



**Office of The Commissioner, Central Excise &  
Customs, Vadodara-II  
Central Excise & Customs Building, Subhanpura,  
Vadodara-390023**



Telephone : 0265-2392515 Fax : 0265-2388243  
E.P.B.X.:Ext:2120 & 2150

**NOTICE INVITING QUOTATIONS FOR HIRING OF VEHICLE**

The Office of the Commissioner of Central Excise, Customs & Service Tax, Vadodara – II Commissionerate, invites sealed offers from reputed parties for hiring of vehicles on rental basis in various offices of Vadodara – II Commissionerate for one year from the date of acceptance of tender. Tender forms along with terms and condition are uploaded on websites [www.excisevadodara2.nic.in](http://www.excisevadodara2.nic.in) and [www.cbec.gov.in](http://www.cbec.gov.in) as TENDER NOTICE, and can be downloaded, filled in all respect and submitted to Additional Commissioner, Central Excise, Ellora Park, Subhanpura, Vadodara on or before 18<sup>th</sup> March, 2013 , 15.00 Hrs. Late submission of tenders shall not be accepted. Undersigned reserves the right to accept or reject any or all the quotations without assigning any reason whatsoever.

F No I/ 20 – 01/ 2013-14-Adm

Dated:- 04/03/2013.

Additional Commissioner (P&V)  
Central Excise, Customs & Service Tax,  
Vadodara-II.



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**NOTICE INVITING QUOTATIONS FOR HIRING OF VEHICLE**

Sealed Quotations are invited by the undersigned on behalf of the President of India, for “Hiring of Vehicles on monthly hire basis” from the Vehicle Providers.

Sr. No.	Make/Model of vehicle	Condition
1	C-Segment Car (Approx. 01cars)	(i) 30-31 days per month up to 2500 Km.
2	Non-C-Segment Car (Approx. 06 cars)	or (ii) 25 days per month up to 2000 Km.

**\*\*NOTE : Number of vehicles required in each type will be intimated lateron.**

**Rates should be quoted for both AC/NON-AC models.**

- The Vehicle Providers may submit the sealed quotations, indicating the rates to be charged in respect of above mentioned vehicles. The vehicles will have to be provided immediately on receiving intimation from this office.
- The Vehicle Providers may send the Sealed Quotations super scribed “**Proposal for Hiring of Vehicle**” addressed to the Additional Commissioner (P&V), Central Excise & Customs, Vadodara-II latest by 15.00Hrs. on **18.03.2013**, undertaking to abide by the terms and conditions mentioned below.
- Quotations should indicate the rates in respect of each category of vehicle mentioned above.

Additional Commissioner (P&V)  
Central Excise & Customs  
Vadodara – II

## Terms and Conditions

1. The Department intends to hire vehicles for the various formations of the Central Excise Commissionerate, Vadodara-II.
2. The rates quoted by the tenders be duly signed with seal. Rates should be written both in figures and words. Where there is any difference between rates quoted, the rates quoted in words shall prevail. Any overwriting/corrections in rate should be attested by the bidders with seal.
3. Rates quoted in should be inclusive of vehicle's fuel, rates and taxes, maintenance, insurance etc, The bidder should also quote his hire charges per month in case of each type of vehicle along with driver. The department is liable to pay only the fixed monthly hiring charges and the applicable service tax on production of proof of payment of service tax in respect of the car(s) provided to this office.
4. The bidder should be a registered and well established taxi agency/firm having sufficient number of latest models of cars for hiring. The vehicles provided to the Department shall be new or maximum one year old, white in colour and in excellent running condition and odor free with an air spray in every car suitable for officer's use **with valid permit and registration with Central/State Governments.**
5. The bidder should have sufficient experience in the field of vehicle hiring and should be providing such services to establishments of Central/State/Public Sector Organizations. A list indicating the departments where the bidder has contract for hiring of vehicles along with supporting documents should be submitted with the bid.
6. The successful bidder on award of the contract will have to furnish a performance security of Rs. 10,000/- per vehicle.
7. The hired vehicles shall be deemed to be at the disposal of the Vadodara-II Commissionerate, office and shall not be used by the service provider for any other reasons.
8. Zero based mileage i.e. mileage starting and ending at/from duty or drop off location shall be adopted for the purpose of calculating the kilometers.
9. The vehicle will be required to run any where within the territory of India as and when the Chief Commissioner of Vadodara Zone or Commissioner of Central Excise, Customs and Vadodara-II Commissionerate so desires. The vehicle should be kept with sufficient stock of fuel. However, if in case of any emergency, if any officer refuels on payment by him, the same should be reimbursed by the service provider on production of the bill immediately.
10. In case of any accident, all claims/damages arising there from shall be borne by the service provider.
11. The service provider shall undertake to indemnify the department against all damages/charges arising on account of or connected with negligence of the service provider or his drivers/staff or any person under his control whether in respect of accident/injury to the person or damages to the property of any member of the public or to any person or in executing the work or otherwise and against all claims and demand arising thereof. 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 . This office shall not be responsible financially or otherwise for any damages to the vehicle or injury to the driver or person deployed by the service provider during the course of hire.
12. The bidder should ensure that the drivers deployed by them have a valid driving license and the vehicle should be registered with the competent authority.

13. The service provider firm/agency should have adequate number of telephones for contact. The bidder should be available for contact by the Department on mobile/landline round the clock for any exigency. The bidder should ensure that the drivers deployed by them are well behaved and equipped with a mobile phone. The departments bears no responsibility towards these expenses, hence the cost shall be borne by the service provider only.
14. On commencement of the contract, the bidder should ensure that the driver/vehicle should not be changed unless requested by the Department. In case of any requirement to change the driver/vehicle, the same should be intimated to the Department in advance.
15. On awarding the contract, the service provider shall furnish to the department the complete details of vehicles supplied/certified copies of the R.C.Book and comprehensive insurance policies. The details of the deployed drivers along with a copy of their driving license should also be furnished.
16. In the event of the vehicle hired by the Department developing technical problems, the service provider should ensure that a replacement vehicle is provided to the Department on priority. Further, in case the service provider fails to make any alternate arrangement, the Department is at liberty to hire another vehicle(s) from the market and the additional cost incurred on account of such hiring should be borne by the service provider.
17. In case any vehicle does not report in time on any given day, this office would impose a penalty of Rs.1000/- per day and the amount would be deducted from payment to be made to the service provider. Further, this office also reserves the right to charge penalty @ Rs.500/- per instance of proved misbehavior of a driver on summary enquiry.
18. A daily record indicating time and mileage for each vehicle shall be maintained in a vehicle book, which shall be submitted to the concerned reporting officer regularly for scrutiny.
19. On commencement of the contract, the agency and the deployed drivers are bound to carryout the instructions of the designated officer(s) in charge of vehicles by the Department.
20. The LPG Cylinders/Gas kit should not be used for running the vehicles in any case.
21. The Department reserves the right to increase or decrease the requirements.
22. In case of dispute the jurisdiction of Vadodara Courts shall apply.
23. The service provider shall ensure that the odometer of the vehicle provided is properly sealed so that no tampering is done with a view to inflate distance traveled. Besides, the department reserves the right to effect surprise checks of odometer of the car supplied from any authorized workshop and cost thereof shall be borne by the service provider.
24. The current contract is for a period of one year however it is extendable up to the completion of the financial year on mutual consent. The revision of rates shall not be entertained during the contract period than to one quoted in the bid.
25. The drivers deployed should have knowledge of local language.
26. Any matter during the period of this agreement, which has not been specifically covered by the this agreement, shall be decided by the Commissioner of Central Excise, Vadodara-II whose decision shall be final, conclusive and also binding on both parties.

27. The service provider should enclose documents viz., PAN Card, Service tax registration number, Certificate of registration with Labour Department, EPF & ESI Department.

28. Turnover details of previous 3 financial years should also be provided to the department.

29. The bids received after closing date & time will be rejected. Further, the Department reserves the right to reject the bids received with incomplete information.

30. The service provider shall furnish an undertaking that he or his firm has not been blacklisted by any organization/Government department for any reason as on the date of submission of bid.

31. The interest service providers may submit their bid complete in all respects in a sealed cover addressed to the "Commissioner of Central Excise, Customs and Service Tax, Vadodara-II" at the above address. The bids submitted should be super scribed as "Quotations for Hiring of Cars at Vadodara" and submitted on or before **15.00Hrs** on **18.03.2013**.

32. This office reserves the right to postpone or extend the date of receipt of quotations or to accept or reject any or all tenders, without assigning any reason thereof.

  
Additional Commissioner (P&V)  
Central Excise, Customs & Service Tax,  
Vadodara – II