

TENDER

**O/o the Asstt. Commissioner, Central Excise & Service Tax Division, BADDI
Tender Notice for providing vehicles on hire basis :**

Assistant Commissioner of Central Excise & Service Tax Division, Baddi invites sealed quotations for providing one small sized vehicle (Sedan type car) of any make on hire basis **with driver and with fuel** at Baddi for a period of one year w.e.f. 01 April,2017. The model of the car should not be more than three years old.

The sealed quotations should reach the Office of Assistant Commissioner, Central Excise & Service Tax Division, Fauji Complex, Sai Road Baddi on or before 1300 hrs on 03.03.2017, duly signed and stamped. The quotations received incomplete and/or filed after the due date shall be summarily rejected.

Rates may be quoted for the use of one vehicle for 25 days upto 2000 KM in a month. Quotations would be opened at 1500 hrs. on 03.03.2017 in the presence of bidders, who wish may be present at the time of opening of bid. Vehicles offered for services may also be required to be shown for Inspection to find out the actual condition thereof after opening of Technical bid. For detailed terms and conditions please visit website i.e. www.cexchd1.gov.in and www.tenders.gov.in or see the notice board at the address mentioned in the above Para. For any query please contact Administrative Officer, Central Excise & Service Tax Division, Fauji Complex, Sai Road Baddi during office hours.

ASSISTANT COMMISSIONER

O/o The Asstt. Commissioner, Central Excise & Service Tax Division, Baddi
Tender Notice for providing vehicles on hire basis :

Assistant Commissioner of Central Excise & Service Tax Division, Baddi invites sealed quotations for providing taxi on hire basis at the following location.

<u>Location</u>	<u>No. of vehicles required</u>
O/o the Asstt. Commissioner Central Excise & Service Tax Division Fauji Complex, Sai Road Baddi.	One

Terms & Conditions :

1. The tenderer should be duly registered with concerned Central / State Govt. authorities and should be a well established Taxi agency / firm (hereafter referred to as the agency/firm). Self-attested photocopies of Registration Certificate should be attached with the Technical Bid. The agency/firm should have adequate number of telephones for contact round the clock. The vehicle should be registered with the Transport Authority as a commercial vehicle holding a taxi number along with all documents i.e. valid insurance, road tax payment, pollution clearance certificate etc. Such vehicle providers should also submit details of other such Govt. Organizations to which they have extended similar service in the recent past as well as the present.
2. The Technical and Financial bids should be submitted separately for small-sized vehicle by each firm/agency. Submission of bids should be as per two 'bid system i.e Technical and Financial bid separately in two different sealed envelopes. These envelopes shall be super scribed "FINANCIAL BID" and "TECHNICAL BID" along with the category of the vehicle i.e Small sized and put inside another bigger sealed envelope which shall be super scribed with the words, "TENDER FOR HIRING OF SMALL-SIZED VEHICLES". Tender will be opened on **03.03.2017 at 15.00 hrs**. Financial bids of only those agency/ firms would be opened, whose technical bid qualifies for the tender and final approval will be given only after actual inspection of the vehicle. The format of the Technical bid and the Financial bid are enclosed as Annexure-A and Annexure-B respectively.
3. Vehicle is to be provided for use for maximum of 25 days in a month. The maximum running in a month shall be 2000 Kms. The excess of 2000 Kms in the month can be carried over/adjusted in the successive months in the same financial year.
4. The Kilometer counting of the vehicle shall start from the designated office and shall end at the designated office.
5. The firms / agencies would ensure that the drivers employed have valid driving license and clean driving record including track record of not indulging in any major accident in the past three years. The vehicle or driver should not have indulged in any serious accident in the past three years and a proof of the same i.e. the form of non-claiming of insurance amount from the insurer shall be submitted. The driver of the vehicle provided must follow traffic rules and all other regulations prescribed by the Government from time to time. The papers related to the vehicles including proper insurance papers of the vehicle should be available/kept in the vehicle.
6. 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 provide substitute vehicle / driver as the case may be. The drivers employed along with the vehicle should satisfy the following conditions:

- (i) Drivers should have minimum 5 years of experience of driving. They should have vehicle transport licenses for driving passenger vehicles.
- (ii) Drivers should be well versed with the roads and the places in Chandigarh & Baddi and should have experience in city driving.
- (iii) Once the driver has been allotted to a particular vehicle, he should remain with the same vehicle for a period of one year. Any change in the designated driver should be intimated to the this office 24 hours before such change is affected.
- (iv) Driver should be provided with a mobile phone in operation at all times.
- (v) Driver should be decent and well behaved and should not have any criminal cases against him and should not have any past history of accidents.
- (vi) Car should be kept clean and odor free, suitable for official use.
- (vii) Driver should wear the prescribed uniform i.e white shirt with white trousers (Light blue shirt with nevy blue trousers) and black shoes. A daily record indicating time and mileage for each vehicle shall be maintained by the driver in a log book in the prescribed format as per Government's instructions and this log book shall be submitted to the concerned officer in the Division regularly for scrutiny.
- (viii) The vehicles must be fitted with Fire extinguisher in proper working condition at all time and the driver should be trained to use them.

7. The vehicle should display at a conspicuous place the following: "In case of irresponsible/rash driving or exceeding speed limit prescribed on a particular stretch of road, you may complain to the owner of the vehicle (Name of the owner, Telephone and Mobile No. should be displayed)." All such complaints should be probed into by the owner of the vehicle and action taken against the erring Driver, if found guilty, under intimation to the Office.

8. The vehicle shall be provided on any day including Saturday, Sunday and Holidays, if required by the Hirer.

9. It is obligatory for the agency /firm that drivers are paid not less than minimum wages prescribed under minimum wages Act fixed by the Government from time to time.

10. If any of the terms and conditions above is not found fulfilled during the peroid of contract, the Principal Commissioner of Central Excise and Service Tax Commissionerate, Chandigarh-I reserves the right to terminate the contract without assigning any reasons thereof.

11. In case of any dispute, the decision of the Principal Commissioner of Central Excise and Service Tax Commissionerate, Chandigarh-I shall be final and binding. Contract can be cancelled after a prior notice of one month from either side, in the event of poor service or violation of any of the conditions stipulated and any matter not specifically covered by this agreement shall be decided by the Principal Commissioner of Central Excise and Service Tax Commissionerate, Chandigarh-I

12. Payment of monthly bill shall be made within one month of the presentation of the bill. No extra charges other than quoted value and charges as indicated in this notice shall be payable in any circumstances

13. Service provider may indicate separately night halt charges (beyond 10 P.M.)

14. Service Tax/ Toll Tax / Parking charges shall be payable over and above the quoted charges on production of proof of payment of such taxes by the service provider. Upkeep, maintenance & repairs of the vehicles shall be the responsibility of the service providers.

ANNEXURE-'A' (TECHNICAL BID)

1	Name, address and telephone /mobile no. of the tenderer i.e the Applicant Contractor	
2	PAN No.	
3	Service Tax registration	
4	No. of years of experience of running a fleet of vehicles on hiring basis	
5	Model and year of manufacture of Vehicle	
6	Apprx run of the vehicle up to date of filing of tender	
7	No. of Drivers available with the tenderer and their years of experience along with License Numbers	
8	Certification that no criminal case is pending against the driver	

Signature along with Stamp

ANNEXURE-'B' (FINANCIAL BID)

S.No.	Vehicle Type	No.of vehicles	Total KMs in a month	Details of Quoted Vehicle	Quoted bid per month
1	Small Sized vehicle	1	2000 Kms		

Signature along with Stamp