

I/30225/2019

**Office of the Commissioner
Central GST Audit Commissionerate
OB-32, Rail Head Complex
Jammu – 180002
Ph. 0191-2477476, 2471632(fax)
Email: gstaudit.jk@gov.in**

#Approved Date#

30.07.2019

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 the office of the GST Audit Commissionerate, Jammu, J&K.

Sr. No.	Model of the vehicle	Criteria for hiring of vehicles	Conditions of Vehicle	No. of Vehicle required	Required for
1	Small size (Etios/ Ciaz/ Honda City)	Vehicle to be used up-to 26 days subject to a maximum of 2000 Kms in a month.	Not more than 3 years old	3	GST Audit Commissionerate, Jammu, J&K.

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: **19.08.2019 up to 17.30 hrs.**

Date and time of opening of Technical & financial Bid: **20.08.2019 at 12.00 hrs.**

Venue: - Conference Hall, OB-32, Rail Head Complex, Jammu

3. 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 19.08.2019. The tender documents can also be downloaded from the website www.ccej.k.nic.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.

**PRAKASH CHAUDHARY, AC(PC), O/O The Assistant Commissioner I-ADT-JMU
ASSISTANT COMMISSIONER**

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ANNEXURE – I

Sub: Notice inviting tender for hiring of vehicle **with driver and fuel** for the office of the GST Audit Commissionerate, Jammu, J&K.

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 of latest model (not older more than 03 years i.e. 2017 onwards) and in good running condition and comprehensively insured with pollution control certificate or any other Certificate required as per law. The vehicle should have new seat cover/towels and should be loaded.
2. On approval of Tender/quotation, the vehicle must be supplied within 05 days.
3. If the party fails to provide vehicle within a stipulated time, contract will be terminated without giving any further notice.
4. 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.
5. 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.
6. 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.
7. The place of parking of the hired vehicles shall be the prerogative of the office of the Commissioner, GST Audit Jammu.
8. 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.
9. 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.
10. 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.
11. The service provider should have GST Registration or submit an undertaking

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that he is not liable to pay GST. The rates offered shall be considered exclusive of all taxes including Goods and Services Tax. Department will not be liable to pay any other tax or compensation.

- 12.The party has to submit the proof of registration of the service provider/company or firm, if any.
- 13.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.
- 14.In case vehicle is utilized beyond 2000 kms (as above), rates for extra mileage should also be quoted in financial bid.
- 15.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.
- 16.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.
- 17.Vehicle should not have LPG gas kits as fuel.
- 18.There should be an air spray in vehicle.
- 19.The vehicles should be hygienic i.e no bad odour etc.
20. 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).
- 21.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.
- 22.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.
- 23.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.
- 24.The billing will be done on monthly basis; bill preferably typed and in triplicate,

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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.

- 25.The shortfall below 2000 km(as applicable) in a month would be carried over / adjusted in the successive months in the same financial year
- 26.TDS and other taxes as applicable will be deducted from each bill.
- 27.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.
- 28.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.
- 29.The hiring contract will be for financial year 2019-20.
- 30.In case of any dispute of any kind and in any respect whatsoever, the decision of the Commissioner, GST Audit Commissionerate Jammu shall be final and binding.
- 31.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.

**PRAKASH CHAUDHARY, AC(PC), O/O The Assistant Commissioner I-ADT-JMU
ASSISTANT COMMISSIONER**

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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/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

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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 superscribing " **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/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 (small car) (exclusive of all taxes, charges/levies including GST)
1					

Signature of Authorized person with date: _____

Name & full address _____
