

**GOVERNMENT OF INDIA
MINISTRY OF FINANCE
CENTRAL GOODS & SERVICE TAX DIVISION, SAMBA
W.No.5, Mandi Kotli, Samba - 184121**

C.No.I-21(11)Misc./Vehicle/Samba/2018

Date: 13.03.2019

NOTICE INVITING TENDER FOR HIRING OF VEHICLES

Sealed tenders are invited from the authorized vehicle providers/firm/company for hiring of vehicle **with Driver and with fuel** as per the requirements mentioned below in the schedule for a period from **01.04.2019 to 31.03.2020** for the office of the Assistant Commissioner, Central GST Division, Samba. Terms and condition of the Tender are enclosed below as Annexure-I.

Sr. No.	Model of the vehicle	Criteria for hiring of vehicles	Conditions of Vehicle	No. of Vehicle required	Required for
1	Small Car	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 (ONE)	Central Goods & Service Tax Division, Samba, J&K Commissionerate

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**

2. Schedule

Due date and time of receipt of tender : 29.03.2019 **up to 11.00 hrs.**
Date and time of opening of Technical Bid : 29.03.2019 **at 12.00 hrs.**

Venue: - Office of the Deputy/Assistant Commissioner, CGST Division Samba, W.No.5, MandiKotli, Samba-184121

3. The tender documents can be obtained from the Office of the Deputy/Assistant Commissioner, CGST Division Samba, W.No.5, MandiKotli, Samba-184121 on any working day till **27.03.2019**. The tender documents can also be downloaded from the website **www.ccej.k.nic.in** and **www.cb.ec.gov.in**

4. 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.


13/3/19
Assistant Commissioner

**GOVERNMENT OF INDIA
MINISTRY OF FINANCE
CENTRAL GOODS & SERVICE TAX DIVISION, SAMBA
W.No.5, Mandi Kotli, Samba - 184121**

C.No. I-22(11)Misc./Vehicle/Samba/2018/

Dated: 13.03.2019

TENDER DOCUMENT

Subject: Notice inviting tender for hiring of vehicle for the Office of the Assistant Commissioner, Central GST Division, Samba.

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, CGST Division, Samba 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 (Tech), Central GST Division, Samba 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 Assistant Commissioner, CGST Division, Samba.
14. The vehicle to be hired will 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 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 intimation 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 compensation.
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 for 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