



भारत सरकार GOVERNMENT OF INDIA
वित्त मंत्रालय MINISTRY OF FINANCE
राजस्व विभाग DEPARTMENT OF REVENUE
आयुक्त का कार्यालय
OFFICE OF THE COMMISSIONER
केन्द्रीय उत्पाद शुल्क, सीमा शुल्क और सेवा कर
CENTRAL EXCISE, CUSTOMS & SERVICE TAX
पी13.नं.बी., आईई भवन, सी., प्रेस क्लब रोड
P.B.No.13, I.C.E.BHAVAN, PRESS CLUB ROAD
तिरुवनंतपुरम , THIRUVANANTHAPURAM, 695001

www.cenexcisetvm.gov.in
टेलीफोन / Telephones

E-mail: thiruvan@nle.in

फैक्स / Fax: 0471-2325252

0471 - 2337040 /41/42/45/46, 2337552/2337553

C. No. 1/22/04/2013-PRO

Dated: 06.03.2017

किराये पर वाहन निविदा आमंत्रण सूचना

TENDER INVITING QUOTATIONS FOR HIRED VEHICLES

केन्द्रीय उत्पाद एवं सीमाशुल्क तथा सेवा कर आयुक्त, तिरुवनंतपुरम की ओर से सरकारी उपयोगार्थ मासिक तौर पर किराये पर लेने के लिए ,अच्छी अवस्था के एक एसयूवी अधिमानतः टोयोटा इनोवा , एक उच्च स्तरीय सेडान वाहन ,अधिमानतः निसान सन्नी या मारुति सीआज़ , एक एमयूवी अधिमातः मारुति एर्टिगा या महीन्द्रा साइलो या निसान इवालिया, स्निफर कुत्तों के परिवहन के लिए जीप प्रकार के एक वाहन और चार सेडान वाहनों के लिए (जिनका पहला पंजीकरण दिनांक 01.01.2014 को या उसके बाद किया गया हो) पंजीकृत कार रेंटल्स/ फर्म्स / एजेंसियों से मुहरबंद निविदाएँ आमंत्रित की जाती हैं ।

On behalf of the Commissioner of Central Excise, Customs & Service Tax, Thiruvananthapuram sealed Tenders are invited from registered Car Rentals/Firms/Agencies for hiring of **1 (one) SUV** preferably Toyota Innova, **1 (one) higher grade Sedan vehicle** preferably Nissan Sunny or Maruti Ciaz, **1 (one) MUV** preferably Maruti Ertiga or Mahindra Xylo or Nissan Evalia, **1 (one) jeep-type vehicle** for transportation of sniffer dogs and **4 (four) Sedan Vehicles** in excellent running condition (with **initial registration on or after 01.01.2014**) on contract for official use on monthly basis.

सेवा प्रदाताओं / ठेकेदारों को एक पंजीकृत और प्रतिष्ठित कार रेंटल होने चाहिए, जहां पर्याप्त संख्या में भाड़े पर देने के लिए वाहन भी हों । वाहन सफेद रंग के होना चाहिए और बहुत अच्छी हालत में और अच्छा असबाब के साथ स्वच्छ होना चाहिए ।

The Service Provider / Contractor should have a registered and well established Car Rental having sufficient number of vehicles for hiring. The vehicle should be in very good condition and with good upholstery.

वाहन प्रति माह अधिकतम 2000 किलोमीटर के अध्यधीन होते हुए 30-31 दिनों के लिए कार्यालय के उपयोगार्थ प्रदान किया जाएगा ।

The Vehicle shall be provided for office use for **30-31 days in a month** subject to a maximum of **2000 kms per month per vehicle**.

बोली लगाने वाले को प्रत्येक वाहन के लिए 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 Service Tax for each vehicle.


सभी वाहनों के लिए निविदाकार द्वारा उद्धृत संचयी (कुल) राशि को प्रत्येक निविदाकार की निविदा राशि के रूप में विचार किया जाएगा ।

The cumulative (total) amount quoted by the Tenderer for all the vehicles will be considered as the tender amount of each Tenderer.

इच्छुक सेवा प्रदाताओं/ठेकेदारों से अनुरोध है कि नीलामी प्रक्रिया में शामिल होने के लिए eprocure.gov.in/eprocure/app में रजिस्टर करें ।

The interested Service Providers / Contractors are requested to register themselves in eprocure.gov.in/eprocure/app to view and participate in the bidding process.

बोली प्रस्तुत करने की अंतिम तिथि	- 23.03.2017 को अपराह्न 5.30 बजे
Last date of submission of bids	- 23.03.2017 by 5.30 PM
बोली खोलने की तारीख	- 28.03.2017 को पूर्वाह्न 10.30 बजे
Bid opening date	- 28.03.2017 at 10.30 AM


(जोवानस जॉर्ज सी JOANNES GEORGE C.)
उप आयुक्त DEPUTY COMMISSIONER

TERMS AND CONDITIONS

1. The service provider / contractor should have a registered and well established car rental having sufficient number of vehicles for hiring. **The vehicle should be white in colour, kept neat in very good condition and with good upholstery. The Vehicle should be parked in the Office premises itself.**
2. In case, the condition of vehicle(s) is / are 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 / contractor.
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 and any loss / damage caused to the departmental property or injury caused to the departmental officers have to be suitably compensated by the contractor. 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. It is desirable to have the Registration with EPF, ESI Code, Service Tax, PAN etc. However, if the Service Provider / Contractor do not possess any or all the above, they should obtain the same if required by law to execute this service, within one month of commencement of Contract.
5. **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.
6. The vehicles 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.
7. **The contractor should have functional telephone / mobile phone for establishing contact round the clock. The driver should be in proper uniform and observe cleanliness and all the etiquette and protocol**

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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.

8. **The duration of the contract shall be for a period of one year from the date of the award of the contract. The contract can be extended upto a further period of one year on mutual consent, on the same Terms and Conditions without any further escalation in rates, subject to the discretion of the Head of Department.**
9. **The value cap for the MUV is Rs. 40,000/- and for the 4 (four) sedans and the jeep-type vehicle is Rs. 30,000/-. However, there is no value cap for the SUV and the higher-grade sedan vehicle. Under no circumstances shall the amounts for each month exceed the value caps mentioned above exclusive of Service Tax but inclusive of all other charges and levies.**
10. The amount quoted shall remain fixed during the entire period of contract and any bid submitted with an adjustable price quotation will be rejected. Service Tax at the applicable rates will be paid to the contractor on production of proof of Service Tax registration and if Service Tax is claimed in any bill and payment received; the contractor shall be liable to produce proof of payment of the Service Tax to the Central Government to the satisfaction of the sanctioning authority.
11. **The cumulative (total) amount quoted by the Tenderer for the 8 (eight) vehicles will be considered as the tender amount of each Tenderer.**
12. The bidder should furnish an EMD of Rs. 20,000/- (Rupees Twenty thousand only) in the form of demand draft from any nationalized bank in favour of "the **Commissioner of Central Excise and Customs, Thiruvananthapuram**". Any bid without the EMD will be rejected. The EMD of the unsuccessful bidders will be returned immediately on completion of the tender process and the EMD of the successful bidder will be retained as performance guarantee and will be returned only after completion of the contract period. The submission of bid against this offer shall bind the bidder for the acceptance of all the conditions specified herein.
13. The successful Tenderer will have to enter into an agreement with the Department during the period from 01.04.2017 on stamp paper of value Rs. 100/-, the cost of the stamp paper shall be borne by the contractor.
14. The EMD of the successful bidder will be forfeited if the successful bidder fails to sign the contract or fails to comply with any terms and conditions

of the contract or fails or neglects any of the obligations under the contract. The EMD will be discharged only after completion of the contractor's performance obligations.

15. 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 at any time without assigning any reason whatsoever. The contract will be terminated without any notice on failure of the contractor to comply with any of the terms and conditions of the contract. The contractor has the option to terminate the contract by giving one month's notice in writing so that the Department can make alternate arrangements for vehicle. Termination of contract by the contractor without the prescribed one month notice will entail forfeiture of the EMD as well as any other amount payable to the contractor whatsoever.
16. 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 Service Tax is claimed / paid, the copy of Service Tax paid challan for the previous month / quarter as the case may be, shall be produced along with the bill.
17. 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.
18. Out of these, one sedan vehicle is meant for use of the Central Excise Division Office, Kollam at Kollam. The duty hours of the sedan vehicle meant for use for the Air Intelligence Unit is for twelve hours (2000 hrs to 0800 hrs). The duty hours of all vehicles (except one sedan which is meant for use for the Air Intelligence Unit, Trivandrum) are normally for ten hours during the daytime per day on all working days of the month except holidays. However, actual duty hours / days shall be specified by the departmental officer in charge of the vehicles and the vehicles must be made available at any time on all 30 / 31 days of the month as and when required and as directed by the Department.
19. The Jeep-type vehicle meant for transportation of sniffer dogs to the airport from the kennel should have a steel mesh separating the middle portion from the rear portion of the vehicle so that the dog-handler or the driver of the vehicle or any other person occupying the vehicle is not harmed by the dogs while being transported. The rear portion of the

vehicle should have sufficient space for the dogs to freely turn around while being transported.

20. 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.
21. 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.
22. 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.
23. **In case of any dispute of any kind, in any respect whatsoever, the decision of the Commissioner of Central Excise and Customs, Thiruvananthapuram shall be final and binding.**
24. The contractor and his drivers shall be bound to carry out the instructions of the departmental officer in charge of the vehicle as well as any of the officers assigned to use the vehicle.
25. 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.
26. 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.
27. A signboard bearing **"On Duty", Govt. Of India, Central Excise, Customs & Service Tax, Thiruvananthapuram** should be displayed on the car in bi-lingual (English and Hindi) both on the front and rear sides.
28. Any other dispute arising out of the contract will be subject to the jurisdiction of Courts of Thiruvananthapuram.
29. The rate quoted in financial bid will be non-A/C rate. If more than one type of vehicle is quoted in one segment, the lowest amount among them will be considered as offer amount.

Annexure I - TECHNICAL BID

1. Name & Address of the Tenderer :

2. PAN & Service Tax Regn. No. :

3. Details of Vehicles in possession as on date :
(Year of Regn.)

4. Certified that I shall abide by and fulfill all the terms and conditions as outlined in the Notice dated 06.03.2017.

5. Certified that no relatives of me are posted / working in any capacity in any of the offices of the Central Excise Department.

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

Signature of the authorized signatory:

Place:
Date:

Full Name :

Name of Travel Agency :

Phone (Land line & Mobile) No. :

ANNEXURE II - FINANCIAL BID

1. Name, Address and Telephone No. of the Tenderer :-

2. Fax No. :-

3. Email id :-

4. Name and Address of the Proprietor /Partner/ Director :-

5. Details of Demand Draft :-

6. Details of Vehicles :-

- 7.

Rate per car (inclusive of all applicable taxes except Service Tax) for a maximum run of 2000 kms. per month for Non A/c vehicle.

Sl. No.	Category of Car & Year of Regn.	Rate in Rs.
1	SUV: 1.	
2	Higher grade Sedan: 1.	
3	MUV: 1. 2.	
4	Sedan: 1. 2. 3. 4.	

"I have read the terms and conditions of the Tender Notice"

Signature :-

Name of the authorized signatory :-

Seal / Stamp :-