



GOVERNMENT OF INDIA
MINISTRY OF FINANCE, DEPARTMENT OF REVENUE
CENTRAL BOARD OF EXCISE & CUSTOMS
OFFICE OF THE COMMISSIONER OF CENTRAL TAX, (AUDIT)
S1 & S2, VINAYA MARGA, SIDDARTHANAGAR, MYSURU - 570 011

C.No.I/22/10 /2017 Admn

Date: 06/10/2017.

LIMITED TENDER ENQUIRY

Sealed Tenders are invited from the qualified and reputed service providers for providing following motor vehicles on monthly hire basis with driver for the period from commencement of contract till one year for official use in the formations of Central Tax Audit Commissionerate, Mysuru as detailed below:

Sl. No	Type of Vehicle	Specifications	Quantity	Place of Requirement
1	One Midsize vehicle & One small size vehicle 2000 Kilometres in a month with national permit	August 2014 onwards model	1 no each	Central Tax, Audit Commissionerate, Mysuru.

2. The sealed tenders super scribed as 'Tender for hiring of motor vehicle may be sent to the Joint Commissioner, Central Tax, Audit Commissionerate, II Floor, S1 & S2, Vinaya Marga, Siddartha Nagar, Mysuru 570011 on or before 17.00 hours on 20/10/2017. Interested service providers may put up their bids for midsize vehicle or small size vehicle or both.

3. The following documents giving details may be obtained by contractors, firms agencies etc., interested in taking up this work, from the office during office hours on any working day or may be downloaded from official website: <http://centralexcisemysore.gov.in>.

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| a. Terms and Conditions | - | Annexure I |
| b. Technical Bid | - | Annexure II |
| c. Financial Bid (Proforma for quoting rates) | - | Annexure III |

4 The tender participants are requested to file the technical and financial bids separately in separate covers to be placed in the main sealed cover. The technical bids will be opened first and the financial bids in respect of the participants who qualify in technical bids only will be considered. The technical bids (Pre qualifications requirements in Annexure II) should be placed in one sealed envelope and financial bid should be placed in another sealed envelope (Proforma for quoting rates on Annexure III). The sealed tenders will be opened in the presence of Purchase/ Tender Committee of the Department on 23/10/2017 at 11 hours in the Chamber of the Joint Commissioner, Central Tax Audit, Mysuru, at 2nd floor, S1 & S2, Vinaya Marga, Siddarthanagar, Mysuru 570011. All the tender participants are required to be present themselves or through their authorised representatives on the date and time mentioned above along with the original documents of the vehicles. No separate intimations will be sent in this regard. The Contract will be effective for a period one year from the date of commencement.

5 The Commissioner of Central Tax, Audit Commissionerate, Mysuru reserves the right to accept or reject any or all the tenders without assigning any reasons whatsoever. Terms and conditions are placed on the notice board and website: <http://centralexcisemysore.gov.in>.

(BALAKRISHNA. S)
JOINT COMMISSIONER.

TERMS AND CONDITIONS FOR HIRING OF VEHICLES.

TENDER NOTIFICATION C.NO. 1/22/10 /2017 ADMN DATED 06/10/2017

1. The firm/owners and agencies must submit their bids in sealed envelopes super scribed “BIDS FOR HIRING OF VEHICLES AND PLACE OF PROVISION OF SERVICES SEPARATELY. (In respect of Mysuru Audit Commissionerate) addressed to the Joint Commissioner, Central Tax, Audit, No. S1 & S2, Vinaya Marga, Siddartha Nagar, Mysuru 570011 well before the prescribed date and time.
2. Rates quotations duly filled in will be received up to the date and time mentioned in the Notice/Tender published on the website. Late bids will not be accepted
3. The bidders who are having/in a position to provide motor vehicles as per the specifications mentioned in this office Tender Notification are only required to submit the bids.
4. The agency will not contact in any way, any person/authority for availing the contract. If found so the tender of the agency doing so, will be rejected
5. The vehicles are required for maximum of 2000 kilometres in a month. If the specified kilometres remain unutilised in a particular month, the same shall be carried forward to the next months on first in first out basis.
6. The vehicles should have fully upholstered seats and provided with all necessary comforts and facilities. The vehicles are intended to be used by the Departmental Officers and the same should be kept clean and in excellent running condition. The driver should be polite, bear good character and shall wear white uniform on duty, to be provided by the bidder. The time will be tenured up to 30-31 days in a month including holidays depending upon the exigencies.
7. The vehicle shall be kept neat and clean with seat covers, perfume, tissue paper and shall be kept in perfect running condition.
8. The bidders should ensure that all the documents such as Registration Certificate, Insurance Policy, Pollution Control Certificate and driving licence/badge of the driver are in the personal custody of the deployed drivers and should be produced in original for verification before the commencement of services in case their bid is accepted. Change of vehicle will be allowed with approval of MTO. The vehicle must be available at any day or any time as desired by the Department. The firm/Agency owners should be available on telephone (office as well as residence) and also on mobile phone so as to call in a case of emergency.
9. All legal obligations in respect of the vehicle i.e., Road Tax, RTO Registration and permissions etc., and in respect of the driver, i.e., minimum wages as per Government regulations social security etc., will be the responsibility of the service provider.
10. The successful bidder should produce the vehicle for physical inspection within two days along with all the documents before the Joint Commissioner, Central Tax, Audit, No. S1 & S2, Vinaya Marga, Siddartha Nagar, Mysuru 570011.
11. This office is liable to pay the hiring charges only. All the other expenses including the cost of repair, fuel, taxes, all charges, maintenance and any other incidental expenditure etc, will be borne by the bidder. In case of any accident, all the claims arising out of it shall be borne by the firm/owners.
12. All expenses relating to salary and allowances of the driver, overtime payments, maintenance of vehicles, insurance, petrol/diesel oil or any other expenditure related to the vehicle and the driver will be borne by the vendor.
13. If the vehicle is out of order, the bidder shall provide a substitute vehicle immediately. In case the vehicle does not report on time/does not report at all, the department would have a right to hire a vehicle from the market and the additional cost incurred by the department will be borne by the bidder.

14. The drivers of the hired vehicle must follow all traffic rules and other regulations prescribed by the Government from time to time. Any liability on violation of traffic rules shall be borne by the bidder.
 - a) The drivers should have valid taxi driving licence with a minimum experience of three years of driving the cars.
 - b) Driver should wear the prescribed uniform as well as Identification Card, while on duty.
 - c) The driver on a particular vehicle should not be frequently changed.
 - d) Driver on duty should be provided with mobile phone for easy communication. The expenses for mobile shall not be borne by the department.
 - e) Driver should be decent and well behaved. The driver should not have criminal antecedents and it shall be the responsibility of the contractor to verify his background before deployment and to get the police verification conducted. The conduct of the driver will be sole responsibility of the contractor and in this regard department shall not be responsible in any manner whatsoever.
15. The bidder and the driver shall be bound to carry out the instructions of the department as well as the competent officers to whom control of each vehicle is assigned.
16. The bills for payment shall be submitted on or before 5th of subsequent month. Payment will be made electronically. Therefore, successful bidders must provide bank account details.
17. The bidder should indicate their PAN and TIN and submit the necessary registration certificates with Central or local government in support of the same. The vendor should have been registered with the authority concerned of state or Central Government. He is also required to fulfil the conditions prescribed in Section 66 of the Motor Vehicle Act, 1988 for hiring of vehicles.
18. The vehicle should be for the exclusive use of the Central Tax (GST) Audit Commissionerate, (hereinafter referred to as Department) during the all days of contract period.
19. The department may at any time without assigning any notice or conveying any reason whatsoever can terminate the contract so awarded. No compensation will be payable to the contractor on this account. The decisions of the department in the matter will be final and binding. On acceptance of the bid, the bidder shall execute vehicle hire agreement on Non judicial stamp paper before the actual commencement of services.
20. The successful bidder shall execute a performance security to the extent of 5% of the total contract value for covering the period of hiring, in terms of Rule 171 of the General Financial Rules, 2017 in the form of Bank guarantee or FDR from a commercial bank. The said security shall remain valid for period till department orders to be released.

ANNEXURE- II- TECHNICAL BID

To be submitted in a separate *sealed* envelope subscribing "Technical Bid"
**PRE-QUALIFICATION REQUIREMENTS FOR AWARD OF CONTRACT FOR
HIRING OF AC VEHICLES'**

1.	NAME OF THE ORGANIZATION / FIRM WITH FULL ADDRESS WITH PIN CODE, PHONE NO., FAX NO., EMAIL ID., ETC.	
2.	NAME OF ALL THE PROPRIETOR / PARTNERS / DIRECTOR	
3(a)	PAN NO. OF THE FIRM/INDIVIDUAL AS ALLOCATED BY THE INCOME TAX	
3(B)	COPY OF THE INCOME TAX RETURN IF ANY FILED FOR LAST THREE YEARS	
4	TOTAL STRENGTH OF STAFF / WORKERS AVAILABLE WITH THE SERVICE PROVIDER.	
5	LIST OF THE PUBLIC SECTOR/GOVT. ORGANISATION TO WHOM SIMILAR SERVICES HAVE BEEN PROVIDED BY THE CONTRACTORS/ FIRMS/AGENCIES DURING THE LAST 5 YEARS. LIST OF THE GOVERNMENT ORGANISATION WHERE THE SERVICE PROVIDER IS CURRENTLY PROVIDING SERVICES MAY ALSO BE INDICATED. (PLEASE ATTACH THE JOB ORDER/ SERVICE CERTIFICATE FROM GOVT.OFFICE/PUBLIC SECTOR	
6	THE CONTRACTOR SHOULD ALSO SUBMIT COPIES OF REGISTRATION CERTIFICATE. IF ANY, OBTAINED FROM GST DEPARTMENT (MINISTRY OF FINANCE), DEPARTMENT OF LABOUR, STATE GOVERNMENT, EMPLOYEE PROVIDENT FUND ORGANISATION (MINISTRY OF LABOUR, GOVT. OF INDIA), EMPLOYEE STATE INSURANCE CORPORATION (ESI ACT, 1948)	
7	THE TOTAL TURNOVER OF THE CONTRACTOR AS SERVICE PROVIDER FOR SUCH SERVICES FOR LAST THREE YEARS. NECESSARY DOCUMENTS/CERTIFICATES TO BE ENCLOSED.	
8	REGISTRATION NUMBER OF TENDER/CONCERN WITH GST DEPARTMENT:(ATTESTED PHOTOCOPY OF REGISTRATION CERTIFICATE SHOULD BE ATTACHED & RETURNS FILED FOR LAST 2 YEARS)	
9	REGISTRATION NUMBER OF TENDER/CONCERN WITH OTHER GOVERNMENT DEPARTMENTS: (ATTESTED PHOTOCOPY OF REGISTRATION CERTIFICATE SHOULD BE ATTACHED)	
10	VEHICLE MAKE & MODEL	
11	STATUS OF STATUTORY REQUIREMENTS REGISTRATIONS CERTIFICATE LIFE TIME TAX PAID DETAILS POLLUTION CERTIFICATE	
12	ANY OTHER INFORMATION TO BE CONSIDERED:	

UNDERTAKING (Part of Annexure-II)

1. I/We undertake the I/We have carefully studied all the terms & conditions of contract as indicated in annexure 1 & understood the parameters of the proposed work & shall abide by them.

2. I/We hereby certify that none of my relative(s) is/are employed in the Central Tax/Central Tax Audit, Belgavi or in field formations of Customs and Central Tax, Bangalore.

3. I/We further undertake that the information given in this tender are true and correct in all respect.

Signature of Authorised person with date: _____

Name & full address: _____

Telephone No:

Office:

Fax No:

Residence:

Email:

Seal

ANNEXURE III – FINANCIAL BID

To be submitted in a separate sealed envelope superscribing “FINANCIAL BILL

PROFORMA FOR QUOTING OF RATES.

01.	Name and address of the contractor, firm, agency alongwith telephone & mobile no.	
02	Name of proprietor/partners/director	
03	Type of Vehicle for which rates are quoted.	
04	Rates quoted per month	

Name & Full Address

Telephone number

Office:

Fax No.

Residence:

E Mail.

Seal.