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NOTICE INVITING QUOTATIONS FOR HIRING OF VEHICLES

Sealed Tenders are invited for hiring of vehicles from the vehicle providers as per the requirement mentioned below in the schedule for the Office of the Assistant Commissioner of Central Excise, Surendranagar. This service will be required for a period of One Year.

Sr. No.	SCHEDULE Type of Vehicle	No. of Vehicle required
01	Non-A.C. Tata Indigo [<i>to be used for 25 days subject to maximum of 2000 km. in a month</i>]	01

- 1) The interested parties are requested to submit their bids in two bid systems i.e. Technical bid and financial bid separately. The tender documents including Terms & Conditions may be obtained either from the Administration Section, **Office of the Asst. Commissioner of Central Excise, Surendranagar, 1st Floor, Millennium Plaza, Malar Chowk, Dharnagdhra Road, Surendranagar-363 001**, or may downloaded from the website: www.cbec.gov.in.
- 2) The sealed tenders should be addressed to the Assistant Commissioner Central Excise Division Surendranagar up to **17.03.2015 up to 17.00 hrs.**
- 3) Quotations will be opened on **18.03.2015 at 12.00 hrs.**
The parties who wish to be present at the time of opening of the quotation may represent themselves or authorize their representatives with an authority letter. The Asst. Commissioner of Central Excise, Surendranagar; deserves the right to accept or reject any or all tenders without assigning any reason.
- 4) The Central Excise Commissionerate reserves the right to accept or reject any tender wholly or partly without assigning any reason thereof.

(अमितकुमार निकालजे)
सहायक आयुक्त

F.No-1/22-03/2015-Adm

Date:- 04.03.2015

Copy to:

1. The Superintendent (Systems), HQ, Bhavnagar, for displaying the said letter on the department's website and Central Public Procurement portal.
2. Notice Board.

Annexure-I

TERM& CONDITIONS:

1. The service provider may submit quotation for one or for both of the vehicles.
2. The vehicle should be of latest model (Dec-2010 onwards) and in good running condition with commercial registration and comprehensively insured with pollution control certificate. New seat cover/towels and fan at the rear seat will have to be provided by the owner.
3. Drivers of the vehicle should be well conversant with Bhavnagar and Ahmedabad routes/Roads as well as any routes required by the department.
4. The service provider must have 24 hours working telephone system so that he can telephonically be contacted at short notice and at odd hours and on holidays in case of requirement of vehicle. It would also be essential for the driver to have a mobile phone so that he could be contacted for duty.
5. Each driver shall observe all the etiquette and protocol while performing the duty & shall be neatly dressed.
6. The vehicles to be hired will not used for any other commercial/ personal purpose by the service provider. The vehicles have to be kept in the office premises only. It will be solely the discretion of the Department to use the said hired vehicle for any official purpose including Saturday, Sunday and Holidays whenever necessary.
7. No dead mileage would be payable in case of vehicles taken out for repairing purpose from office premises to garage place and vice versa. A Log book for the car in the format prescribed by the Ministry, for each of the journey performed, duly signed by the officer, would be maintained and submitted by the contractor along with the bills and duty slips.
8. Payment of hiring charges will be made on monthly basis. The bills for the use of vehicle accompanied by the duty slips/log books will be preferred after each completed month.
9. It is the sole responsibility of the service provider to obtain all the necessary clearances and permissions from RTO and any other agencies and in case of any default; no charges will be paid by this office.
10. TDS and other taxes as applicable will be deducted from each bill.
11. The vehicle should be in excellent working condition and should be sent only after checking battery, coolant, oil, air tyre pressure.
12. In case of non-availability of the vehicle and/ or driver with the service provider, alternate arrangements are to be made by them.
13. The service provider should have Service Tax Registration or submit an undertaking that he is not liable to pay Service tax. The rates offered shall be considered inclusive of all taxes including Service tax.
14. The service provider also has to submit the proof of registration of the service provider/company or firm.
15. The car shall report for duty as and when required maintaining regularity and punctuality.
16. In case of any accident or theft, all the claims arising out of it shall be met by the service provider and department (Hirer) shall not be liable in any matter whatsoever.
17. The service provider shall ensure that the personnel deployed by him do not have any criminal antecedents.
18. In case violation of the above conditions, the Commissioner has right to repudiate the agreement immediately. The Commissioner may also consider imposing appropriate penalty in deserving cases.

ANNEXURE – III

Pre-qualification requested for award of contract for hiring of Vehicle.

01.	Name of the Tax Agency/Firm	
02.	Name(s) of the Proprietors/ Directors	
03.	Registered Address	
04.	Permanent Telephone No./Fax No. and Concerned Persons Mobile No.	
05.	Descriptions of Vehicles and Model No.	
06.	Whether Taxi agency/Firm registered with any Govt. departments	
07.	As per above (06) Registration No. of the Taxi agency/Firm(copy to be enclosed)	
08.	Permanent Account No. (PAN) of the concerned persons or Taxi agency/Firm.	
09.	Copy of the income Tax Clearance Certificate(ITCC) to be attached	
10.	Torn over for last three years of the Taxi agency/Firm.	
11.	Total No. Vehicles/Taxis owned by the Taxi agency/firm	
12.	Name(S) of Public Sector/Govt. Organization to whom similar services have been provided by the Taxi agency/Firm during the last five years(Please attached the job order/service certificate from Govt. Office/Public Sector)	

Signature with Date: _____

Name of the Firm _____

Seal

ANNEXURE – II

TECHNICAL BID HIRING OF VEHICLE

To be submitted in a separate sealed envelope subscribing” TECHNICAL BID”

01.	Name of the Organization/Firms with full address with pin code phone, e-mail etc.	
02.	Name(s) of the Proprietors/ Directors	
03.	PAN No. of the Firm as allocated by the Income tax department	
04.	List of the Public sector/Govt. Organization to which similar Service have been provided by the contractors/firms/Agencies during the last 5 years. List of Government Organizations where the service provider is currently providing services may also be indicated. (Please attach the job order/service certificate form Govt. Office/Public sector,) if any	
05.	Registration Certificate obtained from service Tax department	
06.	Name & No. of Vehicle offered	
07.	Model No.	
08.	Color of vehicle	
09.	Date of Manufacturing (How many year old)	
10.	Any other information	

(UNDERTAKING (PART OF ANNEXURE-II))

1. I/We undertake that, I/We have carefully studied all the terms and conditions of contract as indicated in Annexure-I and understood the parameters of the proposed work and shall abide by them.
2. I/We further undertake that the information given in this tender are true and correct in all respect.

Signature with Date - _____

Name of the Firm - _____

Seal - _____

FINANCIAL BID FOR HIRING OF VEHICLE
PROFORMA FOR QUOTATION RATES

Sr. No	Description	
1	Name of the Taxi agency/ Firm	
2	Name OF PROPRIETER	
3	Rate quoted per (Inclusive of all taxes charges/levies including Service tax)	
4	Payment for per KM in Rs. If usage exceeds 2000 Km in a Month	

Signature of Authorized person with Date: _____

Name and full address _____

Seal