



**GOVERNMENT OF INDIA
MINISTRY OF FINANCE
LARGE TAXPAYER UNIT**

1775, Jawaharlal Nehru Inner Ring Road,
Anna Nagar Western Extension, Chennai: 600 101
Tel: 044- 2615 9000 Fax: 044- 2615 5282

C.NO. IV/06/01/2016 –Vehicles

Date: -02-2016

TENDER NOTICE

Sealed tenders are invited for hiring of vehicles from the agencies supplying vehicles (Taxis) with drivers on hire as per the requirement mentioned below in the schedule, for Large Taxpayer Unit (LTU), Government of India, Ministry of Finance, having office at 1775, Jawaharlal Nehru Inner Ring Road, Anna Nagar Extension, Chennai - 600 101.

SCHEDULE

Sl. No	CATEGORY	No of vehicles required
1	AC Vehicle –Honda City ivtec/Hyundai Verna/Nissan Sunny vehicle to be used upto 30/31 days subject to a maximum of 2500 Kilometers in a month	Two
2	Non-AC Tata Indica to be used upto 25 days subject to a maximum of 2000 Kilometers in a month	Two
3	Non-AC Maruti Swift Dezire/Hyundai Accent to be used upto 25 days subject to a maximum of 2000 Kilometers in a month.	Two

The prescribed tender documents with the Terms & Conditions can be obtained in person from PRO, Large Taxpayer Unit, 1775, Jawaharlal Nehru Inner Ring Road, Anna Nagar Western Extension, Chennai – 600 101 between 1100 hrs to 1600 hrs. on all working days till 09.03.2016 or can be downloaded from the official websites or <http://kalalchennai.tn.nic.in> or <http://www.centralexcisechennai.gov.in> , www.eprocure.gov.in and <http://ltuchennai.gov.in> .

The interested travel agencies/vendors, who comply with all the following technical requirements and other terms and conditions are requested to submit their technical and financial bids as per the enclosed Proforma A and Proforma B respectively, in separate sealed envelopes addressed to the Additional Commissioner , Large Taxpayer Unit, 1775, Jawaharlal Nehru Inner Ring Road, Anna Nagar Western Extension, Chennai – 600 101 **before 11.30 hrs. on 10.03.2016.**

A. Technical conditions:-

1. The tenderer should have PAN number and Service Tax Registration Certificate and should attach photocopies of the same.
2. The tenderer should have experience of minimum two years in supplying vehicle contract services to the Government Departments/PSUs
3. The Tenderer should have provided at least 5 vehicles of small /mid-sized and above vehicles in a year to various Government departments/PSUs for the last two years, having owned these vehicles in the name of Tenderer with valid RTO registration etc.
4. The Tenderer should have the ownership of at least 5 vehicles of mid-sized or above vehicles in their name as on the date of submission of the tender.
5. The Tenderer should also provide list of vehicles to be offered by him which should be owned by the service provider together with documents like insurance policy and Registration Certificate, xerox-copy of driving license of the driver to LTU, Chennai along with the quotation/tender documents.
6. The vehicles should not be more than two years old, as on 01 April 2016. for which the tenderer should submit the details of vehicle viz., Make/Type of the vehicle, Model/year of manufacture and the Registration Number of the vehicle.

B. Commercial Conditions:-

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

Description	Type of vehicle for which quotation is required
Providing & maintaining of A/C vehicles for LTU Chennai including Driver's salary, Diesel/Petrol etc., upto 30/31 days subject to maximum of 2500 kms per month.	A/C Honda City ivtec/Hyundai Verna/Nissan Sunny (Two vehicles required-preferably in white colour)
Providing & maintaining of Non-A/C vehicles for LTU Chennai including Driver's salary, Diesel/Petrol etc., upto 25 days subject to maximum of 2000 kms per month.	Non-A/C Tata Indica (Two vehicles required – preferably in white colour)
Providing & maintaining of Non-A/C vehicles for LTU Chennai including Driver's salary, Diesel/Petrol etc., upto 25 days subject to maximum of 2000 kms per month.	Non-A/C Maruti Swift Dezire (Two vehicle)
Rate per km if the kilometer exceeds the maximum limit per month as mentioned above	Rate per Km

2. The rates quoted should specifically mention the service tax component with proof of valid service tax registration. Vendor should also spell out the vehicle registration number and registration details to be offered for hiring.

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 Head of LTU may empanel other tenders who have quoted lowest rates as per the same terms and conditions as that of the first lowest bidder.
2. The vehicle provided must be owned and not hired from other sources and should have a regular driver unless otherwise specified in due course.
3. In case the quality of service provided by the contracted agency is found not upto the standard, the Head of LTU may terminate the contract agreement after giving 15 days notice. In case of termination, services of the agencies from the panel will be utilized.
4. 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.
5. **The vehicle shall be for the exclusive use of this Authority and will not be used by the contractor for any other purpose even on holidays.**
6. The driver deputed on duty should not be involved in more than two bookings/challans for negligence driving. He should be conversant with the roads and routes of Chennai and surroundings. He should always remain with the vehicle during duty time. In case of any emergency, he should seek permission of the concerned office, before leaving.
7. **The hiring charges shall be on the basis of zero based mileage i.e., mileage starting / ending from / at the office / residence of the officers, as the case may be.**
8. The Department shall be liable to pay the hiring charges only. Other liabilities like monthly wages & allowances to the drivers, repair and maintenance of the vehicles, insurance, petrol/diesel, oil and any other incidental expenses etc. shall be borne by the vehicle provider..
9. The vehicles should be provided with fuel and drivers. The vehicles should be maintained properly and the seats & head rests covered with white Turkish towel and proper cleaning should be done every day.
10. All Tax liabilities i.e., Road-Tax, Service Tax, Insurance, Pollution control certificates etc. will be borne by the service provider. **However, service tax will be reimbursed by this office on actual basis.**
11. Road worthiness of the vehicles is to be ensured at all times by the vehicle provider.
12. Alternative suitable vehicles should be provided in case of breakdown of the car so provided. In case of failure to provide alternative suitable vehicles, 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 to be allowed as a fuel in any car.**
13. Planned / Preventive maintenance should be done only on Sundays / holidays.
14. The drivers should have valid license and the vehicles should be registered with the Competent Authorities of Central Govt. and State Govt. Any violation would attract pro-rata deduction of charges.
15. The drivers as prescribed by the Govt. Authorities should strictly follow traffic Rules and other regulations.

16. The driver must observe discipline, etiquette and protocol while performing the duty. They 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 local language. For this no separate charge will be borne by the Department. As these vehicles are to be used by Officers of the Department, the firms should ensure all the necessary documents (Registration Certificate, Valid Insurance, Permit, Pollution Control Certificate etc.) are in the personal custody of the licensed drivers.

17. **The vendor and driver should carry out the instructions of the Department as well as the Officers assigned to the vehicles. The vehicles will be generally utilized for about 20-30 days from 0800 hrs to 2100 hrs, during the month subject to a maximum of 2000 Km/2500 Km per month. The vehicles may be utilized for preventive work or in case of an emergency without prior knowledge of the transport operator beyond the stipulated timings.**

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

19. 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 Vehicles and get it certified by the officer.

20. The designated vehicles and drivers, which are 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 only under exceptional circumstances. The vehicle must be available at any time of any day as desired by the concerned officer.

21. The tenderer must have a 24 hours working telephone system so that the agency can be telephonically contacted at short notice and at odd hours and on holidays in case of requirement of cars. It would be essential for the driver to have mobile phone so that they could be contacted for duty.

22. The bills for hiring of vehicles along with the logbooks, complete in all respects for every month must be submitted to this office before the 10th of the subsequent month positively.

23. The contract shall be for a period of one financial year and extendable for another year on mutual agreement.

24. It will be solely the discretion of the department to use the said hired vehicles for any official purpose including Saturdays, Sundays and holidays wherever & whenever necessary.

25. 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 fails to meet any of the above terms and conditions on any day. 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.

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

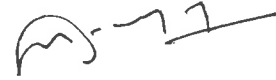
27. The vehicles accepted for hiring are to be parked in the Office premises of Large Taxpayer Unit (LTU) at 1775, Jawaharlal Nehru Inner Ring Road, Anna Nagar Western Extension, Chennai – 600 101.

28. The Competent Authority, LTU, Chennai reserves the right to accept or reject the quotation wholly or partly without assigning any reasons thereof or accept more than one offer.

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

30. The successful bidders should be able to provide the vehicles with effect from 01.04.2015.

The Financial bids of only those agencies who qualify in the Technical bids will be opened. **The quotations will be opened on 10.03.2016 at 1500 hrs** in the presence of the Tender Committee and in the presence of the parties or their authorized representatives if any, who wish to participate at the Large Taxpayer Unit, 1775, Jawaharlal Nehru Inner Ring Road, Anna Nagar Western Extension, Chennai – 600 101. The Commissioner, LTU, Chennai reserves the right to postpone or extend the date of receipt/ opening of quotations or to accept or reject any or all tenders without assigning any reason thereof.



(M.VASANTHAGESAN)
DEPUTY COMMISSIONER (Vehicles)
Large Taxpayer Unit, CHENNAI

Copy forwarded for display at the:

1. Notice Board of Large Taxpayer Unit, Chennai – 600 101. ✓
2. Notice board of Chennai I / II / III / IV / Service Tax Commissionerates in Chennai.

Copy to:

Shri. R.S.Girish, Superintendent (Systems), LTU, Chennai-101 for publishing the Tender Notice, Terms & conditions and Proforma in the official websites viz., like <http://kalalchennai.tn.nic.in> or <http://www.centralexcisechennai.gov.in>, <http://cbec.gov.in>, www.eprocure.gov.in and <http://ltuchennai.gov.in> etc., immediately.

PROFORMA – 'A' - FOR SUPPLY OF VEHICLES

Technical Bid:

1. Name of the Tour & Travel Agency/ Service Provider:
2. Address :
3. Telephone Number :
4. Mobile Number :
5. Name and address of vehicle owner:
6. PAN Number (enclose a photocopy of the PAN Card):
7. No. of vehicles operated presently:
8. Details of vehicle(s) offered :
(Make / Model / Year/ Colour / kms run/ Whether Owner Driven)
9. No. of years of experience in the business, Details of
Experience (with documentary evidence):
10. Service Tax Registration Number :
(Photocopy to be enclosed)

Signature of the authorized person
(Name and Designation)

Place:

Date:

PROFORMA – 'B' - FOR SUPPLY OF VEHICLES**Financial Bid:**

1. Name of the Tour & Travel Agency/ Service Provider:
2. Name and address of vehicle owner:

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 :	Rate per km if the kilometers exceed the maximum
A	AC Vehicle –Honda City IV Tec/ Hyundai Verna/Nissan Sunny to be used upto 30/31 days subject to a maximum of 2500 Kilometers in a month			
B	Non-AC Tata Indica to be used upto 25 days subject to a maximum of 2000 Kilometers in a month			
C	Non-AC Maruti Swift Dezire/ Hyundai Accent to be used upto 25 days subject to a maximum of 2000 Kilometers in a month			

*Exclusive of Service Tax.

Signature of the authorized person
(Name and Designation)

Place:

Date: