


## निविदा सूचना

डी.जी.जी.आई. (मुख्यालय), नई दिल्ली में आवश्यकता के आधार पर वाहनों को किराये पर लेने हेतु टैक्सी परिचालकों के मनोनयन हेतु निविदा का आमंत्रण

भारत के राष्ट्रपति के लिए और उनकी तरफ से, वस्तु एवं सेवा कर असूचना महानिदेशालय (मुख्यालय), आर.के. पुरम, नई दिल्ली के कार्यालय परिसरों में आवश्यकता के आधार पर वाहनों को किराये पर लेने हेतु टैक्सी परिचालकों के मनोनयन हेतु मुहरबंद निविदाएँ आमंत्रित की जाती हैं। तकनीकी और वित्तीय बोली के प्रपत्रों का साथ विस्तृत नियम व शर्तें केंद्रीय लोक खरीद पोर्टल और विभागीय वेबसाइट अर्थात् <http://dggi.gov.in> और <https://eprocure.gov.in/exprocure/app> से प्राप्त किये जा सकते हैं।

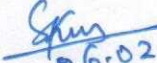
  
06.02.2023

(सुदर्शन कुमार निरंकारी)  
वरिष्ठ असूचना अधिकारी (स्थापना)

## Tender Notice

### INVITATION OF TENDER FOR EMPANELMENT OF TAXI OPERATORS FOR HIRING OF VEHICLES ON NEED BASIS IN DGGI (HQRS.), NEW DELHI

For and on behalf of President of India, sealed tenders are invited for empanelment of taxi operators for hiring of vehicles on need basis in office premises of the Directorate General of GST Intelligence (Headquarters), R. K. Puram, New Delhi. The detailed terms and conditions along with technical and financial bid may be downloaded from the website <http://dggi.gov.in> and <https://eprocure.gov.in/exprocure/app>.

  
06.02.2023

(Sudarshan Kumar Nirankari)  
Senior Intelligence Officer (Estt.)

**DIRECTORATE GENERAL OF GST INTELLIGENCE  
WEST BLOCK -VIII, WING NO. 6, 2<sup>ND</sup> FLOOR,  
R. K. PURAM, NEW DELHI-110066**


**NOTICE FOR INVITING BID FOR EMPANELMENT OF TAXI OPERATORS FOR HIRING OF  
VEHICLES ON NEED BASIS IN DGGI (HQRS.) R. K. PURAM, NEW DELHI**

For and on behalf of President of India, sealed tenders in two bid system are invited for empanelment of taxi operators for hiring of vehicles on need basis along with drivers for the office of the Directorate General of GST Intelligence at Headquarters, R. K. Puram, New Delhi. The detailed terms and conditions along with technical and financial bid forms can be downloaded from the website <http://dggi.gov.in/dggitenders> and <https://eprocure.gov.in/eprocure/app>.

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Interested applicants may apply in electronic format over Central Procurement Purchase Portal. The URL for same is <https://eprocure.gov.in/cppp>. The dates for applying for the tender and the closing dates can be checked from the Critical Date Sheet enclosed herewith as **Annexure III**. It may please be noted that Agencies which do not fulfill the pre-qualification requirement will not be considered. **This Directorate General reserves the right to accept or reject any or all the quotations without assigning any reason whatsoever.**

Encls: As above

  
(Sudarshan Kumar Nirankari)  
Senior Intelligence Officer (Estt.)



## ANNEXURE I

### PRE QUALIFICATION REQUIREMENTS

Sl.No.	PRE QUALIFICATION REQUIREMENTS
1.	The bidder shall be owner of at least <b>20 numbers</b> of four wheel commercial vehicle in his / their name or have valid lease agreement with the owner of commercial vehicles. Vehicles under booking will not be taken into account.
2.	The four wheel commercial vehicles so owned or commercial vehicles on valid lease agreement should have been registered on or after Year 2020.
3.	The bidder must have a minimum of 05 (Five) years' experience as on the Date of Tender Opening in the car rental/hire/lease business.
4.	The bidder must have satisfactorily served at least 02 (Two) Central Govt. Departments during the last 5 Years prior to the original date of Tender Opening.
5.	The agency/firm or its garage should be <b>within the radius of 05 (Five) kilometers</b> from the office premises of DGGI (Hqrs.), New Delhi.
6.	The bidder must have valid PAN No. & GST Registration No. at the time of tender application.

### Documentary evidences

The copy of the following documentary evidences in support of the above PQR shall be furnished for a total of 20 vehicles (owned/leased).

Sl.No.	PRE QUALIFICATION REQUIREMENTS
A.	Relevant Registration Certification book with valid Fitness Certificate.
B.	Relevant Valid Comprehensive Insurance & valid Pollution Certificate.
C.	Valid Permit.
D.	In case of lease agreement with other owners, to provide minimum required vehicles as per tender, bidder must enclose notarized copy of the lease agreement for verification.
E.	Copy of the satisfactory performance certificate from two Central Government Departments during last five years including current calendar year (2018, 2019, 2020, 2021 & 2022).
F.	Certified copies of the valid PAN No. & GST Registration particulars.
G.	Documentary evidences for five years of experience in the car rental/hire/lease business from the date of tender opening.



## Annexure II

### 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>.

### REGISTRATION

- 1) 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 Enrolment"** on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) 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.
- 4) 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 / TCS / nCode / eMudhra etc.), with their profile.
- 5) 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 DSCs to others which may lead to misuse.
- 6) 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.

### SEARCHING FOR TENDER DOCUMENTS

- 1) 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.
- 2) 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.
- 3) 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.



## PREPARATION OF BIDS

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) 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.
- 3) 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.
- 4) 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.

## SUBMISSION OF BIDS

1. 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.
2. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
3. Bidder has to select the payment option as "offline" to pay the tender fee / EMD as applicable and enter details of the instrument.
4. 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.
5. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the sky bluecolored (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.



6. 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.
7. 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 128bit 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.
8. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
9. Upon the successful and timely submission of bids (ie 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.
10. 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.

## **ASSISTANCE TO BIDDERS**

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. 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 III

### CRITICAL DATE SHEET

Published Date	Kindly refer the tender notification
Bid Document Download / Sale Start Date	Kindly refer the tender notification
Bid Submission Start Date	Kindly refer the tender notification
Bid Document Download / Sale End Date	Kindly refer the tender notification
Bid Submission End Date	Kindly refer the tender notification
Bid Opening Date	Kindly refer the tender notification

#### Document Download:

Tender documents may be downloaded from Central Public Procurement Portal at <https://eprocure.gov.in/eprocure/app>. Aspiring Bidders who have not enrolled/registered in e-procurement should enroll/register before participating through the website <https://eprocure.gov.in/eprocure/app>.

#### Bid Submission:

Bids shall be submitted online only at CPPP website: <https://eprocure.gov.in/eprocure/app>. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.



## Annexure IV

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

Date:

To,

Deputy Director (Admin.),  
Directorate General of GST Intelligence,  
West Block VIII, Wing No. VI, IInd Floor,  
R. K. Puram, New Delhi 110066

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: \_\_\_\_\_

Name of Tender / Work \_\_\_\_\_

Dear Sir,

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/ organization 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. In case any provisions of this tender are found violated, then your department/ organization shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)



## Annexure V

### FINANCIAL BID UNDERTAKING

From: (Full name and address of the Bidder)\_\_\_\_\_

To, \_\_\_\_\_

Dear Sir/Madam,

I submit the Price Bid for \_\_\_\_\_ and related activities as envisaged in the Bid document.

2. I have thoroughly examined and understood all the terms and conditions as contained in the Bid document, and agree to abide by them.
3. I offer to work at the rates as indicated in the Financial Bid, Annexure IX exclusive of all applicable taxes.
4. I/We undertake that I /We have carefully studied all terms and conditions of the tender and shall abide by them. Further, it is certified that I/We have never been blacklisted by any Govt./PSU Department.

Yours Faithfully,

Signature of Authorized Signatory



## ANNEXURE VI

### TERMS AND CONDITIONS

#### 1 TYPE OF VEHICLES:

S. No.	Type of Vehicle	No. of Vehicles required
1.	Swift Dzire OR Equivalent Category	Variable (as per the need)
2.	InnovaCrysta OR Equivalent Category	Variable (as per the need)

#### 2 CONTRACT PRICE

The price quoted by the bidder shall remain **FIRM** during the entire period of contract including Extension of time /or any variation and shall not be subject to variation on any account during the period of the contract.

#### 3 PERIOD OF CONTRACT:

- (i) The duration of the contract is **Two YEARS** from the date of LOA.
- (ii) **Time Extension:** DGGI (Hqrs.), New Delhi reserves the right to extend the period of contract, if warranted, under special circumstances. The extension in such cases shall be for a period as deemed fit by Competent Authority. In case of any such time extension, except to the above condition, all the terms and conditions originally incorporated and accepted between the parties shall remain intact and parties shall be bound by them.

#### 4 ELIGIBILITY CRITERIA:

- (i) The firm should be registered with the government authorities such as GST, GST TDS, and Income tax authorities concerned and a copy of each of the registrations shall be attached with the bid.
- (ii) The firm should have PAN number and GST registration proof in this regard and the copy of the same may be attached with the bid.

#### 5 PAYMENT TERMS:

- (a) 100% payment will be made in Indian Rupees after receipt of invoice/ bill (Three copies) from the firm.
- (b) The payment shall be made after making authorized deductions if any.
- (c) Necessary income tax and other applicable taxes shall be deducted in respect of each bill against this contract unless certificate from the Income Tax Officer is produced before payment.

#### 6 PAYMENT TERMS FOR GST:

- (i) This contract's value does not include GST. The GST as applicable is extra. However, statutory regulation is to be complied with. The bidders shall quote their rate of GST separately. Bills shall be claimed as per the rules relating to GST as applicable from time to time. Income tax will be deducted as per prevailing rules & regulation.
- (ii) The service providers/ contractors should mention their GST registration No. and date in each of their Invoice/ Bill without fail. No invoice or bill will be paid unless the GST Registration No. is mentioned therein.



- (iii) Invoice shall contain the following details
- i. Name of the registered person / company / Firm
  - ii. Address of the firm
  - iii. GST registration number
  - iv. HSN/SAC No.
  - v. Description of the taxable service
  - vi. Value of the taxable service

**7 Earnest Money Deposit:**

Earnest Money Deposit/ Bid Security of Rs.2,50,000/- (Rupees One Lakh only) refundable, in the form of Account Payee Demand Draft/ Fixed Deposit Receipt/ Banker's Cheque or Bank Guarantee from any of the Commercial Bank to the "PAO, CBIC, New Delhi", must accompany the Tender. Tenders without Earnest Money Deposit and in any other form i.e. cheque, cash etc. will NOT be considered. EMD furnished by unsuccessful bidder shall be refunded.

**8 Forfeiture of Earnest Money Deposit:**

- a) In case of failure on the part of the contractor to sign the agreement within the specified time, the amount of EMD shall be forfeited and acceptance of this tender shall be considered as withdrawn.
- b) If DGGI (Hqrs.), New Delhi has any authentic information about the intending Tenderer having formed a Cartel / submitted Non-Earnest Bids, the Tender will be cancelled and the Earnest Money Deposit of all the Tenderer shall be forfeited, besides initiating actions like suspension / banning / blacklisting as may be deemed fit.
- c) The documents related to pre-qualification furnished by the tenderer along with the bid are liable to verification on authenticity. If any of the above certificates / documents is found to be forged/bogus his/their offer will be summarily rejected. In addition, the EMD furnished by him/them will be forfeited and he/they will be blacklisted.

**9 Performance Security:**

The Successful bidders who are empaneled as per the contract has to furnish a Performance Security of **Rs 6,00,000/-** (Six Lakh only) in the form of Account Payee Demand Draft, Fixed deposit Receipts or Bank Guarantee from a Commercial Bank. The Performance Security shall remain valid for a period of **sixty days** beyond the date of completion of all contractual obligations. The performance security shall be refunded without any interest.

**10 Fleet Size**

The tenderer/ applicant should be owner of at least **20 (Twenty) numbers** of four wheel commercial vehicle in his / their name or have valid lease agreement with the owner of commercial vehicles. Vehicles under booking will not be taken into account. The four wheel commercial vehicles so owned or commercial vehicles on valid lease agreement should have been registered on or after Year 2020.



11 Experience

The tenderer/ applicant should be duly registered with concerned Central/State Govt. Authorities and should be a well established taxi agency/firm (herein after referred to as the agency/firm) having a minimum experience of 05 (Five) years in the car rental/hire/lease business from the date of tender opening. The tenderer/applicant must have satisfactorily served at least 2 (Two) Central Govt. Departments during the last 05 (Five) years prior to the original date of Tender Opening.

12 Proximity to office

The office / garage of tenderer/applicant should be located **within the radius of Five (5) kilometers** from DGGI (Hqrs.), New Delhi.

13 Methodology of Selection:

- i) Financial bids of only those agency/firms would be opened, who **qualify** the technical requirements.
- ii) The Lowest bidder (L1) would be decided based on the lowest price quoted by the bidders for S. No. 1.01 plus 2.01 of price schedule in Annexure - IX. The rates quoted by L1 bidder in each category i.e from Sl. No. 1.02 to 1.05 and 2.02 to 2.05 would be compared with other qualified bidders and in case, the rates quoted by the L1 bidder is higher in any category i.e rates quoted from Sl. No. 1.02 to 1.05 and 2.02 to 2.05 of price schedule in comparison to the rates quoted by other qualified bidders, L1 bidder would be required to match its price with lowest bidder of that category.
- iii) The L1 rates will then be communicated to the lowest three qualified bidders, out of which whosoever accepts the L1 rates (as arrived at as per ii above) will be included in the empanelment. In case, out of the lowest three bidders, any bidder does not accept or communicates his/their acceptance within given time the next lower bidder (L4) would be asked for the acceptance of L1 rates. This process shall continue until three successful bidders accept the L1 rates. The empanelment would be given to three successful bidders who accept the L1 rates. Rates exclusive of GST would only be considered for L1 rates. In case of low number of qualified bidders in the bid, empanelment can be done for minimum two bidders.
- iv) In case of draw in quoted rates of lowest three bidders, the preference for selection of lowest three bidders would be made in following manner:

Preference	Particulars
I	Highest number of years of experience
II	Highest Number of Government contracts completed in previous five years



## ANNEXURE VII

### ADDITIONAL TERMS AND CONDITIONS

1. The bidder shall be a limited Company registered under Indian Companies Act, 2013 or a partnership firm or a sole proprietorship firm or a private limited company duly registered under the concerned Acts applicable for conducting business in India. The dates for the tender shall be as per the critical date sheet.
2. The vehicles shall be presented when required for inspection within 10 days from the date of issuance of letter of intent along with Original R.C.Book, valid Insurance and Permit, Pollution Certificate etc.
3. **The bidder must quote for taxi / Commercial vehicle only and not for private car.**
4. During the period of Contract, vehicle documents viz. R.C. Book, Insurance, Permit, Pollution Certificate must be valid and appropriate renewals must be done in time by the Service Provider. The payment of Taxes, renewal of permits, Insurance, etc. shall be done by the Service Provider at their own cost. DGGI (Hqrs.), New Delhi does not take any responsibility in this regard.
5. The vehicles should have covered all the provisions of Motor vehicle Act, 1988 as in force from time to time, and fit for hire, during the period of the contract.
6. GST and other taxes will be charged as applicable.
7. Income Tax and GST as applicable will be deducted at source from your bills and necessary Form 16A will be issued periodically.
8. The bidder shall supply vehicles immediately as & when demanded throughout the period of contract.
9. The time and mileage shall be taken into account from the reporting point. At the time of reporting, the Opening (entry) Kilometer reading and time should be submitted to the user or Reporting Officer. At the time of closing of Service, the Closing Kilometer reading and time shall be duly signed by the User/Customer and should be submitted while claiming the bills. There shall be no minimum mileage per day for vehicles.
10. The period of contract shall be for a period of **TWO YEARS** (from date of LOA). The Competent Authority of DGGI will have the right to either extend the contract for a period as felt necessary with the willingness of the Service provider and/or to short close the order fully or partially as may be felt necessary by serving information to the Service provider with 30 days' time period.
11. Parking fees, Tollgate fees, other state entry temporary permit charges, required have to be paid by the service provider initially and reimbursement shall be obtained along with the bills submitted for the outstation trips by producing necessary original documentary evidence without any correction or overwriting. Xerox copies of thermal billing viz. Airport parking bill & Toll fees have to be enclosed for clarity and to avoid bills being disallowed.



12. Bills should be submitted in Triplicate once on monthly basis. Appropriate amount of TDS will be deducted as per IT Act. Rounding off will be done as per Government norms.
13. While billing for running hours during local trips, total hours per day will be rounded off i.e, total hours below 30 minutes will not be considered for payment and beyond 30 minutes shall be taken as an hour in to account for all type of vehicles.
14. All payment will be made through Electronic Fund Transfer (e-payment) only. For e-payment, the details about Bank Name, Bank Account No., Bank Branch Code, and IFSC Code shall be given by the agency, duly authenticated by the concerned Bank Branch Manager to enable us to make E payment.
15. The vehicle should be provided with the following items:
  - a. Foot matting and reverse horn.
  - b. Perfumes and seat cover cloth with Pure White cloth of good quality, a first aid kit should be kept in the vehicle.
  - c. Additional/emergency accessories like fan belt, Inflated Stepney, standard toolkit, spare bulb, fuses, and hose pipe, etc. to attend emergency repairs.
  - d. Minimum noise of engine and body while running.
  - e. Tyres with proper treads.
  - f. Working headlights, tail lamps, indicator, speedometer, milometer, temperature indicator, etc.
  - g. Proper paint on the outside.
  - h. Good condition of bumpers.
  - i. Proper closing and opening of all windows.
  - j. Proper locking of all doors.
  - k. Dusting of dashboard, rear board, matting, windscreen, windows and body.
16. During outstation trips, cash for fuel/driver's personal expenditure, other state permit charges, etc. will have to be provided in advance by Service Provider.
17. Service Provider/Operator will have to fulfil all legal obligations as may be applicable to him. The vehicle should have valid taxi permit issued by respective R.T.O.
18. Any mishap occurs en-route is the complete responsibility of the Service Provider including all insurance & police related formalities. He is also responsible for the safe, comfortable and timely transport of the passengers/baggage through alternate vehicle for the remaining journey.
19. The car shall report in full readiness for the entire day's operation in respect of fuel availability and willingness of the driver.
20. The drivers must have valid driving license while on duty, and shall obey all traffic rules and safety precautions. The car drivers should keep the relevant valid documents such as driving license, road tax, registration certificate, insurance policy, emission certificate, permit etc. with the car and produce as and when required by DGGI (Hqrs.), New Delhi or any other inspecting authority.
21. They should also be ensured that the service provider will engage the vehicle with drivers who know the following genuine ethics and will instruct to implement the same:
  - a. The driver should be neat and tidy by wearing pant and shirt during the working hours. He should not wear casual dress during the duty hours.
  - b. The driver shall obey all traffic rules and safety precautions.



- c. The driver should keep the vehicle neat and clean daily/timely before reporting to the duty.
  - d. The driver should allow the passengers to get inside the vehicle and later only should enter into car.
  - e. The driver himself should open and close doors for the higher officials/passengers while getting into and getting out of the vehicle.
  - f. The driver shall not smoke/be drunk while on duty.
  - g. The driver strictly should not use the Mobile Phone while driving the car.
  - h. The drivers should be physically and mentally fit and do not have any criminal record and should possess valid driving license and experience. The drivers should have good road knowledge of Delhi City. The drivers for outstation trips should have road knowledge of northern states.
  - i. Service provider will be responsible for the good conduct of his drivers. In case of any misconduct/misbehavior by any of his drivers on duty, the service provider will replace such drivers immediately.
  - j. Service provider shall keep watch on his drivers and he will be liable for any pilferage/loss to DGGI (Hqrs.), New Delhi due to acts of omission and commission by his drivers. Similarly, liability for any compensation to outsiders on account of any act of omission and commission by the drivers deployed by the service provider shall lie exclusively with the Service provider.
  - k. The Service provider shall be responsible for enforcing all safety regulations as applicable under Motor Vehicles Act, 1988 as in force from time to time.
  - l. Service provider has to ensure that all precautions are taken for safety of his drivers and vehicles.
  - m. The drivers should keep reasonable money to meet contingency expenditure while travelling local / outstation.
  - n. Police verification certificates for the drivers engaged may be furnished.
22. If a car supplied by the Service provider is not in acceptable condition and has been refused by the user, no payment will be made to the Service provider for that day against the vehicle and DGGI (Hqrs.), New Delhi shall have the discretion to make alternate arrangements and recover the cost from the Service provider.
  23. If the car goes under breakdown, they shall arrange for the alternative car immediately, and the so substituted vehicle shall qualify the contract conditions. If the car is not made available, then the Officer concerned will hire a vehicle from an outside agency and the additional cost incurred towards the above will be recovered from the bills of Service provider under contract without any prior intimation to the Service provider.
  24. Alternate arrangements shall be made immediately in case of problems like misplacement of vehicle or mechanical or any other problems encountered during journey, etc. The driver of the car shall have the responsibility and requisite authority to deal with such exigencies. Any financial implications as a consequence of such problems/alternate arrangement or any other action otherwise resorted to by DGGI (Hqrs.), New Delhi shall be borne by the Service provider.
  25. DGGI (Hqrs.), New Delhi has the privities of the contract with the contractor only and will give instructions to the contractor or his authorized representatives. DGGI (Hqrs.), New Delhi will have nothing to do or be concerned with the employment of employees working for the contractor. The relationship between DGGI (Hqrs.), New Delhi and the contractor will be that of independent entities and nothing herein contained will amount to joint venture, partnership or an employer – employee relationship.
  26. In case if the contractor is not able to supply the required number of vehicles on any day, DGGI (Hqrs.), New Delhi may have rights to book vehicles from outside agency and



difference in cost if any shall be recovered from the pending bill of the empaneled agency/agencies.

27. Any addition, deletion or changes in the constitution of the firm should be informed to DGGI (Hqrs.), New Delhi well in advance.
28. The Service provider should ensure that all vehicles deployed under this contract agreement are covered by a comprehensive insurance policy and valid pollution certificate, Permit during the period of the contract. Under no circumstance shall DGGI (Hqrs.), New Delhi be liable to compensate for any loss or damage that may be caused to / by the vehicles while engaged in discharges of the Service provider's obligations under this contract.
29. **Penalty Clause:-**

With respect to quality of service, misconduct of driver and in case of non-availability and delay of the vehicle etc., DGGI (Hqrs.), New Delhi reserves the right to deduct a maximum of Rs. 500 (Five Hundred) per occasion.

**30. Termination of Contract /Short Closure:**

- a. If at any time during the period of Contract, the Services are found to be unsatisfactory, the contract will be discontinued/terminated with 30 days' notice. In such a case, the Service provider shall not have any compensation towards the termination of the contract and Performance Security shall also be forfeited. The balance work will be executed by DGGI (Hqrs.), New Delhi by other means at the risk and cost of the Service provider. The settlement of payment for the completed portion of the work will be done accordingly as per terms and conditions. In addition, DGGI (Hqrs.), New Delhi shall take penal action as deemed fit.
  - b. Due to unforeseen circumstances, the contract may be short closed at any time during the contract period, giving 30 days advance notice. Payment due to the Service Providers for the works done by him/them till such time will be made as per the terms and conditions of the agreement.
31. Issuance of tender documents need not be construed to mean that such Tenderer would be automatically considered. DGGI (Hqrs.), New Delhi reserves the right to reject any tender or all tenders received at its discretion without assigning any reasons what so ever.

**32. ARBITRATION:**

- a. Dispute if any arising out of the terms and conditions of the contract shall be settled amicably between the parties concerned.
- b. In the unlikely event of any solution reached not satisfactorily to any one of the parties or no solution could be reached the matter may be referred to and settled through arbitration.
- c. The arbitration procedure shall be as per Arbitration and Conciliation Act 1996. The award of the Arbitrator/ Arbitrators shall publish a speaking award.
- d. The award of the arbitrator/arbitrators shall be final and binding on both the parties.
- e. During the settlement of and Arbitration proceedings both parties shall be obliged to carry out their respective obligations under the Contract.

33. LEGAL JURISDICTION:

The decision of the Competent Authority of DGGI (Hqrs.), New Delhi will be final and binding on all parties and on all matter of dispute/differences, if any. Courts having jurisdiction over New Delhi shall be the ordinary jurisdiction as per law.

*Spm*  
20.12.2022  
(Sudarshan Kumar Nirankari)  
Senior Intelligence Officer (Estt.)



## ANNEXURE VIII

### Technical Bid Form for Hiring of Vehicles by DGGI (Hqrs.)

<b>Amount of Earnest Money Deposit/Bid Security (Refundable)</b>	Rs. 2,50,000/- Rupees Two Lakh Fifty Thousand Only	
<b>Particulars of Demand Draft</b>	No.	
	Date:	
	Drawn on:	
	Branch:	
1.	Name, Address & Telephone No. of Agency/Firm (sufficient telephone nos. are to be provided)	
2.	Name of owner of Agency/Firm (Enclose documents in support of firm registration i.e Partnership Deed, Registration Certificate, MOA, AOA etc.)	
3.	GST Registration No. (enclose copy)	
4	PAN (enclose copy)	
5.	Number of Swift Dzire or equivalent category vehicles owned/leased by the firm/agency (Enclose RC)	
6	Number of Toyota Innova Crysta or equivalent category vehicles owned/leased by the firm/agency (Enclose RC)	
7.	Distance of the applicant's office from DGGI (Hqrs.), New Delhi (approximately)	
8	List of the Govt. Organization where the vehicles have been provided during last five Calendar years including current year (2018, 2019, 2020, 2021 & 2022) (copies of contract letters are to be enclosed)	

Signature with Stamp

# ANNEXURE IX

## Financial Bid Form

Tender Inviting Authority: Directorate General of GST Intelligence

Name of Work: Empanelment of Directorate of GST Intelligence (Hqrs.), New Delhi

Contract No: HVN/2019

Name of the Bidder/ Bidding Firm/ Company :						
<b>PRICE SCHEDULE</b>						
(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only )						
NUMBER #	TEXT #	NUMBER #	TEXT #	NUMBER #	NUMBER #	TEXT #
Sl. No.	Item Description	Quantity	Units	BASIC RATE in Figures To be entered by the Bidder in Rs. P	TOTAL AMOUNT Without Taxes in Rs. P	TOTAL AMOUNT In Words
1	2	4	5	13	53	55
1	<b>Non AC Swift Dzire or Vehicle of Equivalent Category</b>					
1.01	Basic Price for hiring non AC Swift Dzire or equivalent category vehicle for 80 km and 8 hours	1.000	Nos		0.00	INR Zero Only
1.02	Price for hiring non AC Swift Dzire or equivalent category vehicle beyond 80 km	1.000	Nos		0.00	INR Zero Only
1.03	Price for hiring non AC Swift Dzire or equivalent category vehicle beyond 8 hours	1.000	Nos		0.00	INR Zero Only
1.04	Price per km for hiring non AC Swift Dzire or equivalent category vehicle for outstation with a minimum mileage of 250 kms	1.000	Nos		0.00	INR Zero Only
1.05	Lumpsum price for halt of non AC Swift Dzire or equivalent category vehicle at outstation	1.000	Nos		0.00	INR Zero Only
2	<b>Non AC Toyota Crysta or Vehicle of Equivalent Category</b>	1.000	Nos		0.00	INR Zero Only
2.01	Basic Price for hiring non AC Innova Crysta or equivalent category vehicle for 80 km and 8 hours	1.000	Nos		0.00	INR Zero Only
2.02	Price for hiring non AC Innova Crysta or equivalent category vehicle beyond 80 km	1.000	Nos		0.00	INR Zero Only
2.03	Price for hiring non AC Innova Crysta or equivalent vehicle beyond 8 hours	1.000	Nos		0.00	INR Zero Only
2.04	Price per km for hiring non AC Innova Crysta or equivalent vehicle for outstation with a minimum mileage of 250 kms	1.000	Nos		0.00	INR Zero Only
2.05	Lumpsum price for halt of non AC Innova Crysta or equivalent vehicle at outstation or equivalent vehicle at outstation	1.000	Nos		0.00	INR Zero Only

Signature with Stamp