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- केंद्रीय उत्पादशुल्क सहायक आयुक्त कार्यालय का (लेखापरीक्षा)
OFFICE OF THE ASSISTANT COMMISSIONER OF CENTRAL EXCISE (AUDIT)
- तिरुवनंतपुरम सर्किल, आई भवन ई.सी., प्रेस क्लब रोड,
THIRUVANANTHAPURAM CIRCLE, ICE BHAVAN, PRESS CLUB ROAD,
तिरुवनंतपुरम THIRUVANANTHAPURAM 695001

C. No.III/10/25/2016-Cx.ATC

Dated :-18/10/2016

NOTICE INVITING TENDER FOR HIRING VEHICLES

Sub.-Invitation of Tender for Hiring of 01 Air Conditioned Car mid-size (Vento/Verna/Honda City or similar type) for official use of the Office of the Assistant Commissioner of Central Excise, Audit Circle, ICE Bhavan, Press Club Road, Thiruvananthapuram. – for the financial year 2016-17. – calling for sealed Tenders. – Regarding.

For and on behalf of the President of India, Tenders in sealed cover superscribed as “TENDERS FOR HIRING OF CARS FOR THE OFFICE OF THE DEPUTY/ASSISTANT COMMISSIONER OF CENTRAL EXCISE, AUDIT CIRCLE, TRIVANDRUM – YEAR 2016-17” are invited from reputed Tours & Travels Agencies for hiring of 01 Air Conditioned car mid-size (Vento/Verna/Honda City/Maruti Swift Desire or similar type) for official use of the Office of the Deputy/Assistant Commissioner of Central Excise, Audit Circle, ICE Bhavan, Press Club Road, Thiruvananthapuram as below. The tender should be submitted in two bid system viz. ‘Technical Bid’ and ‘Financial Bid’. The sealed Tenders subject to the terms & conditions enumerated hereunder may be submitted to the Assistant Commissioner of Central Excise, Audit Circle, 5th floor, ICE Bhavan, Press Club Road, Thiruvananthapuram – 695001 on or before 17.30 hrs. on 31/10/2016. The sealed Tender/Quotations shall be opened at 11.00 HRS. on 02/11/2016 before the competent authority:

Category No :	Type of Vehicle	No of vehicles	Conditions	Monthly Rent payable (Rs.)	Rae per km. beyond 2000 kms.	For Office use at	Based at :
1	Mid-size (Vento/Verna/ Honda City/ Maruti Swift Desire or similar type)	1	2000 Kms. Per month and for 25days	Rs.30,000/-		The Office of the Assistant Commissioner of Central Excise, Audit Circle, ICE Bhavan, Press Club Road, Thiruvananthapuram	Thiruvananthapuram

Terms and Conditions :

1. The vehicle hired out should conform to the relevant Motor Vehicle Act/ Rules and be in perfect running/ mechanical condition. The vehicles should be properly and comprehensively insured and should possess necessary permits/ clearance from the Transport authorities including pollution clearance. The tenderer should ensure that all the mandatory documents such as Registration Certificate, Insurance Papers, Pollution Control Certificate etc., relating to the hired vehicles are in the personal custody of the licensed drivers.
2. The vehicles hired being not more than two years old (minimum of 2014 model) should be provided with complete upholstery including clean and tidy seat covers and other necessary comforts and facilities. The interior & exterior of the vehicles should be well maintained and cleaned properly on daily basis. In case the condition of the vehicle is found to be unsatisfactory, they shall be returned for immediate replacement.
3. The time and distance in respect of hired vehicles will commence and terminate from the Office to which it is being assigned. The vehicles would be normally utilized during the period from 08.00 hrs. to 20.00 hrs., however depending on the exigency of official work, utilization may be extended beyond the period without any notice to the tenderer.
4. The tenderer should have adequate experience in the tour & travel business and possess adequate vehicle with capacity to provide/replace the vehicle at short notice. The tenderer should have the capacity of repairing their vehicle without unnecessary detention in case of contingency. **The vehicle (s) deployed should not be changed ordinarily and in exceptional circumstances change of the vehicle(s) could be made with prior consent.** The owner/firm should be available on his own direct telephone (office as well as residence) and also on mobile phone so as to call in emergent cases.
5. The drivers should possess valid driving license, shall be adequately experienced, maintain decency, good habits & politeness and should be well conversant with the road routes and locations of the respective base stations. The drivers should be in proper and clean white dress and be available on mobile phone provided by the tenderer at all times during vehicle deployment. The drivers should adhere to the instructions of the Officer in-charge of the vehicle as well the Officer assigned with the vehicle. If a driver is found to be unsuitable for any reason, the tenderer shall replace him with another driver of suitable qualification immediately.
6. The tenderer has to submit the certified copies of R.C. books and the comprehensive insurance policies for the vehicles to be provided at the time of acceptance of the terms and conditions of the tender alongwith driving licence copy and details & experience of the drivers to be deployed. In case of any accident, all claims arising out of such accident shall be met by the tenderer and also would indemnify the Department for any loss, damages of property or life arising out of negligence of driver for poor maintenance of vehicles.
7. The rates quoted should specifically mention the Service Tax component separately and no Service Tax would be paid if the tenderer fails to provide proof of valid Service Tax Registration. Once the rates are finalized, no increase would be considered in the rates quoted by the tenderer for whatever reason during the continuance of the contract.

ANNEXURE-I

**PROFORMA FOR SUBMISSION OF TECHNICAL QUOTATION FOR HIRING OF 01
CAR FOR THE OFFICE OF THE DEPUTY/ASSITANT COMMISSIONER OF CENTRAL
EXCISE, AUDIT CIRCLE, 5TH FLOOR, ICE BHAVAN, PRESS CLUB ROAD,
TRIVANDRUM FOR THE YEAR 2015-16.**

(To be submitted in a separate sealed cover with a mention "TECHNICAL BID" at
top of the sealed cover)

1	Name of the Service Provider	
2	Address of the Service Provider	
3	PAN Number (copy to be enclosed)	
4	STC Number (copy to be enclosed)	
5	Type of Vehicle (Make, Model, Fuel Type, Colour & Year of Manufacture) (copy of RC Book should be attached)	
6	Experience in years alongwith details	

Signature of the Owner/
Authorised signatory :

Full Name :

Date : Name of the Travel Agency

Place : Phone Nos. (landline & Mobiles)

ANNEXURE-II

DECLARATION

(To be submitted with the Technical Quotation)

1) I..... son / Daughter /wife of Shri.....
Proprietor/ Director /Authorised Signatory of the
Agency/firm..... Address
.....
..... am competent to sign
this declaration and execute this tender document.

2) I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.

3) The information/ documents furnished alongwith the application are true and authentic to the best of my knowledge and belief. I/we, am/are well aware of the fact that to the best of my knowledge and belief. I/ we, am/ are well aware of the fact that furnishing of any false/misleading information/fabricated document would lead to rejection of my tender at any stage.

Date : Signature of the authorized person :

Place : Full Name :

Seal :

ANNEXURE-III

**PROFORMA FOR SUBMISSION OF TECHNICAL QUOTATION FOR HIRING OF 01
CAR FOR THE OFFICE OF THE DEPUTY/ASSITANT COMMISSIONER OF CENTRAL
EXCISE, AUDIT CIRCLE, 5TH FLOOR, ICE BHAVAN, PRESS CLUB ROAD,
TRIVANDRUM FOR THE YEAR 2015-16.**

(To be submitted in a separate sealed cover with a mention "FINANCIAL BID" at
top of the sealed cover)

1. Name of the tenderer :
2. Address :
3. Telephone nos. (Landline & Mobile):
4. Fax No.:
5. E-mail id :
6. Name & address of the Proprietor/Partner/Directors :
7. PAN No.:
8. Service Tax Registration No.:

CATEGORY NO : (AS GIVEN IN NOTICE)	TYPE/MODEL/ BRAND OF VEHICLE (Year of Manufacture should be specified)	RATE/MONTH (Excluding Service Tax) (Rs.)	Rate per km. beyond 2000 kms.	REMARKS, IF ANY

I have carefully read and understood all the terms and conditions of the tender
and undertake to abide by them.

Date : _____ Signature of the authorized person :

Place : _____ Full Name :

Seal :