



OFFICE OF THE ADDITIONAL DIRECTOR GENERAL (AUDIT)  
CUSTOMS, CENTRAL EXCISE & SERVICE TAX  
CHENNAI ZONAL UNIT, CHENNAI 600 008

Tel.:28545662, 28545639  
Fax No.28548100

E mail :adg-dadtczu-cbec@nic.in

C.No.I/22/04/2015

Dated 23.12.2015

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 vehicle to this office on "Hiring" basis for the period from 01.02.2016 to 31.01.2017 (12 months) as per the requirements mentioned below:

Category of Motor Car	No. of Vehicles required
Mid size Vehicle - Etios/Dzire/Amaze/etc. to be used upto 20-25 days subject to maximum of 2500 kilometers per month.	1

2. Interested persons are requested to submit their offer in sealed cover superscribed with "TENDER FOR HIRING OF MOTOR CAR – ADDITIONAL DIRECTOR GENERAL (AUDIT)", in prescribed Proforma A (Technical Bid) & Proforma B (Financial Bid) appended herewith, addressed to the Joint Director, Office of the ADDITIONAL DIRECTOR GENERAL (AUDIT), CUSTOMS, CENTRAL EXCISE & SERVICE TAX, CHENNAI ZONAL UNIT, 18-C RUKMINI LAKSHMIPATHY ROAD, RANI MEYYAMMAI HALL, III FLOOR, EGMORE, CHENNAI 600 008 so as to reach this office latest by **15:00 hours** on **18.01.2016**. The hiring charges quoted should be inclusive of all taxes, fees, government levies, toll fee, parking fee etc. The date and time of opening of tender documents would be at **16.00 Hrs** on **19.01.2016**. 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 Additional Director General(Audit) 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.

  
Joint Director

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. 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 01.02.2016.
2. 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. Photocopies of Driving License of the driver intended to operate the hired car may also be provided. Income Tax PAN Card of the Business Concern shall also be provided.
3. 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 The Additional Director General(Audit), Egmore,Chennai 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 - Etios/Dzire/Amaze/etc.
Rate per km chargeable, if the kilometer limit per month is exceeded	Rate Per / Km.

4. Offer in sealed cover superscribed with "**TENDER FOR HIRING OF MOTOR CAR - ADDITIONAL DIRECTOR GENERAL (AUDIT),**" should be sent to the Joint Director, Office of the Additional Director General (Audit), Customs, Central Excise & Service Tax, Chennai Zonal Unit, 18-C, Rukumini Lakshmi pathy Road, Rani Meyyammai Hall, III Floor, Egmore, Chennai-600 008 so as to reach this office latest by **15:00 hours** on **18.01.2016.** Quotations submitted after due date / time will be rejected. The rates quoted shall be inclusive of Service tax, if any.
5. The Department is not responsible for any repair and maintenance of the vehicle. No charges related to vehicle would be borne by the Department.
6. All taxes and liabilities i.e. Road Tax, Service Tax, Insurance, Pollution Control Certificates etc. will be borne by the service provider.
7. 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 2,500 kms per month.

8. 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.
9. 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 such time the 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
10. Planned / Preventive maintenance should be done on Sundays / Holidays so that availability of vehicle during working days is not affected.
11. 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.
12. 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.
13. The designated vehicle and driver, which were approved after inspection of vehicle 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.
14. Once the hiring charges are fixed and agreed upon, no increase will be considered during the period of contract.
15. The invoice for hiring, completed in all respects, for each month shall be submitted on or before 10<sup>th</sup> of the subsequent month.
16. The vehicles should be in proper running condition and should be registered on or after 1<sup>st</sup> April 2013. (enclose self attested copy of Regn Certificate).
17. The vehicle should be provided with fuel and driver. The department is not liable for any payment to driver as salary, daily allowance, etc.
18. The motor car shall run on Petrol or Diesel.
19. The vehicle's Fitness Certificate should be renewed in time.
20. The vehicle should be maintained properly, cleaned every day, and the seats & head rests covered with sweat absorbing white towel.
21. It shall be ensured that all the necessary documents like Registration Certificate, Insurance Certificate, Road Permit, Pollution Control Certificate, etc are in the custody of the driver/in vehicle.
22. The driver should have valid licence and the vehicle should be registered with the Competent Authorities.

23. The driver should possess valid Drivers Badge provided by RTO.
24. 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.
25. The driver shall abide by the instructions of the Officer in-charge of the vehicle, and during rides the Officers travelling in the vehicle.
26. 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, Additional Director General (Audit), Customs, Central Excise & Service Tax, Chennai Zonal Unit, 18-C, Rukumini Lakshmipathy Road, Rani Meyyammai Hall, III Floor, Egmore, Chennai-600 008 shall be binding and final in this regard.
27. 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.
28. Initially the contract shall be for a period of 12 months, and extendable for two more financial years on mutual agreement.
29. If services are not provided on any day or days, the hiring charges payable will be reduced pro-rata.
30. 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.
31. The vehicle accepted for hiring shall be parked in the premises i.e Office of the Additional Director General (Audit), Customs, Central Excise & Service Tax, Chennai Zonal Unit, 18-C, Rukumini Lakshmipathy Road, Rani Meyyammai Hall, III Floor, Egmore, Chennai-600 008 between the timings mentioned.
32. The Additional Director General (Audit), Chennai reserves the right to reject any application / quotation / contract, in full or part, without assigning any reason whatsoever.
33. 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 vehicle**

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 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 car, with driver, to your office as follows:

Description	No. of vehicle offered	Quotation (in Rs.)	Rate per km if the kilometers exceed the maximum
Mid size Vehicle - Etios/Dzire/Amaze/etc to be used up to 20-25 days in a calendar month subject to maximum of 2500 Kilometers per month.			

Place :

Date :

Signature of the authorized person  
(Name and Designation)