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**केंद्रीय उत्पाद शुल्क आयुक्तालय**  
**OFFICE OF THE COMMISSIONER OF CENTRAL EXCISE**  
बेंगलूर-I आयुक्तालय, केंद्रीय राजस्व भवन,  
**BANGALORE – I COMMISSIONERATE: CENTRAL REVENUE BUILDING**  
पी.बी.सं./ P.B.NO: 5400, क्वीन्स रोड/ QUEEN'S ROAD, बेंगलूर/ BANGALORE-560 001

सी.सं.IV/06/19/2015 HPU-I

दिनांक :12.03.2015

**Limited Tender Enquiry No. 1/2015**

Sub: Rates / quotations for Hiring of Vehicles for Commissioner of Central Excise, Bangalore-I Commissionerate, Bangalore.

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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 following vehicles with drivers on monthly hiring basis with effect from 01.04.2015 (New/Less than one year old in excellent condition) as described below for Departmental use by Commissioner of Central Excise, Bangalore-I Commissionerate, Revenue Building, Queen's Road, Bangalore – 560 001.

Sl.No	Category
01	Three AC Toyoto Etios, / Suzuki Dezire/ Ford Fiesta - similar Car to be used up to 30-31 days subject to maximum of 2500 Kms on monthly basis.
02	One Non-AC TATA INDIGO or similar Car to be used upto 30-31 days subject to maximum of 2500 Kms on monthly basis
03	Three Non-AC TATA INDIGO or similar Car to be used upto 25 days subject to maximum of 1600 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 Commissioner of Central Excise, Bangalore-I Commissionerate, Revenue Building, Queen's Road, Bangalore – 560 001”** and the same may be forwarded to the Additional Commissioner of Central Excise (Prev), Bangalore-I Commissionerate, 3<sup>rd</sup> floor, Central Revenue Annex Building, Queen's Road, Bangalore-560 001 so as to reach by **15-00 hrs on 19.03.2015**.

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

  
(JYOTI KUMAR BUBANA)  
DEPUTY COMMISSIONER (Prev)

## TERMS AND CONDITIONS FOR HIRING OF VEHICLES

1. The vehicles are proposed to be hired for an initial period of one year with the option of extending it for a further period at the discretion of the Commissioner of Central Excise, Bangalore-I Commissionerate, Bangalore.
2. The vehicles offered should be of the following categories:-
  - a) Ford Fiesta / Toyota Etios /Suzuki Dezire, / Tata Indigo (Manza)

### Eligibility Criteria

- i) The Applicant Contractor's Annual Turnover should not be less than Rs.75 Lakhs during the Financial Years 2011-12 to 2013-14. 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 2012-13 to 2014-15 in the 'Technical Bid' envelop.
- ii) Applicant contractor should have a reputed client list. The client list should be submitted in support of the same in the 'Technical Bid' envelop.
- iii) The Service provider should have minimum of 3 years experience in providing minimum of 20 vehicles to the State / Central Govt. Departments / Govt. Undertaking etc or any other organization. The evidence in this regard should be enclosed along with the tender application in the 'Technical Bid' envelop.
- iv) 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 Commissioner of Central Excise, Bangalore-I Commissionerate, Bangalore.
- iv) The drivers should be well behaved and properly dressed.
- 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. in the state of Karnataka 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 2500 Kms (reckoned from place of reporting to place of release) on monthly basis. The charges for additional distance after 2500 Kms per month should also be specified in the Financial Bid.
- 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) While computing the amount payable as per clause (xii) above on account of extra kilo meters (Kms), over and above agreed Kms per month i.e., 2500 Kms per vehicle for one or more vehicle or vehicles, the total or unused Kms of other vehicles of the contractor for that month shall be reduced.

Explanation: For the purpose of clause 4(xvi) unused Kms would mean the difference between cumulative agreed Kms and the cumulative actual Kms, run by one or more vehicles of the contractor, if the cumulative actual Kms run by them is less than the cumulative agreed Kms.

- xvii) 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.
- xviii) The Earnest Money Deposit (Refundable if the bid is not successful) of Rs.10,000/- (Rupees twenty 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.

- xix) The unused kilometers of the month will be carried forward to the next month in addition to fixed kilometer for the month.
- xx) Rates once finalized will be fixed at least for the period from 01.04.2015 to 31.03.2016. 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 (Preventive), Bangalore-I Commissionerate, will be the controlling officer for the vehicles.

6. The drivers employed along with the vehicle should satisfy the following conditions:-
- Drivers should have minimum of 5 years of experience of driving. They should have transport licenses for driving passenger vehicles on hire.
  - Driver should be well versed with the roads and the places in Bangalore city and should have experience in city driving.
  - 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.
  - Driver should be provided with a mobile phone.
  - 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.
  - 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 19.03.2015** to the Additional Commissioner of Central Excise (Preventive), Bangalore-I Commissionerate, 3<sup>rd</sup> floor, Annex Building, C.R. Building, Queen's 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.
9. **Tenders (Technical Bids) will be opened on 20.03.2015 at 3.00 PM** in the office of the Additional Commissioner of Central Excise (Preventive), 3<sup>rd</sup> Floor, Bangalore-I Commissionerate, Annex Building, Queen's Road, Bangalore in front of the bidders or their authorized representatives. **The Financial bids of the qualified (Technical Bid) bidders would be opened on 20.03.2015 at 4.00 PM.**
10. The successful bidders shall provide details of all vehicles 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 vehicles for inspection within a reasonable period mutually agreed upon.
11. All the vehicles should report for duty on 01.04.2015 in time. In case all the vehicles do not report for duty on 01.04.2015, as the case may be, the payment shall be made vehicle wise on a pro-rata depending upon the date of reporting of the respective vehicles.
12. The requisite number of vehicles for which the contract is awarded to the contractor should definitely report for duties by 01.04.2015 i.e., date of commencement of the contract.
13. In case of any doubt or inquiry the bidder may contact the Superintendent (Preventive) on phone number 080-22869007 on any of the working days.
14. The Commissioner of Central Excise, Bangalore-I Commissionerate, Bangalore reserves the right to accept or reject any part of the tender or whole tender, without assigning any reason.

  
(JYOTI KUMAR BUBANA)  
DEPUTY COMMISSIONER (Prev)

## ANNEXURE-II

## (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(a)	PAN No. of the Firm as allocated by the Income Tax Department.	
3(b)	Copy of the Income Tax Return 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 the Public Sector/Govt. Organization 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 Rs. 75 lakhs in 2011-12, 2012-13 & 2013-14. Necessary documents/ Certificates to be enclosed.	
8	Registration Number of Tenderer/Concern with Service Tax Department : (Attested Photo copy of registration certificate should be attached)	
9	Registration Number of Tenderer/Concern with other Government Departments : (Attested Photo copy 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 2015 Model and later/Make, Indicate model and make of vehicle to be provided.	
12	Taxi Operators should have minimum of 5 Private Taxis registered in their names or in the names 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 2013/14 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	Non Air-Conditioned TATA INDIGO, to be hired as and when required. Approx Rate to be quoted indicating type of vehicle, per km and per day.	
16	Any other information to be considered :	

**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 \_\_\_\_\_