



OFFICE OF THE COMMISSIONER
CENTRAL EXCISE, CUSTOMS & SERVICE TAX, VADODARA-I
CENTRAL EXCISE BUILDING, RACE COURSE, VADODARA- 390007



F. No. I/20-01/2012-Adm.

Date : 14.06.2013.

To,
The Superintendent (Systems)
Central Excise & Customs,
VADODARA - I.

Sir,

Sub. :- Hiring of Vehicle Regarding.

Enclosed please find herewith copy of NOTICE INVITING TENDER for Hiring of Vehicle.

You are requested to kindly upload the same on departmental website at the earliest.

Yours faithfully,

Encl : As above.


SUPERINTENDENT (ADM)

for


17/6/13

**OFFICE OF THE COMMISSIONER OF CENTRAL EXCISE & CUSTOMS,
RACE COURSE CIRCLE, VADODARA – 390 007.**

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

Vadodara, Dt. 17.06.2013.

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, Vadodara – I, 1st Floor, Central Excise Building, Race Course Circle, Vadodara – 390 007 for hiring of **TWO TAVERA – NON AC**, for running of 25 days with 1800 KMs. 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 or 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 their bids in sealed envelope, super scribing on the envelope "TENDER FOR HIRING OF VEHICLES", in two parts viz. technical and commercial bids, addressed to Commissioner, Central Excise & Customs, Vadodara – I having office at 1st Floor, Central Excise Building, Race Course Circle, Vadodara – 7 on or before 21.06.2013 by 12.00 noon.

A. TECHNICAL :

The tenderer should have the PAN and should attach a photocopy of the same.

The tenderer 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).

The tenderer should have the Service Tax Registration number and should attach photocopy of the same.

The vehicle should not be more than three years old (i.e. manufactured between July 2010 to June 2013) and in good working condition for which the tenderer should submit a list of vehicles giving details with make / type of vehicle, model / year of manufacture and the Registration Number of the vehicle to be provided to this office.

B. COMMERCIAL :


1. Monthly charges for providing vehicle with Driver to be used for 25 days subject to a maximum of 1800 KMs. per month.

2. The rates quoted should specifically mention the service tax component. No service tax will be paid if the operator fails to provide proof of valid service tax registration.

The commercial bids on only those agencies who qualify in the Technical conditions will be entertained. The tenders will be opened on 21.06.2013 at 16.00 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 1st 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. The Vehicles should be registered in VADODARA.
2. The order for providing vehicle on monthly basis will be given to the agency which has quoted the lowest rates while meeting all the terms and conditions given in the tender document.
3. The validity of the contract is for 12 (Twelve) months 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 vehicle should be properly and comprehensively insured and should carry necessary permits / clearance from the Transport Authority or any other concerned authority including pollution certificate.
5. The driver deputed on duty should not be involved in more than two punch or challan for negligent driving. The firm would ensure that the drivers employed should carry a mobile phone and have valid driving license, and should be free from vices. The driver so employed should have a minimum experience of 5 years. The driver should be paid wages not below the market rate / minimum wages (if applicable).
6. 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 Tenderer.
7. Pre-Receipted bill shall be submitted by the Tenderer in duplicate duly supported by the copy of logbook. The billing should be done on monthly basis and it should be in triplicate, preferably typed. It shall be submitted to the department during the 1st week of each subsequent month for payment.
8. The tenderer should have the PAN and should attach a photocopy of the same.
9. The Tenderer has to park the vehicle in office compound after use at their own risk.
10. The calculation of mileage shall be from the reporting point to the relieving point and will not be calculated on garage to garage basis.

11. The tenderer 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.

12. The tenderer shall also certify that he has read and understood the terms and conditions of the tender. He should sign the terms and conditions. The tenderers, which are not accompanied by the requisite documents, shall be outrightly rejected.

13. 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.

14. 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.

15. 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.

16. 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.

17. 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.

18. 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.

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

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

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

22. LPG Cylinders should not be used for running the vehicles in any case.

23. 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.

24. 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.

25. 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.

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

27. 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.

28. 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.

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

30. 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.