



OFFICE OF THE COMMISSIONER

कार्यालय आयुक्त,

CENTRAL EXCISE COMMISSIONERATE

केंद्रीय उत्पाद शुल्क आयुक्तालय, F- Block, ऋषिनगर, जालंधर (मुख्यालय लुधियाना)

F-BLOCK, RISHI NAGAR, JALANDHAR (HQRS. AT LUDHIANA)

C.No. I-22(4)SUPDT.HQRS.JALANDHAR/HQRS./2015

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Dated:- 20.04.2017

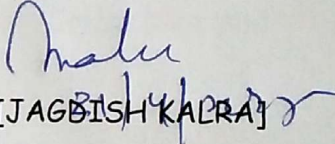
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**NOTICE FOR INVITING TENDER FOR HIRING OF VEHICLES**

For and on behalf of the President of India, sealed Tenders are invited from reputed parties for the hiring of **04 vehicles i.e. two mid size vehicle without Driver & fuel and two small size vehicles with Driver and without fuel and 05 vehicles (five small size vehicles) with Driver with fuel** for the office of the Commissioner, Central Excise & Service Tax, Central Excise & Service Tax Commissionerate, Jalandhar (Hqrs. at Ludhiana), Central Excise House, "F" Block, Rishi Nagar, Ludhiana and its Central Excise & Service Tax Divisions located at Jalandhar, Phagwara & Amritsar initially for the period of one year. The detailed terms and conditions are enclosed herewith in Annexure – "A" to this Tender Notice or can be downloaded from the website [www.cbec.gov.in](http://www.cbec.gov.in) or [www.eprocure.gov.in](http://www.eprocure.gov.in) or see the notice board at the address mentioned above. In case of any difficulty, the Assistant Commissioner (Admn.), office of the Commissioner of Central Excise & Service Tax, Central Excise & Service Tax Commissionerate, Jalandhar (Hqrs. at Ludhiana), Central Excise House, "F" Block, Rishi Nagar, Ludhiana may be contacted on any working day during office hours on or before **03.05.2017**.

The interested service providers may submit their Tender documents in the prescribed Quotation form duly signed and stamped, in a sealed

cover to the office of undersigned. The Tenders can also be sent by Registered Post/AD. Rates may be quoted for the use of maximum of 20-25 days in a month and upto 2000 Kms. **The last date for receipt of Tender is 03.05.2017 up to 1100 hrs. Tenders shall be opened on 03.05.2017 at 1630 hrs.** The tenders/quotations received incomplete and/or filed after the due date and time 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, to find out the condition thereof after opening of Technical bid. This office reserves the right to accept or reject any or all tenders without assigning any reasons.

  
[JAGDISH KALRA]

Assistant Commissioner (Admn.)

## ANNEXURE-A

### TERMS AND CONDITIONS

1. Separate sealed Technical and Financial bids should be kept in a single sealed envelope and super scribed with "Tender for Hiring of Vehicles". The separate technical and financial bids should be clearly marked "Technical Bid" or "Financial Bid" on their respective envelopes. The tender will be opened on **03.05.2017 at 1630 hrs.** in the chamber number / room number 117 of the Assistant Commissioner (Admn), office of the Commissioner, Central Excise & Service Tax, Central Excise & Service Tax Commissionerate, Jalandhar (Hqrs. at Ludhiana), Central Excise House, "F" Block, Rishi Nagar, Ludhiana situated at ground floor of Central Excise House, "F" Block, Rishi Nagar, Ludhiana before the Tender Committee and Tenderers, if present.

#### **Type of the vehicles required hired to be supplied**

Sl. No.	Category	Type of Vehicle without driver and without fuel	No. of Vehicles required
1.	Vehicle to be used up to 20-25 days, all days of the week including holidays in a month for maximum of 2000 Kms. in a month for mid size vehicle and the provision of extra payment for per Km. running over 2000 Kms.	02 mid size vehicle i.e. Innova Crysta, Honda City etc.	2

Sl. No.	Category	Type of Vehicle with driver and without fuel	No. of Vehicles required
1	Vehicle to be used up to 20-25 days, all days of the week including holidays in a month for maximum of 2000 Kms. in a month for small size vehicle and the provision of extra payment for per Km. running over 2000 Kms.	02 small size vehicle i.e. Maruti Suzuki Ciaz, toyota Etios type.	2
Sl. No.	Category	Type of Vehicle with driver and with fuel	No. of Vehicles required
1.	Vehicle to be used up to 20-25 days, all days of the week including holidays in a month for maximum of 2000 Kms. in a month for small size vehicle and the provision of extra payment for per Km. running over 2000 Kms.	05 small size vehicle i.e. Maruti Suzuki Ciaz, toyota Etios type.	5

2. The contract for the above vehicles shall be valid for an initial period of one year from the commencement of the contract. The contract can be extended with approval of the Commissioner, Central Excise & Service Tax, Central Excise & Service Tax Commissionerate, Jalandhar, Central Excise House, "F" Block, Rishi Nagar, Ludhiana.
3. 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.
4. 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.
5. The validity of the quotations shall be for 3 months from the date of receipt in the office of the Commissioner, Central Excise & Service Tax, Central Excise & Service Tax Commissionerate, Jalandhar (Hqrs. at Ludhiana), Central Excise House, "F" Block, Rishi Nagar, Ludhiana situated at ground floor of Central Excise House, "F" Block, Rishi Nagar, Ludhiana
6. The vehicles to be provided should be of white colour and is in excellent working condition, it should have all the safety features like air bags, ABS etc. and shall not be of make older than two and half years and should not have run more than 25,000 Kms as on date of submission of tender. Applicant Contractor should mention the year of manufacture of the vehicles.

Newer models will be given preference. The vehicles should be kept neat and clean and in perfect running condition with clean interiors and proper upholstery.

7. Road worthiness of the vehicles shall be ensured at all times by the service provider. The service provider will conduct fortnightly cleaning and washing as well as servicing (as and when due) of the vehicles.
8. The vehicle should be registered with the Transport Authority having valid Insurance, Road Tax payment etc. The Contractor shall comply with Motor Vehicle Act/Rules/other statutory requirements.
9. The vehicle shall be provided for the exclusive use of this office and shall not be used by the contracted agency for any other purpose.
10. Vehicle to be provided for use of maximum of 25 days in a month and the maximum running of vehicles in a month shall be 2000 Kms. The shortfall / excess of 2000 Kms. in the month can be carried over/adjusted in the successive months in the same financial year.
11. The service provider shall ensure that the speedometer of the vehicle provided is properly sealed so that no tampering is done with unnecessarily to inflate the distance travelled. Reading of mileage and duty time shall be counted from the reporting point to the relieving point.
12. LPG Cylinders must not be used as fuel for running the vehicle in any case.
13. The Contractor shall provide dedicated drivers with the vehicles 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 2 years and their antecedents should be duly verified by Police authorities, at the instance of the contractor.

14. 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 Assistant Commissioner (Admn), office of the Commissioner, Central Excise & Service Tax, Central Excise & Service Tax Commissionerate, Jalandhar (Hqrs. at Ludhiana), Central Excise House, "F" Block, Rishi Nagar, Ludhiana would have a right to hire a vehicle from the market and the additional cost incurred by this office, will be borne by the agency / firm.

15. 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 duty & shall be neatly dressed in proper uniform.

16. The drivers employed along with the vehicle should satisfy the following conditions:

- (i) Drivers should have minimum 2 years of experience of driving. They should have vehicle Transport Licenses for driving passenger vehicles on hire.
- (ii) Driver should wear the prescribed uniform i.e. Light blue shirt with navy blue trousers and black shoes.
- (iii) Drivers should be well versed with the roads and the places in

Chandigarh & Punjab 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 affected.
- (v) Driver should be provided with a mobile phone.
- (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 not be addicted.
- (viii) Car should be kept clean and odour free, suitable for official use.

17. In case of vehicle breakdown, a substitute vehicle shall be provided by the Contractor immediately. In case, the vehicle does not report within the reasonable time or does not report at all, the Department would have the 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.

18. The rates quoted should be exclusive of the service tax component. No service tax will be paid if the operator fails to provide proof of valid service tax registration. All taxes, fee, levy, insurance charges etc. other than Service Tax would be borne by the Agency/Firm.

19. The Assistant Commissioner (Admn), office of the Commissioner, Central Excise & Service Tax, Central Excise & Service Tax Commissionerate, Jalandhar (Hqrs. at Ludhiana), Central Excise House, "F"



Block, Rishi Nagar, Ludhiana 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.

20. The parking fees and toll taxes will be reimbursed on actual basis on production of proof of payment of such taxes by the contractor/service provider.

21. In the event of any unsatisfactory performance, either of the vehicle/s or of the driver and /or non compliance with the terms & conditions of the contract, the contract shall be terminated without assigning any reasons whatsoever.

22. The contractor shall be solely responsible for correct payment of wages/salary and other benefits and allowances to his driver that might become applicable under any Act or Order of Government. The Contractee/Department shall have no liability whatsoever in this regard and the contractor shall indemnify the Contractee/Department against all claims which may arise under the provision of various Act or Order of Government etc.

23. The contractor and the driver shall be bound to carry out the instructions of the Contractee as well as the Officers assigned to the vehicle.

24. The service provider will comply with the labour laws in force and all liabilities in this connection will be theirs.

25. It is made clear that the Department will not be under any obligation, legal or otherwise, to provide any employment to any of the personnel of the

service provider during or after the expiry of the hire period. The Contractee (Department) recognizes 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 vehicle or driver or person deployed by the service provider during the course of hire.

26. The billing will be done on monthly basis. Bills in triplicate in connection with the service shall be submitted to the Assistant Commissioner (Admn), office of the Commissioner, Central Excise & Service Tax, Central Excise & Service Tax Commissionerate, Jalandhar (Hqrs. at Ludhiana), Central Excise House, "F" Block, Rishi Nagar, Ludhiana within the first week of each successive month with concerned document. The vehicle may be utilized on Saturday, Sunday and other holiday.

27. TDS and other taxes as applicable will be deducted from each bill.

28. 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.

29. 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 Assistant Commissioner (Admn), office of the Commissioner, Central Excise & Service Tax, Central Excise & Service Tax Commissionerate, Jalandhar (Hqrs. at Ludhiana), Central Excise House, "F" Block, Rishi Nagar, Ludhiana. The vehicle must be available at any time of day as desired by the Assistant Commissioner (Admn), office of the Commissioner, Central Excise & Service Tax, Central Excise & Service Tax Commissionerate,

Jalandhar (Hqrs. at Ludhiana), Central Excise House, "F" Block, Rishi Nagar, Ludhiana

30. On awarding of the contract, the agency/firm has to furnish to the Assistant Commissioner (Admn), office of the Commissioner, Central Excise & Service Tax, Central Excise & Service Tax Commissionerate, Jalandhar (Hqrs. at Ludhiana), Central Excise House, "F" Block, Rishi Nagar, Ludhiana the certified copies of RC books.

31. The Assistant Commissioner (Admn), office of the Commissioner, Central Excise & Service Tax, Central Excise & Service Tax Commissionerate, Jalandhar (Hqrs. at Ludhiana), Central Excise House, "F" Block, Rishi Nagar, Ludhiana 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 and any other incidental expenses shall be borne by agency/firm.**

32. 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.

33. In case any vehicle does not report on time/does not report at all, the Assistant Commissioner (Admn), office of the Commissioner, Central Excise & Service Tax, Central Excise & Service Tax Commissionerate, Jalandhar (Hqrs. at Ludhiana), Central Excise House, "F" Block, Rishi Nagar, Ludhiana would have the right to hire a vehicle from the market and the additional cost incurred by the Assistant Commissioner (Admn), office of the Commissioner, Central Excise & Service Tax, Central Excise & Service Tax

Commissionerate, Jalandhar (Hqrs. at Ludhiana), Central Excise House, "F" Block, Rishi Nagar, Ludhiana will be borne by the agency/firm.

34. A penalty of Rs. 1000/- per day per vehicle may be levied if any vehicle or driver or agency/firm fails to meet above terms & conditions on any day.

35. In case of any accident, all the claims arising out of it shall be met by the agency/firm.

36. The liability of the Assistant Commissioner (Admn), office of the Commissioner, Central Excise & Service Tax, Central Excise & Service Tax Commissionerate, Jalandhar (Hqrs. at Ludhiana), Central Excise House, "F" Block, Rishi Nagar, Ludhiana will be limited to the hiring charges only agreed in the contract.

37. The contract between the Assistant Commissioner (Admn), office of the Commissioner, Central Excise & Service Tax, Central Excise & Service Tax Commissionerate, Jalandhar (Hqrs. at Ludhiana), Central Excise House, "F" Block, Rishi Nagar, Ludhiana 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.

38. Any matter during the period of this agreement, which has not been specifically covered by this agreement, shall be decided by the Assistant Commissioner (Admn), office of the Commissioner, Central Excise & Service Tax, Central Excise & Service Tax Commissionerate, Jalandhar (Hqrs. at Ludhiana), Central Excise House, "F" Block, Rishi Nagar, Ludhiana, whose decision shall be final and conclusive.

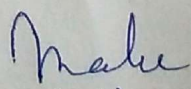
39. The tenderer is required to enter into an agreement on non-judicial stamp paper of Rs.100/- and the cost of stamp paper is to be borne by the tenderer.

40. No additional terms and conditions over and above the conditions stipulated above shall be entertained by the Assistant Commissioner (Admn), office of the Commissioner, Central Excise & Service Tax, Central Excise & Service Tax Commissionerate, Jalandhar (Hqrs. at Ludhiana), Central Excise House, "F" Block, Rishi Nagar, Ludhiana.

41. A log book specifying daily reporting and relieving time as well as daily opening & closing meter reading shall be maintained for the vehicle.

42. The office shall not be responsible for any fine charged by Police or other agencies, parking, losses, damages, any accident of the vehicle or to any other vehicles or for the injury to the driver or any other third party. All such expenses on this account shall be borne by the vendor/supplier of vehicle and there will be no reimbursement from the Department in this regard.

43. In case of any dispute of any kind and in any respect whatsoever, the decision of the Assistant Commissioner (Admn), office of the Commissioner, Central Excise & Service Tax, Central Excise & Service Tax Commissionerate, Jalandhar (Hqrs. at Ludhiana), Central Excise House, "F" Block, Rishi Nagar, Ludhiana, shall be final and binding.

  
Assistant Commissioner (Admn)  
21/4/2018

**TECHNICAL BID FOR HIRING OF VEHICLE**

To be submitted in a separate sealed envelope subscribing "TECHNICAL BID"

1.	Name of the Firm, Address with Pin Code, Telephone Number & E-mail address:	
2.	Name & Address of the Proprietor / Partners/ Directors of the Firm/Company	
3.	PAN of the firm as allocated by the Income Tax Department (Attach copy of PAN)	
4.	Service Tax Registration Number, if registered (attach copy of Registration Certificate)	
5.	List of the Public Sector / Govt. Organisation to which similar services have been provided by the contractor during the last three years and to which the Service Provider is currently providing services	
6.	Name and No. of Vehicle Offered	
7.	Model No.	
8.	Colour of Vehicle	
9.	Date of Manufacturing (Attach copy of Registration Certificate)	
10.	Self-certification that no criminal case is pending against the drivers	

**UNDERTAKING**

1. I/We undertake that, I/We have carefully studied all the terms and conditions of the contract as indicated in the Tender Enquiry for providing vehicle on hire basis and understood the parameters of the proposed work and shall abide by them.

2. I/We further undertake that the information given in this tender are true and correct in all respects.

Signature of Authorized Person with Date: \_\_\_\_\_

Name & Full Address: \_\_\_\_\_

FINANCIAL BID FOR HIRING OF VEHICLE

To be submitted in a separate sealed envelope superscribing "Financial Bid"

1.	Name & Address of the Contractor/Firm/Company		
2.	Name & Address of Proprietor /Partners / Directors		
3.	Vehicle Type/ Model	Rate quoted per month per vehicle exclusive of service tax (Amt. in Rs.)	Extra charge rate per Km. beyond 2000 Kms.
(i)	Mid Size vehicle without driver without fuel for Hqrs. Office, Jalandhar (Hqrs. at Ludhiana), Central Excise House, "F" Block, Rishi Nagar, Ludhiana		
(ii)	Small Size vehicle with driver without fuel for Hqrs. Office, Jalandhar (Hqrs. at Ludhiana), Central Excise House, "F" Block, Rishi Nagar, Ludhiana		



(iii)	Small Size vehicle with driver with fuel for Hqrs. Office, Jalandhar (Hqrs. at Ludhiana), Central Excise House, "F" Block, Rishi Nagar, Ludhiana		
(iv)	Small Size vehicle with driver with fuel for Central Excise & Service Tax Division, Jalandhar-I, Jalandhar-II, Phagwara and Amritsar		

I have read the terms and conditions of the Tender Notice and agree to abide them. The rate will be fixed for the remaining financial year 2016-17.

Signature of Authorized person with Date: \_\_\_\_\_

Name & Full Address: \_\_\_\_\_

Certificate

1. I, \_\_\_\_\_  
Son/Daughter/Wife of Shri

\_\_\_\_\_,  
Proprietor/Director/ Authorized Signatory of the (Agency/Firm)

\_\_\_\_\_  
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 :

Seal : Signature of authorized person

Full Name (with seal \_\_\_\_\_)