



OFFICE OF THE ASSISTANT COMMISSIONER OF CENTRAL EXCISE
CHENNAI IV DIVISION, CHENNAI II COMMISSIONERATE
R-40, I FLOOR, A-1, 100 FEET ROAD, MOGAPPAIR EAST, CHENNAI - 600037

C.No.II22/1/2015

Dated: 30.03.2016

Notice calling for quotation/offer for Hiring of Motor Cars for 2016-17.

The Office of the Assistant Commissioner of Central Excise, Chennai IV Division invites Sealed Quotations from reputed Tours & Travels Agencies for supply of vehicle to this office on “**hiring**” basis for the period from 01.04.2016 to 31.03.2017 (12 months) as per the requirements mentioned below.

Category of Motor Car	No. of Vehicle required
Small size Vehicle – TATA Indica / Indigo / Swift Non Air-Conditioner 22 days subject to maximum of 2000 Kilometres per Month	1

Interested persons are requested to submit their quotation in two separate sealed covers – one for Technical Bid and the other for Financial bid - superscribed with “TENDER FOR HIRING OF MOTOR CAR” , in prescribed Proforma A (Technical Bid) & Proforma B (Financial Bid), addressed to the Assistant Commissioner of Central Excise, Chennai – IV Division, Chennai – II Commissionerate. The hiring charges quoted should be inclusive of all taxes, fees, government levies, parking fee etc. Detailed terms and conditions for hiring along with the proforma A & B can be downloaded from www.centralexcisechennai.gov.in.

1. Last date for submission of tender documents – 17:00 Hrs on 14-04-2016
2. Date for opening of tender – 11:00 Hrs on 15-04-2016

The bidders may present themselves before the authorised officer, either in person or through their authorised representative at the time of opening of tender document. The Assistant Commissioner reserves the right to accept or reject any or quotation without assigning any reason.

Sd/

(RAJNI S. MENON)
ASSISTANT COMMISSIONER
CHENNAI IV DIVISION

Copy to:

Notice Board of Chennai II & IV Divisions of Chennai II Commissionerate, D & E Divisions of Chennai I Commissionerate

Notice Board of Chennai I/II/III/IV/LTU/Service Tax/Audit-I/II/Service Tax – Audit Commissionerate.

The Superintendent of Central Excise (Computer), Chennai – I Commissionerate
(with a request to upload the Notice in the official website)

Terms & Conditions

1. Small size vehicle along with driver is required for 22 days in calendar month for engagement upto 10-12 hours/daily, or for mileage of upto 2000 kms per month for the financial year 2016-17.
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, Income Tax PAN Card of the Business Concern, etc.. Photo copies of Driving licence of the driver intended to operate the hired car may also be provided.
3. Financial bid should be submitted for lump sum hiring charges per month per vehicle, inclusive of all taxes, statutory levies, toll fee, if any, in the prescribed Proforma - B.
4. The Department is not responsible for any repair and maintenance of the vehicle. No charges related to vehicle would be borne by the Department.
5. All taxes and liabilities i.e. Road Tax, Service Tax, insurance, Pollution control certificate etc., will be borne by the service provider.
6. 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 operation viz., urgent work, airport pickup drops during night hours, in which case vehicles may be used beyond the stipulated timings and on holidays. However, such usage shall be within 2000 kms per month.
7. In case of accident, all claims arising out of 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.
8. 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 rate 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.
9. Planned / preventive maintenance should be done on Sunday / Holiday so that availability of vehicle during working days is not affected.
10. 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.
11. Once the hiring charges are fixed and agreed upon, no increase will be considered during the period of contract.
12. The invoice for hiring, completed in all respects, for each month shall be submitted on or before 10th of the subsequent month.
13. The vehicle should be in proper running condition and should be registered on or after 1st April 2013 (enclosed self attested copy of Regn. Certificate)
14. The vehicle should be provided with fuel and driver. The department is not liable for any payment to driver such as salary and daily allowance.
15. The vehicle's Fitness certificate should be renewed in time.
16. 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.
17. 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, Assistant Commissioner of Central Excise, Chennai – IV Division, Chennai – II Commissionerate shall be binding and final in this regard.
18. If services are not provided on any day or days, the hiring charges payable will be reduced pro-rata.
19. Mode of payment will be monthly and will be made through ECS/ Account Payee Cheques only. Tax shall be deducted at source as per the prevailing Income Tax Act from the monthly bill.

PROFORMA A – TECHNICAL BID

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)		

Place:

Date:

Signature of the authorized person
(Name and Designation)

PROFORMA B – FINANCIAL BID

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

2. Name and address of the vehicle owner

3. Rate Quoted

Description	No. Of vehicle offered	Quotation (in Rs.)	Rate per km if the kilometres exceed the maximum
Small size vehicle Non AC TATA Indica / Indigo / Swift			

4. Details of the vehicle

1. Validity period of Insurance Policy :
2. Registration Certificate No. Of the vehicle :
3. Road Tax Receipt :

4. Details of Driver

1. Name of the Driver :
2. Driving Licence no. Of the Driver intended to operate the hired vehicle (Photocopy of the licence to be enclosed) :

5. Bank Details

1. Name of Account Holder:
2. Account No.:
3. Ifsc Code:
4. Micr Code:

DECLARATION

Certified that the information furnished herein are true and correct to the best of my knowledge and hereby abide by the terms and conditions mentioned in the tender document.

SIGNATURE OF THE BIDDER