



केंद्रीय कर एवं केंद्रीय उत्पाद शुल्क उप / सहायक आयुक्त का कार्यालय

OFFICE OF THE DEPUTY / ASSISTANT COMMISSIONER OF
CENTRAL TAX & CENTRAL EXCISE

आलाप्पुषा मंडल

ALAPPUZHA DIVISION

B.S.N.L. भवन, एक्सचेंज रोड, आलाप्पुषा-688001

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C.No.II/1/14/2018-Admn.

Dated 07.08.2018

NOTICE INVITING TENDERS FOR HIRING VEHICLE

विषय :- सरकारी उपयोगार्थ वाहनों के भाड़े पर लेना - कोटेशन का आमंत्रण - संबंधित

Sub: - Hiring of vehicles for Office use - calling for quotations - reg.

केंद्रीय कर एवं केंद्रीय उत्पाद शुल्क आयुक्त की ओर से केंद्रीय कर एवं केंद्रीय उत्पाद शुल्क सहायक आयुक्त का कार्यालय, आलाप्पुझा डिवीजन, B.S.N.L. भवन, एक्सचेंज रोड, आलाप्पुषा-688001. के सरकारी उपयोगार्थ मासिक तौर पर भाड़े पर लेने के लिए उत्कृष्ट अवस्था के एक वाहन (जिनका पहला पंजीकरण दिनांक 01.01.2015 को या उसके बाद किया गया हो) पंजीकृत मुहरबंद निविदाएँ आमंत्रित की जाती हैं।

On behalf of the Commissioner of Central Excise, Customs & Service Tax, sealed Tenders are invited for hiring of one **small size vehicle** in excellent running condition (with initial registration on or after 01.01.2015), on contract and monthly basis, for official use of the Office of the Assistant Commissioner of Central Tax & Excise, Alappuzha Division, BSNL Bhavan, Exchange Road, Alappuzha.

वाहन मफेद रंग के होना चाहिए और बहुत अच्छी हालत में और अच्छा असबाब के साथ स्वच्छ होना चाहिए।

The vehicle should be kept neat in very good condition with good upholstery and preferably, white in colour.

बोली लगाने वाले को प्रत्येक वाहन के लिए वस्तु एवं सेवा कर को छोड़कर अन्य सभी प्रकार के कर शामिल करके राशि उद्धृत करना चाहिए।

The bidder shall quote the amount inclusive of all types of taxes excluding GST for the vehicle.

वाहन प्रति माह अधिकतम 2000 किलोमीटर के अध्यक्षीन होते हुए 25-31 के लिए कार्यालय के उपयोगार्थ प्रदान किया जाएगा। वाहन भाड़े पर लेने के लिए नियम और शर्तें संलग्न हैं।

The vehicle shall be provided for office use for 25 -26 days in a month subject to a maximum of 2000 kms. per month. The Terms and Conditions for hiring the vehicles are enclosed.

इच्छुक सेवा प्रदाताओं से अनुरोध है कि हस्ताक्षरित निविदा दस्तावेजों को मुहरबंद करके दो अलग अलग मुहरबंद लिफाफों में उसके ऊपर ' तकनीकी बोली' , 'वित्तीय बोली' उल्लिखित करके केंद्रीय उत्पाद एवं सीमाशुल्क आयुक्त , आई.सी.ई भवन , प्रेम क्लव रोड तिरुवनंतपुरम 695001 के नाम पर प्रस्तुत करें।

The interested service providers are requested to submit the tender documents in the prescribed form, duly signed, in two separate sealed covers with name '**Technical Bid**', '**Financial Bid**' mentioned on the sealed covers, addressed to the **Assistant Commissioner of Central GST & Central Excise, Alappuzha Division, B.S.N.L. Bhavan, Exchange Road, Alappuzha- 688001.**

"तकनीकी बोली" और "वित्तीय बोली" का फॉर्मट नियमों और शर्तों के अनुबंध I व II के रूप में संलग्न हैं। अहस्ताक्षरित /अधूरा और नियत तारीख के बाद दायर किए जाने वाले निविदाओं को सरकारी तौर पर अस्वीकार कर दिया जाएगा।

The format of the "Technical bid" and "Financial bid" are enclosed as Annexure I & II to the Terms and Conditions. The Tenders received unsigned / in different format / incomplete or filed after the due date shall be summarily rejected.

कोटेशन प्रस्तुत करने की अंतिम तिथि **17.08.2018** को (अपराहन 1:00 बजे से पहले) है और निविदाएँ उसी दिन अपराहन 4.00 बजे खोली जाएगी।

Last date for submission of quotation is **17.08.2018 (Before 1.00PM)** and Tenders will be opened on **the same day at 4 PM.**

For further details, Shri Pravin Gavaskar G IRS, Asst. Commissioner (Ph. No.9582295114) or Shri Salim Kumar.S., Inspector (Ph. No. 9446384404) can be contacted.

भवदीय Yours faithfully/

(प्रवीण गावस्कर जी PRAVIN GAVASKAR G IRS)
सहायक आयुक्त ASSISTANT COMMISSIONER

Encl: As Above

To

The Notice Board,
Central Tax & Central Excise,
Alappuzha Division.

Copy submitted to:

The Commissioner,
Central Tax & Central Excise,
Thiruvananthapuram Commissionerate.

डा. प्रवीण गावस्कर जि एै आर एस
Dr. Pravin Gavaskar G IRS
सहायक आयुक्त
Assistant Commissioner
केंद्रीय कर एवं केंद्रीय उत्पाद शुल्क
Central Tax & Central Excise
आलप्पुषा मंटल, Alappuzha Division

TERMS AND CONDITIONS TO THE TENDER NOTICE DATED 07.08.2018
FOR HIRING VEHICLE.

1. **The vehicle should be preferably white/silver in colour, kept neat in very good condition and with good upholstery.**
2. In case, the condition of vehicle is not found to be satisfactory, they shall be immediately replaced. In case no replacement is provided on time, the department has the right to hire a vehicle from the market and the cost incurred for such hiring shall be borne by the service provider.
3. The contractor shall assign the job of driving of the vehicles only to qualified, experienced and licensed drivers and also assume full responsibility for the safety and security of the officers / officials travelling in the vehicle. The engagement and employment of drivers and payment of wages to them as per existing provisions of various labour laws and regulations is the sole responsibility of the contractor. The department shall have no direct or indirect liability arising out of any negligent, rash or impetuous driving which is an offence under any law in force in India. The liability under relevant sections of Motor Vehicle Act and Rules and Indian Penal Code shall be borne solely by the contractor and the department has no responsibility whatsoever and will not entertain any claim in this regard under the provisions of any law.
4. **No sub-contracting is permissible.** In case of imposition of any fine or penalty for whatsoever reason by any of the law enforcement agencies the contractor alone shall be solely liable to pay the fines / penalties and the department will not entertain any claim whatsoever.
5. The vehicle should comply with all the provisions of law and should have valid comprehensive insurance policy. On award of the contract, the contractor has to furnish to the departmental officer in charge of the vehicle the certified copies of Registration Certificate, the comprehensive insurance policy and copies of driving license of the drivers of the vehicle.
6. **The contractor should have functional telephone / mobile phone. The driver should be in proper uniform and observe cleanliness and all the etiquette and protocol while performing the duty.** The driver should have working knowledge in English / Hindi apart from Malayalam. The drivers must carry a mobile phone in working condition, for which, no separate payment shall be made by the department.
7. **The duration of the contract shall be for a period from September 1st 2018 to March 31st 2019.**
8. **The amount quoted per each month should be exclusive of GST if applicable, but inclusive of all other levies and charges.**

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9. The amount quoted shall remain fixed during the entire period of contract and any bid submitted with an adjustable price quotation will be rejected. GST at the applicable rates will be paid to the contractor on production of proof of GST registration and if GST is claimed in any bill and payment received; the contractor shall be liable to produce proof of payment of the GST to the Central Government to the satisfaction of the sanctioning authority.
10. The bidder should furnish an EMD of Rs. 3,000/- (Rupees three thousand only) in the form of demand draft from any nationalized bank in favour of **"The Commissioner of Central Tax and Central Excise, Thiruvananthapuram"**. Any bid without the EMD will be rejected. The EMD of bidders will be returned immediately on completion of the tender process.
11. The Department reserves the right to reject all or any of the offers or accept more than one offer or terminate the order without assigning any reason thereof. The Department also reserves the right to terminate the contract with a notice period of one month. The contractor has the option to terminate the contract by giving two month's notice in writing so that the Department can make alternate arrangements for vehicle.
12. The bill shall be submitted on monthly basis; typed and in duplicate in the first week of each month for the previous month and in case any GST is claimed / paid, the copy of GST paid challan for the previous month / quarter as the case may be, shall be produced along with the bill.
13. A daily record indicating time and kilometres run for each vehicle shall be maintained and should be handed over to the officer in charge of the vehicle. **The counting of distance will be from the starting point of the user and closing at the point wherever user completes his / her travel.** The unused kilometres; if any during a particular month will be carried over to the subsequent months and will be adjusted against any extra kilometres if performed over and above the agreed slab for the hired vehicle.
14. The department shall be liable to pay only the hiring charges. Other liabilities viz. monthly charges of driver, repair and maintenance of vehicle, insurance, petrol / diesel, oil and any other incidental expenses etc. shall be borne by the contractor.
15. In case of breakdown, of any vehicle during official duty, it shall be the responsibility of the contractor to provide a substitute vehicle immediately. In case the vehicle does not report on time / does not report at all, or the contractor fails to provide substitute vehicle in case of breakdown the department will have the right to hire a vehicle from the market and the cost incurred for such hiring will be borne by the contractor.

16. In case of any accident, all the claims arising out of it shall be met by the contractor and the department will not have any liability whatsoever.
17. **In case of any dispute of any kind, in any respect whatsoever, the decision of the Commissioner of Central GST & Central, Thiruvananthapuram shall be final and binding.**
18. The contractor and his drivers shall be bound to carry out the instructions of the departmental officer in charge of the vehicle.
19. A penalty of Rs. 500/- per day per vehicle shall be levied if any vehicle fails to meet any of the above terms and conditions.
20. Any matter arising during the period of the agreement, which is not specifically covered by the agreement, will be decided by the Commissioner of Central Excise and Customs, Thiruvananthapuram, whose decision shall be final and conclusive.
21. A signboard bearing "**On Duty**", Govt. Of India, **Central GST & Central Excise, Alappuzha Division**" should be displayed on the car in bi-lingual (English and Hindi) both on the front and rear sides.
22. The vehicle should be available as and when the office is in need of the vehicle.
23. Any other dispute arising out of the contract will be subject to the jurisdiction of Courts of Thiruvananthapuram.

ANNEXURE-I – TECHNICAL BID

1. Name and address of the service provider :
2. PAN (copy to be attached) :
3. Details of previous experience in Govt. Department/
Public Sector Unit/ others with due certificates issued
by concerned said authorities :
4. Details of vehicle in possession as on date
(with registration number & date of registration) :

I/we hereby declare that the information furnished above is true and correct.

Signature of the owner :
Full name :
Address :
Place :
Date :
Phone No :

ANNEXURE- II – FINANCIAL BIDCERTIFICATE TO BE ATTACHED WITH QUOTATION FORM

1. Certified that I have read all the terms and conditions set out in the tender.
2. Certified that I shall abide by and fulfill all the terms and conditions as outlined in the Notice dated 07.08.2018.
3. The information/documents furnished along with the application are true and authentic to the best of my knowledge and belief. I/we are well aware of the fact that furnishing of any false/misleading information/documents would lead to rejection of tender at any stage.
4. Certified that my firm has not been black listed by any Government organization /PSUs/Pvt. Organisation in connection with supply of vehicles.

I/We submit our lowest quotation of Rs..... per month, for the vehicle required by your office as per the terms and conditions as specified in "NOTICE INVITING TENDER FOR HIRING VEHICLE" and the 'Terms and Conditions' attached to the notice.

I/We hereby declare that the information furnished in Annexure I & II are true and correct.

Place :
Date :

Signature of the bidder with name and seal