Tender Notice No. 01/2020

NOTICE FOR INVITING TENDER FOR HIRING OF VEHICLES IN DGGI (HQRS.) R. K. PURAM, NEW DELHI

For and on behalf of President of India, electronic tenders are invited for the hiring of 22 (Twenty Two) vehicles along with drivers for the office of the Directorate General of GST Intelligence at Headquarters, R. K. Puram, New Delhi. The detailed terms and conditions along with technical and financial bid forms may be downloaded from https://eprocure.gov.in/epublish/app upto the date as per the critical date sheet.

TERMS AND CONDITIONS (Part I)

1. Earnest Money Deposit/ Bid Security of Rs.1,00,000/- (Rupees One Lakh only) refundable, in the form of Demand Draft/ Pay Order payable to the “PAO, CBIC, New Delhi”, must accompany the tender. Tenders without Earnest Money Deposit and in any other form i.e. cheque, cash etc. will NOT be considered.

2. The tender will be opened as per the critical date sheet electronically over the portal.

3. (i) Type of the vehicles required to be supplied:

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Category</th>
<th>Type of Vehicle</th>
<th>No. of Vehicles required</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>AC Vehicles to be used upto 30/31 days in a month for maximum of 2500 kms. &amp; 300 hours per month and provision of extra payment for km running over 2500 Kms. &amp; hours beyond 300 hrs.</td>
<td>Mid size vehicle (A3 Segment) like Maruti Ciaz, Honda City, Accent etc</td>
<td>04 (Four)</td>
</tr>
<tr>
<td>2.</td>
<td>8 Non-AC vehicles to be used upto 20/25 days in a month for maximum of 2000 kms &amp; 300 hours in a month and provision of extra payment for km running over 2000 Kms. &amp; hours beyond 300 hrs and 10 (Ten) Non-AC vehicles to be used upto 30/31 days in a month for maximum of 2000 kms &amp; 300 hours in a month and provision of extra payment for km running over 2000 Kms. &amp; hours beyond 300 hrs</td>
<td>Mid size vehicle (A3 Segment) like Maruti Ciaz, Honda City, Accent etc</td>
<td>18 (Eighteen)</td>
</tr>
</tbody>
</table>
4. The contract for the above vehicles (registered as taxi/ public transport vehicle) shall be valid for an initial period of one year w.e.f. the date of the signing of the contract, extendable by another one year at the discretion of the hirer, subject to clause (29) of these terms & conditions.

5. A. The tenderer should be duly registered with concerned Central/State Govt. authorities and should be a well established Taxi agency/firm (herein after referred to as the agency/firm). Such vehicle providers should have a minimum experience of 10 (Ten) years of providing services to Govt. offices and should have adequate no. of vehicles i.e. atleast 30 vehicles in their own name or in the name of associated firms/ companies. Out of these, the tenderer should have a fleet of atleast **22 Mid size vehicle**. They are required to submit details of other such govt. organizations to which they have extended similar service in the recent past as well as the present.

   B. The firm should have a registered office in NCT of Delhi.

   C. The firm should give the details of the associated / related firms/ companies.

   D. The firm should be registered in government tourism department.

   E. The firm should have atleast 10 drivers on their payrolls with PF and ESIC.

6. The agency/firm should be within a radius of 3 km (three kilometers) from the office premises of this Directorate and have sufficient numbers of the vehicles i.e. 30 vehicles in its own name or associated firms.

7. The vehicles to be provided should not be older than three years and should not have run more than 40,000 kms. as on date of submission of tender. The vehicles should be kept in neat and clean and in perfect running condition with clean interiors and proper upholstery.

8. In case the condition of the vehicles is not found to be satisfactory, they shall be returned for immediate replacement on time. Non-replacement of vehicle immediately would lead the cancellation of the agreement. DGGI would have a right to hire a vehicle from the market and the additional cost incurred by the DGGI will be borne by the agency/firm ( i.e. L1 awardee).

9. The agency/firm would ensure that the drivers employed have valid driving licence and clean driving record. The driver of the vehicle provided must follow traffic rules and all other regulations prescribed by the Govt. 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 Vehicles must be fitted with Fire Extinguishers properly in working condition all the time.

11. The vehicle should be registered with the concerned authority of Central/State Govt. The agency/firm should have adequate number of telephones for contact round the clock.
12. The rates quoted should be exclusive of the applicable taxes component. No tax will be paid if the operator fails to provide proof of valid tax registration. All taxes, fee, levy, insurance charges etc. other than Goods and Services Tax would be borne by the Agency/Firm (selected L1 awardee).

13. DGGI reserves the right to reject all or any of the offers without assigning any reason thereof and the decision of this office shall be final and binding.

14. The billing will be done on monthly basis. Bills preferably typed and in triplicate in connection with the service shall be submitted to DGGI within the first week of each successive month.

15. The payment of salary etc. of the drivers of the vehicles deployed in DGGI, shall be the sole responsibility of the Agency/Firm (selected L1 awardee) and DGGI would not be responsible/liable in this regard, in any manner, whatsoever.

16. A daily record indicating time and mileage for each vehicle shall be maintained by the driver in a proper format as per govt. instructions and shall be submitted to the concerned officer in DGGI regularly for scrutiny. The time and mileage shall be taken into account from the reporting point.

17. Financial bids of only those agency/firms would be opened, who qualify the technical requirements.

18. Once the hiring of vehicles commences from a particular agency/firm, the vehicles and the drivers should not be changed unless so requested by the DGGI. Any such changes by DGGI may be complied by the Agency/Firm (selected L1 awardee) immediately or the very next day. The vehicle must be available at any time of day as desired by the DGGI.

19. On awarding of the contract, the agency/firm has to furnish to DGGI the certified copies of RC books of the vehicles to be provided and the same vehicles are to get inspected by the officers of this office nominated for the purpose.

20. DGGI shall be liable to pay the hiring charges only. Any other charges, including monthly charges of driver, repair and maintenance of vehicle, insurance, petrol/diesel, oil and any other incidental expenses shall be borne by agency/firm.

21. There shall be no minimum mileage per day for vehicles on monthly basis. Extra hours shall be over and above 12 hours per day and extra mileage will be over and above 2,500 Kms./2,000 Kms. in a month.

22. In case of any vehicle is utilized below 2,500 Kms/ 2000 kms. in a month, balance Kms. shall be carried forward for next three months and will be adjusted against extra mileage, if any, without any extra cost to DGGI.
23. In case of breakdown of any vehicle during official duty, it shall be the responsibility of the firm to provide a substitute vehicle which is of similar make as replacement immediately.

24. In case any vehicle breaks down and does not report on time/does not report at all, the DGGI would have a right to hire a vehicle from the market and the additional cost incurred by the DGGI will be borne by the agency/firm (i.e. L1 awardee).

25. A penalty of Rs. 500/- per day per vehicle may be levied if any vehicle or driver or agency/firm fails to meet above terms & conditions on any day.

26. In case of any accident, all the claims arising out of it shall be met by the agency/firm (L1 awardee).

27. The liability of the DGGI will be limited to the hiring charges agreed in the contract and nothing else. Further 10 vehicles to be hired can be hired for operational uses at any hour of the day i.e. round the clock with no time limit.

28. The contract between the DGGI and the Agency/Firm (selected L1 awardee) can be cancelled by DGGI after a prior notice of one month, in the event of poor service or violation of any of the conditions stipulated.

29. Any matter during the period of this agreement, which has not been specifically covered by this agreement, shall be decided by the DGGI whose decision shall be final and conclusive. This office reserves the right to cancel the tender bids without assigning any reasons.

30. No additional terms & conditions over and above the conditions stipulated above shall be entertained by DGGI.

31. In case of any dispute of any kind and in any respect whatsoever, the decision of Directorate General of GST Intelligence shall be final and binding.

32. The criteria for awarding the contract shall be as follows:

   18 X Rate for hiring of vehicle for 2000 kms. & 300 hrs. per month for Non-AC *Maruti Ciaz, Honda City, Accent etc*  +  4 X Rate for hiring of vehicle 2500 kms. & 300 hrs. per month for AC *Maruti Ciaz, Honda City, Accent etc*

The firm quoting minimum rates as per the above formula shall be awarded the contract. If there is a clash of rates as per the above formula then the firm quoting minimum rates for 2000 kms & 300 hrs. per month for Non-AC Maruti Swift Dzire / SX-4 shall be awarded the contract. Still if there is a clash in the rates then the firm quoting minimum rates for 2500 kms & 300 hours for AC vehicles shall be awarded the contract.
33. The awardee shall have to deposit a performance security of Rs 1,50,000/- (Rs One Lakh Fifty Thousand Only) in the form of Demand Draft/Fixed Deposit Receipt from a Commercial Bank. The performance security amount of Rs 1,50,000/- will be refunded within 60 days after completion of the contract, without any interest.

34. The interested firms may apply for the tender electronically (as per the critical datesheet) over the portal https://eprocure.gov.in/cppp/. The search for Directorate General of Goods and Services Tax Intelligence (Hqrs.) can be done by the name of Directorate General of Central Excise Intelligence (Hqrs.). No hard copies shall be accepted.

35. It may be noted that number of vehicles may increase or decrease depending upon the requirement in the absolute discretion of DGGI.

(Ashwini P. Adivarekar)
Deputy Director(Admn.)
<table>
<thead>
<tr>
<th>Amount of Earnest Money Deposit/Bid Security (Refundable)</th>
<th>Rs. 1,00,000/- Rupees One Lakh Only</th>
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<tbody>
<tr>
<td>Particulars of Demand Draft</td>
<td>No.</td>
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<tr>
<td></td>
<td>Date:</td>
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<td></td>
<td>Drawn on:</td>
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<tr>
<td></td>
<td>Branch:</td>
</tr>
<tr>
<td>1. Name, registered address &amp; Telephone No. of Agency/Firm in NCT of Delhi</td>
<td></td>
</tr>
<tr>
<td>2. Details of the associated / related firm/ companies</td>
<td></td>
</tr>
<tr>
<td>3. Name of owner of Agency/Firm and Telephone Number</td>
<td></td>
</tr>
<tr>
<td>4. GSTI No. (enclose copy)</td>
<td></td>
</tr>
<tr>
<td>5. Enclose Registration Certificates of a minimum of 30 vehicles registered in the name of the firm/ associated Firms.</td>
<td></td>
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<tr>
<td>6. Enclose Registration Certificates of atleast 22 mid size vehicle owned by the firm/agency.</td>
<td></td>
</tr>
<tr>
<td>7. Enclose copy of the Company Registration Number with the government.</td>
<td></td>
</tr>
<tr>
<td>8. List of the Govt. Organization where the vehicles have been provided. (copies of contract letters are to be enclosed, atleast two in the last ten years ie since January 2010)</td>
<td></td>
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<tr>
<td>9. Registration Certificate in the Government Tourism Department (Enclose copy)</td>
<td></td>
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<tr>
<td>10. Number of drivers with the firm on their payrolls with PF and ESIC (should be at least 10). Enclose a registration proof of ESIC and EPF copy</td>
<td></td>
</tr>
<tr>
<td>11. Distance from the office of DGGI (Hqrs); not more than three kilometers</td>
<td></td>
</tr>
</tbody>
</table>
Financial Bid Form for Hiring of Vehicles by DGGI (Hqrs.)

Monthly Basis (Part III)

<table>
<thead>
<tr>
<th>S. N.</th>
<th>Type of Vehicle</th>
<th>Monthly charges per vehicle in (Rs)</th>
<th>Rate per km in addition to 2000/2500 kms per month (in Rs)</th>
<th>Rate in Rupees for extra hour charges beyond 300 hrs in a month</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Non-AC vehicle viz. Maruti Ciaz, Honda City, Accent etc</td>
<td>2000 kms. &amp; 300 hrs. per month</td>
<td>XXXXX</td>
<td>XXXXX</td>
</tr>
<tr>
<td>2.</td>
<td>AC vehicle viz. Maruti Ciaz, Honda City, Accent etc</td>
<td>2500 km &amp; 300 hrs. per month</td>
<td>XXXXX</td>
<td>XXXXX</td>
</tr>
</tbody>
</table>

Signature with Stamp

*The rates quoted should be exclusive of GST. The applicable GST shall be included in the rates of the L1 awardee.
(Part IV)

Document Download:

Tender documents may be downloaded from Central Public Procurement Portal at https://eprocure.gov.in/eprocure/app. Aspiring Bidders who have not enrolled/registered in e-procurement should enroll / register before participating through the website https://eprocure.gov.in/eprocure/app.

### CRITICAL DATE SHEET

<table>
<thead>
<tr>
<th>Published Date</th>
<th>Kindly refer the tender notification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bid Document Download / Sale Start Date</td>
<td>Kindly refer the tender notification</td>
</tr>
<tr>
<td>Bid Submission Start Date</td>
<td>Kindly refer the tender notification</td>
</tr>
<tr>
<td>Bid Document Download / Sale End Date</td>
<td>Kindly refer the tender notification</td>
</tr>
<tr>
<td>Bid Submission End Date</td>
<td>Kindly refer the tender notification</td>
</tr>
<tr>
<td>Bid Opening Date</td>
<td>Kindly refer the tender notification</td>
</tr>
</tbody>
</table>
Bid Submission:
Bids shall be submitted online only at CPPP website: https://eprocure.gov.in/eprocure/app. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
Part V
FINANCIAL BID

PRICE BID

(a) Price bid undertaking
(b) Schedule of price bid in the form of BOQ_XXXX.xls

PRICE BID UNDERTAKING

From: (Full name and address of the Bidder)___________________

To,

Dear Sir/Madam,

I submit the Price Bid for _____________________________ and related activities as envisaged in the Bid document.

2. I have thoroughly examined and understood all the terms and conditions as contained in the Bid document, and agree to abide by them.

3. I offer to work at the rates as indicated in the price Bid, Part II exclusive of all applicable taxes.

4. I/We undertake that I/We have carefully studied all terms and conditions of the tender and shall abide by them. Further, it is certified that I/We have never been blacklisted by any Govt./PSU Department.

Yours Faithfully,

Signature of authorized Representative
Part VI

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

Date:

To,

__________________________

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: ____________________________

Name of Tender / Work: -

__________________________

Dear Sir,

1. I/ We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' 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 from Page No. ______ to ______ (including all documents like annexure(s), schedule(s), etc . . .), 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/ organisation 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(s) in its totality / entirety.
5. In case any provisions of this tender are found violated, then your department/ organisation shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)
Part VII

Instructions for Online Bid Submission:

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: https://eprocure.gov.in/eprocure/app.

REGISTRATION

1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: https://eprocure.gov.in/eprocure/app) by clicking on the link “Online bidder Enrolment” on the CPP Portal which is free of charge.

2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.

3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.

4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.

5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.

6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.

3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.

2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF / JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” or “Other Important Documents” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

1. Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.

2. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.

3. Bidder has to select the payment option as “offline” to pay the tender fee / EMD as applicable and enter details of the instrument.
4. Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.

5. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the sky blue coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.

6. The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.

7. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

8. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.

9. Upon the successful and timely submission of bids (ie after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

10. The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.
ASSISTANCE TO BIDDERS

1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.

2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 1800 3070 2232. Bidder can also get help at +91-7878007972 & +91-7878007973.