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| | OFFICE OF THE COMMISSIONER (AUTHORISED REPRESENTATIVE) CUSTOMS, EXCISE, AND SERVICE TAX APPELLATE TRIBUNAL SOUTH ZONAL BENCH, CHENNAI Shastri Bhavan Annexe, 26, Haddows Road, Chennai 600 006. | | |
| F.No.III/3/1/2014-C(AR) | | Date: 07.02.2014 | |

TENDER NOTICE

Sealed tenders are invited for hiring of vehicles from the agencies supplying vehicles (Taxis) with drivers on hire as per the requirement mentioned below in the schedule for the Office of the Commissioner (AR), CESTAT, Government of India, Ministry of Finance, having office at 1st Floor, Shastri Bhavan Annexe, 26, Haddows Road, Chennai- 600 006.

SCHEDULE

| Sl. No. | CATEGORY | No. of vehicles required |
|---------|--|--------------------------|
| 1 | Non Ac vehicle- Maruti SX – 4 /Honda City/Tata Manza/ Toyota Innova or equivalent vehicle to be used up to 30/31 days subject to a maximum of 2500 Kilometers in a month | One |
| 2 | Non AC Maruthi Swift DZire/Tata Indigo/ Toyota Etios or equivalent vehicle to be used up to 25 days subject to a maximum of 2000 Kilometers in a month | Two |

The prescribed tender documents with the Terms & Condition can be obtained in person from the Office of the Commissioner (AR), CESTAT at 1st Floor, Shastri Bhavan Annexe, 26, Haddows Road, Chennai- 600 006, between 9.30 am. and 06.00 p.m on all working days till 28/02/2014 or can be downloaded from <http://www.centralexcisechennai.gov.in> and <http://www.chennaicustoms.gov.in>.

The interested travel agencies / vendors who comply with all the following technical conditions and other terms and conditions are requested to submit their quotations in sealed envelopes addressed to the Commissioner (AR), CESTAT, 1st Floor, Shastri Bhavan Annexe, 26, Haddows Road, Chennai- 600 006, on or before 07/03/2014 till 16.00hrs.

A. Technical conditions:-

1. The tenders should have the PAN number and should attach a photocopy of the same.
2. The tenderer should have experience in supplying taxis/cabs to the Government Departments/PSUs for which the service provider should submit the name of the organizations to whom services is being provided. The vendor should also provide list of vehicles owned/offered by him and the details of the vehicles along with

- documents like insurance policy and Registration Certificate and Photo copy of driving license of the driver along with the quotation / tender documents.
- The vehicles should not be more than two years old for which the tenderer should submit the details of vehicle viz, Make/Type of the vehicle, Model/Year of manufacture and the Registration Number of the vehicle.

B. Commercial Conditions:-

- Quotation should be submitted for minimum lump sum charges per month per vehicle as below:-

| Description | Type of vehicle for which quotation is required |
|--|---|
| Providing & maintaining of Non - A/C vehicles including Driver's salary Diesel / petrol etc. up to 30/31 days subject to maximum of 2500 kms per month | Non AC Maruti SX-4 / Honda City / Tata Manza / Toyota Innova or equivalent vehicle (One vehicles required - preferably in white colour) |
| Providing & maintaining of Non - A/C vehicles including Driver's salary, Diesel/Petrol etc., up to 25 days subject to maximum of 2000 kms per month. | Non- AC Maruti Swift Dzire / Tata Indigo / Toyota Etios or equivalent vehicle (Two vehicles required - preferably in white colour) |
| Rate per km if the kilometer exceeds the maximum limit per month as mentioned above | Rate per km |

- 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. Vendor should also spell out the number of vehicles he is going to offer for hiring.

OTHER TERMS AND CONDITIONS

- The order for providing taxi / cab on monthly basis will be given to the agency which has quoted the lowest rates while meeting all the terms and conditions given in the tender document. However, to safeguard against failure by the agency to provide the desired quality service, the Head of the Office of the Commissioner(AR), CESTAT may empanel other tenders who have quoted lowest rates as per the same terms and conditions as that of the first lowest bidder.
- In case the quality of service provided by the contracted agency is found not up to the standard, the Head of the Office of the Commissioner(AR), CESTAT, may terminate the contract agreement after giving 15 days notice. In case of termination, services of the agencies from the panel will be utilized.
- The vehicle must be properly and comprehensively insured and should carry necessary permits/clearances from the Transport Authority or any other concerned authority including pollution certificate.
- The vehicle shall be for the exclusive use of this Authority and will not be used by the contractor for any other purpose.
- The driver deputed on duty should not be involved in more than two bookings/challans for negligence driving. He should be conversant with the roads and routes of Chennai and surroundings. He should always remain with the vehicle during duty time. In case of any emergency he should seek permission of the concerned office before leaving.

6. The hiring charges shall be on the basis of zero based mileage i.e., mileage starting/ending from / at the office / residence of the officers, as the case may be.
7. The department shall be liable to pay the hiring charges only. Other liabilities like monthly wages & allowances to the drivers, repair and maintenance of the vehicles, Insurance, petrol/diesel, oil and any other incidental expenses etc. shall be borne by the vehicle provider.
8. The vehicles should be provided with fuel and drivers. The vehicles should be maintained properly and the seats & head rests covered with white Turkish towel and proper cleaning should be done every day.
9. All Tax liabilities i.e., Road-Tax Service Tax Insurance. Pollution control certificates etc. will be borne by the service provider. However, service tax will be reimbursed by this office on actual basis.
10. Road worthiness of the vehicles is to be ensured at all times by the vehicle provider.
11. Alternative suitable vehicles should be provided in case of breakdown of the car so provided. In case of failure to provide alternative suitable vehicles. This office would have a right to hire a vehicle from the market and the additional cost incurred by this Office will be borne by the vendor. **Gas kits are not to be allowed as a fuel in any car.**
12. Planned / preventive maintenance should be done only on Sundays / holidays.
13. The drivers should have valid license and the vehicles should be registered with the competent Authorities of Central Govt. Any violation would attract pro-rata deduction of charges.
14. The drivers as prescribed by the Govt. Authorities should strictly follow traffic Rules and other regulations. They should be provided with mobile phone.
15. The driver must observe discipline, etiquette and protocol while performing the duty. They should put wear proper uniform and must carry a mobile phone in working condition. He should know to speak and understand English/Hindi in addition to local language. For this no separate charge will be borne by the Department. As these vehicles are to be used by officers of the Department, the firms should ensure all the necessary documents (Registration Certificate, Valid Insurance, Permit, pollution Control Certificate etc.) are in the personal custody of the licensed drivers.
16. The vendor and driver should carry out the instructions of the Department as well as the Officers assigned to the vehicle. The vehicles will be generally utilized during the period from 08.00 hrs to 20.00 hrs, however the vehicles may be utilized in case of an emergency without prior knowledge of the transport operator beyond the stipulated timings.
17. In case of accident, all claims arising out of such accident shall be made by the vendor. He would also indemnify the Department for any loss, damage of property or life arising out of negligence of driver for poor maintenance of vehicles.
18. A daily record indicating time and mileage for each vehicle should be maintained in a logbook in the prescribed form and the same must be placed before the officer in charge of vehicles and get it certified by the officer.
19. The designated vehicle and drivers, which are approved after inspection of vehicle at the time of awarding the Contract, will only be put into operation and any changes in the vehicle or Driver will be allowed only under exceptional circumstances. The vehicle must be available at any time of any day as desired by the concerned officer.
20. The bills for hiring of vehicles along with the logbooks, complete in all respects for every month must be submitted to this office before the 10th of subsequent month positively.
21. The contract shall be for a period of one year and extendable for another year on mutual agreement.

22. It will be solely the discretion of the department to use the said hired vehicles for any official purpose including Saturday, Sunday and holidays wherever & whenever necessary.
23. If services are not provided on any day or days or the service charges will be reduced on pro-rata basis from the monthly bill. In addition, a penalty of Rs. 500/- per day shall also be levied if any vehicle/agency fails to meet any of the above terms and conditions on any day. If the driver is unable to adhere to the stipulated official prescribed time schedule the vehicle provider will further be liable to pay Rs.500/- per day.
24. In case, conditions of vehicles(s) are not found to be satisfactory. They shall be returned for immediate replacement. In case no replacement is provided on time, this office has the right to hire a vehicle from the market and the additional cost incurred by the office will be borne by the vehicle provider (service provider), and claim amount will be deducted from the sum payable to the service provider.
25. Any matter during the period of this agreement which has not been specifically covered by this agreement shall be decided by the Department whose decision shall be final and conclusive.
26. The vehicles accepted for hiring are to be parked in the Office premises of the Office of the Commissioner (AR), CESTAT, Shastri Bhavan Annexe, 26, Haddows Road, Chennai- 600 006.
27. The competent Authority, namely Commissioner (AR), CESTAT, Chennai reserves the right to reject any application / quotation /contract without assigning any reason whatsoever.
28. The Competent Commissioner (AR), CESTAT, Chennai reserves the right to accept or reject the quotation wholly or partly without assigning any reason thereof or accept more than one offer.
29. The vendors while quoting should give a written undertaking that they would abide by the tender conditions mentioned under 'Terms & conditions'.
30. The successful bidders should be able to provide the vehicles viz., Maruti SX-4 / Honda City / Tata Manza/ Toyota Innova / Tata Indigo / Maruti Swift DZire / Toyota Etios or similar car with effect from **01/04/2014**.

The Commercial bid of only those agencies who qualify in the Technical conditions will be opened. The quotations will be opened on **14/03/2014** at 16.30 hrs. in the presence of the Tender Committee and in the presence of the parties or their authorized representatives if any, who wish to participate. The commissioner (AR), CESTAT, Chennai reserves the right to postpone or extend the date of receipt/ opening of quotations or to accept or reject any or all tenders without assigning any reason thereof.

This issues with the approval of the Commissioner (AR).


 (K.P. MURALIDHARAN)
 SUPERINTENDENT(Admn.)

Copy forwarded for display at the:

1. Notice Board of the Commissioner (AR) office, CESTAT, Chennai- 6
2. Notice board of Chennai I/II/III/IV/service Tax Commissionerates, Chennai and Custom House, Chennai.
3. Official website of Central Excise, Chennai / Custom House, Chennai.

PROFORMA-'A' FOR SUPPLY OF VEHICLES

Requirement:

1. Non A/c Maruti SX-4/Honda City/ Tata Manza / Toyota Innova - 1 no.
2. Non AC Maruti Swift DZire/ Tata Indigo/ Toyota Etios or equivalent vehicle - 2 no.

Technical Bid:

1. Name of the Tour & Travel Agency Service provider:
2. Address:
3. Telephone Number:
4. Mobile Number:
5. PAN Number (enclose a photocopy of the PAN Card):
6. No. of vehicle operated presently:
7. Details of vehicle (s) offered:
(Make/Model/Year/ Colour/Kms run/ Whether Owner Driven)
8. No. of years of experience in the business. Details of Experience (produce certificates, if any):
9. Service Tax Registration Number:

Signature of the authorized person
(Name and Designation)

Place:

Date:

PROFORMA- 'B' - FOR SUPPLY OF VEHICLES

Commercial Bid:

1. Name of the Tour & Travel Agency Service provider:
2. Address:
3. Telephone Number:
4. Mobile Number:

I/ we submit our lowest quotation for supply of vehicles to your office.

| Category | Description | No.of vehicles offered | Quotqtion (in Rs.) for each category | Details (Make/Model / year/Colour/ Kms run) | Rate per km if the kilometers exceed the maximum |
|----------|---|------------------------|--------------------------------------|---|--|
| A | Non AC Vehicle – Maruti SX-4/Honda City/ Toyota Innova or equivalent vehicle to be used up to 30/31 days subject to a maximum of 2500 Kilometers in month | | | | |
| B | Non AC Maruti Swift DZire/ Tata Indigo/ Toyota Etios or equivalent vehicle to be used up to 25 days subject to a maximum of 2000 Kilometers in a month | | | | |

Signature of the authorized person
(Name and Designation)

Place:

Date: