for refueling, and the contractor shall reimburse the bill immediately to the concerned officer.

11) As regard vehicle timings, the contractor will not pass any instructions directly to the driver of the vehicle but intimate to the Superintendent (Adm.), Central Goods & Services Tax, HQ, Pune-II Commissionerate.

12) A log book specifying daily reporting and relieving time as well as daily opening and closing meter reading shall be maintained for each vehicle. The service provider shall provide copy of log book along with the remarks, if any of the officers/departments to whom the vehicle has been assigned along with the bill.

13) In case of break down or the driver not reporting for duty, alternate arrangements have to be provided by the operator / contractor immediately, failing which Penalty as decided by the department Per incidence shall be imposed/deducted from payment due. Further, if the contractor is not able to provide similar vehicle immediately, the department shall have right to hire a vehicle from the market and cost incurred by the department shall be borne by the contractor.

14) In case of failure of the contractor in providing vehicle on account of any defect / fault / breakdown, the liquidated damages/
compensations shall be recovered from the contractor's bill without any notice.

15) The contractor shall not sublet/sub-contract/transfer/assign the contract or any part of the contract in any manner to any person during the period of the agreement.

16) Payment shall be made only on monthly basis and on receipt of the bill after rendering satisfactory service, duly certified by the official concerned. TDS and other taxes shall be deducted as per the statutory compliance.

17) Agreed Rate as per agreement will not be revised during the period of agreement.

18) The vehicle should be kept neat and clean and in perfect running condition with shining body and clean interior with fully upholstered.

19) In case vehicle provided, at any time during the period of agreement, is not found satisfactory, the same shall be returned for immediate replacement. In case no replacement is provided in time, this office would have a right to hire a vehicle from the market and the additional cost incurred by this office will be borne by the contractor.

20) Generally, the vehicle should be utilized during the 08.00 hrs to 21.00 hrs, however, the vehicle will be used for preventive work also, hence, and the vehicle can be utilized continuously without any time limit.

21) The vehicle must be available at any time on any day including holidays.

22) The vehicle and the driver must not be changed unless asked by this office.

23) Interested tour operators/tour and travel agencies may also submit details of organization to which they have extended similar services in the recent past as well as at present. They should provide their Service Tax /GST Registration Certificate Number in their tender documents.

24) New vehicles of latest models will be given first preference.

25) One month prior notice should be given for termination of contract; else EMD / Performance Security paid shall be liable for confiscation.

26) This office reserves the rights to terminate the contract anytime, without giving any notice/reasons, and the EMD / Performance Security shall be returned in 30 days.

27) This department will not be responsible for any damage to or the theft of the vehicle or any untoward incidents etc. occurs, if any. Similarly parking of the vehicle at any time will be at the operators risk and responsibility. Department will not be responsible for any consequences.
28) In case of any accident, all the claims arising out of it shall be met with by the contractor only and the department shall not be made party by the contractor or by the third party in any court of law or tribunal for compensation or for any other matter.

29) Work discipline should be maintained by staff of the service provider on all times as per Rules/Regulations in vogue under various applicable/statutory rules specified by Central/state government Transport authorities and/or local bodies.

30) The contractor may approach Superintendent (Adm.), Central Goods & Service Tax, HQ, Pune-II Commissionerate, for any assistance or any difficulty.

31) Police verification of Drivers is mandatory.

32) Details of vehicles alongwith the details of drivers of said vehicles shall be provided alongwith letter of acceptance of Contract, for office record.

33) In case of any dispute of any kind and in any respect whatsoever, the decision of the Commissioner, Central Goods & Service Tax, Pune-II Commissionerate shall be final and binding on the contractor. If any of the terms and conditions prescribed hereinabove at [1] to [32] is not found fulfilled during the period of agreement, this office reserve the right to discontinue the contract with immediate effect at any time without assigning any reasons.

Remark: The following documents required to be uploaded on CPP Portal (Scanned Copy) are as under:

a. Scanned Copy of proof of payment of Tender Fee & EMD.
b. Scanned Copy of Tender acceptance Letter.
c. Scanned Copy of Pre-qualification details like PAN, GSTIN, TAN, Certificate and RC of Vehicles.
d. Scanned Copy of Experience Certificate of working with Government Office.
e. Scanned Copy of Technical Bid as per Annexure-I.
f. Scanned Copy of Financial Bid as per Annexure-II.

**Mode of submission of bids:**

Quotations received only on portal with subject -

'QUOTATION FOR HIRING OF VEHICLES'

and addressed to the Joint Commissioner (Admn), Central GST Pune-II Commissionerate, 41 ‘A’ GST Bhavan, 1st Floor, ‘F’ Wing, Opp Wadia College, Sassoon Road Pune 411001 shall be uploaded in the CPP portal on or before 10:00 AM on **17.03.2020**.

This office reserves the right to accept or reject any tender, even the lowest one, without assigning any reasons thereof. Any enquiry/details regarding the nature of service/work can be obtained from office of the Commissioner, Central GST Pune-II Commissionerate, 41/A, GST Bhavan, 1st Floor, ‘F’ Wing, Opp Wadia College, Sassoon Road Pune 411001 Tel :- 020 26051606.
The sealed Tenders/Quotations received after the due date i.e. 17.03.2020 at 10:00 AM will not be entertained under any circumstances. The Tender bid/s will be opened at 02:00 PM on 18.03.2020 as mentioned in notice. The parties who wish to be present at the time of opening of tenders may present themselves or through their authorized representative with an authority letter for the said purpose.

JOINT COMMISSIONER(ADMIN.)
CGST, PUNE-II COMMISSIONERATE
# ANNEXURE-I

## TECHNICAL BID

For supply of vehicles on hire basis to Commissioner CGST Pune-II Commissionerate, Pune.

<table>
<thead>
<tr>
<th>Sr. No</th>
<th>Particulars</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Name of Organisation /firm</td>
</tr>
<tr>
<td>2</td>
<td>Registered address of Organisation/ firm</td>
</tr>
</tbody>
</table>
| 3      | Telephone No.  
Fax No.  
Mobile No.  
e-mail, (if any)           |
| 4      | Name(s) of Proprietors/Partners/Directors with address and their PAN.  
[Documentary Proof be enclosed] |
| 5      | Registration No. of the Firm, (Copy to be enclosed), if any               |
| 6      | Permanent Account No. (PAN) of the firm (Copy to be enclosed), if any     |
| 7      | Registration No. of Service Tax/GST, if any (Copy to be enclosed)         |
| 8      | Length of experience in the field  
(a) Details of Central Govt.  
Departments to whom vehicles supplied on hire  
(b) Since when  
(c) Copies of contract  
(d) Debarred any time |
| 9      | Details of Vehicle/s being offered for hiring i.e. Make of vehicle, Vehicle number, year, etc. (Copy of RC Book should be attached/uploaded) [For A & B Types] |
| 10     | Tender of EMD Details :  
(a) Mid Size/SUV Car Type – Rs. 2500/-  
(b) Small Sized (Sedan) Car Type– Rs. 26000/-  
(Small Car- 13X2000)  
Total (a+b) = Rs. 28500/- |

**Note: All columns should be filled up properly.**

(Signature of the Tenderer with Stamp)
(Scanned Copy to be uploaded in the CPP Portal)

ANNEXURE-II

FINANCIAL BID

For supply of vehicles on hire basis to Commissioner CGST Pune-II Commissionerate, Pune.

Hiring of Vehicles

Table (A)

<table>
<thead>
<tr>
<th>Particulars</th>
<th>Number of Vehicles</th>
<th>Rate quoted per vehicle (excluding GST)</th>
<th>Total Amount (Per month) excluding GST</th>
</tr>
</thead>
<tbody>
<tr>
<td>30/31 days a Maxi.2500 Kms./ Month</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>25/26 days a Maxi.2000 Kms./ Month</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total (Excluding GST)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Table (B)

<table>
<thead>
<tr>
<th>Particulars</th>
<th>Rate (Total Per vehicle) excluding GST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Extra per K.M.</td>
<td></td>
</tr>
<tr>
<td>Extra Per Hour</td>
<td></td>
</tr>
</tbody>
</table>

(Signature of the Tenderer with Stamp)

Date:

Place: Full Name:

Seal