OFFICE OF THE COMMISSIONER OF
CENTRAL EXCISE, CUSTOMS & SERVICE TAX,
COCHIN COMMISSIONERATE
C.R BUILDING, I.S PRESS ROAD, KOCHI-682018.
PHONE NO.0484-2390716 FAX.2390608
Email- procexcochinhq@yahoo.in

C.No.I/22/5/2013-PRO Dated: 27/08/2013.

Quotations are invited from reputed travel agencies who are interested in providing vehicles on hire basis to the department for use in the various offices of the Commissioner of Central Excise, Customs & Service Tax, Cochin Commissionerate, Cochin, for a period of twelve months.

Sl.No.	Category	Nos.	Conditions	Location
1	Non- AC Taxi VERITO/ETHIOS/VENTO or similar type vehicle.	4	2000 Kms per Month for 25 days	Cochin
2	-do-	1	-do-	Muvattupuzha
3	-do-	1	-do-	Kottayam
4	-do-	1	2500 Kms per month	Cochin
5	Non-AC SUVs Innova/Xylo/Tavera or similar type vehicle	4	2500 Kms per month	Cochin

Interested parties may collect tender details from the Superintendent (PRO) and submit the same on or before 1300 hrs on 05/09/2013. The tenders will be opened at 1500 hrs the same day before the undersigned. Tender documents can also be downloaded from the website www.cenexcisekochi.gov.in or www.tenders.gov.in. For further details please contact Superintendent (PRO) in the above address.

Terms and Conditions of the Tender.

While quoting, every person tendering should specifically note that :

1. Rate quoted in Annexure I attached is for a commercially registered vehicles that is new or upto 2 year old and without any accident history, in excellent running condition with neat exterior/interior which they shall also maintain during the period of hire. Preference would be given to new vehicles.
2. The vehicle shall be provided on any day including Saturday, Sunday and Holidays, if required by the Department.
3. Earnest Money Deposit of Rs.5000/- (Rupees Five Thousand only) per application in the form of Demand Draft / Banker's cheque of scheduled Bank drawn in favour of the Commissioner of Central Excise Customs & Service Tax, Cochin shall accompany the bid. Bids without Earnest Money Deposit will be rejected. EMD will be returned to all the unsuccessful bidders at the end of the selection process.

details furnished in Annexures I & II are found to be incorrect or false during the tender selection process. No interest shall be paid on the Earnest Money Deposit.

4. Zero based mileage i.e. mileage starting and ending at/from duty or drop off location shall be adopted for the purpose of calculating the kilometres.
5. The vehicle would be required to report at 08.30 hrs every day and will remain at the disposal of this office until 20.30 hrs. Nevertheless, in case of any exigent circumstances, the vehicles would be required for longer period at no extra cost on this account.
6. They should have arrangements for establishing contact and round the clock service.
7. The rates shall be quoted exclusive of Service Tax and Service Tax will be reimbursed for Service providers who are liable to Service Tax. The Service provider shall also produce proof of payment of Service Tax.
8. The billing will be done on monthly basis and bills to be submitted by the 5th of the succeeding month.
9. The vehicle provided should comply with the laws in force in India.
10. The drivers should have valid driving licence complying with the laws in force and they should be adequately experienced, and maintain decency, politeness, good habits and should be in white attire.
11. The drivers should be equipped with functional mobile phone at their cost, for contact purposes. The drivers should be well versed with the routes and locations falling under the jurisdiction of Cochin Commissionerate viz. Cochin, Muvattupuzha, Kottayam, Alleppey areas etc. The driver/service provider shall maintain a trip sheet of each vehicle indicating the day to day running mileage.
12. Once hired, the vehicle will not be put to use for other purposes, and the vehicles and drivers will work under the overall supervision of the department for which they will do all as is necessary.
13. In order to ensure day to day functionality of hirer, once hired, service provider shall not keep changing or rotating vehicles and drivers, except if the hirer so indicates in the case of eventuality or unsuitability.
14. A person who is in government service or an employee of the department is not eligible to quote as service provider.
15. They will comply with the labour laws in force and all liabilities in this connection will be of the service provider.
16. If the contract is awarded, the service providers are required to provide the department the complete details of the vehicle, certified copy of the RC book, comprehensive insurance policies as well as full details of deployed drivers, their addresses, copies of their driving licences.
17. The department will not be under any obligation, legal or otherwise, to provide employment to any of the personnel of the service provider during or after the expiry of the hire period. The department recognises no employer-employee relationship between the department and the personnel deployed by the service provider. The department shall not be responsible financially or otherwise for any

injury to the driver or person deployed by the service provider during the course of hire nor for any damage to the vehicle.

18. In case of any accident, any and all the claims and damages arising there from shall be met by the service provider.

19. The service provider shall undertake to indemnify the department against all damages/charges arising on account of or connected with the negligence of the service provider or his staff or any person under his control whether in respect of accident/injury to the person or damages to the property of any member of the public or any person or in executing the work or otherwise and against all claims and demands thereof.

20. In the event of the hired vehicle developing snags, the service provider will ensure that a replacement vehicle is provided on priority and in case of failure to make alternative arrangement, the Department will be at liberty to hire another vehicle and the cost incurred on account of such hiring shall be at the expense of the service provider.

21. The department reserves the right to terminate the contract or reduce the number of vehicles without assigning any reason by giving seven days notice.

22. A signboard bearing "On Duty" Central Excise, Customs & Service Tax" should be displayed on the vehicle in bi-lingual (English and Hindi) both in the front and rear sides.

23. The contractor should quote his rate for the vehicle used for 25-30 days up to a maximum of 2000/2500 Kms per month.

24. Any excess or short run kilometres will be adjusted in the subsequent months until the end of the contract.

25. Department shall not make any advance payments and the payment will be made as per the availability of funds.

26. The Assistant Commissioner (Prev.), Office of the Commissioner of Central Excise, Customs and Service Tax, C.R Building, I.S Press Road, Kochi-682018 reserves the right to require fulfilment of other conditions, not expressly mentioned, which are consistent with use of vehicles on hire with this office, and to reject any or all tenders without assigning any reason thereof.

27. In case of dispute, the decision of the Assistant Commissioner (Prev.), Office of the Commissioner of Central Excise, Customs and Service Tax, C.R Building, I.S Press Road, Kochi-682018 shall be final and binding.

28. Tenders submitted shall be governed by directions issued by Ministry of Finance, Department of Revenue, Government of India as per whose schemes the vehicles are being hired.

Sd/-

ASSISTANT COMMISSIONER (PREV)

Copy to: i) All Deputy/Assistant Commissioners of Central Excise, Customs and Service Tax falling under Cochin Commissionerate for displaying in the Notice Boards of the Office.

ii) The Superintendent (Computer Cell), Hqrs. Office, Kochi for uploading in CBEC site.

ANNEXURE -I

FINANCIAL BID

Name, Address and Telephone No. of Tenderer :

Fax No. :

E-mail Id :

Name and address of the Proprietor/Partner/Directors :

PAN Card & Service Tax Registration Numbers :

Rates			
	Vehicle		
Sl.No. as given in Advt.	Brand	Type	Rate

"I have read the Terms & Conditions of this Tender Notice "

Signature :

Name of Authorised Signatory :

Seal/Stamp :

Place :

Date:

Telephone No.

ANNEXURE - II

CERTIFICATE TO BE ATTACHED WITH QUOTATION FORM

1. Certified that I have read all the terms and conditions set out in the tender.

2. Certified that I shall abide by and fulfil all the terms and conditions as outlined in the notice dated _____.

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

Signature of the owner of the vehicle with date:

Name of the owner of the vehicle:

Place :

Date: