



OFFICE OF THE ASSISTANT COMMISSIONER OF CUSTOMS, CENTRAL EXCISE AND SERVICE TAX
KADAPA DIVISION 1/343, 2 nd Floor, DWARAKA COMPLEX :: OPP.DISTRICT COURT,
R.T.C.BUS STAND ROAD :: KADAPA -516001.

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C.No.I/22/02/2016- Admn (PF)

Date : 06.03.2017

NOTICE FOR INVITING TENDER FOR HIRING OF MOTOR VEHICLE

Sealed quotations are invited for hiring of 1 (One only) Motor-Vehicle i.e. small size vehicle viz. (mid/Small) along with driver for use by the Office of the Assistant Commissioner of Customs, Central Excise & Service Tax, Kadapa Division, Kadapa on monthly hire basis 20 to 25 days subject to a maximum of 2000KM per month and the amount not exceeding Rs.30,000/- per month (Exclusive of Service Tax) for a period from 01.04.2017 to 31.03.2018. .

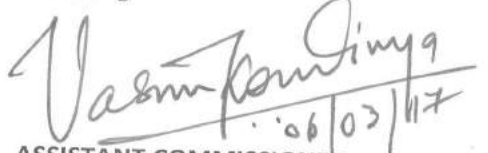
Interested travel agencies/ firms with experience of at least 2(two) years and presently handling similar nature of work and also willing to comply with the terms and conditions annexed to this notice may submit their bids in a sealed condition to the Assistant Commissioner of Central Excise & Service Tax, Kadapa Division D.No.1/343, City Commercial Plaza, 2 nd Floor, RTC Bus Stand Road, Opposite- District Court Kadapa on or before 27.03.2017. Submission of bids should be as per two bid system i.e., Technical and Financial bid separately in two different sealed envelopes. These envelopes shall be superscribed as "Financial Bid" and "Technical Bid" and put inside a bigger sealed envelope which shall be superscribed with the words, "TENDER FOR HIRING OF VEHICLES" on the top of the sealed cover. The nature of service to be provided and the conditions are placed in the official websites of www.cbec.gov.in.

THE LAST DATE FOR RECEIPT OF SEALED TENDERS IS 27.03.2017 TILL 17:00 HRS. The sealed tenders /covers should be either sent by registered post or hand delivered to Administrative officer, Central Excise Kadapa Division D.No.1/343, City Commercial Plaza, 2 nd Floor, RTC Bus Stand Road, Opposite- District Court Kadapa and will be opened on 28.03.2017 @ 3.00 PM. It is to inform that the Assistant Commissioner of Central Excise, Kadapa Division, Kadapa reserves the right to reject all or any of the offers without assigning any reason thereof and the decision of this office shall be final and binding.

Terms & Conditions

- a) The Contract of hiring of vehicle will be initially for a period from 01.04.2017 to 31.03.2018.
- b) The firms / agencies would ensure that the drivers employed have valid driving license and clean driving record. The driver of the vehicle provided must follow traffic rules and all other regulations prescribed by the Government from time to time. The driver shall observe all the etiquette and protocol while performing the duty & shall be neatly dressed in proper uniform.
- c) The vehicle shall be provided on any day including Saturday, Sunday and Holidays, if required by the Hirer i.e., department.
- d) The vehicle should be of latest model (not older than 3 year) and in good running condition. In case the condition of the vehicles is not found to be satisfactory, they shall be returned for immediate replacement. In case no replacement is provided on time or any other delay, a penalty will be levied as deemed fit on day to day basis and the Commissioner has a right to hire a vehicle from the market and the cost incurred has to be borne by the agency / firm.
- e) The firm/agencies should have prior experience of at-least 2 years in serving any State/Central Government organizations. Proof to that extent should be enclosed.
- f) The billing will be done on monthly basis subject to a ceiling of Rs.30,000/- per month (Exclusive of Service Tax) and bills to be submitted in triplicate by the 1st of the succeeding month.
- g) The rates quoted should be exclusive of the service tax component. No service tax will be paid if the operator fails to provide proof of valid service tax registration. All taxes, fee, levy, insurance charges etc., other than Service Tax would be borne by the Agency / firm.
- h) A daily log of record indicating time and mileage for each vehicle shall be maintained by the driver in a log book in prescribed format as per Government's instructions and this log book shall be submitted to the concerned officer in Central Excise Kadapa Divisional Office, Kadapa regularly for scrutiny.
- i) Financial bids of only those agency / firms would be opened, who qualify the technical requirements.
- j) Central Excise Kadapa Division, Kadapa shall be liable to pay the hiring charges only. Any other charges, including monthly charges of driver, repair and maintenance of vehicles, insurance, petrol / diesel, oil and any other incidental expenses shall be borne by agency / firm.
- k) The contractor shall not engage any sub-contractor or transfer the contract to any other person.
- l) The vehicles must be fitted with Fire Extinguishers in proper working condition at all time and the driver should be trained to use them.
- m) There should be at least two sets of white covers, towels and napkins. It should be changed every week. There should be an air spray in every car. The items mentioned shall be made available at the cost of the owner of the firm.

- n) The vehicles should be registered in the name of the agency / firm with the concerned authority of Central / State Government. Self attested photocopies of Registration Certificate should be attached with the Technical Bid. The agency / firm should have adequate number of telephones for contract round the clock. Vehicles should be comprehensively insured with pollution control certificate
- o) The vehicle should have necessary permits from the transport department Authority. This office will not be responsible for any challan, loss, damage and accident to the vehicle or any other vehicle or injury to anybody.
- p) In case of any accident, all the claims arising out of it, shall be met by the agency / firm.
- q) It is obligatory for the agency / firm that drivers are paid at least minimum wages according to minimum wages fixed by the Government from time to time.
- r) If any of the terms and conditions above, is not found fulfilled during the currency of contract, the Commissioner, Central Excise Commissionerate, Nellore reserves the right to terminate the contract without assigning any reasons thereof. However, this contract can be terminated with a notice period of one month by the either side.
- s) No additional terms & conditions over and above the conditions stipulated above shall be entertained by this office.
- t) Before issue of the tender bids, the tender committee may verify the following documents
1. Vehicle papers, 2. Vehicle insurance papers 3. Life tax/payments particulars 4. Pollution control certificate of the vehicle, 5. PAN card of the vehicle owner 6. Driver license validity
 7. Background of any civil/ criminal cases against driver 8. residence proof of driver.
- u) In case of any dispute, the decision of the Commissioner shall be final and binding.


06/03/17
ASSISTANT COMMISSIONER
CUSTOMS & CENTRAL EXCISE
KADAPA DIVISION :: KADAPA

TO
The Notice Board

Copy to: 1. Superintendent (Computers), Hqrs for circulation in Website of the Dept.

TECHNICAL BID (QUALIFYING BID DOCUMENT)

1.	Name, Address & Telephone No of agency / firm (with telephone Nos)	
2	Name of the owner of agency / firm Address (With Tel. No. & FAX No)	
3	Service Tax Registration No. : (enclose copy)	
4	Make, Model, Mileage and Registration Number of vehicle to be provided (must be filled in) [Self attested copies of Registration Certificate to be attached]	
5	List of the Government Organization, where the vehicles have been provided by the owner	
6	Name of the driver along with : copy of the driving license	
7	Permanent Account Number (PAN)	
8	Model of Vehicle	

DECLARATION

I hereby certify that the information furnished above is true and correct to the best of my/our knowledge. I understand that in case, any deviation is found in the above statement at any stage; I/We will be blacklisted and will not have any dealing with the Department in future.

(Signature of Authorized Signatory with date)

