



केन्द्रीय कर के सहायक आयुक्त का कार्यालय
OFFICE OF THE ASSISTANT COMMISSIONER
OF CENTRAL TAX

मलकाजगिरी वस्तु एवं सेवा कर मण्डल
MALKAJGIRI GST DIVISION

मेडचल वस्तु एवं सेवा कर आयुक्तालय
MEDCHAL GST COMMISSIONERATE
H.No.41-87/1, 3rd Floor, Navya Estate, MoulaAli,
Hyderabad-40



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फा.सं. C.No.I/22/01/2017-Admn.

दिनांक Dated: 09.05.2019

Notice for inviting E-Tenders

The Assistant Commissioner of Central Tax and Central Excise, Malkajgiri GST Division, Medchal GST Commissionerate on behalf of the President of India, invites online tender quotations for hiring of vehicles in the office of the The Assistant Commissioner of Central Tax and Central Excise, Malkajgiri GST Division, Moula Ali, Hyderabad -40 as detailed below.

2. The last date for submission of online tenders is 30-05.2019 15:00 PM and tenders will be opened on 06-06,2019 at 12.00 PM

3. The terms and conditions for the Technical & Financial Bids are specified in the attached documents. (Annexure A,B1 &C1).

Encl: As Above

(K. BALAJI)

ASSISTANT COMMISSIONER

MALKAJGIRI DIVISION

सहायक आयुक्त/Asst. Commissioner

जी.एस.टी. मलकाजगिरी मंडल

GST, Malkajgiri Division

मेडचल आयुक्तालय, हैदराबाद

Medchal Commissionerate, Hyderabad-40

ANNEXURE - 'A'

TERMS AND CONDITIONS FOR PROVIDING VEHICLE

1. Earnest Money Deposit/Bid Security (as mentioned below) refundable, in the form of Demand Draft payable to the Assistant Commissioner, Central Tax & Central Excise, Malkajgiri Division must accompany the tender. Tenders without Earnest Money Deposit and in any other form i.e., cheque, cash etc. will not be considered.

2. The details of the vehicles required are as under:

Sl. No	Category of the Vehicle	Number of Vehicles required	Number of days vehicle is to be provided per month	Maximum distance in Kilometers per month	Earnest Money Deposit (Refundable)
Operational Vehicles					
1.	Mid Size	1 Nos	25/31 days	2000 Kms per month	Rs.5000/-

3. The Contract for the above vehicles will be for a period of 12 months starting from the date of awarding this contract. The vehicle shall be required to operate/travel anywhere in India for official purpose and necessary permit etc. shall be necessary.

4. The Technical and Financial bids should be submitted separately. Submission of bids should be as per two bid system i.e., Technical and Financial bid separately.

5. The Assistant Commissioner of Central Tax and Central Excise, Malkajgiri GST Division reserves the right to reject

all or any of the bids without assigning any reason thereof and the decision of this office shall be final and binding.

6. The terms and conditions of the tender are as under:

a) The Contract of hiring of Vehicle will be initially for a period of 12 months from 1st May, 2019 to 30th April, 2020 and may be extended for a further period of 12 months if the services are satisfactory.

(b) The tenderer should be duly registered with concerned Central / State Govt. authorities and should be a well-established Taxi agency / firm (hereinafter referred to as the agency/firm). Such vehicle providers should also submit details of other such Govt. Organizations to which they have extended similar service in the recent past as well as the present.

(c) The agency / firm should ensure that the drivers employed have valid driving license and clean driving record including track record of not indulging in any major accident in the past three years. The vehicle or driver should not have indulged in any serious accident in the past three years and a proof of the same in the form of non-claiming of insurance amount from the insurer shall be submitted. The driver of the vehicle provided must follow traffic rules and all other regulations prescribed by the Government from time to time. The papers related to the vehicles including proper insurance papers of the vehicle should be available / kept in the vehicle.

(d) Tenders can be submitted for single vehicle or multiple vehicles based on the vehicle available.

(e) The agency/firm should have sufficient number of the vehicles and drivers with them. In case of breakdown of vehicle or non-availability of driver at any time, the firm shall provide substitute vehicle / driver as the case may be.

The drivers employed along with the vehicle should satisfy the following conditions:

- (i) Drivers should have minimum 5 years of experience of driving. They should have vehicle transport licenses for driving passenger vehicles.
- (ii) Drivers should be well versed with the roads and the places in Hyderabad City and should have experience in driving in the Metropolitan city.
- (iii) Once the driver has been allotted to a particular vehicle, he should remain with the same vehicle for a period of at least one year. Any change in the designated driver should be intimated to the concerned officer 24 hours before such change is affected.
- (iv) Driver should be provided with a mobile phone in operation at all times.
- (v) Driver should be decent and well behaved and should not have any criminal cases against him and should not have any past history of accidents.
- (vi) Car should be kept clean and odour free, suitable for official use

(f) The vehicle should be of latest model (not older than 3 years) and in good running condition. In case, the condition of the vehicle is not found to be satisfactory, they

shall be returned for immediate replacement. In case, no replacement is provided on time, a penalty will be levied as deemed fit on day to day basis and the Assistant Commissioner has right to hire a vehicle from the market and the cost incurred has to be borne by the agency/firm.

