



OFFICE OF THE ADDITIONAL DIRECTOR GENERAL (AUDIT),  
CENTRAL TAX, CUSTOMS & CENTRAL EXCISE: AUDIT BHAWAN,  
92, AVANTHINAGAR: BASHEERBAGH: HYDERABAD – 500 029.  
PHONE: 23261564(ADG), 2326193 (AD),23231959(PBX), 23228848(FAX)

C.No.I/22/1/2018-Admn. ADG(A)

Dated the 17<sup>th</sup> May, 2018.

TENDER NOTICE NO. 02/2018 dated 17 .05.2018

**NOTICE FOR INVITING TENDERS FOR HIRING OF  
OPERATIONAL VEHICLE**

This office requires one vehicle for use as operational vehicle for office use for the year 2018-19. Sealed Tenders are invited from the established service providers based at Hyderabad for supply of one vehicle along with driver for the year 2018-19.

The detailed terms and conditions are enclosed herewith in Annexures to this tender notice. In case of any difficulty, you may contact the Assistant Director, Office of the Addl. Director General (Audit), CGST, Customs and Central Excise Hyderabad Zonal Unit during office hours on any working day on or before 28<sup>th</sup> May 2018. The Tender Notice can be downloaded from the website [www.cbec.gov.in](http://www.cbec.gov.in).

Interested service providers are requested to drop their tenders, in the prescribed quotation form duly signed and stamped, in a sealed cover, in the box provided for the purpose.

The last date for receipt of Tender : **28.05.2018** up to 1600 hours.

Tenders shall be opened on : **29.05.2018 at 1500 hours.**

Incomplete Tenders/Tenders received after the due date shall be summarily rejected.

The parties who wish to be present at the time of opening of Tender/Quotation may represent themselves or authorize their representatives to represent them with an authority letter.

Vehicle being offered for services along with relevant vehicle documents is required to be presented for inspection after opening of Technical bid.

The Additional Director General (Audit) reserves the right to accept or reject any or all tenders without assigning any reason.

Encl: Annexure A–Terms and Conditions  
Annexure B–Proforma for Technical bid  
Annexure C–Proforma for Financial Bid

(G. Man Mohan Reddy)  
Assistant Director

Copy to :

1. The Notice Board
2. Administrator, CBEC website with a request to upload the circular

## ANNEXURE-'A'

### TERMS & CONDITIONS

1. The tenderer should be duly registered with concerned Central/State Government authorities and should be a well-established Taxi agency/firm (hereinafter referred to as the agency/firm). He should have at least 4 vehicles in his fleet.
2. Earnest Money Deposit/Bid Security (refundable) in the form of Demand Draft payable to the Addl. Director General (Audit), CGST, Customs and Central Excise, Hyderabad, for an amount of Rs.5,000/- must accompany the tender in Technical Bid.
3. Tenders without Earnest Money Deposit will NOT be considered. After awarding of Contract to the successful bidder, EMD will be returned to all bidders and Performance Security deposit will be sought for as per the provisions of the General Finance Rules, 2017, from the service provider awarded with the contract.
4. Technical bids and Financial bids should be sealed in separate envelopes and thereafter enclosed in another sealed envelope which in turn should be super-scribed with - "Tender for Hiring of Vehicles". The technical and financial bids should be clearly marked "Technical Bid" or "Financial Bid" on their respective envelopes. The tender will be opened on 29<sup>th</sup> May 2018 at 1500 hours in the Office of the Addl. Director General (Audit), CGST, Customs and Central Excise, Hyderabad Zonal Unit, 92, Avanti Nagar, Basheer Bagh, Hyderabad-500029, before the Tender Committee and Tenderers present.
5. Type of the vehicles required to be supplied are given below and

S. N.	Vehicle Type	Number of vehicles	Job Description (Total KMS per month)	Earnest Money Deposit / Bid Security per vehicle
1	A3 Midsize car for operational vehicle	1	Hire for 25-26 days maximum 2000 Kms	Rs.5,000/-

The contract for the above vehicle shall be valid for an initial period of one year from the date of signing the contract, subject to clause (28) of these terms & conditions.

