



भारत सरकार

GOVERNMENT OF INDIA  
MINISTRY OF FINANCE  
DEPARTMENT OF REVENUE  
OFFICE OF THE COMMISSIONER OF CENTRAL EXCISE,  
AUDIT - I, COMMISSIONERATE  
26/1, MAHATMA GANDHI ROAD, CHENNAI- 600 034

C.No. I/22/I/2016 - Admn

Date 1/04/2016

**TENDER NOTICE**

Sealed Tenders are invited for hiring of vehicle from agencies supplying vehicles( Taxis) with drivers on hire as per the requirement mentioned below in the schedule for central Excise Audit I Commissionerate, Government of India, Ministry of Finance, Department of Revenue, having office at the 26/1, Mahatma Gandhi Road, Chennai- 600 034.

Schedule

Sl no.	Category	No. of vehicles required
1	Mid size vehicle- indigo/ Etios/ Dzire/ Amaze/ etc. to be used up to 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

The tender documents with the terms and conditions can be obtained in person from the Office of the Commissioner of Central Excise, Audit I Commissionerate, 26/1 Mahatma Gandhi Road Chennai between 11.00 a.m. and 05.00p.m. on all working days till ~~30.04~~ 22/4/2016 or can be downloaded from the official website <http://centralexcisechennai.gov.in>

Interested and eligible travel agencies/vendors, are requested to submit their quotation in sealed envelopes addressed to the Public Relation officer (PRO), Office of the Commissioner of Central Excise, Audit I Commissionerate, 26/1 Mahatma Gandhi Road Chennai – 600 034 on or before 25.04.2016 by 15.00 hrs for which the undersigned can be contacted at phone no. 28335106

Encl: proforma A & B

(RAJEEV K)

ASSISTANT COMMISSIONER (ADMN.)  
AUDIT I COMMISSIONERATE

### A. Technical conditions

1. The tenderer should have a PAN number and should attach a photocopy of the same.
2. The tenderer should have experience in supplying taxis/ cabs to the government departments / PSU for which the service provider submit the name of the organization to whom service is being provided. The vendor should also provide list of the vehicles owned/ offered by him and the details of the vehicles along with the documents like insurance policy and registration certificate. Photocopy of driving license of the driver to Audit I Commissionerate, Chennai along with the quotation/ tender documents.
3. The vehicle should not be more than one year old which the tenderer should submit the details of vehicle viz. make/ type of vehicle, model/ year of the manufacturer and registration number of the vehicle.

### B. Commercial conditions

1. Quotation should be submitted for minimum lump- sum charges per month per vehicle as below:

DESCRIPTION	TYPE OF VEHICLE FOR WHICH QUOTATION IS REQUIRED
Providing and maintaining of motor car for CEX Audit I c 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
Providing & maintaining of motor car for CEX Audit I c Commissionerate, inclusive of supply of drivers, fuel, daily allowance to drivers / etc. for 20-25 days subject to a maximum 2000 kms. per month.	Small size vehicle

2. The rate quoted should specifically mention the service tax component. No service tax will be paid if the operator fails to provide of valid service tax registration.

### OTHER TERMS AND CONDITIONS

1. The order for providing taxi cab on monthly basis will be given to the agency which has quoted the lowest rates while meeting all the terms and conditions given in the tender document. However, to safeguard against failure by the agency to provide the desired quality service, the competent Authority of Audit I Commissionerate, Chennai may empanel other tenderers who quote lowest rates as per the same terms and conditions as that of the first lower bidder.
2. In case of quality of service provided by the contracted agency is found not up to the standard, the competent authority of Audit I Commissionerate, Chennai may terminate the contract agreement after giving 15 days notice. In case of termination, services of the agencies from the panel will be utilized.

3. The vehicle must be properly and comprehensively insured and should carry necessary permits/ clearances from the transport Authority or any other concerned authority including pollution certificate.
4. The vehicle shall be for the exclusive use of this office and shall not be use by the contractor for other purpose.
5. The drive deputed on duty should not be involved in more than two bookings / challans for negligence in driving. He should be conversant with the roads and routs of Chennai and Tiruvallur district, Kanchipuram district and Vellore Krishnagiri and Hosur area. . He should always remain with the vehicle during the duty time. In case of emergency, he should seek permission of the concerned officer, before leaving.
6. The hiring charges shall be based on the zero based mileage i.e. Mileage starting / ending from / at the office / residence of the officers, as the case may be.
7. The department shall be liable to pay the hiring charges only. Other liabilities like monthly wages and allowances to the driver, repair and maintenance of the vehicle insurance, petrol / diesel, oil and any other incidental expenses etc. shall be borne by the vehicle provider.
8. The vehicle should be provided with fuel and driver. The vehicle should be maintained properly and the seats and head rests covered with white Turkish towel and proper cleaning should be done every day.
9. All tax liabilities i.e. Road Tax, service tax, insurance, pollution control certificate etc. will be borne by the service provider. **However, Service tax will be reimbursed by this office on actual basis.**
10. Road worthiness of the vehicle is to be insured at all times by the vehicle provider.
11. Alternative suitable vehicle should be provided in case of breakdown of the car so provided. In case of failure to roved alternative suitable vehicle this office would have a right to hire a vehicle from the market and the additional cost incurred by this office will be borne by the vendor. Gas kits are not allowed as a fuel in any car.
12. Planned/ Preventive maintenance should be done only on Sundays/ Holidays.
13. The driver should have valid driving license and the vehicle should be registered with the competent Authorities of Central Government and state Government. Any violation would attract pro- rata deduction of charges.
- 14 The driver should strictly follow traffic rules and other regulations as prescribed by the govt. Authorities. They should be provided with mobile phones.
15. The driver must observe discipline, etiquette and protocol while performing the duty. He should wear proper uniform and must carry a mobile phone in working condition. He should know to speak and understand English/ Hindi in addition to the local language. For this, no separate charge will be borne by the department. As the vehicle is to be used by officers of the Department, the vehicle provider should ensure all the necessary documents (Registration Certificate, Valid Insurance, Permit, Pollution Control certificate etc.) are in the personal custody of the licensed driver.

