



उप आयुक्त का कार्यालय, केंद्रीय उत्पाद शुल्क,

जिगनी मंडल कार्यालय, 'ए' विंग, 7वाँ तल, केंद्रीय सदन, कोरमंगला-560 034.

OFFICE OF THE DEPUTY COMMISSIONER OF CENTRAL EXCISE: JIGANI DIVISION:  
A WING: 7TH FLOOR: KENDRIYA SADAN: KORAMANGALA: BANGALORE-34.

C.No.I/22/02/2017-18

Dated : 04.04.2017

**Limited Tender Enquiry No.02 /2017**

Sub: Rates / quotations for Hiring of Vehicles for the year 2017-18 – Reg.

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Sealed Quotations complete in all respect are hereby invited from the reputed and established Taxi Operators stationed in Bangalore and registered with the Service Tax Department for hiring of one vehicle with drivers on monthly hiring basis for the current financial year (New/Less than one year old in excellent condition) as described below for Departmental use by Deputy Commissioner of Central Excise, Jigani Division, Bangalore-I Commissionerate, Kendriya Sadan, 7<sup>th</sup> Floor, A Wing, Koramangala, Bangalore- 560034.

| Sl.No | Category  |
|-------|---|
| 01    | One Non-AC TATA INDIGO or similar Car to be used upto 25 days subject to maximum of 2000 Kms on monthly basis |

The following documents giving details are enclosed:

1. Terms & Conditions - Annexure I
2. Technical Bid - Annexure II
3. Financial Bid (Proforma for quoting rates) - Annexure III

Contractors, Firms, Agencies interested in taking up this work may inspect the premises and submit the details in Annexure-I, II and III. The Technical Bid (Pre-qualifications requirements (Annexure-II) should be placed in one envelope and Commercial Bid (Proforma for quoting rates) (Annexure III) should be placed in another envelope. Both the sealed envelopes be placed in another sealed cover “**Quotation / Rates for Hiring of Vehicles for Deputy Commissioner of Central Excise, Jigani Division, Bangalore-I Commissionerate, Kendriya Sadan, 7<sup>th</sup> Floor, A Wing, Koramangala, Bangalore- 560034** and the same may be forwarded to the Deputy Commissioner of Central Excise, Jigani Division, Bangalore-I Commissionerate, Kendriya Sadan, 7<sup>th</sup> Floor, A Wing, Koramangala, Bangalore- 560034 so as to reach by 15-00 hrs on 13.04.2017.

The Authority ( Deputy Commissioner of Central Excise, Jigani Division, Bangalore-I Commissionerate, Bangalore) reserves the right to accept or reject any or all the quotations without assigning any reason whatsoever.

( दर्शन जे / DARSHAN J )

उप आयुक्त / DEPUTY COMMISSIONER

**TERMS AND CONDITIONS FOR HIRING OF VEHICLES**

1. The vehicles are proposed to be hired for an initial period upto March 2018.
2. The vehicles offered should be of the following categories:-
  - a) Tata Indigo ( Non-AC) or Similar Car

**Eligibility Criteria**

- i) The tenderer should have registered and well established car rental /travel agency/ firms having sufficient number of latest models of vehicles for hiring. List of vehicles owned by the tenderer and the details of the vehicles to be provided to this office, must be attached along with the tender documents.
  - ii) The Service provider should have minimum of 3 years experience in providing minimum of 10 vehicles to the State / Central Govt. Departments / Govt. Undertaking etc or any other organization.
  - iii) The above conditions will not apply to Government or Semi-Government Enterprises.
- 3. The terms and conditions for hiring of vehicles are as under:-**
- i) The vehicle should be in excellent condition, preferably a new vehicle.
  - ii) The vehicle should be for the exclusive use of the Department and may not be used by the vendor for any other purpose.
  - iii) The vehicle will be at the disposal of the Deputy Commissioner of Central Excise, Jigani Division, Bangalore-I Commissionerate, Bangalore.
  - iv) **The driver must observe all the etiquettes while performing the duty. The driver must be neatly dressed and should wear white uniform to be provided by the bidder. The driver must be provided with a mobile phone at the expense of the service provider with residential address.**
  - v) All expenses relating to salary and allowances of the driver, over time payment, maintenance of vehicles, fuel oil or and any other expenditure related to the vehicle and the driver will be borne by the Contractor.
  - vi) All legal obligations in respect of the vehicle i.e., Road Tax, RTO permissions etc. and the driver i.e., and the driver i., minimum wages, social security etc, will be the responsibility of the contractor. The Contractor should be registered as Service Provider with the jurisdictional Central Excise Commissionerate, Department of Labour (State Government), Employees Provident Fund Organization (Ministry of Labour, Govt. of India), Employees State Insurance Corporation (ESI Act, 1948) and Karnataka Shops & Commercial Establishments Act, 1961 and other Department as required under the Law.
  - vii) In the event of breakdown of vehicle or absence of driver, arrangement for substitute vehicle / driver will have to be made by the contractor immediately. In case, the contractor is not able to provide any substitute, it will be open for the office to deduct proportionate amount on daily basis from the bills.

- viii) In case of any accident, at the claims / damages arising out of it shall be met by the vendor.
  - ix) A consolidated bill for the whole month will be submitted after completion of the month for payment.
  - x) TDS will be made as per law.
  - xi) The contract can be terminated at any time after giving one month notice without assigning any reasons.
  - xii) The rate should be specified (exclusive of Service Tax) for 2000 Kms (reckoned from place of reporting to place of release) on monthly basis.
  - xiii) 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 vehicle / non-availability of driver should be provided in the event of 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.
  - xiv) Payment of minimum charges agreed upon shall be made every month, provided that if the contract does not commence / end in the beginning / end of a month, payment of minimum charges will be made on proportionate basis.
  - xv) Payment shall also be made on monthly basis on the actual usage of the vehicles by the Department over and above the minimum charges agreed upon.
  - xvi) The contractor should be registered with the authority concerned of State of Central Govt. and should fulfill the conditions prescribed in Section 66 of the Motor Vehicle Act, 1988 for hiring of vehicles.
  - xvii) The Earnest Money Deposit (Refundable if the bid is not successful) of Rs.5000/- (Rupees Five thousand only) in the form of Demand Draft / Banker's cheque in favour of PAO, Central Excise, Bangalore, payable at Bangalore has to be furnished along with the tender documents. If the tender document is not accompanied by the earnest money deposit, the quotation will be treated as invalid.
  - xviii) The unused kilometers of the month will be carried forward to the next month in addition to fixed kilometer for the month.
  - xix) Rates once finalized will be fixed at least for the period from April 2017 to March 2018. Upward change in rates will not be considered due to any hike in petrol/diesel/CNG prices or taxes.
4. The applicant contractor should submit two sealed envelopes separately marked as "Technical Bid" and "Financial Bid"

## TECHNIAL BID

The Technical Bid should be as per the eligibility criteria and terms and conditions mentioned above. It should be supported by documents. The DD/Banker's cheque in respect of 'Earnest Money Deposit' should be submitted with the 'Technical Bid'.

## FINANCIAL BID

5. In case of non-compliance of the above terms and conditions of contract, a penalty may be levied. The penalty for some of the defaults is as under:-

| Sl. No. | Nature of Default                    | Penalty Rs.  |
|---------|--------------------------------------|--|
| 1.      | Late reporting                       | 50% of proportionate contract charges per day          |
| 2.      | Non reporting                        | 50% of proportionate contract charges per day          |
| 3.      | Poor maintenance of vehicles         | Rs.2000/-per month                                     |
| 4.      | Refusal of duties                    | 100% of proportionate contract charges per day         |
| 5.      | Non-observation of dress code        | Rs.100/- for first instance and Rs.200/-for subsequent |
| 6.      | Change of drivers without permission | Rs.1000/-per instance                                  |
| 7.      | Vehicle kept unclean                 | 50% of proportionate contract charges per day.         |

The penalty shall be levied on the basis of the certificate signed by the controlling officer. The Superintendent of Central Excise (Technical), Jigani Division, Bangalore-I Commissionerate, will be the controlling officer for the vehicles.

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

- a) Drivers should have minimum of 5 years of experience of driving. They should have transport licenses for driving passenger vehicles on hire.
- b) Driver should be well versed with the roads and the places in Bangalore city and should have experience in city driving.
- c) Once the driver has been allotted to a particular vehicle, he should remain with the same vehicle for a period of atleast one year. Any change in the designated driver should be intimated to the concerned officer 24 hours before such change is affected.
- d) Driver should be provided with a mobile phone.
- e) 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. Antecedents of the Drivers to have been verified by the Police Authorities.
- f) Car should be kept clean and odor free, suitable for official use.

7. 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, in addition to the penalty levied as indicated in para 5.

8. The Bid has to be submitted **on or before 15.00 hrs on 13.04.2017** to the Deputy Commissioner of Central Excise, Jigani Division, Bangalore-I Commissionerate, 7th floor, 'A' Wing, Kendriya Sadan, Koramangala, Bangalore-560 034. The bid once submitted shall not be allowed to be withdrawn and the default after acceptance of the bid shall be deemed to be non-compliance of terms of contract and would render security deposit liable to forfeiture and penalty as the case may be.
9. **Tenders (Technical Bids) will be opened on 17.04.2017 at 12:00 hrs** in the office of the Deputy Commissioner of Central Excise, Jigani Division, Bangalore-I Commissionerate, 7th floor, 'A' Wing, Kendriya Sadan, Koramangala, Bangalore-560 034 in front of the bidders or their authorized representatives. **The Financial bids of the qualified (Technical Bid) bidders would be opened on 12:30 hrs.**
10. The successful bidders shall provide details of vehicle within 2 days of bid opening date and also present themselves for signing the agreement, as and when called for, and also physically produce the vehicle for inspection within a reasonable period mutually agreed upon.
11. All the vehicles should report for duty on 18.04.2017 in time. In case the vehicle do not report for duty on 18.04.2017, as the case may be, the payment shall be made on a pro-rata depending upon the date of reporting of the vehicle.
12. The requisite number of vehicle for which the contract is awarded to the contractor should definitely report for duties by 18.04.2017 i.e., date of commencement of the contract.
13. In case of any doubt or inquiry the bidder may contact the Superintendent (Technical) on phone number 080-25520694 on any of the working days.
14. The Deputy Commissioner of Central Excise, Jigani Division, Bangalore-I Commissionerate, Bangalore reserves the right to accept or reject any part of the tender or whole tender, without assigning any reason.



( दर्शन जे / DARSHAN J )

उप आयुक्त / DEPUTY COMMISSIONER

Copy to :

- A) Notice Board
- B) Central Excise, Bangalore website <http://centralexcisebangalore.gov.in>

**(TECHNICAL BID)**

To be submitted in a separate *sealed* envelope subscribing “Technical Bid”  
Pre-qualification requirements for award of contract for ‘Hiring of Vehicles’

|     |  |  |
|-----|--|--|
| 1.  | Name of the Organization/ Firms with full address with pin code, Phone No, Fax No, email etc.  |  |
| 2.  | Name of all the Proprietor / Partners / Directors  |  |
| 3.  | PAN No. of the Firm as allocated by the Income Tax Department.   |  |
| 4.  | Total strength of staff/workers available with the Service Provider  |  |
| 5.  | List of the Public Sector/Govt. Organization to which similar Services have been provided by the Contractors / Firms / Agencies during the last 3 years. List of Government Organizations where the Service Provider is currently providing services may also be indicated. (Please attach the job order/service certificate from Govt. Office / Public Sector)      |  |
| 6.  | The Contractor should also submit Copies of Registration Certificate obtained from Service Tax Department (Ministry of Finance), Department of Labour, State Government, Employees Provident Fund Organization (Ministry of Labour, Govt. of India), Employees State Insurance Corporation (ESI Act, 1948) and Karnataka Shops & Commercial Establishments Act,1961. |  |
| 7.  | Registration Number of Tenderer/Concern with Service Tax Department :<br>(Attested Photo copy of registration certificate should be attached)  |  |
| 8.  | Registration Number of Tenderer/Concern with other Government Departments :<br>(Attested Photo copy of registration certificate should be attached)  |  |
| 9.  | Total Nos. of Taxis/Vehicles available with Service Provider together with make/Model :  |  |
| 10. | Whether Service Provider will be able to provide vehicle of 2016 Model and later/Make, Indicate model and make of vehicle to be provided.  |  |
| 11. | Taxi Operators should have minimum of 5 Private Taxis registered in their names or in the names of the firms.  |  |
| 12. | Vehicles to be provided by the Contractor should be in perfectly sound working condition and suitable for use by Senior Officers and should not be older than 2014/15 model and in white colour.   |  |
| 13. | Vehicles to be provided by the Contractor should have the comprehensive insurance to cover all risks as per the Motor Vehicle Act and relevant rules and regulations of the State Government and Central Government  |  |
| 14. | Any other information to be considered :   |  |

## ANNEXURE- III

## (FINANCIAL BID)

## PROFORMA FOR QUOTING RATES

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

| Sr No | Category<br>(New less than one year old in excellent condition)   | Brand of vehicle | Rates (in Rs.) per month with Driver |
|-------|---|------------------|--------------------------------------|
| 01    | One Non Air-Conditioned TATA INDIGO, when required subject to maximum of 2000 Kms. in a month.(25 days) |                  |                                      |

2. Any other information:

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

Name & full address: \_\_\_\_\_

Telephone No:

Office:

Fax No:

Residence:

Email:

Seal \_\_\_\_\_

**UNDERTAKING (Part of Annexure -II)**

1. I/We undertake the I/We have carefully studied all the terms and conditions of contract as indicated in Annexure I and understood the parameters of the proposed work and shall abide by them.
2. I/We hereby certify that none of my relative (s) is/are employed in the Commissioner of Central Excise, Bangalore-I Commissionerate, Bangalore or in field formations of Customs & Central Excise Bangalore.
3. I/We further undertake that the information given in this tender are true and correct in all respect.

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

Name & full address: \_\_\_\_\_

Telephone No:

Office:

Fax No:

Residence:

Email:

Seal \_\_\_\_\_