(g) The billing will be done on monthly basis and bills to be submitted in triplicate by the 5th of the succeeding month.

(h) The rates quoted should be exclusive of the GST component.

(i) A daily record indicating time and mileage for each vehicle shall be maintained by the driver in a log book in the prescribed format as per Government's instructions and this log book shall be submitted to the concerned officer in the Divisional office regularly for scrutiny.

(j) Malkajgiri GST Division shall be liable to pay the hiring charges and GST (if found eligible) only. Any other charges, including monthly charges of driver, repair and maintenance of vehicle, insurance, petrol/ diesel, oil and any other incidental expenses shall be borne by the agency/firm.

(k) The contractor (agency/firm) shall not engage any sub-contractor or transfer the contract to any other person. The vehicles must be fitted with Fire extinguisher in proper working condition at all times and the driver should be trained to use them.

(l) There should be at least two sets of white seat covers, towels and napkins. It should be changed every week. There should be an air spray in every car. The items mentioned

shall be made available at the cost of the owner of the agency/firm.

(m) A penalty of Rs.1,000/- per day per vehicle will be levied in case of unapproved change of vehicle / driver, non-satisfactory performance or lack of proper upkeep of the vehicle or non-observance of any term or condition prescribed above. The number of days will be calculated on the basis of period during which the default continues or on the occasions of occurrence of the concerned events as applicable. However, in case of frequent violations of the terms or conditions, the contract can be cancelled forthwith without any notice.

(n) The vehicle should be registered in the name of the agency /firm with the concerned authority of Central/State Government. Self-attested photocopies of Registration Certificate should be attached with the Technical Bid. The agency/firm should have adequate number of telephones for contact round the clock. Vehicles should have pollution clearance certificate issued by the competent authority.

(o) The vehicle should have necessary permits from the transport department/authority. This office will not be responsible for any challans, loss, damage and accident to the vehicle or any other vehicle or injury to anybody. In case of any accident, all the claims arising out of it shall be met by the agency/firm.

(p) The vehicle should display at a conspicuous place the following: "In case of irresponsible/rash driving or exceeding speed limit prescribed on a particular stretch of road, you may complain to the owner of the vehicle (Name of the owner, Telephone and Mobile No. should be displayed)." All such complaints should be probed into by the owner of the

vehicle and action taken against the erring Driver, if found guilty, under intimation to the Department.

(q) The vehicle shall be provided on any day including Saturday, Sunday and Holidays, if required by the Hirer i.e. Department.

(r) It is obligatory for the agency/firm that drivers are paid not less than minimum wages prescribed under Minimum Wages Act and other statutory levies as fixed by the Government from time to time.

(s) If any of the terms and conditions above, is not found fulfilled during the currency of contract, the Assistant Commissioner of Central Tax and Central Excise, Malkajgiri GST Division reserves the right to terminate the contract without assigning any reasons thereof. However, this contract can be terminated with a notice period of one month by the either side. The liability of Assistant Commissioner of Central Tax and Central Excise, Malkajgiri GST Division will be limited to the hiring charges agreed in the contract.

(t) No Additional terms and Conditions over and above the conditions stipulated above shall be entertained by this Office.

(u) In case of any dispute, the decision of the Assistant Commissioner of the Central Tax and Central Excise Malkajgiri GST Division shall be final and binding. Contract can be cancelled after a prior notice of one month from either side, in the event of poor service or violation of any of the conditions stipulated and any matter not specifically covered by this agreement shall be decided by the Assistant

Commissioner of Central Tax and Central Excise, Malkajgiri GST Division.

(v) TDS under Section 51 of GST Act, 2017 will be deducted every month if applicable.

(w) In case of any clarification is required please contact with Smt. M.Jayasree, Administrative Officer, Malkajgiri GST Division, 3rd floor, H.No 41-87/1, Navya Estate, Moula Ali, Hyderabad-500040.

Encl: As Above

(K. BALAJI)

ASSISTANT COMMISSIONER

सहायक आयुक्त/Asst. Commissioner
जी.एस.टी. मलकाजगिरी मंडल
GST, Malkajgiri Division
मेडचल आयुक्तालय, हैदराबाद
Medchal Commissionerate, Hyderabad-40.

ANNEXURE- 'B1' (TECHNICAL BID)
Operational Vehicles

1	Amount of Earnest Money Deposit (Refundable)	
2	Particulars of Demand Draft	No.
		Date.
		Drawn on
3	Name, address and telephone/mobile no. of the tenderer i.e the Applicant Contractor	
4	PAN No.	
5	GST registration	
6	No. of years of experience of running a fleet of vehicles on hiring basis	
7	Model and year of manufacture of Vehicle	
8	Approximate KMs run by the vehicle upto date of filing of tender	
9	No. of Drivers available with the tenderer & their years of experience along with License Numbers	
10	Certification that no criminal case is pending against the driver	

Signature along with Stamp

ANNEXURE-'C1' (FINANCIAL BID)
Operational Vehicles

Mid Size

Sl.No	Model and make	No. of vehicles	Quoted bid rate per month

Signature along with Stamp