

GOVERNMENT OF INDIA
CENTRAL EXCISE AUDIT-III COMMISSIONERATE
Circle-VI, 2nd Floor Silver Arc Complex, Waghawadi Road,
BHAVNAGAR: Phone No.0278-2571115,17

F.No.1/01-01/Audit-III/Circle-VI/Estt/15-16

Date: 09.10.2015

TENDER NOTICE FOR HIRING OF VEHICLE

Sealed tenders are invited from reputed parties / agencies supplying vehicles on hired basis for official use of Central Excise Audit-III Commissionerate, Circle-VI, Bhavnagar, having his office at 2nd Floor Silver Arc Complex, Waghawadi Road, BHAVNAGAR. Interested parties / agencies with experience of at least 2 (two) years and also willing to comply with the terms and conditions annexed to this notice, may submit their bids in sealed condition addressed to the undersigned on or before 23.10.2015 by 1600 hours. The sealed cover should be marked on the top as "Quotation for Hiring of Vehicle for Central Excise Audit-III Commissionerate, Circle-VI, Bhavnagar.

There should be two separate sealed covers for Technical Bid (Annexure-A & Annexure-B) and the other containing Financial Bid (Annexure-C). Technical Bids should contain documents evidencing (1) Year of manufacture of the cars, (2) Previous experience of Government agencies served, (3) Whether the vehicle registered for commercial purpose as per Motor Vehicle Act, (4) Service Tax Registration No. etc. The Financial Bid Bids will be taken up only if the technical specifications are satisfactory otherwise the Tender will be straight way rejected. Details of tender notice are also available on the ~~CEAC~~ website - cenexbhavnagar.nic.in.

The details of the Vehicle to be hired are as under:-

Sr. No.	Category	No. of Vehicle required	Usage	Maximum amount payable per month per car (upper ceiling) exclusive of service tax
1.	Small size vehicle (Swift Dezire, Tata Manza or its equivalent)	01 (One)	To be used upto 20-25 days subject to maximum of 2000 kms in a month.	Rs.30000/-

Period of Hiring:

One year from date of signing of contract

Last Date of Time of Submission of Tenders:

23.10.2015 by 04:00 pm.

Date and Time of Opening of Tenders:

26.10.2015 at 05:00 pm.

20/10/15

TERMS AND CONDITIONS

1. The vehicle will be dedicated to the Department should be of latest model (not older than 2013 and shall have clean white seat covers / towels and in good running condition. The vehicle should be properly and comprehensively insured and should have commercial registration as per Motor Vehicle Act including pollution clearance certificate.
2. The calculation of mileage shall be from the reporting point to the relieving point and will not be calculated on garage to garage basis. The vehicle may have to remain in the office campus during office hours and even then after, as and when required.
3. Rate for the supply of the vehicle will be binding on the tenderer for the period from the date of agreement for ~~one year~~. If the performances found unsatisfactory then the agreement /contract will be terminated.
4. The vendor should have the PAN No. & Registration of Service Tax, Photocopies of which to be submitted for proof.
5. The vendor will be responsible for maintenance and up-keeping of the said vehicle on his own account and no extra charge will be payable by the Department. All expenditures of fuel, Mobile, Driver's salary and other expenses whatsoever have to be borne by the supplier of the vehicles.
6. Due to non-availability on any reason whatsoever like breakdown, servicing, maintenance, repair etc., the agency shall make arrangement for providing substitute vehicle in good condition. In such case, mileage from garage to the point of break down would not be paid.
7. Necessary Log Book will be maintained properly and to be submitted to the concerned officer of the Commissionerate for necessary verification at the end of the month.
8. Pre-receipted Bill shall be submitted by the vendor in triplicate duly supported by the copy of Log Book.
9. The Commissionerate/Circle shall not be responsible for any Toll Tax, fine charged by Police or other agencies, parking, losses, damages, any accident of the vehicle or to any other vehicles or for the injury to the driver or any other third party. All such expenses on this account shall be borne by the vendor/supplier of vehicles and there will be no reimbursement from the Department in this regard.

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10. The driver should be trained, well conversant with roads and routes of Saurashtra and adjacent areas as well as having good eye-sight, devoid of bad habits and having proper valid driving license with proper uniform for driving the vehicles. The driver should observe all etiquette and protocol while performing the duty and shall be neatly dressed and carry a mobile phone in working condition for which no separate payment shall be made by the Department. The driver should always remain with the vehicle during entire period of duty. In case of any urgency, the driver may seek permission from the concerned officer.
11. The vendor shall provide photocopy of all relevant documents related to vehicles and drivers of such vehicles. The agency/firm should have an adequate number of Telephone/Mobile Phone to contact round the clock.
12. It will be solely the discretion of the Department to use the said hired vehicle for official purpose on Saturdays, Sundays and Holidays wherever necessary. No garage/parking facility will be provided by the Department.
13. The vehicles will be used on an average of 12 hours a day.
14. The vendors should give an undertaking that he or his firm has not been black listed by any of the organization/Govt. Department as on the date of submission of the Bid/Tender.
15. The vendors shall also certify that he has read and understood the terms and conditions of the tender. He should sign the terms and conditions. The quotations, which are not accompanied by the requisite documents, shall be outright rejected.
16. In case, any negligence regarding service by the contracted agency is noticed, the Commissionerate/Circle may terminate the contract agreement after giving 7(seven) days notice. The vendor should intimate the office prior 30(thirty) days before withdrawal of vehicles in writing.
17. The tenderer should enter into agreement on stamp paper of Rs.50/- and the cost of stamp paper is to be borne by the tenderer.
18. The rates are to be quoted for hiring on monthly basis (Rs. per month) exclusive of service tax subject to maximum limit of Rs.30,000/- in respect of car mentioned at Sr. No. 01 of page-1 of this Tender Notice.

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Page-4

19. No additional terms and conditions from the tenderer over and above shall be entertained by the Commissionerate.
20. The Commissionerate/Circle reserves the right to terminate the accepted tender during the period of the contract without giving any reason and without consulting the tenderer. The tenderer will have no right to demand any compensation in this respect. The Commissionerate also keeps right to relax any of the conditions above. In case of any dispute of any kind and any respect whatsoever, the decision of the Commissionerate shall be final and binding.

MSA
9/10/2015

Assistant Commissioner,
Central Excise Audit-III, Circle-VI,
Bhavnagar

Copy to:

- ✓ 1. The Superintendent (Systems), Central Excise & Service Tax, Bhavnagar. He is requested to upload the notice on the departmental website immediately.
2. The Superintendent (HQ), Central Excise Audit-III, Rajkot.
3. The Notice Board.

MSA
9/10/2015

Assistant Commissioner,
Central Excise Audit-III, Circle-VI,
Bhavnagar

TECHNICAL BID

(To be submitted in a separate sealed envelope, super-scribed as "Technical Bid")

Name, Address &
Telephone No. of Tenderer:

Name and address of the
provider/Partner/Director:


Qualifying criteria for Technical Bid:

- | | |
|--|----------|
| 1. The vehicle is owned by us | Yes / No |
| 2. The vehicle is registered as commercial vehicle | Yes / No |
| 3. We have attached certified photocopy of RC Book of the Vehicle offered; | Yes / No |
| 4. We have valid Service Tax Registration | Yes / No |
| 5. We have attached certified copy of Service Tax Registration | Yes / No |
| 6. We have valid PAN | Yes / No |
| 7. We have attached certified copy of PAN | Yes / No |

Additional evaluation Criteria:

- | | |
|---|-------|
| 1. Total number of commercially registered cars owned by us:
(Please fill number opposite) | _____ |
| 2. The registration No. & Year of make, model &
type of the vehicle intended to supply to Department. | _____ |
| 3. In the year 2014-15, we provided cars on hire for over one year to Central Govt. /
State Govt. / PSUs : Yes / No. | |
| 4. We have the requisite experience of providing vehicles to Central Govt. / State
Govt. PSUs with experience of 3-5 years : Yes / No. | |

If reply to 3 & 4 above is Yes, then provide names & address of such offices



(Signature of Authorized Signatory with date & stamp)

DECLARATION

(To be submitted with the Technical Bid)

1. I, _____ / /
Son Daughter Wife of Shri _____
Proprietor/Director/Authori
zed Signatory of the
agency/fi
rm _____
Address
_____, S _____
_____, am competent to sign this declaration and execute this
document ;

2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them;

3. The information / documents furnished along-with the application are true and authentic to the best of my knowledge and belief. I / we, am / are well aware of the fact that furnishing of any false / misleading information / fabricated document would lead to rejection of my tender at any stage.

Date:
Place:
Seal:

MMA
19/10

Signature of authorized person

Full Name :-

ANNEXURE-C

FINANCIAL BID

(To be submitted in a separate sealed envelope super-scribed as "Financial Bid")

1. Name of the Party :
2. Address (with Tel. No. & fax No.) :
3. Name & Address of the Proprietor/Partners/Directors (with Mobile Number) :
4. Vehicle Details :
5. Rate of hiring charges (exclusive of service tax) :

S.No.	Type of Vehicles	Monthly hiring charges (exclusive of service tax) (In Rs. per month)
01.	Small size vehicle (Swift Dzire, Tata Manza or its equivalent)	

Date:
Place:

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19/10

Name and Signature of Authorised signatory

Seal/
Stamp