

GOVERNMENT OF INDIA
MINISTRY OF FINANCE
DEPARTMENT OF REVENUE
OFFICE OF THE COMMISSIONER OF CUSTOMS, CENTRAL EXCISE & SERVICE TAX
48, ADMINISTRATIVE AREA, ARERA HILLS, HOSHANGABAD ROAD., BHOPAL

F.No. I(07)01/HMV/Admn/Hq/2013-14

Date: 01-03-2013

Subject:- **Tender for "HIRING OF VEHICLE PURELY ON CONTRACTUAL TERM" for the period of 12 month i.e. from 01-4-2013 to 31-3-2014 for use in Central Excise & Customs, Bhopal.**

The requirement mentioned below in the schedule for the Office of the Commissioner of Customs, Central Excise and Service Tax, Bhopal.

SCHEDULE

Sr. No.	Description
1	mid-segment car like INDIGO or similar Car to be used up-to 30-31 days subject to maximum of 2500 Kms. in a month
-2	mid-segment car like INDIGO or similar Car to be used up-to 25 days Subject to maximum of 2000 Kms in a month.
3	SUV like Scorpio/ Innova to be used upto 25 days subject to maximum of 2000 kms in a month
4	car like INDICA or similar Car to be used up-to 25 days subject to maximum of 2000 Kms in a month

The vehicles to be hired are for use by the officer of Commissioner of Customs, Central Excise and Service Tax at Bhopal Commissionerate for the period of 12 months i.e. from 01-4-2013 to 31-3-2014. Interested parties are to submit their bids as per two bid system i.e. Technical and Financial bid separately in two different sealed envelopes. These envelopes shall be superscribed "FINANCIAL BID" and "TECHNICAL BID" and put inside a bigger sealed envelope which shall be superscribed with the words, "TENDER FOR HIRING OF VEHICLES" and addressed to Commissioner of Customs, Central Excise and Service Tax, Bhopal, 48 Administrative Area, Arera Hills, Hoshangabad Road, Bhopal - 462011.

The tender document can be obtained from 12.00 AM to 04.00 PM on all working days from 01-3-2013 to 15-3-2013 from the office of the Commissioner, Central Excise, Bhopal on payment of Rs 500/- (Rupees Five Hundred only) (non-refundable) in cash or demand draft/pay order drawn in favour of "the PAO, Customs & Central Excise, Bhopal" payable at Bhopal towards the cost of one tender document. Tender document can also be downloaded from Central Excise website www.cexbhopal.gov.in and www.cbec.gov.in, in such a case the bidder shall deposit the cost of tender documents alongwith submission of the tender, failing which his tender shall not be opened. The cost of tender documents in this case shall be deposited in the form of demand draft/pay order and submitted in the envelope containing Earnest Money Deposit (EMD). The bidders are advised not to make any corrections, additions, alterations in the downloaded Tender documents. In case, any corrections, additions, alterations are made in the downloaded tender documents, such tender shall not be considered.

The said sealed envelope can be deposited up to 04.00 pm on or before 15-3-13 in the sealed tender box kept for this purpose in the Office of Commissioner of Central Excise at 48

Administrative Area, Arera Hills, Hoshangabad Road, Bhopal - 462011. The said sealed tender box and sealed envelopes therein shall be opened by the tender Committee headed by the Additional Commissioner of Central Excise on 18-3-2013 at 3.30 p.m. The applicants who wish to be present at the time of opening of the Tenders may represent themselves or authorize their representatives with an authority letter for the said purpose. The Financial Bids of only those shall be opened, whose Technical Bids are qualified. The format of the technical bid and financial bid is enclosed as Annexure A and Annexure B.

The Earnest Money for an amount of Rs. 30,000/- (Rs. Thirty Thousand only) shall be deposited in the form of demand draft/pay order drawn in favour of "Pay & Accounts Officer, Customs & Central Excise, payable at Bhopal.

