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भारत सरकार / GOVERNMENT OF INDIA  
वित्त मंत्रालय / MINISTRY OF FINANCE  
राजस्व विभाग / DEPARTMENT OF REVENUE

केंद्रीय उत्पाद व जी एस टी शुल्क के उपा/ सहायक आयुक्त का कार्यालय  
OFFICE OF THE DEPUTY/ ASSISTANT COMMISSIONER OF GST AND CENTRAL EXCISE  
गुम्मीडिपोन्डी मंडल / GUMMIDIPOONDI DIVISION  
चेन्नै बाह्य आयुक्तालय / CHENNAI OUTER COMMISSIONERATE  
आर -40, ए-1, 100 फीट रोड, मोगप्पयर, चेन्नै-37  
R-40, A-1, 100 FEET ROAD, MOGAPPAIR, CHENNAI-37

C.No.: I/4/1/2020-Admn/ PRO

Date: 20.05.2020

**TENDER NO. 01/2020**  
**NOTICE INVITING e-TENDER FOR HIRING OF VEHICLES**

The office of the Assistant Commissioner of GST and Central Excise, Gummidipoondi Division, Chennai Outer Commissionerate, Chennai- 37 invites e-tender quotations from reputed service providers engaged in Tour & Travels Agencies for Hiring of vehicle on monthly basis for using as Operational vehicle for Office of the Assistant Commissioner of GST and Central Excise, Gummidipoondi Division, Chennai Outer Commissionerate, Chennai- 37 for a period of **one year from the date of award of contract**. The rates are to be quoted per month basis and monthly payment would not be over and above the rates quoted.

**1. Document Download:**

Tender documents may be downloaded from CPPP site <https://eprocure.gov.in/eprocure/app>, [www.centralexcisechennai.gov.in](http://www.centralexcisechennai.gov.in) or [www.cbic.gov.in](http://www.cbic.gov.in) as per the schedule as given in TIME SCHEDULE as under by the bidders having Digital Signature Certificate (DSC) issued from any agency authorized by Controller of Certifying Authority (CCA), Govt. of India and which can be traced up to the chain of trust to the Root Certificate of CCA.

**TIME SCHEDULE OF TENDER**

Sl.No	Particulars	Date	Time
1	Tender e-publish date	22.05.2020	17:00 hrs
2	Document download start date	22.05.2020	17:30 hrs
3	Start date for seeking clarification (on-line)	22.05.2020	17:30 hrs
4	Last date for seeking clarification (on-line)	05.06.2020	17:00 hrs
5	Bid submission start date	22.05.2020	17:30 hrs
6	Bid submission last date	12.06.2020	17:30 hrs
7	Tender opening date (Qualifying Bid)	15.06.2020	12:00 hrs

**2. Bid Submission:**

i. Bids shall be submitted online only at CPPP website: <https://eprocure.gov.in/eprocure/app>. Tenderer/Contractor are advised to

follow the instructions "Instructions to Bidder for Online Bid Submission" provided in the Annexure- F for online submission of bid.

ii. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

3. Not more than one tender shall be submitted by one or more service provider having business relationship. Under no circumstance will father and his son(s) or other close relations who have business relationship with one another (i.e. when one or more partner(s)/director(s) are common) be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable for rejection.

4. Tenderer who has downloaded the tender from the Central Public Procurement Portal (CPPP) website <https://eprocure.gov.in/eprocure/app> shall not tamper/modify the tender form including downloaded price bid template in any manner. In case if the same is found to be tampered/modified in any manner, tender will be completely rejected and EMD would be forfeited and tenderer is liable to be banned from doing business with this Office.

5. Intending tenderer are advised to visit again CPPP website <https://eprocure.gov.in/eprocure/app> regularly till closing date of submission of tender for any corrigendum / addendum/ amendment.

6. The rates shall be quoted in Indian Rupees only.

7. The rates will be inclusive of all taxes (except GST), fees, levies, etc. and any revision in the statutory taxes, fees, etc will be the responsibility of the Bidder.

8. In case of any discrepancy/difference in the amounts indicated in figures and words the amount in words will prevail and will be considered.

9. The quoted rates shall remain firm throughout the tenure of the contract and no revision is permissible for any reason.

For further details, (i) **Shri. G. Raja Jegadeesan, Assistant Commissioner, Gummidipoondi Division, Chennai Outer Commissionerate** may be contacted at 044-26350022 (ii) **Shri. P. S. Mahadevan, Superintendent of GST & Central Excise. PRO Unit, Gummidipoondi Division, Chennai Outer Commissionerate** may be contacted at 044-26350018.

**NOTE:** The Department reserves the right to postpone the date of opening or to accept or reject any or all the bids, without assigning any reasons.

  
(G RAJA JEGADEESAN)  
ASSISTANT COMMISSIONER  
GUMMIDIPOONDI DIVISION

Copy to:

1. The PRO, Chennai North/South to put up on the Notice Board.
2. The Superintendent of GST & Central Excise,  
Computers, Chennai North to upload in official website.



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C.No.: I/4/1/2020-Admn/ PRO

Date: 22.05.2020

### **TENDER DOCUMENT**

E-Tender/Bids are invited from reputed service providers engaged in Tour & Travels Agencies for Hiring of vehicle on monthly basis for using as Operational vehicle for Office of the Assistant Commissioner of GST and Central Excise, Gummidipoondi Division, Chennai Outer Commissionerate, R-40, A-1, 100 Feet Road, Mogappair East, Chennai – 37 for a period of **one year from the date of award of contract.**

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(Signature of bidder)

## ANNEXURE -I

### TERMS AND CONDITIONS

#### **I. Tender Process and submission of tender documents:-**

1. The bid / tender will consist of two parts – The e-tender/ bid documents for “Technical bid” in the proforma prescribed in Annexure – A and for the “Financial Bid” in the proforma prescribed in Annexure – B shall be completed in all aspects and are to be uploaded/ submitted online in the Government of India, Central Public Procurement Ports (e-procurement) website as **“TENDER FOR HIRING OF VEHICLES”**.
2. The tenders shall sign and stamp each page of the tender document as a token of having read and understood the terms and conditions contained therein.
3. The tenders/ quotations received unsigned/ incomplete shall be summarily rejected. The financial bids of those bidders who have qualified in the technical bid only shall be opened and taken for consideration. The Financial Bid of the bidders who do not qualify in technical bid will not be considered and opened.
4. All information sought under Terms and Conditions and other information is to be given in Technical Bid while the price quoted by them will be mentioned only in the Financial Bid.
5. The tender documents must be uploaded/ submitted online on or before 17:00 Hrs on 12.06.2020. The documents received incomplete and / or filed after the due date & time shall not be accepted. The Tender shall be opened on 15.05.2020 at 12:00 hrs.
6. The financial bids of only those parties whose Technical Bids are found to be eligible will be opened and considered.
7. The Department reserves the right to accept or reject any or all tenders without assigning any reason. In case of any dispute of any kind and in respect of whatsoever, the decision of the Commissioner of GST and Central Excise, Chennai Outer will be final and binding.

#### **II. Terms and Conditions:-**

1. The Bidder should be able to provide the vehicle as requisitioned. Type and number of Vehicle are:-

Sl. No	Type of Vehicle	No. of Vehicles required	Usage
<b>CATEGORY-B</b>			
1)	Small-Sized Vehicle – <b>for Operational cars</b> such as Swift Dzire/ Etios/ Hyundai Accent or its equivalent(white will only be preferred)	<b>1</b>	To be used up to 26 days subject to maximum of 2000 Kms in a month

2. The contract for the vehicle shall be valid for a period of **one year from the date of award of contract**, subject to clause/(s) of terms & conditions.
3. Vehicles should not be more than 3 years old.
4. The Service Provider should be based in Chennai for operational conveniences.

