



भारत सरकार GOVERNMENT OF INDIA
केन्द्रीय उत्पाद शुल्क, सीमा शुल्क एवं सेवाकर लेखापरीक्षा-1 आयुक्तालय
OFFICE OF THE COMMISSIONER CENTRAL EXCISE, CUSTOMS & SERVICE TAX, AUDIT-I
केन्द्रीय उत्पाद शुल्क एवं सीमा शुल्क भवन, सुभानपुरा, वडोदरा- 390023
Central Excise & Customs Building, Subhanpura, Vadodara-390023
टेलिफोन/ Telephone : 0265-2388114 फैक्स/ Fax: 0265-2388243

TENDER NOTICE NO. 01/2015-16
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	Number of Vehicles	Condition
1	C - Segment Car such as Hundai Verna, Honda City etc.	01	For running up to 30-31 days per month (upto 2500 Kms. per month)
2	Non AC vehicle - Swift Dzire/Honda Amaze/Tata Indigo or any other comparable car of same segment	09	For running up to 25-26 days per month (upto 2000 Kms. per month)

2. The Vehicle Providers may submit 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.

3. The prescribed tender documents with the term and conditions can be obtained from the Office of the Superintendent (Adm.), Room No. 230, Central Excise & Customs Building, Subhanpura Vadodara-390023 between 11:00 to 17:00 Hrs. on any working day or can be downloaded from the official website www.cbec.gov.in or www.excisevadodara2.nic.in.

4. The interested agencies / vehicle providers who comply with the following technical conditions and also willing to comply with the other terms and conditions annexed to this notice should submit separate sealed Technical and Financial bids kept in a single envelop addressed to the Additional Commissioner, Central Excise & Customs, Audit-I Vadodara on or before 20.04.2015 by 16:00 Hrs. The documents received after due date & time due to any reason even postal delay shall not be accepted.

TECHNICAL :

- a) The bidder should have the PAN no. and should attach a photocopy of the same.
- b) The bidder should have experience in supplying vehicle to the Govt. Department / PSU for which the service provider should submit the name (s) of Organisation (s) to whom service are being provided, and number of vehicles so provided to each organization (s).
- c) The bidder should have the Service Tax Registration number and should attach photocopy of the same.
- d) The vehicle should not be more than Two years old (i.e. manufactured between January 2013 to December 2014) and in good working condition for which the tenderer should submit the list of vehicles given details with make / type of vehicle, model / year of manufacture and the Registration Number of the vehicle (Property category wise as required in the above mentioned table) to be provided to this office.

COMMERCIAL :

- a) **Monthly charges / Rates** for providing vehicle to be used with driver should be clearly mentioned category wise / vehicle wise for 30-31 / 25-26 days subject to a maximum of 2500 / 2000 Kms. Per month as mentioned above.
- b) The bidder shall quote their rate exclusive of Service Tax, which will be paid extra by Central Excise, Customs & Service Tax, Vadodara-II on actual basis based on documentary evidence about payment of Service Tax by the successful bidder.
- c) The commercial bid of only those bidders who qualify the Technical conditions will be entertained.

5. The tender will be **opened on 21/04/2015 at 16:00 Hrs.** in the presence of tender committee and in the presence of the parties or their authorized representative, if any, who wish to participate at the office of the Additional Commissioner, Central Excise, Customs & Service Tax, Audit I, Vadodara having office at 2nd Floor, Central Excise Building, Subhanpura, Vadodara-390023,



(K. V. K. Suman)

Additional Commissioner
Central Excise, Customs & Service Tax,
Audit-I, Vadodara

Encl: As above.

F. No. I/3-1/Audit-I/Admn./2014-15

Vadodara dated 09.04.2015

Copy to:- Notice Board, Central Excise & Customs, Vadodara-II

Web Administrator, CBEC, New Delhi

Superintendent (System), Central Excise & Customs, Vadoara-II

Terms and Conditions

1. The Department intends to hire vehicles for the various formations of the Audit-I Commissionerate.
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 Government.

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 Audit-I Vadodara 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 anywhere within the territory of India as and when the Chief Commissioner of Vadodara Zone or Commissioner of Central Excise, Customs and Audit-I Vadodara 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 requirement of number of vehicles at any time without prior Notice.

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 bidders should submit all authentic documents evidencing ownership of the all vehicles.

25. **The contract will be for a period up to 31/03/2016 which may be extended for further period as per requirement, if the service were found satisfactory on completion of current accounting year.**

26. The drivers deployed should have knowledge of local language.

27. 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 Customs & Service Tax, Audit-I Vadodara whose decision shall be final, conclusive and also binding on both parties.

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

29. Turnover details of previous 3 financial years.

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

31. 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.

32. The interest service providers may submit their bid complete in all respects in a sealed cover addressed to the "Additional Commissioner of Central Excise, Customs and Service Tax, Audit-I Vadodara at the above address. The bids submitted should be superscribed as "Quotations for Hiring of Cars at Vadodara" and submitted on or before 20/04/2015.

33. The bids shall be opened on 21/04/15 at 16.00 hrs at the aforementioned address in the presence of a committee constitute for this purpose by the department. Interested bidders or their authorized representative, if any, who wish to participate could also be present at the time of opening of tenders.

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

35. In case of any doubt or need of any inquiry the bidders may contact the undersigned on any of the working days.



(K. V. K. Suman)
Additional Commissioner
Central Excise, Customs & Service Tax,
Audit-I, Vadodara