

OFFICE OF THE ASSISTANT COMMISSIONER, CUSTOMS, CENTRAL EXCISE & SERVICE TAX, DIVISION-SAGAR-II, 5, CIVIL LINES, SAGAR, Ph:- 07582-221855,221901, Fax:- 07582-227490, Email:- cexdivbina@gmail.com

F. No. II(37)02/2014/Admin/SGR-II/

Sagar, Dated:09.03.2017

NOTICE INVITING TENDER

Sealed Tenders are invited from the eligible and interested service providers for hiring vehicles for the office of the Assistant Commissioner, Customs, Central Excise & Service Tax, Division-Sagar-II, 5, Civil Lines, Sagar as per requirement mentioned in the schedule and Terms and Conditions mentioned below for the period from 01.04.2017 to 31.03.2018. The sealed quotations should reach the said office on or before 20.03.2017 at 12.00 hrs.

SCHEDULE

SR. No.	Category	Numbers of vehicles required
1.	One small size (Mahindra Scorpio/Swift Dzire/ Tata Indigo/ Manza) air conditioned vehicle to be used 25 days in a month subject to maximum of 2000 kilometer in a month	1

TERMS AND CONDITIONS FOR HIRING OF VEHICLES

1. The cost ceiling for a month per vehicle is at the rate not exceeding Rs. 30,000/- for a month per vehicle inclusive of service tax and all other taxes. Only those Service Providers desirous of offering the vehicle at the rate mentioned above only need to apply.
2. Rate quoted is for a commercially registered vehicle that is new or is not old more than 3-4 years and without any accident history, in excellent and neat exterior, interior and running condition which they shall also so maintain during period of hire.
3. The Maximum running in a month shall be 2000 kms. The shortfall/ excess of 2000 kms in the month can be carried over /adjusted in the successive months in the financial year.
4. The vehicle shall be available on any day and any time including Saturday, Sunday and Holidays, as and when required by the Hirer.
5. The drivers should have a valid driving license and act to comply with laws in force and they are adequately experienced, and maintain decency, politeness, neat dress and good habits. Driver must be in the proper uniform only.
6. The billing will be done on monthly basis and bills to be submitted in triplicate by the 5th of the succeeding month.
7. The Office of the Assistant Commissioner, Customs, Central Excise & Service Tax, Division-Sagar-II, shall be liable to pay the hiring charges only. Contract charges include monthly charges of driver, maintenance of vehicle; petrol/diesel/oil expense etc. will be borne by the service provider.

8. The vehicle should be insured in all respects by the service provider. In case of any accident or theft etc. all the claims arising out of it will be met by the service provider and this Department (Hirer) shall not be liable in any matter whatsoever.
9. The vehicle should comply with all pollution control regulations and norms.
10. A log book for vehicle in the format prescribed by the Ministry, for each of the journeys performed, duly signed by the officer, would be maintained and submitted by the Service Providers along with the bills.
11. It is the sole responsibility of the Service Providers to obtain all the necessary clearances and permissions from RTO and any other agencies. The vehicle should be registered in Taxi quota in RTO and in case of any default no charges will be paid by the Department (Hirer).
12. TDS as applicable will be deducted from each bill.
13. In case of non-availability of the vehicle with the Service Providers the alternate arrangement are to be made by the Service Providers only
14. Once hired, the vehicle will not be put to use for other purposes and the vehicles and drivers will work under the overall supervision of the department for which they will do all as is necessary.
15. The department reserves the right to charge penalty, Rs 500 per day of delay for non provision of vehicle in time.
16. The successful bidder will be communicated through 'Offer Letter' who will provide the required vehicles at the successful bid price.
17. Gas kits are not allowed as fuel in the vehicle.
18. Zero based mileage i.e. Mileage starting and ending at/ from duty or drop off location shall be adopted for the purposes of calculating the kilometers.
19. The A.C. vehicles should have functional A.C. and in case the same is not in working condition, the rates shall be reduced by 20% for the month of non performance.
20. Their drivers must be equipped with functional mobile phone at their cost, for contact purposes.
21. The vehicle will be utilized in case of an emergency without bringing to the knowledge of the service provider.
22. Vehicle should be kept with sufficient stock of fuel. However, in case of any emergency, if any officer refuels on payment, from his pocket, the same should be reimbursed by the service provider on production of the bill immediately.
23. There should be an air spray in the vehicle.

24. In case of any violation of the above conditions, the Assistant Commissioner has right to repudiate the agreement immediately. The Assistant Commissioner may also consider imposing appropriate penalty in deserving cases.
25. The Bids of only those shall be opened, whose Technical Bids are qualified. The format of technical bid is enclosed as Annexure-A. The Bids shall be opened at 1500 Hrs on 20.03.2017 by the tender committee in the presence of service providers who are present at the time of opening the tender documents.

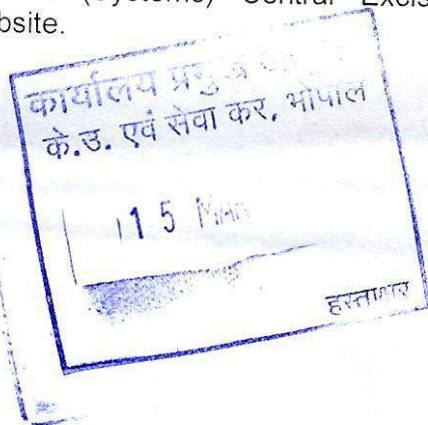
—sd—

(Deepchand Sijeria)
Assistant Commissioner
Central Excise, Division-Sagar-II

Copy to:

1. The Superintendent (Systems) Central Excise, Hqrs Bhopal for publishing on departmental website.
2. Notice Board.

043790



—sd—
9-3-17

(Deepchand Sijeria)
Assistant Commissioner
Central Excise, Division-Sagar-II

(TECHNICAL BID)

1	Name, address and telephone / mobile no. of the tenderer i.e. the Applicant Contractor	
2	Permanent Account No. (PAN)	
3.	RC of the vehicles	
4	No. of years of experience of running a fleet of vehicles on hiring basis	
5	Model and Year of manufacture of Vehicle	
6	Approximate KMs run by the vehicle upto date of filing of tender	
7	No. of Drivers available with the tenderer & their years of experience alongwith License Numbers	
8	Self-certification that no criminal case is pending against the driver	

“I have read the terms & conditions of the Tender Notice.”

Signature
Name of Authorized Signatory
Seal/Stamp