



OFFICE OF THE ASSISTANT COMMISSIONER OF CENTRAL EXCISE
DIVISION I, CHENNAI II COMMISSIONERATE
692, M.H.U. Complex, Anna Salai, Chennai – 600 035

C.No.I/22/07/2016-17

Dated: 21 .03.2016

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

I have been directed to bring to Public Notice that Tender in Sealed Cover are invited from reputed Tours & Travels Agencies for supply of vehicle to the 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 sealed cover with “TENDER FOR HIRING OF MOTOR CAR” , in prescribed Proforma A (Technical Bid) & Proforma B (Financial Bid) appended herewith, addressed to the Assistant Commissioner of Central Excise, Chennai – I Division, Chennai – II Commissionerate, 692, MHU, Complex Nandanam, Chennai – 600 035 so as to reach this office latest by 15.00 hours on 30.03.2016. The hiring charges quoted should be inclusive of all taxes, fees, government levies, parking fee etc. The date and time of opening of tender documents would be at 15.00 Hrs on 31.03.2016. At the appointment time of opening of tender documents, the parties who have bid for the award of contract may be present before the authorised office, in person or through their authorised representative.

The Assistant Commissioner reserves the right to accept or reject any or quotation without assigning any reason. The terms and conditions for submitting the quotations offer are enclosed in the annexure to the notice

Sd/-
Assistant Commissioner
of Central Excise

Copy to:

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 websiste)

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 effective from 01.04.2016.
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, photo copies of Driving licience 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).
4. The Department is not responsible for any repair and maintenance of the vehicle. No charges related to vehicle would be borne by 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, 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 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 a market rates till such time the hired vehicle is restores/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, on 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 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 as salary, daily allowance, etc.
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 – I 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.

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)		

Place:

Date:

Signature of the authorized person
(Name and Designation)

PROFORMA A – FOR SUPPLYING OF VEHICLE

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 kilometres exceed the maximum
Small size vehicle Non AC TATA Indica / Indigo / Swift			