



**OFFICE OF THE COMMISSIONER  
CUSTOMS, CENTRAL EXCISE & SERVICE TAX,  
AUDIT-1 COMMISSIONERATE, NAGPUR  
Post Box No. 81, Telangkhedi Road, Civil Lines, Nagpur.**

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NOTICE FOR INVITING TENDERS FOR HIRING OF VEHICLES IN CUSTOMS,  
CENTRAL EXCISE & SERVICE TAX, AUDIT-I COMMISSIONERATE FOR THE  
YEAR 2016-17

For and on behalf of President of India, sealed Tenders are invited for the hiring of vehicles along with drivers for the Office of the Commissioner of Customs, Central Excise & Service Tax, Telangkhedi Road, Civil Lines, Audit-1 Commissionerate, Nagpur for the financial year 2016-17.

The detailed terms and conditions are enclosed herewith in Annexures to this tender notice. In case of any difficulty, you may contact the **Assistant Commissioner, Personnel & Vigilance Branch , Audit-1 Commissionerate, Third Floor, Office of the Commissioner of Customs, Central Excise & Service Tax, Telangkhedi Road, Civil Lines, Nagpur** on any working day during office hours **on or before 14/10/2016**. The Tender Notice can be downloaded from the website [www.cenexcisenagpur.nic.in](http://www.cenexcisenagpur.nic.in)

The interested Service providers are requested to submit their Tender documents in the prescribed Quotation form duly signed and stamped, in a sealed cover to the **Additional Commissioner , Office of the Commissioner of Customs, Central Excise & Service Tax, Telangkhedi Road, Civil Lines, Audit-1 Commissionerate, Nagpur**. The Tenders can also be sent by Registered Post/AD.

The last date for receipt of Tender: **17.10.2016 up to 1100 hrs.**

Tenders shall be opened on: **17.10.2016 at 1600 hrs.**

The tenders/quotations received incomplete and/or filed after the due date shall be summarily rejected. The parties who wish to be present at the time of opening of Tender/Quotation may represent themselves or authorize their representatives with an authority letter. 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. **The Commissioner of Customs, Central Excise & Service Tax, Telangkhedi Road, Civil Lines, Audit-1 Commissionerate, Nagpur** reserves the right to accept or reject any or all tenders without assigning any reasons.

Encl.: Annexure-A – Terms & conditions  
Annexure B – Proforma for Technical BID  
Annexure C – Proforma for Financial BID

ASSISTANT COMMISSIONER (P&V)  
CUSTOMS & CENTRAL EXCISE,  
AUDIT-1 COMMISSIONERATE, NAGPUR

F.No.: I(16)01/2016/AUDIT-I

Nagpur, dated 22.09.2016

1. The Superintendent (Computer Cell/AO), Central Excise, Hqrs., Audit-I for posting the said Tender Notice on the Departmental Website immediately.
2. Notice Board.

**ANNEXURE – ‘A’****TERMS & CONDITIONS FOR PROVIDING VEHICLE :**

1. Earnest Money Deposit/Bid Security (as mentioned in para 2 below ) refundable in the form of Demand Draft payable to the A.C.A.O., Central Excise, Customs and Service Tax, Audit-1 Commissionerate, Nagpur must accompany the tender. Tenders without Earnest Money Deposit and in any other form i.e. cheque, cash etc. will NOT be considered.

2. **Technical bids and Financial bids should be sealed in separate envelop** and thereafter put in another sealed envelope and super-scribed with “Tender for Hiring of Vehicles”. **The technical and financial bids should be clearly marked “Technical Bid” or “Financial Bid” on their respective envelopes.** The tender will be opened on **17.10.2016 at 1600 hrs.** in the Conference Hall, 2<sup>nd</sup> Floor, Office of the Commissioner of Customs, Central Excise & Service Tax, Telangkhedi Road, Civil Lines, Audit-1 Commissionerate, Nagpur before the Tender Committee and Tenderers, if present.

Type of the vehicles required to be supplied:

<b>Sr. No.</b>	<b>Vehicle Type Non AC</b>	<b>Number of vehicles</b>	<b>Maximum Kilometers</b>	<b>Earnest Money Deposit (Refundable)</b>
1	Mid Size Car – Honda City/ Hyundi Verna or similar class of vehicle	1	Hire for 30-31 days maximum 2500 KMS	Rs. 10,000/-
2	Small Size Cars or similar class of vehicle	6	Hire for minimum 25 days maximum 2000 KMS	Rs.6,000/-

3. The contract for the above vehicles shall be valid for an initial period upto 31.03.2017 starting from date of signing the contract, subject to clause (25) of these terms & conditions. The vehicle shall be required to operate/travel anywhere in India for official purpose and necessary permit etc. shall be necessary.

4. The tenderer should be duly registered with concerned Central/State Govt. authorities and should be a well established Taxi agency/firm (hereinafter referred to as the agency/firm). 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.

5. 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.

6. The vehicles to be provided should be in excellent working condition and not be of make **older than 01/01/2014** as on date of submission of tender. Applicant Contractor should mention the year of manufacture of the vehicles. In case the Tenderer intends to supply new vehicles (showroom condition), the Tenderer shall attach the copy of booking receipts along with the tender documents. In any case, no vehicle shall be deployed till the proper registration number issued by State Transport Authorities are available. The contractor should ensure road worthiness of the vehicle, ensure neat and clean condition of the vehicle with good upholstery, interiors and deodorants and regularly polished exterior at all times during the period of contract. The contractor shall also ensure that the vehicle is in perfect running condition at all

times during the currency of the contract. The papers related to the vehicles including proper insurance papers of the vehicle should be available / kept in the vehicle.

7. The Contractor shall provide dedicated vehicles and drivers and any change in vehicle and/or driver should be made only in very exceptional circumstances. Replacement of the vehicle/driver should be provided in the event of a breakdown of vehicle/non-availability of driver. The driver should be having Transport License, with a minimum experience of 5 years and their antecedents should be duly verified by Police authorities, at the instance of the contractor.

8. In case the condition of the vehicles is not found to be satisfactory, they shall be returned for immediate replacement. In case no replacement is provided on time, the Commissioner of Customs, Central Excise & Service Tax, Audit-1 Commissionerate, Nagpur would have the right to hire a vehicle from the market and the additional cost incurred by the Commissioner of Customs, Central Excise & Service Tax, Audit-1 Commissionerate, Nagpur will be borne by the agency/firm.

9. The agency/firm would ensure that the drivers employed have valid driving license and clean driving record. The driver of the vehicle provided must follow traffic rules and all other regulations prescribed by the Govt. from time to time. The driver shall observe all the etiquette and protocol while performing the duty & shall be neatly dressed in proper uniform.

10. 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. Driver should wear the prescribed uniform i.e. white shirt with white trousers (Light blue shirt with navy blue trousers) and black shoes.
- iii. Drivers should be well versed with the roads and the places in Nagpur City and should have experience in city driving.
- iv. Once the driver has been allotted to a particular vehicle, he should remain with the same vehicle for a period of at least one year. Any change in the designated driver should be intimated to the concerned officer 24 hours before such change is effected.
- v. Driver should be provided with a mobile phone in operation at all times.
- vi. 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.
- vii. Drivers should be free of all vices.
- viii. Car should be kept clean and odor free, suitable for official use.

11. In case of vehicle breakdown, a substitute vehicle shall be provided by the Contractor immediately. In case vehicle does not report within the reasonable time or does not report at all, the Department would have a right to hire a vehicle from the market and the additional cost incurred by the Department will be borne by the Contractor. In case, neither a substitute vehicle is provided nor a vehicle is hired by the Department, proportionate contract charges are liable to be deducted from the contract charges payable.

12. The vehicle should be registered with the concerned authority of Central/State Govt. The Tenderer agency/firm must have permanent establishment / office in Nagpur. The agency/firm should have adequate number of telephones for contact round the clock.

13. The rates quoted should be exclusive of the service tax component. No vehicle will be hired if the operator fails to provide proof of valid Service Tax registration, unless otherwise exempted. All taxes, fee, levy, insurance charges etc. other than Service Tax would be borne by the Agency/Firm.
14. The Commissioner of Customs, Central Excise & Service Tax, Audit-1 Commissionerate, Nagpur reserves the right to reject all or any of the offers without assigning any reason thereof and the decision of this office shall be final and binding.
15. The billing will be done on monthly basis. Bills preferably typed and in triplicate in connection with the service shall be submitted to the Commissioner of Customs, Central Excise & Service Tax, Audit-1 Commissionerate, Nagpur latest by 5<sup>th</sup> day of successive month.
16. Financial bids of only those agency/firms would be opened, who have qualified in respect of the technical requirements & final approval will be given only after actual inspection of the vehicle.
17. Once the hiring of vehicles commences from a particular agency/firm, the vehicles and the drivers should not be changed unless so requested by the Commissioner of Customs, Central Excise & Service Tax, Audit-1 Commissionerate, Nagpur. The vehicle must be available at any time of day as desired by the Commissioner of Customs, Central Excise & Service Tax, Audit-1 Commissionerate, Nagpur.
18. On awarding of the contract, the agency/firm has to furnish to Commissioner of Customs, Central Excise & Service Tax, Audit-1 Commissionerate, Nagpur the certified copies of documents RC books etc..
19. The Commissioner of Customs, Central Excise & Service Tax, Audit-1 Commissionerate, Nagpur shall be liable to pay the hiring charges only. Any other charges, including monthly charges of driver, repair and maintenance of vehicle, insurance, petrol/diesel, oil, RTO / Police Challan / penalty, damage to vehicle/accidental damage and repair thereof and any other incidental expenses shall be borne by agency / firm.
20. In case of breakdown of any vehicle during official duty, it shall be the responsibility of the firm to provide a substitute vehicle which is of similar make as replacement immediately.
21. In case any vehicle does not report on time/does not report at all, the Commissioner of Customs, Central Excise & Service Tax, Audit-1 Commissionerate, Nagpur would have a right to hire a vehicle from the market and the additional cost incurred by the Commissioner of Customs, Central Excise & Service Tax, Audit-1 Commissionerate, Nagpur will be borne by the agency/firm.
22. A penalty of Rs. 1000/- per day per vehicle may be levied in case of unapproved change of vehicle/driver, non-satisfactory performance or lack of proper upkeep of the vehicle or non-observance of any term or condition prescribed above. The number of days will be calculated on the basis of period during which the default continues or on the occasions of occurrence of the concerned events as applicable. However, in case of frequent violations of the term or condition, the contract can be cancelled forthwith without any notice.

23. In case of any accident, all the claims arising out of it, shall be met by the agency/firm. The hiring Department shall have no liability in this regard.

24. The liability of the Commissioner of Customs, Central Excise & Service Tax, Audit-1 Commissionerate, Nagpur will be limited to the hiring charges agreed in the contract.

25. The contract between the Commissioner of Customs, Central Excise & Service Tax, Audit-1 Commissionerate, Nagpur and the service provider 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.

26. Any matter during the period of this agreement, which has not been specifically covered by this agreement, shall be decided by the Commissioner of Customs, Central Excise & Service Tax, Audit-1 Commissionerate, Nagpur whose decision shall be final and conclusive.

27. No additional terms & conditions over and above the conditions stipulated above shall be entertained by the Commissioner of Customs, Central Excise & Service Tax, Audit-1 Commissionerate, Nagpur.

28. In case of any dispute of any kind and in any respect whatsoever, the decision of the Commissioner of Customs, Central Excise & Service Tax, Audit-1 Commissionerate, Nagpur shall be final and binding.

Place :

Dated :

Signature

(Name .....)

Address :

Mob. No. :

**ANNEXURE - “B” (TECHNICAL BID)**

1	Amount of Earnest Money Deposit (Refundable)	
2	Particulars of Demand Draft	No.
		Date
		Drawn on
3	Name, address and telephone / mobile no. of the tenderer i.e. the Applicant Contractor	
4	Permanent Account No. (PAN)	
5	Service Tax Registration No. (if applicable)	
6	No. of years of experience of running a fleet of vehicles on hiring basis	
7	Model and Year of manufacture of Vehicle (Refer Point No. 6 of Terms & condition)	
8	Approximate KMs run by the vehicle upto date of filing of tender	
9	No. of Drivers available with the tenderer & their years of experience along with License Numbers	
10	Certification that no criminal case is pending against the driver	

Signature along with Stamp

**ANNEXURE – “C” (FINANCIAL BID)**

(To be placed in separate envelope for each category of vehicle)

<b>Sr. No.</b>	<b>Vehicle Type Non AC</b>	<b>Number of vehicles</b>	<b>Total KMS in a month</b>	<b>Details of Quoted vehicle- make model etc.</b>	<b>Quoted bid rate Per month (in Rs.)</b>
1	Mid Size Car – Honda City/ Toyota Altis etc.	1	Hire for 30-31 days maximum 2500 kms.		
2	Small Size Cars or similar class of vehicle	6	Hired for minimum 25 days maximum 2000 kms.		

Signature along with Stamp