

OFFICE OF THE COMMISSIONER OF CENTRAL EXCISE
CEX AUDIT - I COMMISSIONERATE
26/1, MAHATMA GANDHI ROAD, NUNGAMBAKKAM, CHENNAI - 600034.

C.No. I/22/1/2015-Admn.

Date : 26.08.2015.

Notice calling for quotation/offer for Hiring of Motor Cars

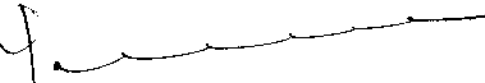
I have been directed to bring to Public Notice that Tenders in sealed cover are invited from reputed Tours & Travels Agencies for supply of vehicles to this office on "Hiring" basis for the period from 01.10.2015 to 31.03.2016 (Financial Year 2015-16) as per the requirements mentioned in the schedule below:

SCHEDULE

Sl.No.	Category of Motor Car	No. of Vehicles required
1.	Mid size Vehicle - Indigo/Etios/Dzire/Amaze/etc. to be used upto 20-25 days subject to maximum of 2500 kilometers per month.	1
2.	Small type Vehicle - Indica Car to be used up to 20-25 days in a calendar month subject to maximum of 2000 Kilometers per month.	8

2. Interested persons are requested to submit their offer in sealed cover superscribed with "**TENDER FOR HIRING OF MOTOR CAR - CEX Audit-I COMMISSIONERATE**", in prescribed Proforma A (Technical Bid) & Proforma B (Financial Bid) appended herewith, addressed to the Additional Commissioner of Central Excise, CEX Audit-I Commissionerate, 26/1, Mahatma Gandhi Road, Chennai - 600034 so as to reach this office latest by **15:00 hours on 07.09.2015**. The hiring charges quoted should be inclusive of any taxes, fees, government levies, toll fee, parking fee etc. A person may submit his/her "Offer" for one or more Car(s) for hire. The date and time of opening of tender documents would be at **16.00 Hrs on 07.09.2015**. At the appointed time of opening of tender documents, the parties who have bid for the award of contract may be present before the Authorised Officer, in person or through their authorized representative.

3. The Commissioner of Central Excise, CEX Audit-I Commissionerate reserves the right to accept or reject any or all the offers without assigning any reason. The terms and conditions for submitting the quotations / offer are annexed with this notice.


Assistant Commissioner (Admn)
CEX Audit- I Commissionerate.

Copy to:

Notice Board of Chennai I / II / III / IV / LTU / Service Tax Commissionerate.
The Superintendent of Central Excise (Computer), Chennai I Commissionerate.
(with a request to upload the Notice in the official website)

Terms & Conditions

1. 1 Mid size vehicle along with Driver is required for 20-25 days in a Calendar Month, for engagement up to 10-12 hours/day, or for mileage of up to 2,500 kms per month, effective from 01.10.2015.
2. 8 Small type Vehicles along with Drivers are required for 20-25 days in a Calendar Month, for engagement up to 10-12 hours/day, or for mileage of up to 2,000 kms per month, effective from 01.10.2015.
3. The vendor should provide the credential of their Car Rental / Travel Agency / Business and also produce list of vehicles owned / offered by him, along with self attested copies of documents like Insurance policy, Registration Certificate, Road Tax receipt, etc. Photo-copies of Driving License of the driver intended to be supplied with hired car may also be provided. Income Tax PAN Card of the Business Concern shall also be provided.
4. Financial Quotation should be submitted for lump sum hiring charges per month per vehicle, inclusive of all taxes, statutory levies, toll fee, if any, in the format prescribed below (proforma B):

Description	Type of vehicle for which quotation is required
Providing & maintaining of Motor Car for CEX Audit-I Commissionerate, inclusive of supply of Drivers, Fuel, Daily Allowance to Drivers/ etc. for 20-25 days subject to a maximum 2,500 kms per month.	Mid size Vehicle - Indigo/Etios/Dzire/Amaze/etc.
Providing & maintaining of Motor Car for CEX Audit-I Commissionerate, inclusive of supply of Drivers, Fuel, Daily Allowance to Drivers/ etc. for 20-25 days subject to a maximum 2,000 kms per month.	Small type Vehicle Indica Car preferably of white colour
Rate per km chargeable, if the kilometer limit per month is exceeded	Rate Per / Km.

5. Offer in sealed cover superscribed with "TENDER FOR HIRING OF MOTOR CAR - CEX AUDIT-I COMMISSIONERATE" addressed to the Additional Commissioner, Office of the Commissioner of Central Excise, CEX Audit-I Commissionerate, 26/1, Mahatma Gandhi Road, Chennai - 600034 so as to reach this office latest by **15:00 hours** on **07.09.2015**. Quotations submitted after due date / time will be rejected. The rates quoted shall be inclusive of Service tax, if any. The Vendor should also spell out the number of vehicle(s) that is/are being offered for hiring.
6. The Department is not responsible for any repair and maintenance of the vehicle(s). No charges related to vehicle would be borne by the Department.
7. All tax liabilities i.e. Road Tax, Service Tax, Insurance, Pollution Control Certificates etc. will be borne by the service provider.
8. Normally, the vehicles may be utilized between 08.00 hours to 20.00 hours during week days. However the vehicles may be utilized for carrying out specific operations, urgent work, airport pick-up-drops during night hours, in which case vehicles may be used beyond the stipulated timings and on holidays. However, such usage shall be within 2,000 kms per month.

9. In case of accident, all claims arising out such accident shall be made by the service provider, who is also liable to indemnify the department for any loss, damage to property or life arising out of negligence of driver or due to poor maintenance of vehicle.
10. Suitable alternative vehicles should be provided in case of breakdown of the vehicle provided. In case of failure to provide such alternative, this office reserves the right to hire a similar vehicle at market rates till the time hired vehicle is restored / alternate vehicle provided. The cost incurred by department in this regard shall be adjusted from the monthly hiring charges payable to the service provider.
11. Planned / Preventive maintenance should be done on Sundays / Holidays so that availability of vehicle during working days is not affected.
12. The hiring charges shall be on the basis of zero based mileage i.e., mileage starting at the office / point of pick-up, as the case may be.
13. A daily record indicating duration of time of engagement of vehicle and kms run every day shall be maintained in a logbook in the prescribed form with the Officer in-charge, and the data for the same shall be placed before him by the driver concerned on the same day / next working day.
14. The designated vehicles and drivers, which were approved after inspection of vehicles at the time of awarding the contract, would only be put into operation and any changes in vehicle / driver will be allowed only with the express consent of the department.
15. Once the hiring charges are fixed and agreed upon, no increase will be considered during the period of contract.
16. The invoice for hiring, completed in all respects, for each month shall be submitted on or before 10th of the subsequent month.
17. The vehicles should be in proper running condition and should be registered on or after 1st April 2012. (enclosed self attested copy of Regn Certificate).
18. The vehicles should be provided with fuel and drivers. The department is not liable for any payment to drivers as salary, daily allowance, etc.
19. The Motor car shall be run on Petrol or Diesel.
20. The vehicle's Fitness Certificate should be renewed in time.
21. The vehicles should be maintained properly, cleaned every day, and the seats & head rests covered with sweat absorbing white towel.
22. It shall be ensured all the necessary documents like Registration Certificate, Insurance Certificate, Road Permit, Pollution Control Certificate, etc are in the custody of the drivers/in vehicle.
23. The driver should have valid license and the vehicles should be registered with the Competent Authorities.

24. The driver should possess valid Drivers Badge provided by RTO.
25. The driver must be disciplined, keep etiquette and protocol while performing the duty. They should be on proper uniform (white and white) and must be provided with a mobile phone in working condition. Ability to speak in more than one language is desirable.
26. The driver shall abide by the instructions of the Officer in-charge of the vehicles, and during rides the Officers travelling in the vehicles.
27. In case of unsatisfactory service by the service provider, or for any other reason, the contract can be terminated by the department without assigning any reason, and the decision of the Competent Authority, CEX Audit-I Commissionerate, 26/1, Mahatma Gandhi Road, Nungambakkam, Chennai-600034 shall be binding and final in this regard.
28. In case the service provider wants to terminate the contract before the end of contract period, he shall give one month's notice in writing to the Competent Authority.
29. Initially the contract shall be for a period of 08 months (till March, 2016), and extendable for two more financial years i.e. 2016-17 and 2017-18 on mutual agreement.
30. If services are not provided on any day or days, the hiring charges payable will be reduced pro-rata.
31. Any issues arising during the period of contract, which has not been specifically covered in this agreement, shall be decided by the Competent Authority whose decision shall be final and conclusive.
32. The vehicles accepted for hiring shall be parked in the premises of CEX Audit-I Commissionerate at 26/1, Mahatma Gandhi Road, Nungambakkam, Chennai-600034 between the timings mentioned.
33. The Commissioner, CEX Audit-I, Chennai reserves the right to reject any application / quotation / contract, in full or part, without assigning any reason whatsoever.
34. The vendors while filing their tender quotations in Proforma A and B, shall give an undertaking that they abide by the aforesaid 'Terms & Conditions'.

Proforma A – For supplying of vehicles

1	Name of the Tour & Travel Agency / Service Provider	:	
2	Address	:	
3	Telephone Nos.	:	
4	Mobile Nos.	:	
5	Name and address of the vehicle owner	:	
6	PAN No. (Enclose a photocopy of PAN Card)	:	
7	No. of vehicles operated presently	:	
8	Details of vehicle(s) offered (Make/Model/Year/Colour/Kms. Run)	:	
9	No. of years of experience in the business (with documentary proof)	:	
10	Service Tax Registration No.(Photocopy copy to be enclosed)	:	

Place :

Place :

Signature of the authorized person
(Name and Designation)

Proforma B – For supplying of vehicles

1. Name of the Tour & Travel Agency / Service Provider :

2. Name and address of the vehicle owner :

I / We quote the following all inclusive hiring charges per calendar month for supply of Motor cars, with driver, to your office as follows:

Description	No. of vehicles offered	* Quotation (in Rs.) for each category	Rate per km if the kilometers exceed the maximum
Indica Car to be used up to 20-25 days in a calendar month subject to maximum of 2000 Kilometers per month.			

Place :

Date :

Signature of the authorized person
(Name and Designation)