



भारत सरकार

Government of India

वित्त मंत्रालय, राजस्व विभाग / Ministry of Finance, Department of Revenue
राजस्व आसूचना निदेशालय / DIRECTORATE OF REVENUE INTELLIGENCE

बैंगलोर आंचलिक इकाई / Bangalore Zonal Unit

सं० 8 (पी)2, प्रथम चरण, तृतीय खंड, एचबीआर लेआउट/No. 8(P), 1st Stage, 3rd block, HBR Layout,
बीडीए कॉम्प्लेक्स के सामने, कल्याण नगर पोस्ट, बैंगलोर-560043/Opp. BDA Complex, Kalyan Nagar Post, Bangalore-
560043

DRI.F.No. A-3502/01/2017-Vehicles

Dated: 20.09.2018.

NOTICE INVITING E-TENDER FOR HIRING OF VEHICLE FOR DEPARTMENTAL USE

Online E-tenders are invited from prospective service providers with good track record in the field of Rent-a-cab service for supply of 2 nos. of vehicles (One SUV Vehicle i.e, Toyota Innova and One Mid Size Vehicle i.e, Toyota Etios or Swift Dezire or any other Mid Size Vehicle) on monthly hire basis for a period of one year from 10.10.2018 for Departmental use.

02. The interested Service Providers/ car operators/firm who comply with the terms and conditions of this tender are requested to submit their tenders online in Central Public Procurement Portal <http://eprocure.gov.in> in two separate parts i.e., (i) Technical Bid (ii) Financial Bid. The proforma for Technical Bid and Financial Bid are prescribed in Annexure-I and Anneure-II respectively of this tender.

S. No.	Particulars	Date and Time
1	Tender E-Publish	22.09.2018-18:00 Hrs
2	Bid Submission Last Date	08.10.2018-15:00 Hrs
3	Bid Opening Date	09.10.2018-15:00 Hrs

03. Earnest Money Deposit of **Rs.10,000/-** (Rupees Ten thousand only) per application in the form of Demand Draft / Banker's Cheque of Scheduled Banks drawn in favour of the The Administrative Officer, DRI, Bangalore should accompany the qualifying bid/ technical bid. Qualifying bid/ technical bid without Earnest Money Deposit will be rejected. EMD amount will be forfeited in case the eligible bidder withdraws or the details furnished in Annexure - I & II are found to be incorrect or false during the tender selection process. Late submission of tenders will not be accepted. Incomplete bid documents will be rejected.

04. The tenderer should sign with seal on each page of this tender document as a token of having read and understood the **terms and conditions contained herein and submit/upload the same along with the qualifying bid** . The tenderer would fill up the

information in the Annexure - I & II enclosed at the end of this document in clear and legible terms. Wherever, the prices to be quoted should be written in figures and words as well. The Annexures I & II should also be signed and stamped by the tenderer or his authorized signatory. The tender forms shall be rejected if it is found to be incomplete in any aspect. The detailed terms and conditions and other details including the proforma in which the application is to be made, is available on the official website of the Department <http://www.cbec.gov.in>, <http://dri.nic.in> & Central Public Procurement Portal <http://eprocure.gov.in>.

05. Details regarding the work, terms and conditions if any can be obtained from the Vehicle In-charge at the above address. Further for any information you may contact Shri D P Suresh, Senior Intelligence officer (Vehicle In-charge), DRI, Bangalore (Mobile No. 9900048144)

06. First the valid qualifying bids will be scrutinized on 08.10.2018 at 1500 Hrs. by a Committee nominated for the specified purpose to short list the eligible bidders. Thereafter, the financial bid of the short listed bidders will be opened by the said Committee in the presence of the bidders who qualify the qualifying/technical bid.

07. The successful bidder of the contract has to submit a performance guarantee either by way of Fixed Deposit or Bank Guarantee receipt of **Rs.20,000/-** (Rupees Twenty Thousand only) within three days from the day of obtaining the contract. The same will be refunded only on completion of the contract period and any deductions that has to be made from the Service Provider will be adjusted against this amount.

08. The tenders/quotations received unsigned/incomplete and/or submitted/received after the due date or submitted through any other means (other than online) shall be summarily rejected. The competent Authority, reserves the rights to accept or reject any or all tenders without assigning any reasons thereof.

Encl: i) Terms and Conditions.

ii) Annexure I to II

Sd/-

Date : 20.09.2018

Place : Bangalore

SHYAMSUNDHAR SP

DEPUTY DIRECTOR

TERMS AND CONDITIONS

I. SCOPE OF WORK

1. **Service:** Supply of 2 nos. of vehicles registered as cabs with licensed driver on monthly hire basis for use by the Department. All expenses including driver's salary, bata, diesel/petrol expenses, vehicle repair & maintenance etc. should be borne by the service provider.

2. **Period of contract:** The contract will normally be valid for a period of one year from the date award of contract for the said service which will be extendable for further period of 1 year on mutual agreement and satisfaction of the delivery of services. However in an exigency this office reserves the right to terminate the contract at any time on giving fifteen days notice.

3. **Duty Hours and Usage:** The vehicles are normally required at call any time on 24x7 basis excluding closed holidays for Central Government offices in the jurisdiction of DRI, Bangalore Zonal Unit. However on exigencies vehicles should be provided on closed holidays also on demand outside jurisdiction of DRI, Bangalore. No minimum usage is guaranteed by the department. However vehicles will be used for a maximum of 2000/2500Kms per month.

4. **Counting of Distance:** From garage to garage-out chargeable distance in respect shall not be more than 2 Kms in each way. No mileage will be allowed for any Lunch or Tea Break.

5. **Accuracy of meters:** The meter reading should tally with the actual distance run. At any point of time, the authorized officer shall have full power to check the meter for its correctness and to take action accordingly.

6. **Penalties:**
 - i) In case of break down or any other repair, the service provider has to make alternative arrangement to provide the vehicle to the Department within reasonable time. In case of failure to provide the vehicle within a reasonable time, penalty upto Rs.1000/- per day shall be imposable.

 - ii) In case meter is found faulty on check, penalty of Rs.500/- shall be imposed and

the vehicle shall be replaced by other commercial vehicle. The vehicle, whose meter has been found faulty, shall not be taken back on duty.

7. Special Requirements:

i) The bidder should have registered under the provisions of GSTN and also be an Income tax assessee. They should produce copy of returns filed by them under the Income tax Acts during the past two years and GST Registration Copy.

ii) Only those service providers who are capable of supplying all the 2 numbers of vehicles are eligible for bidding.

iii) The vehicles should be owned by the service provider. The successful bidder should produce the registration documents within 7 days of the award of contract.

iv) No vehicles should be supplied having the registration in the name of the employee of Central Government or close relative.

v) Payment of Government tax / duty or other charges for plying the vehicles shall be the liability of the service provider.

vi) The service provider should have minimum 5 years of experience in providing the same service in any Government Organization preferably in any Intelligence Agency.

8. The bidder has to ensure that the vehicles supplied are in good condition, clean and fully upholstered. All vehicles should be less than 3 years old.

9. Bill for total Kilometers run during a month is to be submitted before 5th of the next month.

II. INSTRUCTIONS TO BIDDERS

1. Cost of Bidding:

The bidders shall bear all costs associated with the preparation and submission of the bid. The Department in no case is responsible for these costs regardless of the conduct or outcome of the bidding process.

2. Bid document: The Bids/tender submitted by the bidder shall comprise the following documents;

- a) Notice inviting Tender
- b) Scope of Work

- c) Instruction of bidder
- d) Conditions of contract
- e) Annexures I & II
- f) Copy of GST Registration Certificate.
- g) Copies of last two returns filed under the Income Tax Act and GST.
- h) Scanned copy of Technical Bid (Annexure-I)
- i) Scanned copy of Financial Bid (Annexure-II)
- j) Scanned copy of EMD.

3. The bidder is expected to examine all instructions, forms, terms and specifications in the Bid Documents. Failure to furnish all the information required as per Bid Documents or submission of the bids not substantially responsive to the Bid Documents in every respect will be at the bidder's risk and may result in rejection of the Bid.

4. BID validity:

i) The price quoted by the bidder shall remain fixed during the entire period of contract and shall not be subject to any variation on any account during the contract period.

5. BID OPENING:

Bids will be opened at the Office of the Additional Director General, DRI, Opposite to BDA complex, 1st stage, 3rd block , HBR Layout, Kalyan nagar post, Bangalore, at **1500 Hrs on 08.10.2018** in the presence of bidders or their- authorized representative who wish to be present at the time opening of bids on due date. Authorization letter to this effect shall be submitted by the bidder before they are allowed to participate in bid opening, unless there is change of date. No separate information will be sent for opening of Bids.

6. EVALUATION:

6.1 Financial bids of only those bidders who satisfy the criteria as required in the Technical/qualifying bid will be opened.

6.2 If there is a discrepancy between words and figures the amount in words shall prevail. Prior to detailed evaluation, department will determine the substantial responsiveness of each bid to the bid document. A substantially responsive bid is one, which confirms to all the terms and conditions of bid documents without material deviation. A bid determined as substantially non-responsive will be rejected by the department.

7. AWARD OF CONTRACT:

The department shall consider placement of letter of intent to that bidder whose offer has been found technically, commercially and financially acceptable. The bidder shall within 3 days of receipt of Letter of Intent, give his acceptance in conformity with the bid document, produce the vehicle with necessary documents such as Registration certificate, insurance document, emission certificate. If otherwise, the award will automatically be terminated. The Department reserves the right to counter offer price(s) against price(s) quoted by any bidder.

8. SIGNING OF CONTRACT:

The contractor shall sign the agreement within 3 days of the receipt of the Letter of Intent. Signing of Agreement shall constitute the award of contract on the bidder.

9. ANNULMENT OF AWARD:

Failure of the successful bidder to comply with the requirement of clause 8 shall constitute sufficient ground for the annulment of the award and forfeiture of the EMD in which case the Department may make the award to any other bidder at the discretion of Department or call for new bids.

ANNEXURE –I
TECHNICAL/QUALIFYING BID DOCUMENT

1.	Name of the Bidder Firm/ Company	
2.	Address of the Bidder Firm/ Company (With Tel No. And email)	
3.	Status of ownership(Proprietary/Partners hip/Company)	
4.	Name(s) & address of the Proprietary /Partners/Directors (With Mobile No)	
5.	Contact Person(s) (with mobile no.)	
6.	PAN No. Of Firm/Company (Upload Copy and IT returns)	
7.	GST Registration No. (Upload copy of Registration Certificate and GST Returns)	
8.	Are Vehicle owned by the bidder? In case of No, details the mode of arrangement	
9.	Details of the experience in the field (upload the copy of job order/certificate), if any	
10.	Details of experience in providing of services in any Intelligence agencies , if any	
11.	Details of EMD(upload scanned copy)	

DECLARATION

I / We, _____ hereby certify that the information furnished above is full 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 stage, the concern will be blacklisted and barred without any notice from having dealing with the department in future.

Date:

(Signature of the bidder) (Date & Seal)

Place:

FINANCIAL BID DOCUMENT

1. Name of the service provider :
2. Address :
3. Name(s) & address of the Partners/Directors/
Proprietr (with mobile no.) :
4. Contact Person(s) (with mobile no.) :
5. Bid amount (exclusive of Tax) :

Type of vehicles	No	Year & model	Rate quoted for 2000/2500 KM	Rate for Extra Kilometer
Toyota Innova(2000 Kms)	1			
Midsize Vehicle(2500 Kms)	1			

- i) I/We, undersigned, offer to provide vehicle in conformity with the conditions of contract and specifications for the amount quoted above.
- ii) I/We undertake to enter into agreement within 3 days of being called upon to do so and bear all expenses including charges for stamps etc and agreement will be binding on us.
- iii) If my/our Bid is accepted, we agree to deposit an amount of Rs.20,000/- as performance security within 3 days of the entering into agreement.
- iv) I/We understand that the Department is not bound to accept the lowest or any bid and the acceptance of the bid is subject to our financial stability.
- v) It is hereby certified that the above rate quoted is inclusive of driver's salary, daily bata, fuel expenses, vehicle & maintenance expenses and other incidental expenses.

(Signature of Authorized signatory) (Date & stamp)