



भारत सरकार GOVERNMENT OF INDIA
वित्त मंत्रालय MINISTRY OF FINANCE
राजस्व विभाग DEPARTMENT OF REVENUE

आयुक्त का कार्यालय
OFFICE OF THE COMMISSIONER
केंद्रीय उत्पाद शुल्क
CENTRAL EXCISE

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C.No. I/19/01/2018 Admn

Dated: 03.05.2018

Notice Inviting Quotation

For and on behalf of the President of India, sealed quotations are invited from reputed Travel agencies having experience in providing vehicles for Government Organization/PSUs/Companies for the work of **“Hiring of vehicles for Parliamentary Committee Inspection at Kollam”**

The tentative **requirement, scope of work and class of vehicles** to be provided during 02 days programme from 11.00 Hrs of 21.05.2018 to 20.00 Hrs of 22.05.2018 is as follows:-

1. The inspection tour programme committee members are visting Kollam on 21.05.2018 & 22.05.2018.
2. The transport arrangement is required from Kovalam to Kollam on 21.05.2018 and return to Trivandrum on 22.05.2018 after inspection.

3. The drivers deployed for the work along with the vehicles as per the below specifications shall report to the PRO (CGST & Central Excise Thiruvananthapuram) on 21.05.2018, 11.00 Hrs.

SNo	Type of Vehicles	Approx Nos Required	No of days including local & outstation journey
1	Innova Crysta (White Colour)	15-20	02 days

4. The No of vehicles required may change subject to actual requirement, which will be intimated by the department on 19.05.2018, 17.00 Hrs.
5. Bidders are requested to offer their quote per vehicle which will be the prevailing rate for all the vehicles contracted and the amount payable will be determined by multiplying the offered quote by No of vehicles required.

GENERAL TERMS & CONDITIONS OF CONTRACT

1. The agency should submit their sealed quotation in following format :

Two Envelope Systems

Duly signed, stamped and Sealed Bids will be submitted in the following pattern:-**Envelope - A**

To be superscribed as ***“Quotation for Hiring of vehicles for Parliamentary Committee inspection at Kollam”***

This envelope should consist of the following documents in addition to other document that the bidder likes to enclose –

- a) Proof of at least 15 Nos (FIFTEEN Numbers) vehicle as per the required specification in the Name of the firm’s, firm owner, partner, managing committee Members or any others. The proof shall consist of copy of RC Book for 15 vehicles.
- b) Proof of PAN (i.e. copy of PAN card).

- c) Proof for GST Registration.
- d) Duly signed & stamped Notice Inviting Quotation

Envelope - B

To be superscribed as ***“Price Bid for quotation for Hiring of vehicles for Parliamentary Committee Inspection at Kollam”*** and shall contain price Bid duly filled stamped and signed in the give format as per **Annexure-II**.

Technical Bid (Envelope-A) and the **Price Bid (Envelope-B)** will be opened on the same date Technical Bid will be opened first and the price bid will be opened for those party only who’s Technical Bid is accepted by CGST based on the satisfaction of documents mentioned under Envelope A.

2. The rate quoted shall be inclusive of all charges, toll, parking fees, as well as allowance for drivers. KM readings for hiring shall start from CGST premises Thiruvananthapuram and end at the same premises. Copy of valid R.C.Books and insurance certificate should be available in the respective vehicles without fail.

3. L1 will be decided on the basis of the lowest quoted amount per vehicle.

4. Since the hiring of vehicle is made for VVIPs, and for high level Government of India officials and for 02 days programme a representative from travel agency should be available with CGST control room, Thiruvananthapuram for arrangement of vehicle, allotment during entire programme for co-ordination purpose.

5. The vehicles provided must be in good mechanical condition, aesthetic condition, well maintained and shall not be older than two years. Older vehicle shall not be accepted. If any vehicle provided is older than 2 years a penalty @10 % of quoted rate against the said vehicle shall be levied and deducted from agency’s bill.

6. In case of any breakdown or un-serviceability or any other untoward incidents on the vehicle, responsibility should be owned by the contractor and make necessary arrangements for replacement with similar class of vehicle immediately. CGST & Central Excise Department will not be liable for any incident/ accident to the vehicle or non-compliance of any statutory law in force by the Driver.
7. All applicable toll, parking, on actual shall be included in the quoted rates. However, GST shall be paid by the department as applicable in case the same is charged by the contractor.
8. The vehicle to be deployed during inspection will be checked for its physical condition and to be make ready for inspection at least one day before date of Hiring (if demanded) along with the drivers.
9. The driver should have functional mobile no and should be properly & neatly dressed in white uniform.
10. The vehicle should be provided with necessary colour code beacon (For VIPs only upon demand). All seats are be covered with clean towels. Two 1 Ltr. mineral water Bottles and Newspaper shall be provided with vehicle on all hiring days.
11. No advance payment will be made; payment will be made on submission of final bill along with duly filled trip sheet. Payment will be made for actual deployment only and after closing of the two days programme.
12. It is contractor responsibility to note down Km reading, timings property in trip sheet and get signed with user/CGST Liasoning officer.
13. The Commissioner, CGST & Central Excise Thiruvananthapuram reserves the right to accept or reject any or all of the quotations without assigning any reasons what so ever.

14. Last date of submitting the duly filled quotation is on **15.05.2018, 16.00 Hrs.** Quotations shall be submitted in person/ sent by speed post/ ordinary post to the PRO, CGST & Central Excise, GST Bhavan, Press Club Road, Statue, Thiruvananthapuram on or before the last date of submission of bids.

15. The bids received will be opened in the presence of available bidders on **15.05.2018, 17.00 Hrs.**



**(SENTHIL NATHAN S)
JOINT COMMISSIONER**

Encl:

1. Annexure-I & II
2. Undertaking

Copy submitted to:

The Commissioner CGST & Central Excise, Thiruvananthapuram

Copy to:-

1. The Superintendent Computer Cell, for giving wide publicity through Dept website
2. The Superintendent (PRO), for giving wide publicity by displaying in notice boards of field formations under CGST, Thiruvananthapuram Commissionerate.

To be Put in Envelope A

UNDERTAKING

I/ We hereby certify that I /we have read the entire Terms & Conditions of Notice Inviting Quotation (NIQ) for subject work i.e Hiring of vehicles for Parliamentary Committee inspection at Kollam.

I / We herby unconditionally accept the above said NIQ Terms & Conditions in its entirety.

Signature of contractor : _____

Name : _____

Name of Agency : _____

Office Stamp : _____

To be Put in Envelope A

Annexure-I

**Name of Work: Hiring of vehicles for Parliamentary Committee
Inspection at Kollam.**

Checklist for documents to be submitted along with technical bid in Envelop A

SL No	Particulars	Vehicle Reg No	Documents submitted
1	Proof of 16 Innova Crysta's not later than two years old.	1.	
		2.	
		3.	
		4.	
		5.	
		6.	
		7.	
		8.	
		9.	
		10.	
		11.	
		12.	
		13.	
		14.	
		15.	
		16.	
2	Proof of PAN		
3	Proof of GST Regn		
4	Undertaking as specified		

5	Duly signed & stamped NIQ.		

Signature of the Bidder :-

Name :

Name & Address of the Agency:

Official Stamp

ANNEXURE - II

PRICE BID

Price Bid for "**Hiring of vehicles for Parliamentary Committee Inspection at Kollam**"

Sl No	Vehicle Particulars	Rate Quoted per vehicle
1.	Innova Crysta (White) including toll/ parking fee/ drivers batta/ and any other charges not elsewhere specified but excluding GST for the journey from Kovalam to Kollam & back as mentioned in NIQ No C. No I/19/01/2018 Admin dated 03.05.2018	

Signature of the Bidder :-

Name :

Name & Address of the Agency:

Official Stamp