

<p>Office of the Assistant Commissioner Central GST Audit Commissionerate OB-32, Rail Head Complex Jammu – 180002 Ph. 0191-2477476, 2471632(fax) E-mail: gstaudit.jk@gov.in</p>
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NOTICE INVITING TENDER FOR HIRING OF VEHICLES

Sealed tenders are invited from authorized vehicle providers/firm/company for hiring of vehicles **with driver and with fuel** for CGST Audit Commissionerate, Jammu, J&K as per the requirements mentioned in the Schedule below:-

SCHEDULE

Sr. No.	Type/Model of the vehicle	Criteria for hiring of vehicles	Conditions of Vehicle	No. of Vehicles required	Required for
1	Small car (Maruti Dezire/Honda Amaze/Toyota Etios/)	Vehicle to be used up-to 20-25 days subject ordinarily to a maximum of 2000 Kms in a month.	Not more than 3 years old	2	GST Audit Commissionerate, Jammu , J&K.
2	Mid Size /SUV (Toyota Innova/ SUV Creta/ Kia Seltos)	Vehicle to be used up-to 20-25 days subject ordinarily to a maximum of 2000 Kms in a month.	Not more than 3 years old	1	GST Audit Commissionerate, Jammu , J&K.

2. The following documents giving full details are enclosed:-
Annexure-I General Terms and Conditions
Annexure-II Performa for Technical Bid
Annexure-III Performa for Financial Bid
Annexure-IV Affidavit

3. The critical dates for the tender submission and processing are as under:

1.	Due date and time of receipt of tender	28.08.2020 1700 hrs
2.	Tender submission closing Date and Time	28.08.2020 1700 hrs
3.	Date and time of opening of Technical Bid	31.08.2020 1200 hrs
4.	Financial/Price Bid opening Date & Time (For only those who qualify in the Technical Bid)	31.08.2020 1230 hrs

4. The tender documents can be obtained from the O/o GST Audit Commissionerate, Jammu,OB-32, Rail Head Complex, Jammu on any working day till **28.08.2020**. The tender documents can also be downloaded from the website <http://gstauditjk.gov.in>

5. The tender, complete in all respect, must be received in this office before the due time on the due date. The tenders received after the due date and time will not be considered. All outstation tenders sent by courier/ post must be received in this office before the due time on the due date. This office shall not be responsible for any kind of delay in submission of the tender. The tender is not transferable. Only one tender shall be submitted by one firm.

6. The Department reserves the right to cancel/modify the tender, postpone the date of opening or to accept or reject any or all the bids, without assigning any reasons.

In case of any query, Sh.V.K Verma, Assistant Commissioner (Admn.), Central GST Audit Commissionerate, Jammu, OB-32, Rail Head Complex, Jammu-180012 may be contacted during office hours.

VIRENDRA KUMAR VERMA, AC(VKB)-Jmu, CBIC-ADT.JMU
Assistant Commissioner

ANNEXURE- I

GENERAL TERMS AND CONDITIONS

1. The vehicles shall not be more than 3 years old.
2. Vehicles to be provided for use of maximum of 25 days in a month and the maximum running of vehicles in a month shall be 2000 Kms in case of vehicle(s) mentioned. The shortfall / excess of 2000 Kms. in the month can be carried over / adjusted in the successive months in the same financial year.
3. On approval of Tender/quotation, the vehicle must be supplied within 05 days.
4. If the party fails to provide vehicle within a stipulated time, contract will be terminated without giving any further notice.
5. The bidder should preferably have past experience of at least a period of 3 year providing minimum 05 vehicles on hire to at least one government organization/PSU/prominent private sector entity.
6. The service provider must have a 24 hours working telephone system so that he can be telephonically contacted at short notice and at odd hours and on holidays in case of requirement of vehicle and should declare this contact number in the quotation.
7. The vehicle should have a comprehensive insurance in order to cover the risk during the contract period. In case of any accident, all the claims arising out of it shall be met by the Contractor.
8. All the vehicles should be embedded with fast Tag.
9. The place of parking of the hired vehicles shall be the prerogative of the office of the Commissioner, GST Audit Jammu.
10. The vehicle to be hired should not be used for any other commercial/personal purpose or any other purpose by the service provider, the vehicle should remain in the office premises of Commissioner, GST Audit Jammu during the contract period.
11. 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, the department will not be liable to any charges whatsoever.
12. In case of non-availability of the vehicle for any reasons with the service provider, alternate arrangements are to be made by them and intimation regarding this may be given to user of the vehicle in time.
13. The service provider should have GST Registration or submit an undertaking that he is not liable to pay GST.
14. The party has to submit the proof of registration of the service provider/company or firm, if any.
15. Usually the vehicle will be utilized during the day from 0800 hrs to 1830 hrs.

However, as and when this office so desires, the vehicle will be utilized for operational work or in case of any emergency beyond this time as well and no extra charges will be paid to the service provider in this regard upto the mandated 2000 Kms.

16. In case vehicle is utilized beyond 2000 kms (as above), rates for extra mileage should also be quoted in financial bid.
17. In case of any accident or theft, all the claims arising out of it shall be met by the Party and department (Hirer) shall not be liable in any matter whatsoever.
18. Accidental Vehicle should not be used and should be intimated immediately to the office, for any occurrence of mishap. The penalty of Rs.1000/- will be imposed if accidental vehicle used.
19. Vehicle should not have LPG gas kits as fuel.
20. There should be an air spray in vehicle.
21. The vehicles should be hygienic i.e no bad odour etc.
22. The drivers should be well uniformed, well mannered and well conversant. The driver should not be changed without prior intimation and approval from Assistant Commissioner (Admin).
23. In case condition of vehicle is not found to be satisfactory, it will be returned for immediate replacement. In case no replacement is provided on time, this office would have a right to hire vehicles from the market and the additional cost incurred by this office will be borne by the Contractor and a penalty @ Rs.500/- per day will be imposed on the contractor, apart from the cost of the hiring of vehicle.
24. The Contractor shall ensure that the vehicle is insured fully and all other statutory dues are paid in time and the Contractor shall comply with the Motor Vehicle Act / Rules / other statutory requirements. The Contractee shall not be responsible for the same. Any lapse on the Contractor's part will be duly compensated by him / them to the Contractee.
25. In case of breakdown of vehicle during duty, it shall be the responsibility of the contractor to provide a substitute vehicle immediately. In case vehicle does not report on time/does not report at all, this office would have a right to hire vehicle from the market and the additional cost incurred thereof will be borne by the contractor and a penalty @ Rs.500/- per day will be imposed on the contractor.
26. The billing will be done on monthly basis; bill preferably typed and in triplicate, in connection with the service shall be submitted to the Assistant Commissioner, (Administration), GST Audit Commissionerate, Jammu in the 1st week of each month. The payment will be made as per availability of fund. No dead mileage would be payable from contractor's premises to starting point and vice versa.
27. The shortfall below 2000 km(as applicable) in a month would be carried

over / adjusted in the successive months in the same financial year.

28.TDS and other taxes as applicable will be deducted from each bill.

29.The contractor undertakes to give back any excess payment made to him at any time and the same may also be deducted from their payment.

30.It will be solely the discretion of the Department to use the said hired vehicle for any official purpose including Saturday, Sunday and Holidays where & whenever necessary.

31.In case of any dispute issue relating to the tender or the contract agreement, it shall be referred to be the Commissioner, Central GST Audit Commissionerate, Jammu whose decision shall be final, conclusive and binding.

VIRENDRA KUMAR VERMA, AC(VKB)-Jmu, CBIC-ADT.JMU

Assistant Commissioner

ANNEXURE – II**TECHNICAL BID****TECHNICAL BID FOR HIRING OF VEHICLE**

1.	Name of the Organization/Firms with full address with pin code, Phone No., e-mail etc.	
2.	Name of the Proprietor	
3.	PAN No. of the Firm/Proprietor as allocated by the Income tax department. Copy of PAN card to be enclosed with the technical bid.	
4.	List of the Public Sector/Govt. Organization to which similar Services have been provided by the Contractors/Firms/Agencies during the last 5 years. List of Government Organizations where the Service Provider is currently providing services may also be indicated. (Please attach the job order/service certificate from Govt. Office/Public Sector), if any	
5.	Copy of Registration Certificate obtained from GST Department (GSTIN) and insurance details must be submitted with technical bid.	
6.	Name and No. of vehicle offered	
7.	Model No.	
8.	Color of vehicle	
9.	Date of Manufacturing (How many year old) A copy of RC Book has to be enclosed with the technical bid	
10.	Any other information	

ANNEXURE – III

FINANCIAL BID FOR HIRING OF VEHICLE (PROFORMA FOR QUOTING RATES)

1. Name & Address of the Contractor/firm/company:
2. Name of Proprietor/Partners/Directors:
3. Rate per vehicle per month

Sr. No.	Name of Vehicle/Make	Condition	No. of vehicles	Rate quoted per month(exclusive of all taxes, charges/levies including GST)	Rate quoted per Kilometer for mileage above 2000Kms (SUV/small car) (exclusive of all taxes, charges/levies including GST)
1					

Signature of Authorized person with date: _____

Name & full address _____

ANNEXURE-IV

AFFIDAVIT

That I, _____ aged about _____
years, son of Shri

_____,
Resident of _____, do

hereby solemnly affirm and state as under:-

That I am the proprietor/partner of M/s

2. That, I have neither been convicted of any crime nor any cognizance has been taken against me by any Court of Law for any crime till date.
3. That my Agency/firm has not been blacklisted or debarred from participating in any tender by any Central/State Government Department or Central or State Government undertaking.
4. The above statement is true to the best of my knowledge and belief.

Witness
Deponent

1.

2.