16. The vendor and the driver should carry out the instructions of the Department as well as the officers assigned to the vehicle. The vehicle will be generally utilized during the period from the 08.00 hrs to 20.00 hrs. However, the vehicle may be utilized in case of an emergency without prior knowledge of the transport operator beyond the stipulated timings.

17. In case of accident, all claims arising out of such accident shall be made by the vendor. He shall also indemnify the department for any loss, damage of property or life arising out of negligence of driver for poor maintenance of vehicle.

18. A daily record indicating time and mileage for each vehicle should be maintained in a logbook in the prescribed form and the same must be placed before the officer in charge of vehicle and get it certified by the officer.

19. The designated vehicle and driver, which is approved after inspection of vehicles at the time of awarding the contract, will only be put into operation and any changes in the vehicle or driver will be allowed under exceptional circumstances. The vehicle must be available at any time and on any day as desired by the concerned officer.

20. The bills for hiring of vehicle along with the logbook, complete in all respects for every month must be submitted to this office before the 10<sup>th</sup> of the subsequent month positively.

21. The contract shall be for the period from **01.05.2016 to 31.03.2017** and could be extended for another year on mutual agreement.

22. It will be solely the discretion of the department to use the said hired vehicle for any official purpose on all days including Saturdays, Sundays and holidays wherever and whenever necessary.

23. If services are not provided on any day or days the service charges will be reduced on pro-rata basis from the monthly bill. In addition, a penalty of Rs. 500/- per day shall also be levied if any vehicle/ agency fail to meet any of the above terms and conditions on any days. If the driver is unable to adhere to the stipulated official prescribed time schedule, the vehicle provider will further be liable to pay Rs. 500/- per day.

24. In case, the condition of vehicle is not found to be satisfactory, it shall be returned for immediate replacement. In case no replacement is proved on time, this office has the right to hire a vehicle from the market and the additional cost incurred by the office will be borne by the vehicle provider ( service provider) and the claim amount will be deducted from the sum payable to the service provider.

25. Any matter during the period of the agreement which has not been specifically covered by this agreement shall be decided by the department whose decision shall be final and conclusive.

26. The vehicle accepted for hiring is to be parked in the office premises of the Office of the Commissioner of Central Excise, Audit Commissionerate, 26/1 Mahatma Gandhi Road Chennai 600 034 or MHU complex, Nandanam , Chennai -35 (if required)

27. The competent authority namely, the Commissioner of Central Excise, Audit I Commissionerate, Chennai, reserves the right to reject any application/ quotation/ contract without assigning any reason whatsoever.

28. The competent authority namely, the Commissioner of Central Excise, Audit I Commissionerate, Chennai, reserves the right to accept or reject the quotation wholly or partly without assigning any reason thereof or accept more than one offer.

29. The vendors while quoting should give written undertaking that they would abide by the tender conditions mentioned under Terms and Conditions.

30. The successful bidders should be able to provide the vehicle from **01.05.2016**.

**PROFORMA – 'B' FOR SUPPLY OF VEHICLE**

**COMMERCIAL BID:**

1. Name and the tour and travel agency/ service provider:
2. Address:
3. Telephone number:
4. Mobile number:

I/ We submit our lowest quotation for supply of vehicles to your office.

Category	Description	No. of vehicles offered	Quotation (in Rs.) for each category	Details (make/model/year/c colour/ kms. run)	Rate per km if the kms exceed the maximum.
A	Mid size vehicle- indigo/ Etios/ Dzure/ Amaze/ etc. to be used upto 20-25 days subject to maximum of 2500 kilometers per month.	1			
B	Small type vehicle – Indica car to be used upto 20-25 days in a calendar month subject to maximum of 2000 kilometers per month.	8			

Date:

Signature of the authorized person  
(Name and Designation)

Place:

**PROFORMA – 'A' FOR SUPPLY OF VEHICLE**

**Requirement:-**

- |                       |        |
|-----------------------|--------|
| 1. Mid size vehicle   | 1 no.  |
| 2. small size vehicle | 8 Nos. |

**Technical Bid:-**

1. Name of the Tour and Travel Agency/ Service Provider:
2. Address:
3. Telephone Number:
4. Mobile number:
5. PAN Number (enclose a photocopy of the PAN card):
6. Numbers of vehicles operated presently:
7. Details of vehicle(s) offered:  
(Make/ Model/ Year/ Colour/ Kms run/ whether owner driven)
8. Numbers of years of experience in the business. Details of Experience (produce certificate, if any):
9. Service Tax Registration Number:

Date:

Signature of the authorized Person  
(Name and Designation)

Place: