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: 21.04.2014

NOTICE INVITING TENDER FOR HIRING VEHICLES

For and on behalf of President of India, sealed Tenders are invited from registered and well established Car Rental/Agency/Firms for hiring of the following vehicles along with Drivers for the Office of the Commissioner of Central Excise & Service Tax, having office at C.R.Building, I.S.Press Road, Kochi-18.

Category	Type of Vehicle	Nos.	Conditions	Based at
I	Non- AC Taxi VERITO/ETHIOS/VENTO or similar type vehicle.	4	2000 Kms per Month and for 25 days	Cochin
	-do-	1	-do-	Muvattupuzha
	-do-	1	-do-	Kottayam
II	Non-AC SUVs Innova/Xylo/Tavera/Duster or similar type vehicle.	1	2500 Kms per month for 30-31 days	Cochin
	Non- AC Taxi VERITO/ETHIOS/VENTO or similar type vehicle	1	2000 Kms per month	
III	Non-AC SUVs Innova/Xylo/Tavera/Duster or similar type vehicle	3	2000 Kms per month	Cochin

The Terms and conditions/Invitation for bids of the tender and the proforma can be obtained from the Superintendent (PRO), Office of the Commissioner of Central Excise, Customs & Service Tax, C.R.Building, I.S.Press Road, Kochi-18 or can be downloaded from website www.cenexcisekochi.gov.in or www.tenders.gov.in.

Last date for submission of Tender : 12th of May 2014 13:00 Hrs.
Tenders shall be opened on : 12th of May 2014 16:00 Hrs.

The interested Service providers are requested to submit the tender documents in the prescribed form duly signed and stamped, in a sealed cover addressed to the Commissioner of Central Excise, Customs & Service Tax, C.R.Building, I.S.Press Road, Kochi-18. The format of the "Technical Bid" and "Financial Bid" are enclosed as Annexure I & II to the Terms and Conditions/Invitation for bids

The tenders received unsigned/incomplete and /or filed after the due date shall be summarily rejected.

The Commissioner of Central Excise, Customs & Service Tax, C.R.Building, I.S.Press Road, Kochi-18 reserves the right to accept or reject any or all tenders without assigning any reason whatsoever.

For further details, the Superintendent(PRO), Office of the Commissioner of Central Excise, Customs & Service Tax, C.R.Building, I.S.Press Road, Kochi-18 (Tele: 0484-2390718) can be contacted.

Kochi- 18 (**V. PAZHANIYANDI)**
Dated:21/04/2014 **ASSISTANT COMMISSIONER (PREV)**

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

INVITATION FOR BIDS

Subject: Hiring of 11 vehicles for official use in the Office of the Commissioner of Central Excise, Customs & Service Tax, C.R.Building, I.S.Press Road, Kochi-18 – Reg:

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Sealed Tenders are invited from registered and well established Car Rental/Agency/Firms for hiring of the 11 vehicles along with Drivers for the Office of the Commissioner of Central Excise & Service Tax, having office at C.R.Building, I.S.Press Road, Kochi-18. The bidders should follow the instructions and conditions given below while submitting the tenders.

INSTRUCTIONS TO BIDDERS

1. The Service Providers may submit/deposit their bids, complete in all respects as per proforma annexed, along with other required documents. Separate sealed Technical and Financial bids should be clearly marked **"Technical Bid**" or **"Financial Bid"** on the respective envelopes and should be kept in a single sealed envelope and super-scribed with **"Tender for Hiring of Vehicles 2014-15"** latest on 12.05.2014 by 13:00 Hrs.

2. Earnest Money Deposit of Rs.25000/- (Rupees Twenty 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 bids. Bids without Earnest Money Deposit (EMD) will be rejected. EMD will be returned to all the unsuccessful bidders at the end of the selection process. No interest shall be paid on the Earnest Money Deposit

3. The successful bidder shall execute a performance guarantee to the tune of 5% of the total contract value. The performance security may be furnished in the form of Fixed Deposit receipt or Bank Guarantee from a Commercial Bank. The performance security should remain valid for a period of 60 days beyond the date of completion of contract obligation.

4. If a bidder withdraws its offer after opening of its Technical Bid or Financial Bid before award of tender to other valid tenderer, their EMD will be forfeited. It the successful bidder fails to execute the agreement within specified time as per intimation/request of this office, the earnest money will be forfeited. EMD of the successful bidder will be returned after executing the performance guarantee. The said EMD will not carry any interest.

5. The **Technical bid** should contain details such as number of vehicles owned (documentary evidence in the form of copy of RC book should be submitted), their make, model and Registration nos., experience certificate of minimum two years for successfully executing minimum two year contracts for any Central Govt. Office/State Govt./Central or State PSU/reputed Pvt. Company/MNC during the last three years. Copies of Service Tax Registration, PAN Card, balance sheet or proof of financial turnover for the years 2011-12 and 2012-13. Each page of the offer should bear the signature, name and title of the person signing the offer with rubber stamp of the agency and date. The proforma is given in **Annexure I**.

6. The **Financial bid** should contain amount charged per month per vehicle, each shown separately, for bid under each category. The proforma is given in **Annexure II**.

7. Financial bids of only those service providers would be opened, who have qualified in respect of the technical bids.

8. The rates quoted should be exclusive of the service tax component.

9. The bidder has the right to be present at the time of opening of the tender by a Committee constituted for the purpose. The financial bids of only those bidders who technically qualify will be opened.

GENERAL TERMS AND CONDITIONS FOR THE BIDDER

1. Rate quoted in Annexure II attached is for a commercially registered vehicle that is new or upto 2 year old and without any accident history, in excellent running condition with neat exteriors/interiors 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 hiring Department.
3. Earnest Money Deposit of Rs.25000/- (Rupees Twenty 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 bids. Bids without Earnest Money Deposit will be rejected. EMD will be returned to all the unsuccessful bidders at the end of the selection process. However, the EMD shall be forfeited in case the successful bidder withdraws or the details furnished in Annexure I, II & III 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 are to be submitted by the 5th of the succeeding month.
9. The contract can be terminated by the contractor giving 30 days notice.
10. During the period of contract, no request shall be entertained for any hike in the agreed rates due to any reason.
11. The vehicle provided should comply with the laws in force in India.
12. 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 <u>good white attire</u>.
13. 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.
14. 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.

15. 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.
16. Any person who is in government service or an employee of the department is not eligible to quote as Service Provider.
17. The Service Provider will comply with the labour laws in force and all liabilities in this connection be with of the service provider.
18. If the contract is awarded, the service provider is 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.
19. 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 and any damage to the vehicle.
20. In case of any accident, any and all the claims and damages arising there from shall be met by the service provider.
21. 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.
22. In the event of the hired vehicle developing snags the service provider will ensure that a replacement of similar vehicle is provided on priority and in case of failure to make alternative arrangement, the Department will be at liberty to hire other vehicle and the cost incurred on account of such hiring shall be at the expense of the service provider.
23. The department reserves the right to terminate the contract or reduce the number of vehicles without assigning any reason by giving seven days notice.
24. A signboard bearing **“On Duty” “Central Excise, Customs & Service Tax, Cochin”** should be displayed on the vehicle in bi-lingual (English and Hindi) both in the front and rear sides.
25. The contractor should quote his rate for the vehicle used for 25-31 days up to a maximum of 2000/2500 Kms per month.
26. Any excess or short run kilometres will be adjusted in the subsequent months until the end of the contract.
27. Department shall not make any advance payments and the payment will be made as per the availability of funds.

28. 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.
29. 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.
30. 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.
31. All disputes arising out of or in any way connected with the agreement shall be deemed to have arisen at Kochi and only courts in Kochi shall have jurisdiction to determine the same.

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 Central Excise Cochin and CBEC web site.

ANNEXURE – I - TECHNICAL BID

1. Name, Address of Registered agency :

2. PAN & Service Tax Registration :
   [Copies to be annexed]

3. Details of previous experience in :
   Govt. Department / Public Sector Units/
   others with due certificates issued by
   concerned said authorities

4. Details of vehicles in possession as on date :
   (with registration number &
   date of registration)

5. Details of DD for Rs. 25,000/- (EMD) :

I/We hereby declare that the information furnished above is true and correct.

Signature of the Owner/Authorised Signatory _____

Full Name _____

Place: Name of Travel Agency _____

Date: Phone/ Land line No. _____

ANNEXURE – II - FINANCIAL BID

1. Name, Address and Telephone No..of Tenderer :
2. Fax No. :
3. E-mail Id :
4. Name and address of the Proprietor/Partner/Directors :
5. PAN Card & Service Tax Registration Numbers :

Category as given in Advt.	Vehicle		Rate/month
	Brand	Type/Model (year of manufacture should be specified)	

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

Signature :

Name of Authorised Signatory :

Seal/Stamp :

Place :

Date:

ANNEXURE - III

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 21.04.2014.

3. Certified that no relatives of mine are posted /working in any capacity in any of the office of the Central Excise & Service Tax Department, Cochin.

4. Certified that my firm has not been black listed by any Government organization /PSUs/Pvt. organization in connection with supply of vehicles.

I/We submit our lowest quotation for the vehicles required by your Office as per the terms and conditions as specified in "**INVITATION FOR BIDS**"

I/We hereby declare that the information furnished in Annexure I, II & III are true and correct.

Place :

Date:

Signature of the bidder with name and seal