



केंद्रीय सेवा कर सहायक आयुक्त का कार्यालय

येलाहंका सेवा कर मंडल कार्यालय, सं.29/2, बसवेश्वरा भवन, क्रेसेंट रोड, बेंगलूर-560 001.

OFFICE OF THE ASSISTANT COMMISSIONER OF SERVICE TAX:  
YELAHANKA SERVICE TAX DIVISION: NO.29/2, BASAVESHWARA BUILDING:  
CRESCENT ROAD: BANGALORE – 560 001.

C.No.- IV/16/01/2015-B-IV/YSTD

Dated : 23.09.2015

LIMITED TENDER

Sealed Tenders are invited for hiring of vehicle as per the requirement mentioned below for the Office of the Assistant Commissioner of Service Tax, Yelahanka Service Tax Division, Bangalore-IV Commissionerate, Bangalore.

SCHEDULE

SL. NO.	Category	No. of vehicle required	Remarks
1.	Small size Car – non A/C	01	To be used up to 25 days subject to maximum of 2000 KMS in a month.

2. The interested tenderers shall submit their bids mentioning therein the price to be charged by them.

3. Last date for submission of tenders is 05.10.2015 (15:00 Hrs), which will be opened on 05.10.2015 (15.30 Hrs) by the Assistant Commissioner of Service Tax, Yelahanka Service Tax Division, Bangalore at the office situated at No.29/2 Basaveshwara Building, Crescent Road, Bangalore 560001. The Assistant Commissioner of Service Tax, Yelahanka Service Tax Division, Bangalore reserves the right to accept or reject any or all tenders without assigning any reason. The terms and conditions are enclosed herewith.

Encl:- As above.

  
(प्रिया बुड्डी/सहायक आयुक्त)  
(PRIYA BUDDI)  
ASSISTANT COMMISSIONER

Copy to :- The Notice Board.

## TERMS AND CONDITIONS

1. The tenderer should have a registered and well established car rental / travel agency / firm 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.
2. The vehicles should be kept neat and clean and in perfect running condition with clean interiors and good upholstery.
3. In case, the condition of vehicle is not satisfactory or there is a breakdown, they shall be returned for immediate replacement. In case no replacement is provided on time, this Office will have the right to hire a vehicle from the market and the additional cost, so incurred will be borne by the tenderer.
4. The tenderer would ensure that every driver should have valid driving license and the vehicle should be registered with the concerned authority of Central / State Government. The driver of the vehicle provided must follow traffic rules, and other regulations prescribed by the Government authorities from time to time.
5. The tenderer should have an adequate number of telephones for establishing contact round the clock. Each driver shall observe all the etiquette and protocol while performing the duty and shall be neatly dressed in proper uniform (White) and must carry a mobile phone in working condition, for which, no separate payment shall be made by this Office.
6. The rates quoted should specifically mention the Service Tax component. No Service Tax will be paid if the operator fails to provide proof of valid Service Tax registration.
7. The Assistant Commissioner of Service Tax, Yelahanka Service Tax Division, Bangalore-IV Commissionerate, Bangalore reserves the right to reject all or any of the offers or accept more than one offer.
8. The billing will be done on monthly basis. The bills (preferably typed and in triplicate) in connection with the service shall be submitted to this Office in the 1<sup>st</sup> week of the following month.
9. In any month, if the vehicle is not used to fullest condition, the billing will be restricted to actual usage of the vehicles.
10. A daily record indicating time and mileage for each vehicle shall be maintained in trip sheet and the trip sheet be submitted regularly for scrutiny to the authorized officer / Superintendent / Inspector in charge of Departmental Vehicles, Yelahanka Service Tax Division, Bangalore-IV Commissionerate, Bangalore.
11. The hiring charges shall be on the basis of zero based mileage i.e. mileage starting from the point of pick-up to the point of drop.
12. Once the hiring of vehicle commence from a particular operator, the vehicle and the driver should not be changed unless requested by authorized office/officer. The vehicle must be available at any time and any day as desired by the authorized officer or to whom the vehicle is attached.
13. The Central Excise & Service Tax, Bangalore-IV Commissionerate shall be liable to pay the hiring charges only. Other liabilities like monthly charges, salary of driver, repair and

