

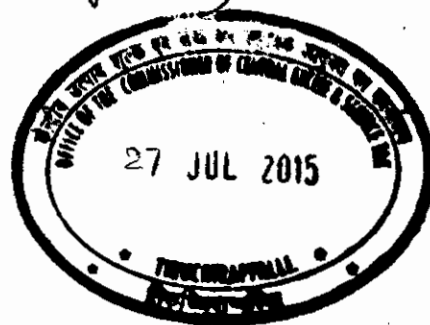
Kind Attend. A.C. (EDPU & Computers)



GOVERNMENT OF INDIA
MINISTRY OF FINANCE
DEPARTMENT OF REVENUE

OFFICE OF THE ASSISTANT COMMISSIONER OF CENTRAL EXCISE & SERVICE TAX
CENTRAL EXCISE DIVISION, NO.15, GOWRIPURAM EXTENSION AREA
ANNA NAGAR MAIN ROAD, KARUR - 639 002

Tele fax: 04324-240855 (AC) / Off.:04324-240857, 04324-240859



C.No. I/41/01/2011- Admn.

Dated : 27.07.2015

NOTICE INVITING TENDER FOR HIRING OF VEHICLES ON MONTHLY BASIS

The Division of Central Excise & Service Tax, Karur invites sealed offers from reputed persons/firms in the field of Rent-a -Cab service for supply of one small vehicle for use in the office of this Division situated at Karur for a period of seven months from 01.09.2015 to 31.03.2016.

Tendering process:

Tenders are invited in two parts i.e. (1) Qualifying bid and (2) Financial bid. The Tender form for qualifying bid prescribed in Annexure - I and the tender form for the financial bid in proforma prescribed in Annexure - II complete in all aspects should be submitted in two separate sealed covers at the Administration Section, Office of the Assistant Commissioner of Central Excise & Service Tax, No. 15, Gowripuram Extension Area, Anna Nagar Main Road, Karur - 639 002 on or before 05.08.2015 at 02.00.P.M. The sealed covers may be superscribed "Qualifying bid - Contract for providing Rent a Cab service" and "Financial bid - Contract for providing Rent a cab service" respectively.

The valid qualifying bids will be scrutinized on 06.08.2015 at 11.30 AM 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 technical bid.

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3**Mode of submission of Bids & Opening of Bids:**

The tenderer should sign with seal each page of this tender document as a token of having read and understood the terms and conditions contained herein and submit 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 tender documents will be received up to 02.00.P.M on 05.08.2015. The sealed tenders will be opened at 11.30 AM on 06.08.2015 in the presence of the bidders. This office reserves the right to reject any bid without assigning any reasons what so ever.


27/7/2015
ASSISTANT COMMISSIONER
KARUR DIVISION

To

1. ✓ The Assistant Commissioner (EDPU & computers), Office of the Commissioner of Central Excise, Trichy with a request to publish the above Tender Notice on the departmental website.
2. Notice Board at the Office of the Assistant Commissioner of Central Excise & Service Tax, Karur Division.

ANNEXURE —I**QUALIFYING BID DOCUMENT**

1. Name of the service provider :
2. Address :
3. Name(s) & address of the Partners/Directors/
Proprietor (with mobile no.) :
4. Contact Person(s) (with mobile no.) :
5. No. of years of experience in providing
Rent – a Cab -Service :
6. Service Tax Registration No.
(attach copy of last two returns filed) :
7. PAN No. (attach copies of last two Income Tax) :

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.

(Signature)
(Date & Seal)

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3ANNEXURE - IIFINANCIAL BID DOCUMENT

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

| Type of vehicle | Year & model | Rate quoted per month |
|-----------------|--------------|-----------------------|
| | | |
| | | |

- i) We, undersigned, offer to provide vehicle in conformity with the conditions of contract and specifications for the amount quoted above.
- ii) 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) 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.
- iv) 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)

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TERMS AND CONDITIONS

1. One vehicle, along with driver is required for 20-25 days in a Calendar Month, for engagement up to 10-12 hours/day, or for mileage of up to 2,000 kms per month, effective from 1.9.2015.
2. The vendor should provide the credential of their Car Rental / Travel Agency / Business along with self attested copies of documents like Insurance policy, Registration Certificate, Road Tax receipt, etc. Photocopies of Driving License of the driver intended to be supplied with hired car may also be provided. Income Tax PAN Card of business concern shall also be provided.
3. Financial Quotation should be submitted for lump sum hiring charges per month per vehicle, inclusive of all taxes, statutory levies, toll fee, if any, in the prescribed format as per annexure II
4. The Department is not responsible for any repair and maintenance of the vehicle/ vehicles. No charges related to vehicle would be borne by the Department.
5. All tax liabilities i.e. Road Tax, Service Tax, Insurance, Pollution Control Certificates etc. will be borne by the service provider.
6. Normally, the vehicles may be utilized between 09.00 hours to 18.30 hours during week days. However the vehicles may be utilized for carrying out specific Preventive operations, urgent work etc in which case vehicles may be used beyond the stipulated timings and on holidays. However, such usage shall be within 2,000 kms per month.
7. In case of accident, all claims arising out such accident shall be made by the service provider, who is also liable to indemnify the department for any loss, damage to property or life arising out of negligence of driver or due to poor maintenance of vehicle.
8. Suitable alternative vehicles should be provided in case of breakdown of the vehicle provided. In case of failure to provide such alternative, this office reserves the right to hire a similar vehicle at market rates till the time hired vehicle is restored / alternate vehicle provided. The cost incurred by department in this regard shall be adjusted from the monthly hiring charges payable to service provider.

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9. Planned / Preventive maintenance should be done on Sundays / Holidays so that availability of vehicle during working days is not affected.
10. The hiring charges shall be on the basis of zero based mileage i.e., mileage starting at the office / point of pick-up, as the case may be.
11. The designated vehicles and drivers, which were approved after inspection of vehicles at the time of awarding the contract, would only be put into operation and any changes in vehicle / driver will be allowed only with the express consent of the department.
12. Once the hiring charges are fixed and agreed upon, no increase will be considered during the period of contract.
13. The invoice for hiring, completed in all respects, for each month shall be submitted on or before 10th of the subsequent month.
14. The vehicles should be in proper running condition and should be registered on or after 1" April 2012. (Enclose self attested copy of Regn Certificate).
15. The vehicles should be provided with fuel and drivers. The department is not liable for any payment to drivers as salary, daily allowance, etc.
16. The vehicles should be maintained properly, cleaned every day, and the seats & head rests covered with sweat absorbing white towel.
17. It shall be ensured all the necessary documents like Registration Certificate, Insurance Certificate, Road Permit, Pollution Control Certificate, etc are in the custody of the drivers/in vehicle.
18. The driver should have valid license and the vehicles should be registered with the Competent Authorities.
19. The driver must be disciplined, keep etiquette and protocol while performing the duty. He must be provided with a mobile phone in working condition.
20. The driver shall abide by the instructions of the Officer in-charge of the vehicles, and during rides the Officers travelling in the vehicles.
21. In case of unsatisfactory service by the service provider, or for any other reason, the contract can be terminated by the department without assigning any reason, and the decision of the Competent Authority, Assistant Commissioner, Karur Central Excise division shall be binding and final in this regard.

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22. In case the service provider wants to terminate the contract before the end of contract period, he shall give one month's notice in writing to the Competent Authority.
23. Initially the contract shall be for a period of 7 months (till March, 2016), and extendable for two more financial years i.e. 2016-17 and 2017-18 on mutual agreement.
24. Any issues arising during the period of contract, which has not been specifically covered in this agreement, shall be decided by the Competent Authority whose decision shall be final and conclusive.
25. The vehicle accepted for hiring shall be parked in the premises of Office of Assistant/Deputy Commissioner of Central Excise & Service Tax, Karur Division between the timings mentioned.
26. The vendors while filing their tender quotations shall give an undertaking that they abide by the aforesaid Terms & Conditions