



केन्द्रीय सीमा शुल्क, उत्पाद एवं सेवा कर आयुक्त का कार्यालय
OFFICE OF THE COMMISSIONER OF CENTRAL EXCISE & SERVICE TAX
लेखापरिक्षा का आयुक्तालय
AUDIT COMMISSIONERATE
केन्द्रीय शुल्क भवन : बशीरबाग : हैदराबाद - ५०० ००४
Kendriya Shulk Bhavan: Basheerbagh: Hyderabad-500 004

C.No.I/22/01/2016-Admn

Date: .06.2016

**NOTICE FOR INVITING TENDER FOR HIRING OF MOTOR VEHICLES
FOR AUDIT COMMISSIONERATE**

Sealed quotations are invited for hiring of 1 (One only) motor vehicles, along with driver for use by the Office of the Commissioner of Central Excise and Service Tax, Audit Commissionerate, Hyderabad on monthly hiring basis for a period up to March-2017 from the date of awarding this contract.

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 Commissioner of Central Excise and Service Tax, Audit Commissionerate, Basheerbagh, Hyderabad on or before **24.06.2016, 11:30 Hrs.** 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 super scribed "Financial Bid" and "Technical Bid" and put inside another bigger sealed envelope which shall be super scribed with the words, "**TENDER FOR HIRING OF VEHICLES**" on the top. The nature of service to be provided and the conditions are placed in the official websites of www.eprocure.gov.in and www.cbec.gov.in. and cexaudithyd.gov.in

THE LAST DATE FOR RECEIPT OF SEALED TENDERS IS 24.06.2016, TILL 11:30 HRS. The sealed tenders should be dropped in the Tender Box available in Assistant Commissioner (P&V), Audit Commissionerate, Room No.501, Hyderabad-500 004 between 10.00 hrs to 17.00 hrs on all working days. The tenders will be opened on **27.06.2016 at 15.00 hrs.**

Category and number of vehicles required:

01 (One) number of Non-AC diesel vehicles such as Indigo, Swift Dezire, Ford I-Con (BS-III/Euro-III) to be used for 30/31 days subject to maximum of 2500 Kms. in a month for the period upto March, 2017.

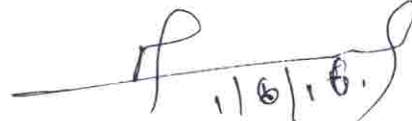
It is to inform that the Commissioner of Central Excise and Service Tax, Audit Commissionerate, reserves the right to reject all or any of the offers without assigning any reason thereof and the decision of this office shall be final and binding.

Terms & Conditions:

- The Contract of hiring of vehicle will be initially for a period up to March-2017 from the date of awarding of this contract.
- 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.
- The vehicle shall be provided on any day including Saturday, Sunday and Holidays, if required by the hirer i.e., Department.

- (d) **The maximum distance being 2500 Kms., in case the distance exceeds 2500 Kms. the charges will be paid as per the amount charged per Km. in excess of the maximum limit and if the total distance travelled is less than the maximum limit, charges will be paid on proportionate basis.**
- (e) The vehicle should be of latest model (not older than 2 years) and in good running condition. In case the condition of the vehicle is not found to be satisfactory, the same 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 the right to hire a vehicle from the market and the cost incurred has to be borne by the agency / firm.
- (f) The firm/agencies should have prior experience of atleast 2 years in serving any State/Central Government organizations. Proof to that extent should be enclosed.
- (g) The billing will be done on monthly basis and bills to be submitted in triplicate by the 1st of the succeeding month.
- (h) 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.
- (i) A daily record indicating time and mileage for the 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 (PRO), in Audit Commissionerate regularly for scrutiny.
- (j) Financial bids of only those agency / firms would be opened, who qualify the technical requirements.
- (k) Audit Commissionerate 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.
- (l) The contractor shall not engage any sub-contractor or transfer the contract to any other person.
- (m) The vehicle must be fitted with Fire Extinguishers in proper working condition at all time and the driver should be trained to use them.
- (n) 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 the car. A fan at the rear seat will have to be provided by the owner. The items mentioned shall be made available at the cost of the owner of the firm.
- (o) The vehicle 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 contact round the clock. Vehicle should be comprehensively insured with pollution control certificate.

- (p) 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.
- (q) The vehicle should display at a conspicuous place the following; "In case of irresponsible/rash driving or exceeding speed limit prescribed on a particular stretch of road, you may complain to the owner of the vehicle (Name of the Owner, Telephone and Mobile No. should be displayed) All such complaints should be probed into by the owner of the vehicle and action taken against the erring Driver, if found guilty under intimation to the Department.
- (r) In case of any accident, all the claims arising out of it, shall be met by the agency / firm.
- (s) 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.
- (t) If any of the terms and conditions above, is not found fulfilled during the currency of contract, the Commissioner, Central Excise and Service Tax, Audit Commissionerate 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.
- (u) No additional terms & conditions over and above the conditions stipulated above shall be entertained by this office.
- (v) In case of any dispute, the decision of the Commissioner shall be final and binding.



(Dr. I MARIANNA)

ADDITIONAL COMMISSIONER(P&V)

Copy to:

1. The Notice Boards of Hyderabad - I/II/III/IV/Service Tax/Customs/Audit Commissionerates.
2. Supdt (Systems) for circulation in Web site of the Dept.
3. In charge of Vehicles of Audit Commissionerate, Hyderabad.
4. The file.

TECHNICAL BID (QUALIFYING BID DOCUMENT)

- 1 Name, Address & Telephone :
No. of agency / firm (with
telephone nos are to be
provided)
- 2 Name of 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
- 6 Name of the driver along with :
copy of the driving license.
- 7 Permanent Account Number :
(PAN)

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)

FINANCIAL BID DOCUMENT

1. Name of the party
2. Address
(with Tele.No. & Fax No.)
3. Name & Address of the Proprietor/
Partners/Directors
(With Mobile Numbers)

Sl. No.	Type of Vehicles	Monthly Charges (in Rs.)*
		Maximum- 2500 Km per month

- * In case, the total distance travelled in a month is less than 2500 Kms., the charges will be calculated proportionately and if more than 2500 Kms. charges will be paid as per the rate per Km.

Add: any other charges if required

Sub Total:

Add: Service Tax

Grand Total:

(Rupees

only)

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.

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