REQUEST FOR PROPOSAL/NOTICE INVITING TENDER

Subject: Request for proposal/Notice inviting Tender for Hiring of vehicles on contractural term for the period of one year from 1st January 2019 to 31st December 2019 for use in the Office of the Principal Commissioner of GST Delhi North

The Assistant Commissioner (Hqrs), GST North, Delhi on behalf of the Office of the Principal Commissioner of GST North, Delhi, C.R. Building, I.P. Estate, New Delhi invites online Bid/Quotation comprising two bids i.e. Technical and Financial Bids from reputed interested Taxi Operators for providing cars having commercial numbers for the official use in its office situated at C.R. Building, I.P. Estate, New Delhi and it’s attached offices for a period of one year from 1st January 2019 to 31st December 2019 as per details below:-

<table>
<thead>
<tr>
<th>S.no</th>
<th>Type of vehicles</th>
<th>Monthly need</th>
<th>Make of the vehicle</th>
<th>Maximum admissible rate per month per vehicle</th>
<th>Tentative number of vehicle required</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Honda city, Dzire, Xcent, Verna, Etios, Honda Amaze, Ertiga, Ciaz or similar vehicles</td>
<td>Maximum limit 2500 km and 30 to 31 days in a month*</td>
<td>Not older than 2015 model.</td>
<td>Rs.40,000/- (Plus GST as applicable)</td>
<td>39 (Approx)</td>
</tr>
<tr>
<td>2.</td>
<td>Maruti Tour, I20, Polo or similar vehicles</td>
<td>Maximum limit 2000 Km and 25 to 26 days in a month*</td>
<td>Not older than 2015 model.</td>
<td>Rs.30,000/- (Plus GST as applicable)</td>
<td>09 (Approx)</td>
</tr>
</tbody>
</table>

*Vendor with even a single car can apply. The vehicle will be taken starting from the lowest to highest bid price till the total number of vehicle required is achieved.

2. The Department can anytime alter the number of vehicles hired as per requirement at that time.

3. The Tender documents may be downloaded from e-procurement website [https://eprocure.gov.in/eprocure/app](https://eprocure.gov.in/eprocure/app) or [www.gstdelhizone.gov.in](http://www.gstdelhizone.gov.in) from 01.12.2018. Online submission of bid/quotation through the Central Public Procurement Portal ([https://eprocure.gov.in/eprocure/app](https://eprocure.gov.in/eprocure/app)) is mandatory. Manual/Offline bid/quotation shall not be accepted under any circumstances.

4. The Bidders are requested to visit the website [https://eprocure.gov.in/eprocure/app](https://eprocure.gov.in/eprocure/app) regularly. Any changes/modifications in the Tender will be intimated by corrigendum through this website only.

5. The last date for submission is upto 3 PM on 13.12.2018. The bid/quotation shall be opened at 3 PM on 14.12.2018. In case, any holiday is declared by the Government on the day of opening, the bid/quotation will be opened on the next working day at the same time.

6. In case only one bid/quotation is received, another extension of 7 days will be given and after that the bid/quotation so received will be evaluated.

7. The Principal Commissioner, GST North, Delhi Commissionerate reserves the right to accept or reject any or all the bids without assigning any reason, whatsoever. The
decision of the Principal Commissioner in this regard shall be final and binding on all.

8. If at any stage, before/after the tendering process, it is found that any of the
details/documents furnished by the bidder is false/misleading/fabricated, then
his/her bid would be liable for rejection/disqualification with suitable charges in
that regard. If such rejection/disqualification occurs after the bid/quotations have
been opened and the highest bidder gets rejected/disqualified, then the Principal
Commissioner, GST North, Delhi Commissionerate reserves the right to consider the
next bidder or take any other measure as may be deemed fit including annulment of
the selection process.

9. At any time before the due date for submission of the bid/quotations, the
Deputy/Assistant Commissioner (Hqrs) may for any reasons whether at his own
initiative or in any response to a clarification requested by the firms, modify the NIT
documents by amendments which will be uploaded in the website.

10. The bid/quotations shall be opened at **3 PM on 14.12.2018** in the presence of the
bidders who choose to be present during the opening of the bid/quotations. The
Technical bid/quotations will be opened first and the Financial bid/quotations will be
opened after technical bid evaluation.

11. All the bidder/s shall have to bring the vehicle/s for inspection on 15.12.2018
for technical/physical examination.

12. The bid/quotations for which a notice of withdrawal has been submitted shall not
be opened. Only those bid/quotations that are received on or before the due date and
time and which contains all the information as desired shall be considered.

13. The tender is for a period of one year but the same can be extended upto 3 Years
at the sole discretion of the competent authority. Further, the competent authority
can ask the service provider to change the vehicles which are older than prescribed
limit or do not match the standards envisaged.

14. The terms and conditions, format for Technical and Financial Bid and Format for
Declaration are enclosed herewith.

Enclosure:-
(i) Annexure I - Terms and conditions.
(ii) Annexure II - Format for Technical Bid
(iii) Annexure III – Format for Financial Bid.

Copy for information:-
1. The Additional Commissioner (Admn), GST North, Delhi.
2. The Superintendent (Vig.) GST North, Delhi.
3. The Superintendent (Computers), GST North, Delhi
4. The Assistant Commissioner (CCO), Delhi Zone for uploading on website of
   CGST, Delhi Zone (www.gstdelhizone.gov.in).
5. Notice Board for general public.
Annexure I

TERMS AND CONDITIONS OF THE TENDER FOR HIRING OF CAR HAVING COMMERCIAL NUMBER ON CONTRACTUAL TERM FOR USE IN THE OFFICE OF THE PRINCIPAL COMMISSIONER OF GST (NORTH), DELHI

1. The vehicle should be a new car of the latest make/model, not older than year 2015 year, in good running condition and comprehensively insured. The vehicle/s should strictly comply with all the prescribed norms such as pollution norms and should have a certificate to that effect and should also comply with all other norms as mandated under the relevant Motor Vehicles Act. The vehicles provided should be approved Commercial vehicles.

2. The vendor should provide seat covers/towels and fan at the rear seat in the vehicle/s.

3. No diesel/Petrol vehicle should be provided. Only CNG vehicles to be provided which is having commercial number.

4. The contract shall be for a period of one year upto 31.12.2019. The contract may be extended by the Principal Commissioner of GST Delhi North on mutual understanding for any further period, if required, subject to satisfaction of the services provided by the service provider during the contract period.

5. The amount quoted in the tender will include wage & allowances of driver repairs and maintenance of vehicle, comprehensive insurance of the vehicle, fuel cost of the vehicle, oil and all other incidental expenses including all taxes, duties, toll, penalty, fine, parking fees etc. This office will not pay any amount other than the amount mentioned by the vendor in his financial bid for which contract has been awarded except the GST as applicable. The time and distance will be calculated from the time and place for reporting to the time and place of release.

6. The Transport/Service provider shall provide the vehicle on all the days of the month(25-26 days or 30-31 days as the case may be), even if the odd-even restrictions or any other restrictions are imposed/pervailing on account of the orders issued either by the Central/State Government. If the vehicle is used for part of the month, for any reason, the payment to the vendor will be made on pro rata basis for part of the month.

7. No garage facilities will be provided by the department.

8. The service provider shall engage one dedicated driver having valid driving license and sufficient experience, exposure and familiarity with the city roads. Dedicated vehicle and driver shall not to be changed without prior approval of the hiring authority. Change of vehicle/driver will be allowed only in very exceptional circumstances.

9. The driver must be adequately literate and well behaved. He must follow traffic rules and regulations. The driver will observe all etiquette and protocol while on duty. He will be neatly dressed, preferably in white uniform and carry
a mobile phone in working condition, for which no separate payment shall be 
made by the department.

10. The service provider and the driver shall be bound to carry out the 
instructions of the Supdt (HQ)/ Inspector (HQ) in charge of the vehicle as well 
as the user to whom the vehicle will be assigned.

11. The service provider must ensure that the vehicle always have sufficient 
fuel to cover the entire trip and shall arrange alternative vehicle immediately 
in case of breakdown of the vehicle. In case of the inability to provide 
alternative vehicle, an amount of Rs. 1500/- per day will be deducted from 
the monthly bills.

12. The service provider will ensure daily cleaning and maintenance of the said 
hired vehicle. The vehicle should have neat seat covers and fresheners.

13. The service provider is liable for payment of all claims/expenses in case of 
any accident. He will also indemnify this office against any loss/damage of 
property or life attributable to negligence on the part of the driver or poor 
maintenance of the vehicle including any legal expenses so incurred.

14. Payment shall be made by the office after the end of every month on 
presentation of the bill within a reasonable time. The vendor is required to 
submit the details of bank accounts numbers, bank and branch name, bank 
code, IFS code where the e-payment will be made. A cancelled blank cheque 
should be provided for this purpose with first bill.

15. The service provider should have GST Registration or should submit an 
undertaking that he is not liable to pay GST. The copy of the GST registration 
of the service provider/company/firm should be submitted by the service 
provider, if registered. The rates quoted should be exclusive of GST. The 
Department will not be liable to pay any compensation in this regard.

16. The monthly bill for hiring of the car along with the log book completed in 
all respect must be submitted to this office by 7th of the subsequent month 
positively for verification and payment. If there is any discrepancy in the 
submission, it will be brought to the notice of the service provider within 7 
(seven) days of the submission by the Superintendent (Hqrs) or 
Inspector(Hqrs).

17. The vehicle shall be provided for the exclusive use of this office and shall 
not be used for any other purpose.

18. A daily record indicating time and mileage for the vehicle should be 
maintained in a log book in the prescribed form and entries therein must be 
verified by the concerned section/officer to which the vehicle is attached.

19. It is the sole responsibility of the service provider to obtain all the 
necessary clearances and permissions from the Transport Department/RTO 
and any/all other agencies and in case of any default no charges will be paid 
by this office.

20. The vehicle/s should not have any accident history.
21. The service provider shall submit an undertaking that neither he/she or his/her firm has been blacklisted by any organization/ Govt. department for any reason as on the date of submission of the bid.

22. This agreement can be terminated at any point of time if the service provider or the driver is found guilty or negligent or deficient in service or violating any terms and conditions of the contract without any notice. In the normal course also the contract may be terminated giving one month’s notice by either side without assigning any reason whatsoever.

23. The authority reserves the right to accept or reject any or all quotations without assigning any reason.

24. The vendor/s who is/are selected for supply of vehicle will be required to sign a contract with the Office of the Principal Commissioner of GST North, Delhi, C.R. Building, I.P. Estate, New Delhi wherein the terms and conditions mentioned in the technical bid and the financial bid will be specified.

25. Any matter during the period of this agreement which has not been specifically covered by this agreement shall be decided by the Office of the Principal Commissioner of GST North, Delhi, C.R. Building, I.P. Estate, New Delhi whose decision shall be final and conclusive.

26. The vehicles being offered for hiring would be inspected for condition, maintenance and other parameters before finalization of tender process.

27. Any vendor having one or more vehicles can also offer his vehicle for hiring. The Department can alter the number of vehicles hired anytime during the contract period.

28. The vehicles offered will be presented for inspection by the Committee so appointed by the Principal Commissioner and the vehicle found fit will only be considered. The Financial bids of other vendor/s even if lower will be summarily rejected if the vehicle is not found to be fit as per requirements by the Committee.

29. The Inspection Committee will inspect the vehicles and only the vehicles found fit will be considered for financial evaluation.

30. The selection and award of the contract shall be done on the basis of the highest score obtained in financial evaluation. Illustration for calculation of financial bid is as under:

<table>
<thead>
<tr>
<th>Bidders</th>
<th>Amount quoted in financial bid</th>
<th>Calculation**</th>
<th>Normalized score#</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bidder L1</td>
<td>1000</td>
<td>1000x100/1000</td>
<td>100</td>
</tr>
<tr>
<td>Bidder L2</td>
<td>1025</td>
<td>1000x100/1025</td>
<td>97.56</td>
</tr>
<tr>
<td>Bidder L3</td>
<td>1050</td>
<td>1000x100/1050</td>
<td>95.24</td>
</tr>
</tbody>
</table>

** The numerator will be the amount quoted by L1 and the denominator will be the amount quoted by the respective bidders. As per this illustration bidder L1 would be the successful bidder having the maximum final score.

# The normalized score will be taken equal to 100 for the highest score.
31. The contract will be awarded to the bidder who has scored the highest marks in Financial Evaluation. The vehicles offered by all the vendors with total points highest to lowest (L1 to higher quotations) will be taken till the total requirement of vehicles is fulfilled.

32. In case the bidder getting the highest score is not able to provide the required number of vehicles, the next bidder/s with the highest cumulative score/s will be considered till the total requirement of vehicles is fulfilled/met.

Asst. Commissioner (Hqrs)
GST North, Delhi
ANNEXURE-II

TECHNICAL BID FOR HIRING OF VEHICLE

Part-A

1. Name of the firm, address with PIN Code, Phone No. and e-mail address.

2. Name of the Proprietor/Partners/Directors of the firm/Company

3. PAN No. of the Firm (Attach copy of the PAN Card) if applicable

4. GST registration no. if registered.

Part-B

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Model &amp; Make</th>
<th>Registration Number (attach copy of RC)</th>
</tr>
</thead>
<tbody>
<tr>
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<td></td>
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</tbody>
</table>

Vehicle Information

UNDEARTAKING (Part of Annexure-II)

1. I/We undertake that, I/We have carefully studied all the terms and conditions of the contract as indicated in the 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 Authorised person with date:

Name & Full address:
# ANNEXURE-III

**FINANCIAL BID FOR HIRING OF VEHICLES (PROFORMA FOR QUOTING RATES)**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Name &amp; Address of the contractor/firm/company</td>
</tr>
<tr>
<td>2.</td>
<td>Name of Proprietor/ Partners/ Directors</td>
</tr>
<tr>
<td>3.</td>
<td>Rate quoted per month (inclusive of all taxes charges/ levies excluding GST) for Small size</td>
</tr>
<tr>
<td>4.</td>
<td>Rate quoted per month (inclusive of all taxes charges/ levies excluding GST) for Mid size</td>
</tr>
</tbody>
</table>

Signature of Authorised person with date:

Name & Full address: