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GOVERNMENT OF INDIA
MINISTRY OF FINANCE
DEPARTMENT OF REVENUE
OFFICE OF THE COMMISSIONER OF SERVICE TAX-AUDIT
MHU Complex, 6th Floor, No.692, Anna Salai, Nandanam, Chennai-600035

C. No. I/22/06/2016 AUDIT - VEHICLES

DATED: 23/05/2016

TENDER NOTICE

Sealed tenders are invited from reputed parties/agencies supplying vehicles on hiring (on monthly basis) with Driver / Fuel for official use at **Service Tax - Audit Commissionerate**, MHU Complex, 6th Floor, No.692, Anna Salai, Nandanam, Chennai-600035, for the period from **01/06/2016 to 31/03/2017.**

Interested parties/agencies with requisite experience and also willing to comply with the terms and conditions annexed to this notice, may submit their bids in a sealed cover addressed to the undersigned on or **before 30/05/2016 by 16-00 hrs.**

The sealed cover should be marked on the top as **"Quotation for Hiring of Vehicle for Service Tax - Audit Commissionerate, Chennai-600035"**.

There should be two separate sealed covers for each bidder: one containing Technical Bid (Annexure -A) and the other containing Financial bid (Annexure -B).

The Financial Bids will be taken up only if the terms and conditions and technical bid/specifications (Annexure-A) are fulfilled, Details of quotation are also available in the CBEC website <http://servicetaxchennai.gov.in>.

The details of the Vehicle to be hired are as under:-

S.No	Category	No. of Vehicles Required	Usage
1	Mid Size Car	1	To be Used for 30 -31 days in a month subject to a maximum of 2500 Kms
2	Small Size Car	7	To be Used for 25 days in a month subject to a maximum of 2000 Kms

Period of hiring: 10 months (Effective from 01.06.2016 to 31.03.2017).

Last date & time for submission of tender: 30.05.2016 by 16.00 hrs.

Date & time of opening of the tender: 30.05.2016 at 16.30 hrs.

TERMS AND CONDITIONS

1. The vehicle will be dedicated to the Department and should be of latest model (not older than 2014) and shall have clean white seat covers/towels and in good running condition. The vehicle should be properly and comprehensively insured and should have proper registration as per Motor Vehicle Act Including pollution clearance certificate.

2. The calculation of mileage shall be from the reporting point to the relieving point and will not be calculated on garage to garage basis. The vehicle may have to remain in the office campus during office hours and even thereafter, as and when required.

3. Rate for the supply of the vehicle will be binding on the successful bidder during the entire period of agreement. If the performance is found unsatisfactory then the agreement / contract will be terminated.

4. The tenderer should have obtained a PAN No. from the Income tax department. The tenderer should be registered with Service Tax department and should have filed returns up to date.

5. The successful bidder will be responsible for maintenance and up-keeping of the said vehicle on his own account and no extra charges will be payable by the Department. All expenditures of fuel, Mobile, drivers' salary and other expenses whatsoever have to be born by the supplier of the vehicles.

6. Due to non-availability of vehicle for any reason whatsoever like breakdown, servicing, maintenance, repair etc., the agency shall make arrangement for providing substitute vehicle along with driver, in good condition. In such case, mileage from garage to the point of break down would not be paid.

7. Necessary Log Book will be maintained properly and to be submitted to the concerned officer of the Commissionerate for necessary verification at the end of the month.

8. Pre-receipted Bill shall be submitted by the vendor in triplicate duly supported by the copy of Log Book.

9. The Commissionerate shall not be responsible for any Toll Tax, fine charged by Police or other agencies, parking, losses, damages, any accident of the vehicle or to any other vehicles or for the injury to the driver or any other third party. All such expenses on this account shall be borne by the vendor /supplier of vehicles and there will be no reimbursement from the Department in this regard.

10. The driver should be trained, well conversant with roads & routes of Chennai and surrounding areas as well as having good eye-sight, devoid of bad habits and having proper valid driving license with proper uniform for driving the vehicles. The driver should observe all etiquette and protocol while performing the duty and shall be neatly dressed and carry a mobile phone in working condition for which no separate payment shall be made by the Department. The driver should always remain with the vehicle during entire period of duty. In case of any urgency, the driver may seek permission from the concerned officer.

11. The tenderer shall provide photocopy of all relevant documents related to vehicles and drivers of such vehicles. The agency/firm should have an adequate number of Telephone/Mobile Phone to contact round the clock.

12. It will be solely the discretion of the Department to use the said hired vehicle for official purpose on Saturdays, Sundays and Holidays wherever necessary. No garage/parking facility will be provided by the Department.

13 a. The tenderer should have provided vehicle under hiring scheme for a period of atleast 10 years to Customs, Central Excise and Service Tax Departments.

13b. The tenderer should give an undertaking that he or his firm has not been black listed by any of the organization/Govt. Department as on the date of submission of the Bid/Tender.

14. The tenderer shall also certify that he has read and understood the terms and conditions of the tender. He should sign the terms and conditions. The quotations, which are not accompanied by the requisite documents, shall be liable for rejection.

15. If services are not provided on any day or days, the service charges will be reduced on pro-rata basis from the monthly dues. In addition, a penalty of Rs. 500 per day shall also be levied if any vehicle/s, fails to meet any of the terms and conditions on any day. If the driver of the vehicle is unable to adhere to the stipulated official prescribed time schedule, the successful bidder will further be liable to pay Rs. 500/- per day for each of such deficiency.

16. In case, the condition of vehicle/s is not found to be satisfactory, it shall be returned for immediate replacement. In case no replacement is provided 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 and the said amount will be deducted from the sum payable to the service provider.

17. In case, any negligence regarding service by the successful bidder is noticed, the Commissionerate may terminate the contract agreement after giving 7(seven) days notice. The vendor should intimate the office atleast 30 (thirty) days before /or withdrawal of vehicles in writing.

18. The successful bidder should enter into agreement on stamp paper of Rs.100/- and the cost of stamp paper is to be borne by the tenderer.

19. No additional terms and conditions over and above shall be entertained by the Commissionerate.

20. The Competent Authority, viz., The Commissioner of Service Tax, Audit Commissionerate, Nandanam, reserves the right to terminate the accepted tender during the period of the contract without giving any reason and without consulting the successful bidder. The successful bidder will have no right to demand any compensation in this respect. The Competent Authority has the right to relax any of the conditions above. In case of any dispute of any kind whatsoever, the decision of The Competent Authority shall be final and binding.

21. The quotation must be submitted for all the eight vehicles only (one Mid-size car and seven small size car vehicles) in a single tender; Split quotations or quotations for lesser number of vehicles shall not be accepted.

22. The condition of the vehicles along with Drivers will be inspected by the Committee, (appointed by this office), before opening up of the financial bid and selection will be finalised based on this criteria.

23. This office reserves the right at any time not to open the Financial Bid in case the Technical Bid is not found to be satisfactory.

24. The tenderer should sign all the pages of the tender document in token of accepting the conditions of the contract.

25. The requirement of vehicles may decrease during the contract period depending of prevailing circumstances.


(J. M. NAVFAL)
DEPUTY COMMISSIONER (ADMN)

To
All the Notice Boards, in Chennai-I/II/III/IV Central Excise Offices.
All Notice Boards at Service Tax-I/II/III Comm'tes and Audit I & II
Commissionerate of Central Excise.

Copy to: The Superintendent, (Computer), Hqrs.Chennai-I, Chennai-34.
<http://servicetaxchennai.gov.in>.

ANNEXURE-B FINANCIAL BID DOCUMENT

1. Name of the party/Agency:
2. Address (with Tel. No. & fax no.)
3. Name & Address of the Proprietor/Partners/Directors (with Mobile Number)
4. Vehicle Details:-

Sl. No	Category	No. of Vehicles Required	General condition	Price quoted per month
1	Mid Size Car	1	2500 Kms/Per month	
2	Small Size Car	7	2000 Kms/Per month	

REMARKS:

The price must be quoted separately for the vehicles mentioned in Sl. No. 1 and 2. The price must be quoted on per vehicle per month basis. The price quoted shall be exclusive of Service Tax.

"I/We have read the term & conditions of the Tender Notice and agree"

DECLARATION

I/we hereby certify that the information furnished above are true and correct to the best of my/our knowledge. I /we understand that in case, any deviation is found in the above statement at any stage, I/we will be blacklisted and will not have any dealing with the Department in future.

(Signature of Authorized Signatory with date & stamp)

ANNEXURE-A

TECHNICAL BID (QUALIFYING BID DOCUMENT)

Name, Address & Telephone No. of Tenderer:

Name and address of the provider / Partner / Directors:

Qualifying criteria for Technical Bid:

- | | |
|--|--------|
| 1. All the vehicles shall be owned by the bidder : | Yes/No |
| 2. The vehicles shall be properly Registered :
(With proper valid insurance cover and with PCB certificate) | Yes/No |
| 3. The certified photocopy of RC Book shall be attached : | Yes/No |
| 4. The bidder shall have valid Service Tax Registration and a copy
to be attached: (along with copy of latest ST3 return filed) : | Yes/No |
| 5. The bidder shall have a valid PAN Number and a copy to be attached : | Yes/No |
| 6. The quotation must be a combined one, i.e. it must be for supply of
one no. of mid-size and seven numbers of Small size vehicles for the
duration of the period of tender : | Yes/No |
| 7. Necessary proof to substantiate that they have provided vehicle under hiring
Scheme for a period of atleast 10 years to the Customs, Central Excise and
Service Tax Departments : | Yes/No |

"I/We have read the term & conditions of the Tender Notice and agree"

DECLARATION

I/we hereby certified that the information furnished above are true and correct to the best of my/ our knowledge. I /we understand that in case, any deviation is found in the above statement at any stage. I/we will be blacklisted and will not have any dealing with the Department in future.

(Signature of Authorized Signatory with date & stamp)