



F. No. I/20-01/2013-Adm.

Vadodara, Dt. 16.04.2014.

## NOTICE INVITING TENDER

Sealed tenders are invited from the agencies providing **vehicles (Taxies) with drivers** on hire on monthly basis in sealed envelope by the Office of the Commissioner, Central Excise, Customs & Service Tax, Vadodara – I, 1<sup>st</sup> Floor, Central Excise Building, Race Course Circle, Vadodara – 390 007 for hiring of the vehicles as per the requirement mentioned below:

SI. No.	Category	Number of Vehicles	Remarks
01	Non-AC vehicle – Swift Dzire / Tata Indigo / Indica (BS-III/Euro-III) / Vista or any other comparable car of same segment to be used for 25-26 days subject to a maximum of 2000 Kms. in a month at monthly hiring charges of not more than Rs.30,000/- exclusive of Service Tax	05	Five Cars for up to 25/26 days per month ( up to 2000 K.M. per month)

The prescribed tender documents with the Terms and Conditions can be obtained from the Office of the Superintendent (Adm.), Room No. 111, Central Excise Building, Race Course Circle, VADODARA – 7 between 11.00 to 17.00 Hrs. on any working day or can be downloaded from the official website [www.cbec.gov.in](http://www.cbec.gov.in) or [www.excisevadodara1.nic.in](http://www.excisevadodara1.nic.in).

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 sealed envelop and super-scribed with "TENDER FOR HIRING OF VEHICLES", addressed to Commissioner, Central Excise & Customs, Vadodara – I having office at 1<sup>st</sup> Floor, Central Excise Building, Race Course Circle, Vadodara – 7 on or before **28.04.2014 by 16.00 noon**. The documents received after due date & time due to any reason even postal delay shall not be accepted.

### A. TECHNICAL :

1. The bidder should have the PAN no. and should attach a photocopy of the same.
2. The bidder should have experience in supplying vehicle to the Govt. Department / PSU for which the service provider should submit the name (s) of Organization (s) to whom services are being provided, and number of vehicles so provided to each organization (s).

3. The bidder should have the Service Tax Registration number and should attach photocopy of the same.
4. The vehicle should not be more than Two years old (i.e. manufactured between January 2012 to December 2013) and in good working condition for which the tenderer should submit the list of vehicles giving details with make / type of vehicle, model / year of manufacture and the Registration Number of the vehicle ( for each model of vehicle as required in the above mentioned table) to be provided to this office.

**B. COMMERCIAL :**

1. **Monthly charges / Rates** for providing vehicle to be used with Driver should be clearly mentioned category wise / vehicle wise for 25/26 days subject to a maximum of 2000 KMs. per month as mentioned above. **The cost ceiling per month per vehicle (exclusive of Service Tax) is Rs. 30000/-.** Only those agencies / vehicle providers desirous of offering the vehicle at all inclusive rate below the said rate only need to apply.
2. The bidder shall quote their rate exclusive of Service Tax, which will be paid extra by Central Excise and Service Tax, Vadodara – I on actual basis based on documentary evidence about payment of service tax by the successful bidder.
3. The commercial bids of only those bidders who qualify the Technical conditions will be entertained.

The tenders will be **opened on 29.04.2014 at 12.00 Hrs.** in the presence of tender committee and in the presence of the parties or their authorized representatives, if any, who wish to participate at the office of the Additional Commissioner (P&V), Central Excise & Customs, Vadodara – I having office at 1<sup>st</sup> Floor, Central Excise Building, Race Course Circle, VADODARA – 7.

The Commissioner, Central Excise & Customs, Vadodara – I reserves the right to accept or reject any or all tenders without assigning any reason.

Encl.: As above.

  
( Dr. Ashir Tyagi )  
Additional Commissioner (P&V),

Copy to :-

Notice Board, Central Excise & Customs, Vadodara – I

Web Administrator, CBEC, New Delhi

Superintendent (System), Central Excise & Customs, Vadodara – I.

## CONDITIONS OF THE TENDER NOTICE

1. **Earnest Money:** - Tender documents must be accompanied with non-interest bearing Earnest Money for each vehicle separately of Rs. 5,000/- (Rs. Five Thousand only) in shape of Demand Draft in favour of the Chief Accounts Officer, Central Excise and Service Tax, Vadodara-I failing which tender will not be considered for opening of Financial Bid. Earnest money deposited by the unsuccessful bidder will be refunded to bidder at the earliest after finalization of the tender. Earnest money will be refunded to the successful bidder on receipt of Performance Security.

2. **Performance Security:** - The successful bidder will be wholly and solely responsible for any damage/levy/claim and will be liable to pay the said damage/levy/claim. In this context, the successful bidder will deposit Rs. 35,000/- (Rs. Thirty Five Thousand Only) as performance security which is non-interest bearing in the shape of Bank Draft / Bank Guarantee issued by a Nationalized Bank only drawn in favour of the Chief Accounts Officer, Central Excise and Service Tax, Vadodara-I payable at Vadodara in respect of each vehicle separately.

3. **Contract Period:** - The validity of the contract is **up to 31.03.2015 from** the date of awarding the contract. However, in case the quality of service by the contracted agency is found unsatisfactory, the Head of the Department may terminate the contract agreement after giving 15 days notice. In case of termination, services of the agencies from the panel will be utilized.

4. The order for providing vehicle on monthly basis will be given to the agency which has quoted the lowest rates taking into consideration the model of the vehicle offered while meeting all the terms and conditions given in the tender document.

5. The billing should be done on monthly basis and it should be in triplicate, preferably typed. It shall be submitted to the concerned vehicle in-charge within the 1<sup>st</sup> week of every subsequent month for payment. Pre-Receipted bill shall be submitted by the successful bidder in duplicate duly supported by the copy of logbook.

6. The Vehicles should be registered in VADODARA. It should be properly and comprehensively insured and should carry necessary permits / clearance from the Transport Authority or any other concerned authority including pollution certificate.

7. The bidders must ensure that the drivers employed have valid driving license and clean driving record. The firm would ensure that the drivers employed should carry a mobile phone and should be free from vices. The driver so employed should have a minimum experience of 5 years. The drivers should be paid wages not below the market rate / minimum wages (if applicable).

8. The driver should be well conversant with roads and routes of VADODARA. The operation and functions of the Driver shall be governed as per Motor Vehicle Act and Rules.

9. The agency / firm should have an adequate number of telephones for contact round the clock. The driver shall observe all the etiquette and protocol while performing the duty & shall be neatly dressed, should wear proper uniform & must carry a mobile phone in working condition, for which, no separate payment shall be made by this office.

10. The normal working time will be from 9.00 a.m. to 9.00 p.m. However, occasionally the vehicle may have to report earlier or may be relieved after working time, but no extra charge will be paid for the same.

11. The driver should always remain with the vehicle during entire period of duty. In case of any urgency the driver may seek permission of the concerned officers.

12. Once the hiring of car commences from a particular operator, the car and the driver should not be changed unless requested by this office.

13. Vehicle shall be made available on all days including Saturday, Sunday and public holidays, in case required.

14. The agency shall provide names & addresses of the driver and police verification report along with their driving license number and copies thereof while submitting acceptance of offer.

15. The Commissioner, Central Excise & Customs, Vadodara – I, shall not be responsible for any challan, loss, damage due to any accident of the vehicle or to any other vehicles or for the injury to the driver or to any other third party. The loss or damage or legal expenses on this account shall be borne by the bidder.

16. The agency shall ensure that speedometer of car supplied is properly sealed so that no tampering is done with a view to inflate distance traveled. LPG Cylinders should not be used for running the vehicles in any case.

17. The authorized officer of the Commissioner, Central Excise & Customs, Vadodara – I may get surprise checks of speedometer of the car supplied from any authorized workshop and cost thereof will be borne by the agency.

18. In case of any breakdown of vehicle on duty, the agency shall make arrangement for providing another vehicle. In such a case, mileage from garage to the point of breakdown would not be paid.

19. In case vehicle does not report within the reasonable time or does not report at all, the Department would have a right to hire a vehicle from the market and the additional cost incurred by the Department will be borne by the Contractor.

20. In case, neither a substitute vehicle is provided nor a vehicle is hired by the Department, proportionate contract charges are liable to be deducted from the contract charges payable.

21. The successful bidder has to park the vehicle in office compound after use at their own risk.

22. The calculation of mileage shall be from the reporting point to the relieving point and will not be calculated on garage to garage basis.

23. A daily record indicating time and mileage of the vehicle shall be maintained in a log book and log book shall be submitted to the concerned officer in Central Excise & Customs, Vadodara – I regularly for scrutiny.

24. The bidder should give an undertaking that he or his firm has not been blacklisted by any of the Organization / Government Department as on the date of submission of the bid.

25. The bidder shall also certify that he has read and understood the terms and conditions of the tender. He should sign the terms and conditions. The tenderer, who are not accompanied with the requisite documents, shall be out rightly rejected.

26. The contract will be initially for a period of one month on trial basis which may be extended for one year including above referred period of trial basis on satisfactory or completion of trial period or the accounting year which ever is earlier.

27. The Commissioner, Central Excise & Customs, Vadodara – I will have the sole discretion to extend the period of contract beyond one year or terminate the contract prematurely in case of unsatisfactory service.

28. If the vehicle does not report for duty on any day(s) then an amount of Rs. 2000/- shall be deducted from the monthly bill of the vehicle. In addition, a penalty of Rs. 1000/- per day may be levied if the vehicle / agency fails to meet above terms and conditions on any day.

29. Any matter during the period of this agreement, which has not been specifically covered by this agreement, shall be decided by the Commissioner, Central Excise & Customs, Vadodara – I whose decision shall be final and conclusive.

30. No additional terms and conditions over and above the conditions stipulated above shall be entertained by this office.

31. In case of any dispute of any kind and in any respect, whatsoever, the decision of the Commissioner, Central Excise & Customs, Vadodara – I shall be final and binding.

## Annexure 'A'

### Technical Bid Form for Hiring of Vehicles

(The last date for submission is 28.04.2014 till 1600 hours)

Sr.No	Required information	Particulars
1	Name, Address and Telephone Numbers of Agency/firm. (both landline and mobile telephone numbers are to be provided)	
2	Name and telephone numbers of the owner of the Agency/Firm (both landline and mobile telephone numbers are to be provided)	
3	Details of Permanent Account Number (PAN) (enclose copy)	
4	Name, address, contact details and specimen signature(s) of authorized signatory/signatories	
5	Whether all the Five (5) vehicles to be offered are owned by the Agency / service provider? Attach documentary evidence such as RTO registration of the vehicle, for all Five vehicles	
6	Whether all the above vehicles are registered as commercial vehicle?	
7	Whether copy of RC book of all the vehicles to be offered, attached?	
8	Service Tax Registration Number (enclose copy)	
9	Total No of commercially registered cars owned by the firm, Besides the above mentioned vehicles.	
10	Make, model and Registration Numbers of vehicles to be provided for each vehicle in a separate sheet.	
11	List of Government Organizations (both central and state) where the vehicles have been provided (copies of contract letters (both past and present) are to be enclosed)	
12	Have the services provided by the firm earlier to this office or any other Government organization been terminated prematurely due to unsatisfactory services? If yes, please give details	
13	Has any penal action other than termination of services taken against the firm? If yes, please give details	
14	Details of the Demand Draft enclosed with the Bid.	

I hereby certify that the above furnished information is correct. I also certify that I have read and understood the technical conditions. I understand that furnishing false information will disqualify my firm from further bidding process.

Signature:

Name of Authorized Signatory:

Seal/Stamp:

Date:

## Annexure - B

(Financial bid for the vehicle.....for.....Kms.)

- 1 Name of Bidder :
- 2 Address :
- 3 Telephone/Mobile No. :
- 4 Rates :

Vehicle name/ model	Rate for 25/26 days in a month upto 2000 kms.
1	2

Date :.....

Name and Designation  
Signature alongwith stamp