



GOVERNMENT OF INDIA
OFFICE OF THE COMMISSIONER CENTRAL GST & CENTRAL EXCISE, PATNA-I.
3rd Floor, C.R.BUILDING, (ANNEXE), BIRCHAND PATEL PATH, PATNA- 800 001

Notice for inviting E-Tender for hiring of vehicles

Tenders are invited through e-procurement from reputed taxi /tour operator / service providers / Agency / firm for hiring of 2 vehicles as detailed below should not more than three years old not older than 2014 Model on monthly basis for use by the office of the Commissioner, Central Excise and Service Tax, Patna: -

Sl. No.	Name or model of Vehicle	Kms in a month	Days in a month	Amount Restriction (Excl. of S.Tax)	Contract Period
01	Innova	2000 kms	20/25 days	Rs. 40,000/-	From 01.02.2018 to 31.01.2019
02	Innova	2000 kms	20/25 days	Rs. 40,000/-	From 01.02.2018 to 31.01.2019

Interested parties are to submit their bids separately for aforesaid each vehicle as two bids system i.e. Technical Bid and Financial bid.

The detailed Tender documents can be downloaded from the departmental website www.cbec.gov.in or www.eprocure.gov.in (CPP Portal). The last date for submission of the bids is **10.01.2018 at 14:00 hrs.** The technical bids will be opened by a committee on **11.01.2018 at 15:00 hrs.** The department reserves the right to reject any or all the bids without assigning any reason. The tender documents is accepted through eprocurement website www.eprocure.gov.in only. Hard copy is also required to submit to this office.

[Signature]
20/12/17
Assistant Commissioner (Admin)
Central GST: Patna-I

C. No. I (22) 34 -Misc./E-procurement/2016 /16811

Date: 20.12.2017

Copy for information & necessary action to: -

1. The Superintendent (System), Central Excise and Service Tax (H), Patna. He is requested to publish the above Tender Notice on the departmental Website.
2. Local Editor, Hindustan/Dainik Jagaran and The Times of India/The Hindustan times for publishing the above Tender notice in Patna edition only.
3. Notice Board.

[Signature]
20/12/17
Assistant Commissioner (Admin)
Central GST: Patna-I



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Tender Documents / fufonk nLRkkost

Tenders are invited through e-procurement from reputed taxi /tour operator / service providers / Agency / firm as detailed below not older than 2014 Model on monthly basis for use by the office of the Commissioner, Central Excise and Service Tax, Patna: -

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1. Tender Process and submission of Tender documents: -

- (i) The bid / tender will consist of two parts - Technical bid and Financial bid. Each of the bid are to be placed in two separate sealed envelopes clearly super scribing "Technical bid" and "Financial bid" which in turn are to be placed in one sealed cover clearly super scribing "Sl. No. and Tender for Hiring Vehicle(vehicle name)" for each vehicle separately.
- (ii) The name of the Agency / firm must be mentioned on envelopes. The bid of all parties whose Price Bid is not in a separate sealed cover or the rates quoted them finds mention in their Technical Bid shall be rejected forthwith. All information sought under "Terms and conditions" and "other information to be supplied" is to be given in Technical Bid while the price quoted by them will be mentioned only in the Financial Bid.
- (iii) The offers / bids received incomplete / not duly filled in and / or filed after the due date shall be summarily rejected.
- (iv) The Technical Bids shall be opened on **11.01.2018 at 15:00 hrs** by the Committee.
- (v) The financial bids of only those parties shall be opened whose Technical Bids are found to be eligible.
- (vi) The department reserves the right to accept or reject any or all tenders without assigning any reason. In case of any dispute of any kind and in respect of whatsoever, the decision of the Commissioner, Central Excise and Service Tax, Patna will be final and binding.
- (vii) The tender documents must be submitted through CPP portal on www.eprocure.gov.in latest by **21.12.2017 at 10:00 hrs**. The documents submitted after due date and time due to any reason shall not be accepted.

2. Authenticity of the tender document: -

Every page of tender document alongwith enclosures must be signed by the bidder.

3. Earnest Money: -

- (i) Tender documents must be accompanied with non-interest bearing Earnest Money for each vehicle separately of Rs. 2,000/- (Rs. Two Thousand only) for each vehicle in shape of Demand Draft in favour of the Chief Accounts Officer, Central Excise and Service Tax, Patna payable at Patna failing which tender will not be considered for opening of Financial Bid.

- Cheques will not be accepted.
- (iii) No earnest money will be accepted after the due date and time of submission of tender document.
 - (iv) Earnest money deposited with other Tender will not be adjustable with this Tender.
 - (v) No bank commission or interest will be paid on the Earnest Money.
 - (vi) If a bidder withdraws its offer after opening of Technical Bid or Financial Bid before award of tender to other valid tenderer, the earnest money deposited by them will be forfeited.
 - (vii) If a successful bidder fails to deposit requisite amount towards the Performance Security within specified time as per intimation / request of CEST, Patna, the earnest money will be forfeited.
 - (viii) If a successful bidder fails to execute an Agreement within specified time as per intimation / request of the CEST, Patna, the earnest money will be forfeited.

4. Performance Security: -

The successful tenderer will be wholly and solely responsible for any damage/levy/claim will be liable to pay the said damage/levy/claim. In this context, the successful bidder will deposit Rs. 10,000/- (Rs. Ten thousand Only) for each vehicle 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 Chief Accounts Officer, Central Excise and Service Tax, Patna payable at Patna in respect of each vehicle separately.

5. Refund of Earnest Money and Performance Security: -

- (i) 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.
- (ii) Further, the Performance Security will be refunded / returned to the successful bidder after successful completion of the Contract Agreement and settlement of accounts within three months of completion of contractual period.
- (iii) The Performance Security will be forfeited in case of unsatisfactory performance of the successful bidder. The decision of the Additional / Joint Commissioner (P&V), Central Excise and Service Tax, Patna on this account will be final and binding on successful bidder.

6. Rates: -

- (i) Rate / bid / offer must be without any condition, assumption, qualification, reservation or variation. Rate / bid / offer must be mentioned in prescribed proforma in figures and in words in respect of each vehicle separately. In case of any discrepancy, rates quoted in words will prevail. Conditional tender offer or offer at variance from prescribed specification would be ineligible to compete for the tender. Prices and price components shall be firm and shall not be subject to any price variation or adjustment on account of any price escalations throughout the execution of the contract.
- (ii) The rate in respect of vehicle namely Innova must be under limit of Rs. 40,000/- (Rs. Forty Thousands Only).
- (iii) The bidder shall quote their rate exclusive of Service Tax, which will be paid extra by Central Excise and Service Tax, Patna on actual basis based on documentary evidence about payment of service tax by the successful bidder.
- (iv) In case the vehicle run more than 2000 kms in a month (20/25days) in a month as detailed above then a copy of log book for the month signed by the vendor will have to be submitted along with the bill. Payment for the excess kilometers shall be made as per tendered rate per km. for 500 kms for the specified vehicle.

- (v) Contracted hire charges include all charges, viz. charges of driver, repairs and parking, maintenance of vehicle, insurance, all taxes as per Motor Vehicle Act / State Government / Central Government, petrol / diesel, oil and also any other incidental expenses in running and maintenance of vehicle and penalty / fine etc.
- (vi) The lowest tender will be arrived based on sum of the quoted rate for 20/25 days in the month 2000 kms respectively and rate per km beyond 2000 kms restricted to 500 kms per month respectively for each vehicle. The tender getting lowest consolidated rate will be declared as successful bidder.

7. Subletting of Contract: -

The successful bidder shall not be allowed to sublet / subcontract the contract to any other contractor.

8. Contract period: -

- (i) The contract shall be in force for a period from the date of execution/commencement of the contract / agreement upto 31.03.2018 in respect of vehicle namely Innova..
- (ii) The period of contract / agreement may be further considered for extension on request of contractor on the same terms and conditions by the competent authority.
- (iii) Central Excise and Service Tax, Patna reserves the right to extend or reduce the period of time. CEST, Patna can terminate the contract in case of poor performance after giving one month advance notice. The department will have the right to terminate the contract of successful bidder and allot the same to any other willing valid bidder in case of unsatisfactory performance of the successful bidder. The contract can also be terminated prematurely in case of introduction of change of system of the instant tender.

9. Prescribed format / proforma: -

- (i) Annexure - A and Annexure - B are to be duly filled for each vehicle separately being offered. A complete copy of RC Book in respect of each vehicle indicating date of manufacturer and commercial registration is to be submitted with Annexure - A failing which bid will be disqualified / rejected. In case, the bidder wants to give new vehicle after award of Contract the clause of submission of RC Book will not be applicable.
- (ii) An affidavit in prescribed proforma i.e. Annexure - C regarding non-blacklisting or non-convicting by any court of law is to be duly submitted in respect of each vehicle separately.
- (iii) The successful bidder has to submit a bank guarantee in the shape of Demand Draft or in prescribed proforma i.e. Annexure - D before execution of the contract/agreement in respect of each vehicle separately.

10. Capabilities, specification & formalities for Driver: -

- (i) The bidders must ensure that the drivers employed have valid driving license and clean driving record.
- (ii) The drivers of the vehicle provided must follow traffic rules and all other regulations prescribed by the Government from time to time.
- (iii) The drivers shall observe all the etiquette and protocol while performing the duty and shall be neatly dressed.
- (iv) The drivers should have minimum 5 years of experience of driving. They should have valid driving license for driving passenger vehicles on hire.
- (v) The drivers should be well versed with the roads and the places in Bihar and should have experience in city/urban driving as well as rural driving.

- (vi) Once the driver has been allotted to a particular vehicle, he should remain with the same vehicle for a period of at least one year. Any change in the designated driver should be intimated to the concerned officer before 24 hours such change is effected.
- (vii) The driver should be provided with a good working mobile phone which should not in switch off mode at any point of time.
- (viii) The driver should be decent and well behaved and should not have any criminal/adverse police record against him and he should not have any past history of accidents.
- (ix) The driver should not be addicted.
- (x) The driver should be ready / prepared for outstation journeys at short notice.

11. Billing and Payment: -

- (i) The billing will be done on monthly basis. The monthly bills, in duplicate, shall be submitted to the concerned vehicle in-charge within 1ST week of every subsequent month. Non-submission of the bill beyond 1ST week of every month without justification would not be entertained and it would be presumed that bidder has no claim for payment.
- (ii) The department will not make any advance payment.

12. Validity of the offer / bid: -

The offer / bid of the bidder will be valid for at least six months from the date of opening of Technical bid.

13. Agreement: -

The successful bidder will have to execute a contract agreement with the department. The contract / agreement will be executed separately in respect of each vehicle.

14. Penalty: -

A penalty of Rs. 1,000/- only per vehicle will be levied if any vehicle or driver or agency / firm fail to meet effective terms and conditions on any day.

15. Terms and conditions: -

- (i) The vehicles will be used for office as staff car and operational vehicle upto 20/25 days upto 2000 kms with respect of vehicle as detailed above.
- (ii) The vehicles will be deemed to be at the disposal of CEST, Patna during the period of operational use and contractor shall have to make available the vehicle on all the days of a month, seven days a week.
- (iii) The vehicles must be available at any time of any day as desired by the department. Also, in case of breakdown of any vehicle, substitute vehicle shall be provided in time failing which the department shall have the right to hire a vehicle from the market and cost incurred to this will be borne by the firm.
- (iv) The liabilities of the official of this office will be limited to the hiring charges agreed in the contract.
- (v) The responsibility for the safety and security of the vehicles provided to department solely lies with the contractor. It is also the contractor's absolute responsibility to take care of any damage / repairs caused to the vehicle during the validity of the contract.
- (vi) The vehicle should fulfill the legal obligations prescribed by the State Transport Authority like payment of road tax, etc. All requirements under various statutory laws must be complied with. Any default will be liability of the contractor and this

department shall not be liable in any matter whatsoever. In case of any accident or any other contingency, any claim arising out of it shall be borne by the contractor only and no claim whatsoever shall be borne by the CEST, Patna.

- (vii) Insurance of the vehicles and the risk of passenger travelling in the vehicles should be covered by the contractor to the extent of liability as specified in the Motor Vehicle Act & Rules made there-under or any other law in force.
- (viii) Vehicle must be kept clean, odor free, in excellent condition, mechanically fit, suitable for official use and should not be older than 2014 model on the date of the tender notice.
- (ix) The firm / agency should not be blacklisted from any Central Government / State Government / Central and State undertakings and / or convicted by a Court of Law. An affidavit regarding non-blacklisting of the firm should be attached as proof. In absence of proof the tender/bid will be rejected.

16. Jurisdiction of the Court: -

In case of any dispute of any kind and in respect of whatsoever arising out of tender / contract, the decision of the Hon'ble Courts at Patna will be final and binding.

1. Name of the contractor	
2. Name of the vehicle	
3. Year of manufacture of the vehicle	
4. Make of the vehicle	
5. Model of the vehicle	
6. Year of purchase of the vehicle	
7. Whether the vehicle is insured	
8. Name of the insurance company	
9. Whether the contractor is blacklisted by any Central / State Government or Central / State Government undertaking	
10. Whether the contractor is convicted by any Court of Law	
11. Whether the contractor is blacklisted by any Central / State Government or Central / State Government undertaking	
12. Whether the contractor is blacklisted by any Court of Law	

Sd/- [Signature]
20/11/17
Assistant Commissioner (Admin)
Central GST: Patna-I

Not acceptable for the bidder who wants to give a bid unless if the above is
checked as per
It is certified that all facts and conditions mentioned in the above are
correctly stated.
Name and Signature
of Officer with seal

Annexure - A

(Technical bid for the Vehicle for kms)

1.	Name of bidder:		
2.	Address:		
3.	Mobile no. of Bidder:		
4.	PAN No. (enclose self attested copy of proof):		
5.	Service Tax Registration no. (enclose self attested copy of proof):		
6.	Name of the Vehicle:		
7.	Details of the Earnest Money:-		
	(i) Name of the Bank:		
	(ii) B. D. No. & Date:		
	(iii) Amount:		
	(iv) In case of Exemption (supporting documents enclosed):		
8.	Whether Providing New Vehicle (write YES or No)		
9.*	Model and year of manufacture of Vehicle	Vehicle model	Year of manufacture
10.*	RC Book No. for each vehicle (enclose self attested copy of proof)		
11.*	Kms run by the vehicle upto date of filing of tender		
12.	Whether blacklisted by any Central / state Government or Central / State Government under takings? If blacklisted, indicate details.(submit the affidavit about non-blacklisting in prescribed format)		
13.	Whether convicted any court of law? If convicted, indicate details and enclosed a self attested copy of the court's order.		

* Not applicable for the bidder who wants to give a new vehicle if the contract is awarded to him.

It is certified that all terms and conditions stipulated in the tender document is acceptable.

Date:

**Name and Signature
of bidder with seal**

Annexure - B
(Financial bid for the vehicle for kms.)

1. Name of Bidder :

2. Address:

3. Telephone / Mobile No.:

4. Rates:

For Innova

Vehicle name / model	Rate for 20/25 days in a month upto 2000 kms	Rate per km for 500 kms beyond 2000 kms	Total
	1	2	$3 = 1 + 2 \times 500$

Date:

Name and Designation
Signature alongwith stamp

Annexure - C

The notary (public)
Civil Court,

I, aged about, son of
..... resident of Moh/village..... P.S.
..... Distt..... do hereby solemnly affirm state as
follows:

1. That I am the proprietor of M/s
2. That my Agency / firm / Central or State Government / Central or State government undertakings has been allowed to participate in the tender dated..... of Central Excise and Service Tax Hqrs, Patna for hiring of vehicle.
3. That, I have neither been convicted nor any cognizance has been taken against by any Court of Law till date.
4. That my Agency / firm / Central or State Government / Central or State government undertakings has not been blacklisted from any Central / State Government Department and Central or State government undertakings.

The above statement is true to the best of knowledge and belief.

Witness

Deponent

1.

.....

Annexure - D
Proforma of bank guarantee for performance security
(To be stamped in accordance with stamp Act)

Ref. No.

Date:

Bank Guarantee no.

Date:

To
The Deputy Commissioner (Admin)
Central Excise and Service Tax
Patna

Dear Sir,

In consideration of Central Excise and Service Tax, Patna (hereinafter referred to as the "owner", which expression shall unless repugnant to the context or meaning there of include its successors, administrators and assigns) having awarded the contract for hiring of one/two vehicle(specification) to M/swith its registered office at (hereinafter referred to as "contractor" which expression shall unless repugnant to the context or meaning thereof, include its successors, administrators, executors and assigns), by letter of Award no..... dated and the same having been acknowledged by the "contractor" resulting in a contract to be executed for which the contractor having agreed to provide a contract performance guarantee for the faithful performance of the entire contract amounting to Rs..... (Rs.....) only.

We (name and address of bank), having its head office at (hereinafter referred to as the 'bank' which expression shall, unless repugnant to the context or meaning thereof, include its successors, administrators, executors and assigns) do hereby guarantee and undertake to pay the owner, on demand any or all monies payable by the contractor to the extent of Rs..... (Rs.....) only.

Only as aforesaid, at any time up to(days/month/year) without any demur, reservation, contest, recourse or protest and / or without any reference to the contractor.

Any such demand made by the owner on the bank shall be conclusive and binding notwithstanding any difference between the owner and the contractor or any dispute pending before any court, tribunal, arbitrator or any other authority. The bank undertakes not to revoke this guarantee during its currency without previous consent of the owner and further agrees that the guarantee herein contained shall continue to be enforceable till the owner discharges this guarantee.

The owner shall have the fullest liberty without affecting in any way the liability of the bank under the guarantee from time to time to extend the time for performance or the contract by the contractor. The owner shall have the fullest liberty, without affecting this guarantee, to postpone from time to time the exercise of any powers

vested in them or of any right which they might have against the contractor and to exercise the same at any time in any manner, and either to enforce or to forbear to enforce any covenants, contained or implied, in the contract between the owner and the contractor or any other course or remedy or security available to the owner. The bank shall not be released to its obligation under these presents by any exercise by the owner of its liberty with reference to the matters aforesaid or any of them or by reason of any other act of omission or commission on the part of the owner or any other indulgences shown by the owner or by any other matter or thing whatsoever which under law would, but for this provisions have the effect of relieving the bank.

The bank also agrees that the owner at its option shall be entitled to enforce this guarantee against the bank as a principal debtor, in the first instance without proceeding against the contractor and not withstanding any security or other guarantee the owner may have in relation to the contractor's liabilities.

Notwithstanding anything contained herein above our liability under this guarantee is restricted to and it shall remain in force up to and including..... and shall be extended from time to time for such period (not exceeding one year), as may be desired by M/s on whose behalf this guarantee has been given.

Dated this Day of 2017 at

Witness:

.....
(signature)

.....
(signature)

.....
(name)

.....
(name)

.....
(official address)

.....
(official address)

Attorney as per power of Attorney no..... date.....
