केन्द्रीय उत्पाद शुल्क , सीमा शुल्क और सेवा कर आयुक्त का कार्यालय

OFFICE OF THE COMMISSIONER OF CENTRAL EXCISE, CUSTOMS & SERVICE TAX

केन्द्रीय राजस्व भवन/ C.R. Building, आई एस प्रेस रोड / I.S. Press Road, कोचीन/Cochin - 682 018

C No. I/22/08/2015 PRO Dated : 16.09.2015

LIMITED TENDER ENQUIRY FOR HIRING VEHICLE

Sub: Invitation of Tender for Hiring of 1 Air-conditioned car –
1 mid-size (Toyota-ETIOS/ Swift-Desire/Verna/Honda City or similar type)
for official use of the Commissioner (Appeals-II) of Central Excise Commissionerate, Cochin –
For the financial year 2015-16 - Calling for sealed Tenders - Regarding.

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For and on behalf of the President of India, Tenders in sealed cover superscribed as "TENDER FOR HIRING OF CAR FOR CENTRAL EXCISE COMMISSIONERATE, KOCHI – YEAR 2015-16" are invited from reputed Tours & Travels Agencies for hiring of 1 Air-conditioned car (1 mid-size Toyota-ETIOS/ Swift-Desire /Verna/Honda City or similar type) along with Driver, for official use of Commissioner of CENTRAL EXCISE, APPEALS-II COMMISSIONERATE, KOCHI as below. The tender should be submitted in two bid system viz. 'Technical Bid' and 'Financial Bid'. The sealed Tenders subject to the terms & conditions enumerated hereunder may be submitted to the Deputy Commissioner (P&V) of Central Excise Commissionerate, C.R. Building, I.S. Press Road, Kochi – 682 018 on or **before 17:00** hrs. **on 28/09/2015. The sealed Tender/Quotations shall be opened at 11:00 hrs. on 29/09/2015** before the competent authority:

Category No:	Type of vehicle	Nos.	Conditions	Maximum Monthly Rent payable including Service Tax (Rs.)	For Office use at	Based at:
1	Mid-size (Toyota-ETIOS/ Swift-Desire /Verna/Hond City or similar type)	1	2500 Kms. Per month and for 30/31 days	40,000/-	For use as Staff Car for the Commissioner of Central Excise (Appeals-II), Hqrs., I.S. Press Road, Cochin	Cochin

1. The Notice inviting tender with its Annexure can be obtained either from the PRO Unit, Office of the Commissioner of Central Excise, C.R. Building (Ground floor), I.S. Press Road, Cochin – 18 or can be downloaded from the official website of the department – www.cenexcisekochi.gov.in

2. The Technical Bid and Financial bid (along with the declarations) should be furnished separately in sealed cover on which it should be mentioned "Technical Bid" or "Financial bid" and should be put in a sealed cover super-scribing "Tender for hiring of Car" and name and address of the service provider.

3. The service providers who wish to be present at the time of opening of tender may present themselves or authorize their representatives with authority letter.

4. The Deputy Commissioner (P&V), Office of the Commissioner of Central excise reserves the right to postpone/and/or extend the date of receipt/opening of Tenders or to withdrew the same, without assigning and reason thereof.

Terms and Conditions

1. The vehicle hired out should conform to the relevant Motor Vehicle Act /Rules and be in perfect running/mechanical condition. The vehicle should be properly and comprehensively insured and should possess necessary permits/clearance from the Transport authorities including pollution clearance. The tenderer should ensure that all the mandatory documents such as Registration Certificate, Insurance Papers, Pollution Control Certificate etc., relating to the hired vehicle are in the personal custody of the licensed drivers.

2. The vehicle hired being **not more than two years old (minimum of 2013 model)** should be provided with complete upholstery including clean and tidy seat covers and other necessary comforts and facilities. The interior & exterior of the vehicle should be well maintained and cleaned properly on daily basis. In case the condition of the vehicle is found to be unsatisfactory, they shall be returned for immediate replacement.

3. Earnest Money Deposit of Rs.25,000/- (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

4. 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.

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

6. 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.

7. LPG Cylinders should not be used for running the vehicle in any case.

8. The time and distance in respect of hired vehicle will commence and terminate from the Office to which it is being assigned. The vehicle would be normally utilized during the period from **08:00** hrs to **20:00** hrs, however depending on the exigency of official work, utilization may be extended beyond the period without any notice to the tenderer.

9. The tenderer should have adequate experience in the tour & travel business and possess adequate vehicle with capacity to provide/replace the vehicle at short notice. The tenderer should have the capacity of repairing their vehicle without unnecessary detention in case of contingency. **The vehicle deployed should not be changed ordinarily and in exceptional circumstances change of the vehicle could be made with prior consent.** The owner/firm should be available on his own direct telephone (office as well as residence) and also on mobile phone so as to call in emergent cases.

10. The drivers should possess valid driving license, shall be adequately experienced, maintain decency, good habits & politeness and should be well conversant with the road routes and locations of the respective base stations. **The drivers should be in proper and clean white dress and be available on mobile phones provided by the tenderer at all times during vehicle deployment.** The drivers should adhere to the instructions of the Officer in-charge of the vehicle as well the Officer assigned with the vehicle. If a driver is found to be unsuitable for any reason, the tenderer shall replace him with another driver of suitable qualification immediately.

11. The tenderer has to submit the certified copies of R.C. books and the comprehensive insurance policies for the vehicles to be provided at the time of acceptance of the terms and conditions of the tender along with driving license copy and details & experience of the drivers to be deployed. In case of any accident, all claims arising out of such accident shall be met by the tenderer and also would indemnify the Department for any loss, damages of property or life arising out of negligence of driver for poor maintenance of vehicles.

12. The rates quoted should be inclusive of the service tax component. The rates quoted should specifically mention the Service Tax component separately and no Service Tax

would be paid if the tenderer fails to provide proof of valid Service Tax Registration. Once the rates are finalized, no increase would be considered in the rates quoted by the tenderer for whatever reason during the continuance of the contract.

13. Pre-receipted typed bills shall be submitted in duplicate by the tenderer to this office during the 1st week of every month for the service rendered during the previous month for settlement. Necessary Log Book to be maintained properly and submitted to the concerned officer of the Commissionerate/concerned Circle Office for necessary verification along with the bill.

14. Service Tax will be reimbursed on production of proof of its payment by the service provider.

15. The contract shall be awarded initially for a period of Twelve Months from the date of acceptance of the tender by the competent authority. It may be considered for extension by mutual agreement for such further period as may be agreed upon, not exceeding one year. The contract awarded based on this tender would commence from the date of consent of the tenderer to the specified terms and conditions. However no subcontracting would be allowed by the selected contractor.

16. The tenderer should enter into agreement on stamp paper of Rs.100/- and the cost of stamp paper is to be borne by the tenderer.

17. The Department at any time without any notice or conveying any reason therefore can terminate the contract so awarded and no compensation would be payable to the contractor on this account. In case of any dispute of any kind and in any respect whatsoever, the decision of the Deputy Commissioner (P&V) of Central Excise, Cochin shall be final and binding.

18. The billing will be for a maximum of 2500 Kms. Per month as the case may be. The balance Kms., if any, will be carried forwarded to succeeding month(s).

19. The Deputy Commissioner (P&V), Central Excise, Commissionerate Cochin reserves the right to fulfillment of other conditions, not expressly mentioned which are consistent with the use of vehicles on hire with this office and to reject any or all tenders or the contract at any time without assigning any reason thereof.

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

21. The prescribed format for Technical and Financial Quotation are furnished in Annexure I, II & III enclosed herewith.

22. 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.

Encl: Annexure I, II & III

Dt. 16/09/2015

16/09/15

(**RANI C.R.**)
DEPUTY COMMISSIONER (P&V)

To

Notice Board in Central Excise, Cochin Commissionerate.

The Superintendent (Computer Cell), Hqrs. office, Kochi for uploading in Central Excise, Cochin, e-Tenders and CBEC website.

Dt. 16/09/2015

16/09/15

(**RANI C.R.**)
DEPUTY COMMISSIONER (P&V)

ANNEXURE-I

PROFORMA FOR SUBMISSION OF TECHNICAL QUOTATION FOR HIRING OF 1 CAR FOR THE CENTRAL EXCISE, COMMISSIONERATE, COCHIN FOR THE YEAR 2015-16

(To be submitted in a separate sealed cover with a mention **"TECHNICAL BID"** at top of the sealed cover)

1	Name of the Service Provider	
2	Address of the Service Provider	
3	PAN Number (copy to be enclosed)	
4	STC Number (copy to be enclosed)	
5	Type of Vehicle (Make, Model, Fuel Type, Colour & Year of Manufacture) (copy of RC Book should be attached)	
6	Experience in years along with details	

Signature of the Owner/Authorised signatory :

Full Name :

Date: Name of the Travel Agency :

Place: Phone nos. (landline & Mobiles) :

ANNEXURE-II

DECLARATION

(To be submitted with the Technical Quotation)

1. I .....son/ Daughter/wife of Shri..... ..... Proprietor/Director/Authorised Signatory of the agency / firm .....,Address ...., am competent to sign this declaration and execute this tender document:

2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.

3. The information/documents furnished along-with the application are true and authentic to the best of my knowledge and belief. I / we, am / are well aware of the fact that furnishing of any false/misleading information/fabricated document would lead to rejection of my tender at any stage.

Date:

Place:

Signature of authorised person

Full Name

Seal:

ANNEXURE-III

PROFORMA FOR SUBMISSION OF FINANCIAL QUOTATION FOR HIRING OF 1 CAR FOR THE CENTRAL EXCISE COMMISSIONERATE, COCHIN FOR THE YEAR 2015-16

(To be submitted in a separate sealed cover with a mention **"FINANCIAL BID"** at top of the sealed cover)

1. Name of the tenderer :
2. Address:
3. Telephone nos. (Landline & Mobile):
4. Fax No.
5. E-mail id:
6. Name & address of the Proprietor/Partner/Directors:
7. PAN No:
8. Service Tax Registration No:

CATEGORY NO: (AS GIVEN IN NOTICE)	TYPE/MODEL/BRAND OF VEHICLES (Year of Manufacture should be specified)	RATE/MONTH (Excluding Service Tax) (Rs.)	Rate per km. beyond 2500/2000 kms.	REMARKS, IF ANY.

I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.

Date:

Place:

Signature of Authorised person :

Full Name :

Seal :