



Road, Chandrapur 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

(Shivkumar P. Salunkhe)  
DEPUTY COMMISSIONER  
CENTRAL GST & CENTRAL EXCISE  
DIVISION-CHANDRAPUR

F.No. IV(11)01/Prev/CND/2017/Vehicle/ Chandrapur, dated 20.09.2017

Copy to:

1. The Assistant Commissioner (Prev), Central GST & Central Excise, Nagpur-I, Commissionerate, Nagpur.
2. The Superintendent (Computer Cell), Central GST & Central Excise Hqrs., Nagpur-I, Nagpur for posting the said Tender Notice on the Departmental website immediately.
3. Notice Board Central GST & Central Excise Division–Chandrapur.

## 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 Deputy Commissioner, Central GST & Central Excise, Division–Chandrapur must accompany the tender per vehicle. 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 Vehicle”**. The technical and financial bids should be clearly marked **“Technical Bid”** or **“Financial Bid”** their respective envelopes. The tender will be opened on 06.10.2017 at 14.30 hrs. in the office of the Deputy Commissioner of Central GST & Central Excise Division-Chandrapur, J.B. Nagar, Datala Road, Chandrapur before the Tender Committee and Tenderers, if present.

Type of the vehicles required to be supplied:

Sr. No.	Vehicle Type Non AC	Number of Vehicles	Job Description (Total KMS per Month)	Earnest Money Deposit (Refundable)
1	Small Size Vehicle, i.e. Swift Desire, Verito, Tata Indigo, Manza	01	Hire for 20-25 days maximum 2000 kms.	Rs.5000/-

3. The contract for the above vehicle shall be valid for an initial period **up to 31.03.2018** 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.

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 provider 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 vehicle to be provided should be in excellent working condition and not be of make older than 01.11.2014 as on date of submission of tender. Applicant Contractor should mention the year of manufacture of the vehicle. In case the tenderer intends to supply new vehicle (showroom condition), the Tenderer shall attach the copy of booking receipts along with the tender documents. On any case, no vehicle shall be deployed till the proper registration number issued by State Transport Authorities are available. The contractor shall ensure road worthiness of the vehicle, ensure neat and clean condition of the vehicle with goods 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 vehicle including proper insurance papers of the vehicle should be available / kept in the vehicle.

7. The contractor shall provide dedicated vehicle and driver 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 05 years and their antecedents should be duly verified by Police authorities, at the instance of the contractor.

8. In case the condition of the vehicle is not found to be satisfactory, they shall be returned for immediate replacement. In case no replacement is provided on time, the Deputy Commissioner of Central GST & Central Excise, Division-Chandrapur would have the right to hire a vehicle from the market and the additional cost incurred by the Deputy Commissioner of Central GST & Central Excise, Division-Chandrapur will be borne by the agency/firm.

9. The agency/firm would ensure that the driver 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 and shall be neatly dressed in proper uniform.

10. The driver employed along with the vehicle should satisfy the following conditions:

- i. Driver should have minimum 5 years of experience of driving. He 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. Driver should be well versed with the roads and the places in Chandrapur City and surrounding area and should have experience in city driving.
- iv. Driver should be provided with a mobile phone in operation at all times.
- v. 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.
- vi. Driver should be free of all vices.
- vii. 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 Chandrapur. 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 GST Registration, unless otherwise exempted. All taxes, fee, levy, insurance charges etc. other than Goods and Service Tax would be borne by the Agency/firm.

14. The Deputy Commissioner of Central GST & Central Excise, Division-Chandrapur 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. Bill preferably typed and in triplicate in connection with the service shall be submitted to the Deputy Commissioner of Central GST & Central Excise, Division-Chandrapur latest by 5<sup>th</sup> day of successive month.

16. Financial bids of only those agency/firm would be opened, who have qualified in respect of the technical requirements and final approval will be given only after actual inspection of the vehicle.

17. Once the hiring of vehicle commences from a particular agency/firm, the vehicle and the driver should not be changed unless so requested by the Deputy Commissioner of Central GST & Central Excise, Division-Chandrapur. The vehicle must be available at any time of day as desired by the office of the Deputy Commissioner of Central GST & Central Excise, Division-Chandrapur .

18. On awarding of the contract, the agency/firm has to furnish to the Deputy Commissioner of Central GST & Central Excise, Division-Chandrapur the certified copies documents like RC Books etc..

19. The office of the Deputy Commissioner of Central GST & Central Excise, Division-Chandrapur 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 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 vehicle does not report on time/does not report at all, the Deputy Commissioner of Central GST & Central Excise, Division-Chandrapur would have a right to hire a vehicle from the market and the additional cost incurred by the Deputy Commissioner of Central GST & Central Excise, Division-Chandrapur will be borne by the agency/firm.

22. A penalty of Rs.1000/- per day 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 be no liability in this regard.

24 The liability of the Deputy Commissioner of Central GST & Central Excise, Division-Chandrapur will be limited to the hiring charges agreed in the contract.

25. The contract between the Deputy Commissioner of Central GST & Central Excise, Division-Chandrapur 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 Deputy Commissioner of Central GST & Central Excise, Division-Chandrapur whose decision shall be final and conclusive.

27. No additional terms and conditions over and above the conditions stipulated above shall be entertained by the Deputy Commissioner of Central GST & Central Excise, Division-Chandrapur.

28. In case of any dispute of any kind and in any respect whatsoever, the decision of the Deputy Commissioner of Central GST & Central Excise, Division-Chandrapur shall be final and binding.

Place

Date

Signature

(Name.....)

Address:

Mobile 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.	GSTIN	
6.	No. of years of experience of running of vehicle on hiring basis	
7.	Model and Year of manufacture of Vehicle (Refer Pointy 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.	
11.	Copy of the driving licence, address proof of the driver along with photo ID of the driver & mobile number of 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>Type of vehicle/make</b>	<b>Job Description (Total KMS. Per month)</b>	<b>Quoted bid rate per month. Rate for maximum 2000 kms</b>	<b>Rate per km beyond 2000 km</b>
1.	Small Size Vehicles/hire against 1% incremental revenue.	Hire for 20-25 days maximum 2000 KMS.		

**Signature along with Stamp**