5. The Cost Ceiling for the deployment of vehicle is Rs.40,000/- (Exclusive of GST) for mid sized vehicle.
6. Persons representing the agency/firm should be available for contact over phone, round the clock.
7. The agency/firm should have sufficient numbers of the vehicles and drivers with them. In case of breakdown of vehicle or non - availability of driver at any time, the firm shall intimate the same to this office and provide substitute vehicle / driver as the case may be.
8. In case of breakdown of any vehicle during official duty, it shall be the responsibility of the firm to provide a substitute vehicle which is of a similar make as replacement immediately.
9. In case of vehicle breakdown, a substitute vehicle shall be provided by the Contractor immediately. In case substitute vehicle is not provided within the reasonable time or not provided at all, the Department would have right to hire a vehicle from the market and the additional cost incurred by the Department will be

borne by the Contractor. In case, neither a substitute vehicle is provided nor a vehicle is hired by the Department, proportionate contract charges are liable to be deducted from the contract charges payable.

10. In case if the vehicle does not report on time/does not report at all, or the driver doesn't answer calls pertaining to official duty placed on his mobile phone, The Addl. Director General (Audit) would have a right to hire a vehicle from the market and the additional cost incurred by him / her shall be borne by the service provider agency/firm.
11. The Contractor shall provide dedicated vehicles in good condition, and drivers and any changes in the vehicles and/or drivers should be made only in very exceptional circumstances.
12. Once the hiring of vehicles commences from a particular agency/firm, the vehicles and the drivers should not be changed unless so requested by the the Addl. Director General.. The vehicles must be available at any time of the day as desired.
13. The vehicle to be provided should be registered as taxi/ transport vehicles and should be in excellent working condition and shouldn't be of make older than 01/01/2015 as on date of submission of tender. Applicant Contractor should mention the year of manufacture of the vehicles. The tenderer should submit copies of the Registration Certificate of the vehicles along with the tender. In case the Tenderer intends to supply new vehicles (showroom condition), the Tenderer shall attach the copy of booking receipts along with the tender documents. The contractor shall also ensure that the vehicle is in perfect running condition at all times during the period of the contract. The papers related to the vehicles including proper insurance papers of the vehicle should be available / kept in the vehicle.
14. In case the condition of the vehicles is not found to be satisfactory, such vehicles shall be returned for immediate replacement. In case no replacement is provided on time, the Addl. Director General (Audit) would have the right to hire a vehicle from the market and the additional cost incurred by the him would be borne by the service provider.
15. The agency/firm would ensure that the driver employed has a valid driving license and clean driving record. The driver of the vehicle provided must follow traffic rules and all other regulations prescribed by the Government from time to time. The driver shall observe etiquettes and protocol while performing duty and is to be neatly dressed in proper uniform. His antecedents and personal details including present & permanent address are also required to be submitted.
16. The driver employed along with the vehicle should satisfy the following conditions:
  - Drivers should have a minimum of 5 years of driving experience. They should have vehicle Transport Licenses for driving passenger vehicles.
  - Drivers should be well versed with the roads and the places in Hyderabad City and its suburbs and should not have any police case pending against him.

- iii. Driver should be provided with an operational mobile phone at all times. He should receive calls as and when calls are placed to him.
  - iv. Drivers should be free of all vices.
  - v. The driver should keep the car clean and odour free, suitable for official use.
  - vi. The driver should ensure that the car always has adequate fuel and all repairs and maintenance is done in a timely manner to keep the vehicle ready for use at all times.
17. The rates quoted should be exclusive of the GST component. No vehicle will be hired if the operator fails to provide proof of valid GST registration, unless otherwise exempted. All taxes, fee, levy, insurance charges etc. other than Goods and Service Tax would be borne by the Agency/Firm. Rates quoted should be written both in figure and words. In case of any difference between rates quoted in figures and words, the rates quoted in word shall prevail. Any overwriting/correction must be attested by the bidder.
  18. The Addl. Director General (Audit) reserves the right to reject all or any of the offers without assigning any reason thereof and the decision of this office shall be final and binding.
  19. The billing will be done on monthly basis. Bills, preferably typed and in triplicate in Connection with the service shall be submitted to the Addl. Director General latest by the 5<sup>th</sup> day of successive month.
  20. Financial bids of only those agency/firms would be opened, who have qualified in respect of the technical requirements & final approval will be given only after actual inspection of the vehicle.
  21. Preference may be given to the bidder who has completed similar work in the government sector for at least 3 years. The bidders should submit copies of previous such completed agreements.
  22. On awarding of the contract, the agency/firm has to furnish to the Addl. Director General , the certified copies of RC books.
  23. The Addl. Director General (Audit) shall be liable to pay the hiring charges only. Any other charges, including monthly charges of driver, repair and maintenance of vehicle, insurance, petrol/diesel, oil and any other incidental expenses shall be borne by agency / firm.
  24. A penalty of Rs. 1000/- per day per vehicle will be levied in case of unapproved change of vehicle/ driver, non-satisfactory performance or lack of proper upkeep of the vehicle or non-observance of any term or condition prescribed above. The number of days will be calculated on the basis of the period during which the default continues or on the occasions of occurrence of the concerned events as applicable.  
However, in case of frequent violations of the term and condition, the contract can be cancelled forthwith without any notice.
  25. In case of any accident, all the claims arising out of it shall be met by the agency/firm. The hiring Department shall have no liability in this regard.
  26. If the vehicle or driver is found to be engaging/being party to any illegal activity, its contract will be terminated and performance guarantee will not be refunded.

27. The liability of the Addl. Director General (Audit), Hyderabad will be limited only to the payment of hiring charges and GST thereon if applicable ,agreed to in the contract.
28. The Addl. Director Genral (Audit) shall have the right/discretion to terminate the contract at any time without giving any notice, in the event of poor service or violation of any of the conditions stipulated.
29. In case, the service provider wants to withdraw the vehicle, he has to give two(2) months advance/prior notice failing which two months charges shall be recovered/forfeited (preceding from the date of stoppage of service by the service provider)
30. Any matter during the period of this agreement, which has not been specifically covered by this agreement and dispute of any kind shall be decided by the Addl. Director General (Audit), whose decision shall be final.
31. Additional terms & conditions over and above the conditions stipulated above shall not be entertained by the Addl. Director General (Audit), Hyderabad.

(G. Man Mohan Reddy)  
Assistant Director(Audit)  
Hyderabad Zonal Unit

**ANNEXURE – "B" (TECHNICAL BID)**

1	Amount of Earnest Money Deposit(Refundable) (Rs. In words and figures)	Rs.5,000/- (Rupees Five Thousand only)
2	Particulars of Demand Draft (EMD)	No.
		Date
		Drawn on
3	Name, Address and Telephone / Mobile Number of the tenderer i.e. the Applicant /Contractor Self attested Copy of agency/firm's incorporation/registration with any Central Govt./State Govt./Municipality	
4	Self attested Copy of Permanent Account No. (PAN)	
5	Self attested Copy of GST Registration No.	
6	No. of years of experience of running a fleet of vehicles on hiring basis. (Attach self attested copy of contract)	
7	Model and Year of manufacture of Vehicle (Attach self attested copy of RC book),	
8	Approximate KMs run by the vehicle upto the date of filing of tender	
9	No. of Drivers available with the tenderer & their years of experience along with License Numbers	

(If the bidder filed to provide any of the above self attested document(s) he will be technically disqualified)

Signature of the Bidder along with Stamp

Details of the vehicles that is to be provided for hiring

(Should be filed with Technical Bid)

S. No.	Model and Year of Manufacture of vehicle	Registration No.	Month and year of manufacture	Chasis No.	Engine No.	Fuel used

(Self attested copies of Registration (RC Book) of above vehicle should be enclosed.)

Signature of the Bidder along  
with Stamp



ANNEXURE – "C" (FINANCIAL BID)

S. N.	Vehicle Type Non AC	No. of vehicles	Model and year of the vehicles	Quoted rate per month	Job Description Total KMs in a month	No. Of days
1	Mid Size Vehicle for Operational Vehicle	1			Maximum 2000 KMs	25-26

\*Note: The Mid Size Car will be of "A-3 " in accordance with the classification used by Society of Indian Automobile Manufacturers (SIAM).

Signature along with Stamp