

OFFICE OF THE COMMISSIONER OF CENTRAL EXCISE & SERVICE TAX CENTRAL  
EXCISE HOUSE, F- BLOCK, RISHI NAGAR, LUDHIANA

C.No.I-22(5)Supdt.Hqrs./Veh/12/ 5923

Dated:- 24-4-15

Sub:- Quotation for Hiring of Vehicle for office of the Commissioner of  
Central Excise & Service Tax, Central Excise House, Rishi Nagar,  
"F" Block, Ludhiana- regarding.

A. The Commissioner, Central Excise & Service Tax, Central Excise & Service Tax Commissionerate, Central Excise House, "F" Block, Rishi Nagar, Ludhiana invites service providers i.e. a well established Taxi Agency / travel agencies / firm (hereinafter referred to as the agency / service provider) to quote competitive rates for providing vehicles (Non-AC) (latest model) on hire basis without Driver and without Fuel for its official use on monthly basis as per the requirement mentioned hereunder at Ludhiana:-

Sr. No.	Category	No.& Type of Vehicles Required	Remarks
1.	2000 Kms. per month (To be used for 25-26 days, all days of the week including Holidays)	Two = One Toyota Innova & One Honda City	Without Driver and Without Fuel

B. Also note the following general conditions for submission of the quotation:-

1. The quotations may be sent by post or delivered at reception counter situated in the office of the Commissioner of Central Excise & Service Tax, Central Excise & Service Tax Commissionerate, Central Excise House, "F" Block, Rishi Nagar, Ludhiana.

2. The quotations in sealed covers should be sent to the **Assistant Commissioner (Administration), Office of the Commissioner of Central Excise & Service Tax, Central Excise & Service Tax Commissionerate, Ludhiana, Central Excise House, "F" Block, Rishi Nagar, Ludhiana.**

3. The quotation in the sealed cover must reach the designated officer on or before 29.04.2015 before 1200 hours. Quotations received after the due date/time shall not be entertained.

4. The received quotations/bids shall be opened in the office of the Commissioner of Central Excise & Service Tax, Central Excise & Service Tax Commissionerate, Central Excise House, "F" Block, Rishi Nagar, Ludhiana on 29.04.2015 at 1500 hours in the presence of the authorized representatives of the bidders. All the bidders are informed to be present in person or through an authorized representative on the aforementioned time and date in this office.

5. This office reserves the right to reject any quotation/bid without assigning any reason whatsoever.


6. The rates quoted shall be valid for one year from the date of awarding the work of hiring vehicles for Commissioner of Central Excise & Service Tax, Central Excise & Service Tax Commissionerate, Central Excise House, "F" Block, Rishi Nagar, Ludhiana.

**C. Terms and Conditions for the Quotations / Bids:**

The service provider shall agree to and sign the following terms and conditions:-

1. The vehicle should be registered with the Transport Authority as a commercial vehicle holding a Taxi number alongwith all documents i.e. valid Insurance, Road Tax payment etc. The Contractor shall comply with Motor Vehicle Act/Rules/other statutory requirements.
2. Vehicle to be provided for 25 days in a month.
3. The maximum running of vehicle in a month shall be 2000 Kms.
4. The kilometer counting of the vehicle shall start from the designated office and shall end at the designated office.
5. The vehicle must be available at any time or any day as desired by the Department.
6. The vehicle shall be provided for the exclusive use of this office and shall not be used by the contracted agency/person for any other purpose.
7. Upkeep, maintenance & repair of the vehicles shall be the responsibility of the service providers. The vehicles should be kept in neat, clean and in perfect running condition with clean interiors and proper upholstery. The vehicle should not have any accident history.
8. In case of any mishap / accident, all the claims arising there from, shall be met by the vehicle provider.
9. The vehicles provided for hire should be in good condition of a model not earlier than 2013, as on date of submission of quotation / bids.
10. Road worthiness of the vehicles shall be ensured at all times by the vehicle provider. The service provider will conduct fortnightly cleaning and washing as well as servicing (as and when due) of the vehicles.

11. LPG Cylinders must not be used as fuel for running the vehicle in any case.
12. The service provider shall provide or arrange to provide alternate vehicle /s in case of any shortfall or breakdown of the operational vehicle/s.
13. The contract so awarded will commence from the date of communication of the same subject to acceptance of quotation / bid from the competent authority i.e. Commissioner of Central Excise & Service Tax, Ludhiana.
14. Payment of monthly bill shall be made within one month of the presentation of the bill. Department shall not be responsible for any damage to the vehicle in case of an accident or otherwise, theft of vehicle/ parts and accessories therein. Similarly, Department shall not be responsible for any third party claims.
15. The contractor shall be bound to carry out the instructions of the Contractee as well as the Officers assigned to the vehicle.
16. The Contractee shall pay only the fixed monthly hiring charges excluding service tax leviable on the services. All other expenses including maintenance & all types of taxes etc. shall be borne by the Contractor.
17. In case any vehicle provided to Department is not available due to repair, mechanical failure/ accident or otherwise, then it shall be the responsibility of the service provider to provide vehicle of equivalent or above make during such period.
18. The service contract will be effected from the date of agreement/providing of vehicle & remain in force for 12 months subject to satisfactory performance of service provider. Contract can also be terminated without assigning any reason by giving seven days prior notice to the service provider.
19. No charges other than the charges quoted by the contractor shall be payable in any circumstances.

  
Assistant Commissioner (Admn.)