



केन्द्रीय कर के प्रधान आयुक्त का कार्यालय  
OFFICE OF THE PRINCIPAL COMMISSIONER OF CENTRAL TAX,  
विशाखापट्टणम केन्द्रीय वस्तु एवं सेवाकर आयुक्तालय  
VISAKHAPATNAM CENTRAL GST COMMISSIONERATE,  
पत्तन क्षेत्र, विशाखापट्टणम-35  
Port Area, Visakhapatnam-35



C.No.I/22/02/2021-Admn (Vehicle)

Dated: 02.03.2021

**E- TENDER NOTICE**

**HIRING OF VEHICLE FOR OFFICE OF THE PRINCIPAL COMMISSIONER  
OF CENTRAL TAX, VISAKHAPATNAM CGST COMMISSIONERATE**

1. E-Tenders are invited in two bid system (both technical and financial) through CPP portal (<https://eprocure.gov.in/eprocure/app>) for hiring of vehicles from reputed service providers for providing 01 (one) Staff Car, 02 (two) Mid-Sized vehicles and 12 (twelve) Small Sized Vehicles alongwith Drivers for the office of the Principal Commissioner of Central Tax, Visakhapatnam Central GST Commissionerate, Visakhapatnam. **The contract shall be awarded for a period of 12 months from 1<sup>st</sup> April 2021 to 31<sup>st</sup> March 2022.**

Sl. No.	Type of Vehicle	No of Vehicle Required	Vehicle to be used for (days/KMs)	Cost Ceiling (Exclusive of applicable taxes)	Location of service to be provided
(a)	A2,B1 Segment vehicles (Etios, Swift/ Swift Dzire, Honda Amaze etc and higher end models)	12	25/26 days 2000 KMs	40,000/- per month	Refer Annexure-II
(b)	B2 Segment Vehicles (Innova, Fortuner, Mahindra XUV etc and higher end models)	02	30/31 days 2500 KMs	50,000/- per month	
(c)	(Staff Cars) A3 Segment Vehicles (INNOVA CRYSTA with higher end models)	01	30/31 days 2500 KMs	50,000/- per month	

2. The complete tender document containing general terms & conditions, pre-qualification requirements etc. are available on <https://eprocure.gov.in/eprocure/app> , [www.cbic.gov.in](http://www.cbic.gov.in) and [www.cenexgstvizag1.gov.in](http://www.cenexgstvizag1.gov.in) and can be downloaded free of cost.

3. **Performance Guarantee:** The Successful bidder has to submit a Performance Guarantee either by way of Fixed Deposit or Bank Guarantee @ **5% of the total value of contract** within three days from the award of contract. It will remain **valid for a period of sixty days beyond the date of completion of all contractual obligations**. No interest will be paid on this deposit.

4. The hard copy of original instrument in respect of **Earnest Money Deposit, original copy of undertaking/affidavits, certificates and other documents must be delivered to the tender inviting authority** i.e O/o the Principal Commissioner of Central Tax, Visakhapatnam CGST Commissionerate, GST Bhavan, Port Area, Visakhapatnam-530035 after submission of bids through CPP Portal ([www.eprocure.gov.in](http://www.eprocure.gov.in)). **Bids submitted in any other means i.e by Courier/Post/in-person shall not be accepted to participate in the tender process. The last date for submission of online bids is 22-03-2021 at 1000 Hrs.**

6. Interested bidders/Service Providers/ reputed firms providing such services on all India basis may submit their bids in the prescribed format with all the necessary documents online with **digital signature** at <https://eprocure.gov.in/eprocure/app> on or **before 22-07-2020 at 1000 Hrs.** The Bidders should check for any corrigendum published by the department upto submission of the bids through CPP Portal.

7. For any query/ clarifications, Superintendent (Admin), Visakhapatnam CGST Commissionerate, GST Bhavan, Port Area, Visakhapatnam may be contacted at the phone No. 0891-2504411/2853111 or through e-mail [spadmn-gstvskp@gov.in](mailto:spadmn-gstvskp@gov.in).

**Sd/xxx**  
**(V Prakash Babu)**  
**Assistant Commissioner (Admn)**

**Copy to:**

1. Notice Board, Visakhapatnam.
2. ACES Section to upload in Commisisonerate& CBIC webmaster.
3. Copy to all Divisions for placing on notice board

TERMS AND CONDITIONS

The interested bidders/service providers must be capable of providing vehicles on their own on the following terms and conditions: -

1. The bidder should have a registered with Shops & Establishments in Andhra Pradesh and well-established Taxi Agency/ Firm having sufficient number of latest models of taxi cars for hiring. List of vehicles owned by the bidders and the detail of the vehicle to be provided to this office must be attached along with the Technical Bids. Also the bidder should have registered under GST with valid PAN card and RC book of the vehicle.
2. The vehicles should be registered under Commercial Vehicles (YELLOW BOARD VEHICLES NUMBER). In no case, a vehicle which is not registered for the commercial purpose shall be supplied.
3. The bidder should preferably have past experience of providing vehicles on hire to at least one government organization/PSU/ a prominent private sector entity and submit the proof thereof.
4. The contract shall be valid for an initial period starting from **01.04.2021 to 31.03.2022 (12 months)**. No sub-contract is allowed.
5. The Bidder should have office in **Visakhapatnam/place of providing the service** and should submit the proof of the same.
6. There will not be any limitation of minimum or maximum running Km of vehicles on day-to-day basis. The maximum Km can be utilized in any manner on monthly basis by Visakhapatnam Central GST Commissionerate, Visakhapatnam. If used below 2000/2500 monthly Kms limit, the same shall be carried forward to the next month/remaining period of the contract.
7. The office of the Principal Commissioner of Central Tax, Visakhapatnam Central GST Commissionerate, Visakhapatnam shall be liable to pay the hiring charges as per the agreement only. Other liabilities like monthly charges of driver, repair and maintenance of vehicles, insurance, fuel (i.e petrol/diesel), road tax, RTO charges, Municipal tax, work contract tax, license fee, registration charges, etc (except service tax) and any other incidental expenses shall be borne by the service provider.
8. The responsibility of fixing/arranging for FASTAGS for all the hired vehicles shall be with the contractor/bidder. All the applicable amounts shall be included in the bid only, shall be borne by the bidder/contractor and shall not be collected from the Dept.
9. Agreed rate as per agreement will not be revised during the agreement period. Sanitization, tissues, face masks, drinking water bottles should be provided on service provider cost.
10. The vehicle shall be kept neat and clean, and in perfect running condition with shining body and clean interior with good upholstery by the transport operator.
11. Operational Vehicles should be parked at the office (Hqrs) and the Keys should be kept at Control Room.
12. In case vehicle(s) provided is (are) not found satisfactory, the same shall be returned for immediate replacement. In case no replacement is provided in time, the Office of the Principal Commissioner of Central Tax, Visakhapatnam Central GST Commissionerate, Visakhapatnam reserves the right to hire a vehicle from the market and the additional cost incurred by this office will be borne by the Transport Operator.
13. Generally, vehicles should be utilized during the period from 0900 hours to 2100 hours.

However, in case of urgency, continuously without any time limit. The vehicles must be available at any time on any day, as desired by the the Office of the Principal Commissioner of Central Tax, Visakhapatnam Central GST Commissionerate, Visakhapatnam. The vehicle and driver should not be changed unless requested by the Office of the Principal Commissioner of Central Tax, Visakhapatnam Central GST Commissionerate, Visakhapatnam.

14. The Transport Operator would ensure that the drivers employed have valid driving license. The vehicle should be registered with the concerned authority of Central/State Govt. The Transport operator shall provide a certificate to this effect. The driver of the vehicle provided must follow traffic rules and other regulations prescribed by the Govt. from time to time. Any violation of rules the penalty challans has to be borne by the Service Provider.

15. The Transport operator should have an adequate number of telephones or contact numbers round the clock. The driver shall be neatly dressed in **Black Uniform (Safari) only**, shall observe all the etiquette and protocol while performing the duty, and must carry a mobile phone in working condition for which, no separate payment shall be made.

16. In case the driver is on leave due to ill health or any function etc, the Transport operator should make alternate driver arrangement.

17. For matters relating to vehicle deployment etc, there shall be a one point contact from the operators side liaise to with the Dept. He shall always be in touch with the Dept rep.

18. The vehicle should be kept with sufficient stock of fuel. However, in case of any emergency, if any officer pays for refuel, the same should be reimbursed by the Transport Operator on production of the bill.

19. As regard vehicles timings, the Transport Operator will not pass on the instructions directly to the driver concerned. All the instructions should be routed through the officers of the Principal Commissioner of Central Tax, Visakhapatnam CGST Commissionerate.

20. A daily record indicating time and mileage for each vehicle shall be maintained in a log book and log book shall be submitted to the designated Officer of the Principal Commissioner of Central Tax, Visakhapatnam CGST Commissionerate, regularly for scrutiny.

21. In case of breakdown of any vehicle during official duty, it shall be the responsibility of the Transport Operator to provide a substitute vehicle immediately. In case, the substitute vehicle does not report on time/does not report at all, the Office of the Principal Commissioner of Central Tax, Visakhapatnam CGST Commissionerate have the right to hire a vehicle from the market and the additional cost incurred by the officer shall be borne by the Transport Operator.

22. The contractor shall not, without the previous consent in writing of the Department, sublet/sub-contract/ transfer/ or assign the contract or any part thereof in any manner whatsoever. However, such consent shall not relieve the contractor from any obligations, duty or responsibility under the contract and contractor shall be fully responsible for the services hereunder and for the executions and performance of the contract.

23. In case of failure of the contractor in providing/making available of vehicle on account of any defect/fault/breakdown/not reporting, liquidated damages/compensations shall be imposed and recovered from the contractor's bill without any prior notice.

24. The vehicle available will be used for running in the Andhra Pradesh State. However as per requirement of the Dept. in unforeseen circumstances, the vehicle will have to move even outside the state, nevertheless this is expected to be a rare occurrence.

25. The billing will be done on monthly basis. Bills should be typed and submitted in triplicate affixing one rupee revenue stamp on the original, to this office in the 1<sup>st</sup> week of the following month and. Proof of payment of applicable taxes is to be submitted along with the monthly bills.

26. In case of any accident, all the claims arising out of it shall be met by the Transport Operator.
27. The department will not be under any obligation, legal or otherwise, to provide employment to any of the personnel of the service provider during or after the expiry of the hire period. The department recognizes no employer-employee relationship between the department and the personnel deployed by the service provider. The department shall not be responsible financially or otherwise for any injury to the vehicle or driver or person deployed by the service provider during the course of contract.
28. Any person who is in government service or any employee of the department shall not be a partner directly or indirectly, with the service provider.
29. Inspection of the Vehicle(s) will be done before finalizing the contract and also periodically by Superintendent/Inspector in-charge of Motor Vehicle(s).
30. The office of the Principal Commissioner of Central Tax, Central GST Commissionerate, Visakhapatnam reserves the right to require fulfilment of other conditions, not expressly mentioned which are consistent with use of vehicle(s) on hire with this office and to reject any or all tenders without assigning any reason thereof.
31. In case of any dispute of any kind in any respect whatsoever, the decision of the Principal Commissioner of Central Tax, Central GST Commissionerate, Visakhapatnam shall be final and binding on Transport Operator.
32. The vehicle shall be **in good condition and shall not be older than three years.**
33. The bidder should be well established travel agency and should have sufficient experience in rendering the service of hiring of vehicle to establishment of Central/ State/ Public Sector Organizations. A list indicating the departments where the bidder has contract for hiring of vehicles along with support documents should be submitted with bid.
34. The Short/Extra KMs run in a particular month should be adjusted in the running KMs for the entire contract period.
35. If any of the terms & conditions is not found fulfilled during the period of agreement, O/o Principal Commissioner of Central Tax, Visakhapatnam CGST Commissionerate reserves the right to discontinue the contract without assigning any reasons thereof.
36. **The bidder should provide latest vehicles and preference will be given to the bidder providing newer models and vehicles with better features and bigger dimensions.**
36. The bidders will be bidding for 15 vehicles slots each numbered from S.No 1 to 15 as mentioned in the technical bid form (Annexure-II) and can bid for any number of vehicles as per the vehicles available with him. For example, if a bidder intends to bid all 16 vehicles, he will be quoting the technical specifications of all 15 vehicles in Annexure-II individually. If a bidder intends to bid for one vehicle only, he/she will be quoting the technical specifications of the vehicle at its respective row in the table.

We agree to the above terms and conditions:

(Signature of the Bidder, with Official Seal)

**ANNEXURE – II****TECHNICAL/QUALIFYING BID**

S.NO	Description	
1	Name, Address & Telephone of Organization /Firm.	
2	Proprietors/ Directors	
<b>QUALIFYING CRITERIA FOR TECHNICAL BID:</b>		
(a)	We own the vehicles:	Yes/No
(b)	We have attached copy of RC Book of Vehicle offered in this tender	Yes/No
(c)	We have valid GST Registration & attached copy of GST Registration	Yes/No
		GST No.
(d)	PAN details	PAN No.
	PAN copy attached	Yes/No
(e)	Whether registered with Andhra Pradesh Shop & Establishment	Yes/No
	Shop & Establishment No.	
(f)	Annual Turnover of previous three financial years (along with copy of Profit & Loss, Balance Sheets, Audit Report and Income Tax Returns for the last three Financial Years)	
(g)	A list containing details of the cars at their disposal and the places where these are deputed for the last two years	Yes/No, if yes, please provide details
(h)	Any employee of the department of CBIC is on your Board or share holder in contractor's entry	Yes/No, if yes, please provide details
(j)	Have your any director/ partner/ entrepreneur convicted under any law	Yes/No, if yes, please provide details
(k)	Has your firm/company black listed at any time in past by any organization	Yes/No, if yes, please provide details
(l)	The vehicle(s) is (are) registered as commercial vehicles .	Yes/No, if yes, please provide details

<b>Vehicle Specifications:</b>							
Category of vehicle	Sl. No	location of vehicle to be provided	Name& make of the bidding vehicle	Vehicle Reg. Number	Year of Manuf acture	RC Enclosed	3 <sup>rd</sup> party Insurance copy enclosed
A2,B1 Segment vehicles (Etios,Swift/ Swift Dzire, Honda Amaze etc and higher end models) to be used on monthly rental basis subject to maximum limit of 2000 Kms& 25/26 days	1	Vizag				Yes/No	Yes/No
	2	Vizag				Yes/No	Yes/No
	3	Vizag				Yes/No	Yes/No
	4	Vizag				Yes/No	Yes/No
	5	Vizag				Yes/No	Yes/No
	6	Vizag				Yes/No	Yes/No
	7	Vizag North Division				Yes/No	Yes/No
	8	Vizag Central Division				Yes/No	Yes/No
	9	Vizag South Division				Yes/No	Yes/No
	10	Vizianagaram				Yes/No	Yes/No
	11	Kakinada				Yes/No	Yes/No
	12	Rajamundry				Yes/No	Yes/No
Mid Size - B2 Segment Vehicles (Innova, Fortuner, Mahindra XUV etc and higher end models) subject to maximum limit of 2500 Kms& 30/31 days	13	Vizag,				Yes/No	Yes/No
	14	Vizag,				Yes/No	Yes/No
Staff Car-A3 Segment vehicles (INNOVA CRYSTA subject to maximum limit of 2500 Kms& 30/31 days	15	Vizag				Yes/No	Yes/No

### **DECLARATION**

I/We hereby certify that the information furnished above is true and correct to the best of my/our knowledge. I/we understand that in case any deviation is found in the above statement at any state, I/we will be blacklisted and will not qualify to have any dealing with the Department in future.

Note: Attach attested photo copies  
Of all the above documents

Signature with date  
Name of the Firm Seal

**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>.

**1. REGISTRATION**

- (i) 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 Enrollment**” on the CPP Portal which is free of charge.
- (ii) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- (iii) 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.
- (iv) 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 / nCode / eMudhra etc.), with their profile.
- (v) 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 DSC’s to others which may lead to misuse.
- (vi) 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.

**2. SEARCHING FOR TENDER DOCUMENTS**

- (i) 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.
- (ii) 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.
- (iii) 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.



### **3. PREPARATION OF BIDS**

- (a) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- (b) 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.
- (c) 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.
- (d) 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.

### **4. SUBMISSION OF BIDS**

- (a) 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.
- (b) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- (c) Bidder has to select the payment option as “offline” to pay the tender fee / EMD as applicable and enter details of the instrument.
- (d) 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.
- (e) 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.
- (f) 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.

(g) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.

(h) Upon the successful and timely submission of bids (i.e. 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.

(j) 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.

## **5. ASSISTANCE TO BIDDERS**

(i) 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.

(ii) 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.

Annexure -V

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

**Date:**

To,

The Principal Commissioner of Central Tax  
 Visakhapatnam CGST Commissionerate  
 GST Bhavan, Port Area  
 Visakhapatnam – 530 035

Sir/Madam

Sub: Acceptance of Terms & Conditions of Tender for **Hiring of Vehicles for a period of 12 months from 01.04.2021 to 31.03.2022**

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Tender Reference No: **C.No.I/22/02/2021-Admn (Vehicles) dated -03-2021**

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. I/We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.
6. I/We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organisation shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)