2. Terms and Conditions of the Tender While quoting, every person tendering should specifically note that -

- i) Rate quoted is for a commercially registered vehicle that is new or up to 2 years old and without any accident history, in excellent and neat exterior, interior and running condition which they shall also so maintain during period of hire,
- ii) There should be at least two sets of white covers, towels and napkins. It should be changed every week.
- iii) There should be an air spray in every car.
- iv) Gas kits are not allowed as a fuel in any car.
- v) The vehicle shall be provided on any day including Saturday, Sunday and Holidays if required by the Hirer.
- vi) Zero based mileage i.e. mileage starting and ending at/from duty or drop off location shall be adopted for the purposes of calculating the kilo meters.
- vii) They have arrangements for establishing contact and round the clock service.
- viii) They should own a minimum of 15 vehicle (cars/SUVs/LCV), commercially registered.
- ix) The Central Excise, Customs & Service Tax Commissionerate, Bhopal, shall be liable to pay the hiring charges only. The Contract charges includes monthly charges of driver, maintenance of vehicle, petrol / diesel / oil expense etc.
- x) They should be registered with the Service Tax Department and hold PAN, : Service Tax will not be reimbursed, if the Service Provider fails to produce proof of payment of Service Tax.
- xi) The service provider should have a work experience of minimum three years preferably with the Government Department. The necessary experience certificate be attached with the tender documents.
- xii) The billing will be done on monthly basis and bills to be submitted in triplicate by the 5 of the succeeding month,

- xiii) The successful bidder has to provide upto 7 vehicles under the various categories mentioned in the Schedule above. The actual number of, each of such vehicle to be hired will be communicated in the "Offer Letter" to the successful bidder. In case lesser number of vehicles are hired and need arises for hiring more number of vehicles the same will be communicated to the successful bidder in due course, who will provide the required vehicles at the successful bid price,
- xiv) The vehicle(s) provided should comply with laws in force in India.¹
- xv) Their drivers have valid driving license and act to comply with laws in force and they are adequately experienced, and maintain decency, politeness, neat dress and good habits. The residence of the drivers must be in the Bhopal only. Driver must be in the proper uniform only,
- xvi) Their drivers are equipped with functional mobile phone at their cost, for contact purposes. Their drivers are well versed with the routes and locations, in Bhopal and nearby areas. Their driver/service provider shall maintain logbook with vehicle indicating the day to day running mileage, i
- xvii) Once hired, the vehicle will not be put to use for other purposes; and the vehicles and drivers will work under the over all supervision of the department for which they will do all as is necessary.
- xviii) The vehicle will be utilized for preventive work or in case of an emergency without bringing to the knowledge of the service provider.
- xix) The vehicles will be required to run any where with in the territory of India as and when the Commissioner of Central Excise, Bhopal so desires.
- xx) Vehicle should be kept with sufficient stock of fuel. However, in case of any emergency, if any officer refuels on payment, from his pocket, the same should be reimbursed by the service provider on production of the bill immediately.
- xxi) 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.
- xxii) They will comply with labour laws in force and all liabilities in this connection will be theirs
- xxiii) The vehicle should have necessary permits from the transport Dept. Authority. Central Excise will not be responsible for any challan, loss, damage and accident to the vehicle or any other vehicle or injury to anybody.
- xxiv) The A/c vehicles should have functional A/c and in case the same is not in working. condition, the rates shall be reduced by 20 % for the month of non performance.
- xxv) In case of any dispute of any kind and in any respect whatsoever, the decision of Commissioner, C.Ex. Bhopal shall be final and binding.
- xxvi) The contractor shall not engage any sub-contractor or transfer the contract to any other person.
- xxvii) A certificate should be produced by the transporter from the competent authority to certify proper status/functioning of the "odometer". Kilometer reading meter should be completely sealed and should not be tampered. A thorough checking will be conducted from

time to time and if found guilty, the Central Excise shall have the right to impose penalty of Rs.1000/- as per day for the no. of days vehicle has been used and / or cancel the contract.

Xxviii) Penalties :-

Sl. No.	Causes of Penalties	Amount(Rs.)
1	Not reporting at all for duty	Rs.1000/- per day
2	Older model (other than prescribed model)	10% reduction in quoted rate for each day of default.
3	For late reporting per occasion	Rs. 100/- per hr. or part thereof.
4	Unclean or non road worthiness of vehicle Deployed.	Rs200/- per incident
5	Misbehavior of driver / not followed instruction of Central Excise	Rs 200/- per day or part thereof
6	Any lapse noticed during operation of contract other than listed in clause of Penalties	Rs 200/- per incident
7	For not providing mobile phone to driver. Not responding by the driver concerned on mobile.	Rs 50/- per day

The decision of Central Excise, on all types of penalties, shall be final and binding on the firm.

xxix) In case for any reason, the commercial vehicle is not provided, the liability of not providing such vehicle and running any other vehicle vests with the service provider only,

xxx) It is obligatory for the contractor that drivers are paid at least minimum wages according to minimum wages fixed by the Govt. of MP from time to time,

xxxi) A performance guarantee in form of bank guarantee or FDR will be obtained from the successful bidder, which should be for an amount of 5% of the Value of Contract, xxxii) If any of the terms and conditions (i) to (xxxi) above is not found fulfilled during the currency of contract, the Central Excise reserves the right to terminate the contract without assigning any reasons thereof. However, this contract can be terminated with a notice period of one month by the either side.

(P.Devaraj)
Joint Commissioner (P&V)

Copy to:

1. Supdt. (Systems) for uploading on Commissionerate Website before dated 01-3-2013.
2. Deputy Commissioner (systems) Hqrs Bhopal for uploading on cbec website. Please ensure that the tender notice should be uploaded on cbec website before dated 01-3-2013.
3. Notice Board
4. Office copy

Joint Commissioner (P&V)

(CHECK LIST FOR THE TENDERE)

1. Have you read the tender document in full and understand?
2. Whether you have signed in all the pages of .the tender?
3. Whether you have written the rates in figures and words in pen?
4. Whether the original full tender document is being submitted as offer?
5. Whether the EMD is enclosed as per the requirement?

(Signature of the tenderer with seal)

TECHNICAL BID DOCUMENTS.

- **Annexure 1**

Harnest Money Deposit (EMD) of the amount of Rs.30000/- in the form of bank draft in favour of Pay and Accounts Officer, Central Excise, Bhopal is to be enclosed in technical bid envelop,

- **Annexure 2 ,**

Documents relating to registration with service tax authority

- **Annexure 3**

Copy of the permanent account number

- **Annexure 4**

A certificate to the effect that it would absolve Commissioner, Central Excise, Bhopal of any liability that in future accrues with respect to any incident/accident/act/omission on its part or on the part of its driver(s) working.

- **Annexure 5** •

Valid TIN Number and other statutory certificates obtained from Govt, Department. Such as road tax, Insurance, valid driving license, registration with travel agency etc.

- **Annexure 6**

commercially registered Certificate regarding having atleast 15 Vehicles (Cars/SUV/LMV) with the bidder, list to be enclosed.

List of information/ documents to be submitted

a. Registered Office (Address) and parking place/ garage within 10 kms from Central Excise with Telephone No. /Fax No./ Mobile No.

b. Must have travel and transport as its nature of business an undertaking.

c. Tenderer must provide address for communication along with Phone No./Fax No.

d. Copy of partnership deed in case of if any.

e. Copy of certificate of incorporation and memorandum of association incase of if any.

f. All papers of tender document signed by the firm.

Please ensure that above documents must be enclosed with tender application/documents,

**TENDER FORM FOR HIRING OF VEHICLE ON PURELY
CONTRACTUAL TERM FOR THE PERIOD OF 12 MONTHS (FROM April 2013 to March 2014) FOR THE
PURPOSE OF USE IN CENTRAL EXCISE BHOPAL COMMISSIONERATE.**

ANNEXURE 'B'

FINANCIAL BID

Name, Address and Telephone no of Tenderer:

Name and address of the Proprietor/Partner/Directors :

Service Tax Registration Number :

Rate per car (Exclusive of Service Tax)

Sr.No.	Category of Vehicle	Rate in Rs. (exclusive of Service Tax)
1	Mid Segment car like Indigo or similar car to be used upto 30-31 days subject to maximum of 2500 kms. In a month	
2	Mid Segment car like Indigo or similar car to be used upto 25 days subject to maximum of 2000 kms. In a month	
3	SUV like Scorpio / Innova to be used upto 25 days subject to maximum of 2000 kms. In a month	
4	Car like Indica or similar car to be used upto 25 days subject to maximum of 2000 kms. In a month	

"I have read the terms and conditions of the Tender Notice"

Signature
Name of the Authorised Signatory
Seal / Stamp