



भारत सरकार / GOVERNMENT OF INDIA

वित्त मंत्रालय / MINISTRY OF FINANCE, राजस्व विभाग / DEPARTMENT OF REVENUE

सीमा शुल्क केंद्रीय उत्पाद शुल्क और सेवा कर समझौता आयोग  
CUSTOMS, CENTRAL EXCISE AND SERVICE TAX SETTLEMENT COMMISSION

अतिरिक्त न्यायपीठ, दुसरी मंजिल, नर्मदा ब्लॉक, कस्टम हाउस  
ADDITIONAL BENCH, II FLOOR, NARMADA BLOCK, CUSTOM HOUSE

60, राजाजी सालै / RAJAJI SALAI, चेन्नै / CHENNAI-600 001

दूरभाष / Tel.: 044-25216136; फ़ैक्स / Fax: 044-25216137

C.No.I/15/1/2016-SC

Dated: 10.08.2016

**Notice calling for Quotation / Offer for Hiring of Motor Cars**

It is brought to public notice that Customs, Central Excise & Service Tax Settlement Commission, Additional Bench, Chennai, invites Tenders in Sealed cover from reputed Tours & Travels Agencies for supply of vehicles for this office for the financial year 2016-17, as per the requirements mentioned in the schedule below:

**Schedule**

Category of Motor Car	No. of Vehicles required
Sedan like Maruti-Dzire / Toyota-Etios, etc., or MPV like Maruti-Ertiga / Honda-Mobilio, etc., of 2014/2015/2016 model, to be used up to 30-31 days in a calendar month subject to maximum of 2000 kilometers per month	2

2. Interested persons are requested to submit their offer in a sealed cover subscribed with **“Tender For Hiring of Motor Car – Customs, Central Excise & Service Tax Settlement Commission, Additional Bench, Chennai”** in prescribed Proforma-A (Technical Bid) & Proforma-B (Financial Bid) appended herewith, addressed to the Commissioner (Investigation), Customs, Central Excise & Service Tax Settlement Commission, Additional Bench, II Floor, Narmada Block, Custom House, No. 60, Rajaji Salai, Chennai – 600 001, so as to reach this office latest by 17.00 hours on 17.08.2016. The hiring charges quoted should be all inclusive (inclusive of any taxes, fees, government

levies, toll fee, etc.). A person may offer for one or more cars for hire. The **date and time of opening of tender documents would be at 15.00 hours on 18.08.2016.** At the appointed time of opening of tender documents, the parties who have bid for the award of contract may be present before the Authorised Officer, in person or through their Authorised representative.

3. The Authorised Officer reserves the right to accept or reject any or all the offers without assigning any reason. The terms and conditions for submitting the quotations / offer are annexed with this notice.

4. This notice along with the enclosures can also be downloaded from <http://settlementcommission-cest.gov.in/> or <http://centralexcisechennai.gov.in/> or <http://chennaicustoms.gov.in/>.

  
(R. Chandrasekaran)  
Assistant Commissioner

Copy to: -

1. Notice Board of
  - Customs, Central Excise & Service Tax Settlement Commission, Additional Bench, Chennai.
  - Central Excise, Chennai-I Commissionerate.
  - Custom House, Chennai
  - Service Tax Commissionerate, Newry Tower, Chennai-40.
2. The Superintendent, Customs, Central Excise & Service Tax Settlement Commission, Additional Bench Chennai for uploading the Notice in official website of the Commission.
3. The Superintendent of Central Excise (Computer), Chennai-I Commissionerate, with a request to upload the Notice in official Central Excise website.
4. The Assistant/Deputy Commissioner of Customs (Computer), Custom House, Chennai, with a request to upload the Notice in official Customs website.

## TERMS & CONDITIONS

1. 2 (Two) vehicles (as mentioned in the Schedule of the Notice dated 10.08.2016) along with drivers are required for 30-31 days in a calendar month for engagement up to 10 hours/day and or for milage up to 2000 kilometers per month.
2. The vendor should provide the credential of their car rental / travel agency / business and also produce list of vehicles owned / offered by him, along with self attested copies of documents like insurance policy, registration certificate, road tax receipt, PAN Card of the business concern, etc. Photocopies of driving license of the driver intended to be supplied with hired car may also be provided.
3. Financial bid should be submitted for lumpsum hiring charges per month per vehicle, inclusive of all taxes, statutory levies, toll fee, if any, etc., in the prescribed Proforma-B:

Description	Type of Vehicle for which quotation is required
Providing & maintaining motor car for Customs, Central Excise & Service Tax Settlement Commission, Additional Bench Chennai, inclusive of supply of drivers, fuel, daily allowance to drivers, etc. for 30-31 days in a calendar month subject to maximum of 2000 kilometers per month	Sedan like Maruti-Dzire / Toyota-Etios, etc., or MPV like Maruti-Ertiga / Honda-Mobilio, etc., of 2015/2016 model.

4. The department is not responsible for any repair and maintenance of the vehicle. No charges related to the vehicle would be borne by the department.
5. All taxes and liabilities i.e. Road Tax, Service Tax, insurance, pollution control certificate, etc., will be borne by the service provider.
6. Any vendor who has already provided service to the department but has been terminated by the department due to reasons of inadequacy or service

providers who themselves have prematurely withdrawn before the end of service term, would not be considered for hiring.

7. Normally, the vehicles may be utilized between 08.00 hours to 20.00 hours during week days. However, the vehicles may be utilized for carrying out specific operation viz. urgent work, airport pickup drops during night hours, in which case vehicles may be used beyond the stipulated timings and on holidays. However, such usage shall be within 2000 kilometers per month.
8. In case of accident, all claims arising out of such accident shall be made by the service provider, who is also liable to indemnify the department for any loss, damage to property or life arising out of negligence of the driver or due to poor maintenance of the vehicle.
9. Suitable alternative vehicles should be provided in case of breakdown of the vehicle provided. In case of failure to provide such alternative, this office reserves the right to hire a similar vehicle at market rates till the time hired vehicle is restored / alternate vehicle is provided. The cost incurred by the department in this regard shall be adjusted from the monthly hiring charges payable to service provider.
10. Planned/ Preventive maintenance should be done on Sundays / Holidays so that availability of vehicle during working days is not affected.
11. The hiring charges shall be on the basis of zero based milage i.e., milage starting at the office / point of pick-up , as the case may be.
12. A daily record indicating duration of time of engagement of vehicle and kilometers run every day shall be maintained in a logbook in the prescribed form with the Officer in-charge, and the date of the same shall be placed before him by the driver concerned on the same day / next working day.
13. The designated vehicles and drivers, which were approved after inspection of vehicles at the time of awarding the contract, would only be put into

operation and any changes in vehicle / driver will be allowed only with the express consent of the department.

14. Once the hiring charges are filed and agreed upon, no increase will be considered during the period of contract.
15. The vehicles should be provided with fuel and drivers. The department is not liable for any payment to drivers as salary, daily allowance, etc.
16. The vehicle should be in proper running condition and should be registered on or after 1<sup>st</sup> April, 2014 (enclose self attested copy of Registration Certificate).
17. The vehicle's fitness certificate should be renewed in time.
18. The driver must be disciplined, keep-etiquette and protocol while performing the duty. They should be on proper uniform (white and white) and must be provided with a mobile phone in working condition. Ability to speak in more than one language is desirable.
19. In case of unsatisfactory service by the service provider, or for any other reason the contract can be terminated by the department without assigning any reason and the decision of the Competent Authority, shall be binding and final in this regard.
20. If services are not provided on any day or days, the hiring charges payable will be reduced pro-rata.
21. The invoice for hiring, complete in all respects, for each month shall be submitted on or before 10<sup>th</sup> of the subsequent month.
22. Mode of payment will be monthly and will be made through ECS only. Tax shall be deducted at source as per the prevailing Income Tax Act from the monthly bill.
23. The motor car shall be run on Petrol or Diesel.
24. The vehicles should be maintained properly, cleaned every day, and the seats & head rests covered with sweat absorbing white towel.

25. It shall be ensure that all the necessary documents like Registration Certificate, Insurance Certificate, Road Permit, Pollution Control Certificate, etc. are in the custody of the drivers/in vehicle.
26. The driver should have valid license and the vehicles should be registered with the competent authorities.
27. The driver should possess valid Drivers Batch provided by RTO.
28. The driver shall abide by the instructions of the Officer in-charge of the vehicles, and during rides the Officers travelling in the vehicles.
29. In case the service provider wants to terminate the contract before the end of contract period, he shall give one month's notice in writing to the competent authority.
30. Initially the contract shall be for the financial year 2016-17 and extendable for one more financial year i.e. 2017-18 on mutual agreement.
31. Any issues arising during the period of contract, which has not been specifically covered in this agreement, shall be decided by the competent authority whose decision shall be final and conclusive.
32. The vehicles accepted for hiring shall be parked in the premises of the office at Custom House, Chennai between the timings mentioned.
33. The designated authorised Officer reserves the right to reject any application / quotation / contract, in full or part, without assigning any reason whatsoever.
34. The vendors while filing their tender quotations in Proforma A and B, shall give an undertaking that they abide by the aforesaid Terms and Conditions.
35. Offer in sealed cover superscribed with **“Tender For Hiring of Motor Car – Customs, Central Excise & Service Tax Settlement Commission, Additional Bench, Chennai”** addressed to the Assistant Commissioner (ADMN), Customs, Central Excise & Service Tax Settlement Commission, Additional Bench, II Floor, Narmada Block, Custom House, No. 60, Rajaji Salai, Chennai – 600 001, so as to reach this office latest

by 17.00 hours on 17.08.2016. Quotations submitted after due date / time will be rejected. The rate quoted shall be inclusive of Service Tax, if any. Vendor should also spell out the number of vehicles he is offering for hiring.

36. The successful bidder will have to execute an agreement in non-judicial stamp paper of Rs.100/- and the cost of stamp paper is to be borne by the bidder and they shall be bound by the terms and conditions in the agreement.

**Proforma A – For supplying of Vehicles**

1	Name of the Tour & Travel Agency /Service Provider	:	
2	Address	:	
3	Telephone Nos.	:	
4	Mobile Nos.	:	
5	Name and address of the Vehicle owner	:	
6	PAN No. (Enclose a photocopy of PAN Card)	:	
7	No. of Vehicles operated presently	:	
8	Details of Vehicle(s) offered (Make / Model / Year / Colour / Kms. Run)	:	
9	No. of years of experience in the business	:	
10	Service Tax Registration No. (if any)	:	

Signature of the authorized person  
(Name and Designation)

Date:

Place:



**Performa B – For supplying of Vehicles**

1. Name of the Tour & Travel Agency / Service Provider:

2. Name and address of the vehicle owner:

I/We quote the following all inclusive hiring charges per calendar month for supply of Motor cars, with driver, to your office as follows:

<b>Description</b>	<b>No. of Vehicles offered</b>	<b>Quotation (in Rs.)</b>	<b>Rate per km if the kilometers exceed 2000 km / month</b>
Sedan like Maruti-Dzire / Toyota-Etios, etc., or MPV like Maruti-Ertiga / Honda-Mobilio, etc., of 2015/2016 model (preferably white colour), to be used up to 30-31 days in a calendar month subject to maximum of 2000 kilometers per month			

Signature of the authorized person  
(Name and Designation)

Date:

Place: