



केंद्रीय उत्पाद शुल्क आयुक्त का कार्यालय
Office of the Commissioner of Central Excise
बेंगलूर-III आयुक्तालय/ Bangalore-III Commissionerate,
केंद्रीय राजस्व भवन/C.R. Building, पी.बी.सं./Post Box No.5400,
क्वीन्स रोड/Queen's Road, बेंगलूर/Bangalore- 560001.

C.No.IV/06/02/2017 HPU-III

Date: 10 .03.2017

TENDER NOTICE

Sealed quotations are invited from eligible Taxi operators for providing the following vehicle with drivers mentioned below on contract basis at The Office of the Commissioner of Central Excise, Bangalore III Vllth Floor, Anex C.R.Building, Queens road, Bengaluru – 560 001 for the period 01.04.2017 to 31.03.2018

Sl.No	Category
01	01 (One) Mid size or equivalent vehicle to be used upto 30-31 days subject to maximum of 2500 Kms on monthly basis with driver.
02	05 (Five) small size or equivalent vehicle to be used upto 25 days subject to maximum of 2000 Kms on monthly basis with driver.

Interested parties may download the detailed contents along with terms and conditions from the Departmental Website – centralexcisebangalore.gov.in or obtain the same from Assistant Commissioner (Prev) located at the above address.

The complete sealed tender documents should reach the office by 1200 hrs on 24.03.2017. Bids beyond the specific date / time will not be accepted. **The technical bids will be opened on 24.03.2017 at 1500 PM and the Financial Bids will be opened on 24.03.2017 at 1600 hrs.**

ASSISTANT COMMISSIONER (PREV)
BANGALORE III COMMISSIONERATE

TERMS AND CONDITIONS FOR HIRING OF VEHICLES

1. The vehicles are proposed to be hired for an initial period of one year from **01.04.2017 to 31.03.2018** with the option of extending it for a further period at the discretion of the Commissioner of Central Excise, Bangalore-III Commissionerate, Bangalore.
2. The vehicles offered should be as described in the tender enquiry.
3. The bid should be accompanied with the earnest money of **Rs.10,000/-** in the form of **demand draft** in favour of the **Pay and Accounts Officer, Central Excise, Bangalore** at the time of submission of tender, which will be returned to the unsuccessful bidders and be the deposit amount of the successful bidder.

Eligibility Criteria

- i. The Applicant Contractor's Annual Turnover should not be less than Rs.20 Lakhs during the Financial Years 2013-14 to 2015-16. In support of this, Applicant contractor should submit their copies of returns of income filed with the Income Tax Department along with Profit and Loss Account for A.Ys 2013-14 to 2016-17 in the 'Technical Bid' envelope.
 - ii. Applicant Contractor should have a reputed client list. The client list should be submitted in support of the same in the 'Technical Bid' envelope.
 - iii. Minimum qualification for tendering by the service providers should be 3 years experience in supply of minimum of 10 vehicles to any State / Central Government Department/Public Sector Undertaking or any other organization. The evidence in this regard should be enclosed along with the tender application in the 'Technical Bid' envelope.
- 4. The terms and conditions for hiring of vehicles are as under:-**
- i) The vehicle should be in excellent condition, preferably a new vehicle, not older than 02 years.
 - 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 unused Kilometers of the month will be carried forward to the next month in addition to fixed kilometer for the month.
 - (iv) The vehicle shall be deemed to be at the disposal of the Central Excise Department and the billing shall be charged from the reporting place to the relieving place.
 - (v) The agreed hire charge includes cost of repairs, cost of fuel, taxes and other maintenance charges and all other incidental expenses.
 - (vi) In the case of any accident, the bidder shall meet all the claims arising out of it through vehicle insurance.
 - (vii) The vehicle shall be kept neat and clean with seat covers, perfume and tissue paper and thereto, the vehicles shall be kept in perfect running conditions.
 - (viii) If the vehicle is out of order, the bidder shall provide a substitute vehicle immediately. In case the vehicle doesn't report on time / 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 bidder.

(ix) The vehicle must be available at any time or any day as desired by the Department.

(x) The drivers of the hired vehicle must follow traffic rules and other regulations prescribed by the Government from time to time. Any liability on violation of traffic rules shall be borne by the bidder.

(xi) 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.

(xii) The bidder and the driver shall be bound to carry out the instructions of the Department as well as of the competent officers to whom each vehicle is assigned.

(xiii) All expenses relating to salary and allowances of the driver, over time payment, maintenance of vehicles, fuel oil or any other expenditure related to the vehicle and the driver will be borne by the Contractor.

(xiv) All legal obligations in respect of the vehicle i.e., Road Tax, RTO permissions etc., and the driver minimum wages, social security etc., will be the responsibility of the contractor.

(xv) The contractor should be registered with the authority concerned of State or Central Government and should fulfill the conditions prescribed in Section 66 of Motor Vehicle Act, 1988 for hiring of vehicles.

(xvi) A daily record indicating time and mileage for each vehicle shall be maintained as per the Trip Sheet and will have to be certified by the competent authority of the Department.

(xvii) The rate should be specified (exclusive of Service Tax) for 2000/2500 Kms (reckoned from place of reporting to place of release) on monthly basis. The charges for additional distance after 2000/2500 Kms per month should also be specified in the Financial Bid.

(xviii) A penalty of Rs.1000/- per day per vehicle may be levied if any vehicle fails to meet the above terms and conditions on any day.

(xix) The Department shall deduct all taxes as per law and TDS certificate to that effect is issued once in a year. Service Tax as applicable will be paid on billing by the Department and the service provider shall remit the same to Government Treasury.

(xx) The bills for payment shall be submitted on or before 10th of subsequent month. The payment shall normally be made by the end of the month in which the bills are submitted.

(xxi) The bidder shall get into a vehicle hire agreement with the department. The said vehicle hire agreement can be terminated by either party after giving a prior notice of not less than one month.

(xxii) In the event of vehicle breakdown, the bidder has to give immediate replacement identical to the vehicle one attached to the department.

(xxiii) In case of dispute or unsatisfactory service, the matter will be decided by the Commissioner after giving due notice.

(xxiv) The bidder should indicate their PAN and TIN and submit the necessary registration certificates with Central or Local Government in support of the same.

(xxv) Either party agrees to terminate the contract after giving one month notice.

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

a. Drivers should have minimum of 5 years 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 connection.

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.

6. 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	Proportionate contract charges per day & no payment for the 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 instances
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 Assistant Commissioner of Central Excise (Preventive), Bangalore-III Commissionerate, Bengaluru will be the controlling officer for the vehicles.

7. The bid has to be submitted on or before **12.00 Hrs on 24.03.2017** to the Additional Commissioner of Central Excise (Preventive), Bangalore-III Commissionerate, 6th Floor, C.R. Building (Annexe), Queens Road, Bangalore – 560 001. 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.

8. **Tenders (Technical Bids) will be opened on 24.03.2017 at 15:00 Hrs** in the office of the Additional Commissioner of Central Excise, Bangalore-III Commissionerate, 6th Floor, C.R. Building (Annexe), Queens Road, Bangalore in front of the bidders or their authorized representatives. **The Financial bids of the qualified (Technical bid) bidders would be opened on 24.03.2017 at 16:00 Hrs.**

9. The successful bidders shall provide details of all vehicles within 3 days of bid opening date and also present themselves for signing the agreement, as and when called for, and also physically produce the vehicles for inspection within a reasonable period mutually agreed upon.

10. All the vehicles should report for duty on 01.04.2017 in time. In case all the vehicles do not report for duty on 01.04.2017, as the case may be, the payment shall be made vehicle-wise on pro-rata depending upon the date of reporting of the respective vehicles.

11. The requisite number of vehicles for which the contract is awarded to the contractor should definitely report for duties by 01.04.2017 i.e., date of commencement of the contract.

12. In case of any doubt or inquiry the bidder may contact the Superintendent of Central Excise (Preventive) on Phone number 080-22863113 on any of the working days.

13. The Commissioner of Central Excise, Bangalore-III Commissionerate, Bangalore reserves the right to accept or reject any part of the tender or whole tender, without assigning any reason.



**ASSISTANT COMMISSIONER (PREV)
BANGALORE III COMMISSIONERATE**

(TECHNICAL BID)

To be submitted in a separate sealed envelope super scribing "Technical Bid"
Prequalification 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 Proprietors / Partners / Directors	
3 (a)	PAN No. of the firm as allocated by the Income Tax Department	
3 (b)	Copy of the Income Tax Returns filed for last three years and Income Tax Clearance Certificate (ITCC) for the last year to be attached	
4	Total strength of staff / workers available with the Service provider	
5	List of Public Sector / Govt. organizations to which similar services have been provided by the Contractors / Firms / Agencies during the last 5 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	The total Turnover of the Contractor as Service Provider for such services should not be less than 20 Lakhs in 2013-14, 2014-15 and 2015-16. Necessary documents / Certificates to be enclosed.	
8	Registration Number of Tenderer / Concern with Service Tax Department: (Attested Photocopy of registration certificate should be attached)	
9	Registration Number of Tenderer / Concern with other Government Departments: (Attested Photocopy of registration certificate should be attached)	
10	Total Nos. of Taxis / Vehicles available with Service Provider together with make / model:	
11	Whether Service Provider will be able to provide vehicle of 2016 model and later / Make, Indicate model and make of vehicle to be provided	
12	Taxi operators should have minimum of 3 Private Taxis registered in their names or in the name of the firms	
13	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 2015-16 model and in white colour	
14	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	
15	Whether all the pages of the terms and conditions mentioned above has been signed.	
16	Any other information to be considered	

UNDERTAKING (Part of Annexure – II)

1. I / We undertake that I / we have carefully studied all the terms and conditions or 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 Office of the Commissioner of Central Excise, Bangalore-III Commissionerate, Bangalore or in field formations of Customs, Central Excise & Service Tax, 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:

Office:

Fax No:

Residence:

Email:

Seal _____

(FINANCIAL BID)

PROFORMA FOR QUOTING RATES

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

Sr No	Category (New less than one year old in excellent condition)	Brand of vehicle	Rates (in Rs.) per month with Driver
01	i. Mid size or equivalent vehicle to be used upto 30-31 days subject to maximum of 2500 Kms. on monthly basis ii. Rates per extra kilometer and extra hour		
02	i. Small Size or equivalent vehicle to be used upto 25 days subject to maximum of 2000 Kms. on monthly basis ii. Rates per extra kilometer and extra hour		

2. Any other information:

Signature of Authorized person with date: _____

Name & full address: _____

Telephone No:

Office:

Fax No:

Residence:

Email:

Seal _____