



कार्यालय आयुक्त
Office of the Commissioner
केंद्रीय वस्तु एवं सेवा कर आयुक्तालय, जम्मू एवं कश्मीर
Central Goods & Service tax Commissionerate, Jammu & Kashmir
ओ.बी. 32 रेल हेड कोम्प्लेक्स, जम्मू
OB-32, Rail Head Complex, Jammu. Phone No. 0191-2471885.

C.No.I-22(1)/Admn/JK/HQ/2016/Pt-I/

Dated: - 21.03.2018

TENDER NOTICE FOR HIRING OF VEHICLES

Sealed tenders are invited by the Commissionerate of Central GST, Jammu for hiring vehicles for (i) Commissionerate Headquarters, Jammu; (ii) Central GST Division-I & II Jammu (iii) Central GST Division Samba and for (iv) Central GST Division, Srinagar. Interested persons can send sealed quotations for providing vehicles Tyota Innova, Swift, Etios and any other vehicles of equivalent specification on hire basis for Financial Year, 2018-19. The vehicles should not be older than 2015 model and should not have travelled more than 50,000 Kms. Rates may be quoted for the use of the vehicle at S. No (i) above for maximum 30/31 days in a month and upto 2500 Kms. and (ii) to (iv) for maximum of 20-25 days in a month and up to 2000 kms. Per month.

Persons willing to provide vehicles for above said Jammu offices {mentioned at Nos. (i), (ii)} and (iii) should send single sealed quotations for all types of above mentioned vehicles separately addressed to the Administrative Officer (Admn), Central GST Commissionerate J&K, OB-32, Rail Head Complex, Bahu Plaza, Jammu. The bidder should give single bid for all types of vehicle mentioned above.

Persons willing to provide vehicles for Srinagar office {Mentioned at Sr. No (iv)} should send separate single sealed quotations for all types of above mentioned vehicle addressed to the Assistant Commissioner of Central GST, Mini Ikhwan Hotel, Bishambar Nagar, Srinagar, 190001. The bidder should give single bid for all types of vehicle mentioned above.

Persons interested in supplying vehicles both for Jammu as well as Srinagar offices have to send single sealed quotations for all types of above mentioned vehicle separately in separate sealed covers addressed to respective above mentioned office in Jammu and in Srinagar.

Quotations sent at wrong address and/or addressed to wrong officer will not be entertained.

The sealed quotations should reach the respective office on or before 28.03.2018 at 12.00 hrs. and the same would be opened at 16.00 hrs. on the same day separately at Jammu as well as in Srinagar offices in the presence of bidders, who wish to be present. For detailed terms and conditions please visit our websites www.ccej.k.nic.in, www.cbec.gov.in or see the Notice Boards of abovementioned offices. For any query please contact Superintendent (Hqrs.) at 1st floor of the Jammu Commissionerate Office at his phone No. 0191-2471644.

Sd/-

Assistant Commissioner (Admn)



Office of the Commissioner ,
Central Goods & Service Tax Commissionerate
OB-32, Rail Head Complex, Jammu-180012

C.No. I-22(1)Admn/JK/HQ/2016/Pt-I/

Dated: 21.03.2018

TENDER DOCUMENT

Subject: Notice inviting tender for hiring of vehicle for the Office of the Commissioner, Central GST Commissionerate, Jammu.

TERMS AND CONDITIONS

The interested parties must be capable of providing vehicles on their own on the following terms and conditions: -

1. The vehicle should be registered with the Transport Authority as Commercial vehicle holding a Taxi No. alongwith all documents i.e. valid insurance, road tax payment etc.
2. The vehicle should be of latest model (not older more than 3 years) and in good running condition and comprehensively insured with pollution control certificate or any other Certificate required as per law. New seat cover/towels and fan at the rear seat will have to be provided by the owner of vehicle.
3. On approval of Tender/quotation, the vehicle must be supplied within a 03 days period.
4. If the party fails to provide vehicle within a stipulated time, contract will be awarded to next lowest bidder.
5. The bidder should preferably have past experience of 02 year period providing minimum 01 vehicle on hire to at least one government organization/PSU/ a prominent private sector entity.
6. The Contractor would provide vehicle with name of the driver and the driver should not be changed without prior approval of the Assistant Commissioner, (Admn) CGST Commissionerate, Jammu and should ensure that the drivers employed have valid driving license. The driver of the vehicle provided must follow Traffic Rules and other regulations prescribed by the Govt. from time to time.
7. Contractor shall ensure that the personnel deployed by him do not have any criminal antecedents.

8. Drivers of the vehicle should be well conversant with Jammu City to all routes of Jammu and Kashmir and also with any other route required by the department.
9. The service provider must have 24 hours working telephone system so that he can telephonically be contacted at short notice and at odd hours and on holidays in case of requirement of vehicle and should declare all these contact numbers in the quotation. It would also be essential for the driver to have a mobile phone so that he could be contacted for duty.
10. Driver shall observe all the etiquette and protocol while performing the duty & shall be neatly dressed.
11. A daily record indicating time and mileage for each vehicle shall be maintained in a log book and log book shall be submitted to Superintendent (Hqrs), Central GST Commissionerate Jammu regularly for scrutiny.
12. The vehicle should have a comprehensive insurance 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.
13. The place of parking of the hired vehicles shall be the prerogative of the office of the Commissioner, CGST Commissionerate, Jammu.
14. The vehicle to be hired will not used for any other commercial/personal purpose or any other purpose by the service provider, the vehicle should remain in the office premises of HQ office during the contract period.
15. 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; no charges will be paid by the department.
16. The vehicle should be in excellent working condition and should be sent only after checking battery, coolant, oil, air tyre pressure & fuel.
17. In case of non-availability of the vehicle for any reasons with the service provider, alternate arrangements are to be made by them and intimate regarding this may be given to user of the vehicle in time.
18. The service provider should have GST Registration or submit an undertaking that he is not liable to pay GST. The rates offered shall be considered inclusive of all taxes GST. Department will not liable to pay any compassion.
19. The party also has to submit the proof of registration of the service provider/company or firm, if any.
20. The vehicle shall report for duty as and when required maintaining regularity and punctuality.

21. Usually the vehicle will be utilized during the day from 0800 hrs to 2200 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 no extra charges will be paid to the service provider in this regard upto the mandated 2500/2000 Kms. The uncovered distance may be covered forward to the succeeding period during the contract period of upto one year.
22. In case vehicle is utilized beyond 2500/2000 Kms, rates for extra mileage should also be quoted in financial bid.
23. 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.
24. Vehicle should not have LPG/CNG gas kits as fuel.
25. There should be an air spray in vehicle.
26. In case condition of vehicle is not found to be satisfactory, they shall 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.
27. In case of breakdown of vehicle during duty, it shall be the responsibility of the contractor to provide a substitute of the 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 by the customer will be borne by the contractor.
28. Vehicle should be kept with sufficient stock of fuel. However, in case of any emergency, if any officer refuels on payment from his pocket, the same should be reimbursed by the Contractor on production of the bill.
29. A daily record indicating time and mileage for vehicle shall be maintained in a log book and log book shall be submitted to Concerned Superintendent regularly for scrutiny.
30. The billing will be done on monthly basis; bill preferably typed and in triplicate, in connection with the service shall be submitted to Superintendent (Hqrs) CGST, Commissionerate, Jammu in the 1st week of each month. The payment will be made as per availability of fund. A Log book for the car in the format prescribed by the Ministry, for each of the journey performed, duly signed by the officer (utilizing the said vehicle), would be maintained and submitted by the contractor along the bills and duty slips. No dead mileage would be payable from contractor's premises to starting point and vice versa.
31. TDS and other taxes as applicable will be deducted from each bill.
32. 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.

33. 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.
- 34. The hiring contract will be given for one year, after the expiry of initial period of one year of contract, if satisfied, the department may extend the period of contract for further period of 12 months on the same terms and conditions. The successful bidder will have to make an agreement with the department on judicial stamp paper.**
35. In case of any dispute of any kind and in any respect whatsoever, the decision of Commissioner CGST, Commissionerate, Jammu shall be final and binding.
36. In case of any violation of the above conditions, the Commissioner has right to repudiate the agreement immediately. The Commissioner may also consider imposing appropriate penalty in deserving case.

Sd/-
Assistant Commissioner (Admn),
Central GST Commissionerate,
Jammu.



Office of the Commissioner ,
Central Goods & Service Tax Commissionerate
OB-32, Rail Head Complex, Jammu-180012

C.No. I-22(1)Admn/JK/HQ/2016/Pt-I/

Dated: 22 .03.2018

ANNEXURE – II

TECHNICAL BID FOR HIRING OF VEHICLE

To be submitted in a separate envelope subscribing “TECHNICAL BID”

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 as allocated by the Income tax department	
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 and insurance details must be submitted.	
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	

UNDERTAKING (part of Annexure-II)

1. I/We undertake that, I/We have carefully studied all the terms and conditions of contract as indicated in Annexure-I and understood the parameters of the proposed work and shall abide by them.
2. I/We further undertake that the information given in this tender are true and correct in all respects.

Signature of Authorized person with date: _____

Name & full address _____



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ANNEXURE – III

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

To be submitted in a separate sealed envelope super scribing” **FINANCIAL BID**”

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	Condition	No. of vehicles	Rate quoted per month (Inclusive of all taxes, charges/levies including Service Tax)	Rate quoted per Kilometer for mileage excess of 2000 Kms (Inclusive of all taxes, charges /levies including Service Tax)

Signature of Authorized person with date: _____

Name & full address _____
