



केंद्रीय उत्पाद शुल्क आयुक्त का कार्यालय, बेंगलूर-II आयुक्तालय,

केंद्रीय राजस्व भवन, पी.बी.सं., क्वीन्स रोड, बेंगलूर-560001

OFFICE OF THE COMMISSIONER OF CENTRAL EXCISE,
BANGALORE-II COMMISSIONERATE: CENTRAL REVENUE BUILDING, P.B.NO: 5400,
QUEEN'S ROAD, BENGALURU-560 001

Tel No.22861914

Fax No.22863449

C. No. I/22/4/2017 Admin BII

Dated: 09.03.2017

Tender Enquiry No. 003/2017

Sub: Rates / quotations for Hiring of Operational Vehicles / Vehicles in lieu of
condemnation for Commissioner of Central Excise, Bangalore-II Commtte.,
Bengaluru.

Sealed Quotations complete in all respects are hereby invited from reputed and
established Taxi Operators stationed in Bengaluru and registered with the Service Tax
Department for hiring of following vehicles with drivers on monthly hiring basis from
01.04.2017 to 31.03.2018 (New/Not more than three years old vehicles in good
condition) as described below for Departmental use by Commissioner of Central Excise,
Bangalore-II Commissionerate, Central Revenue Building, Queen's Road, Bengaluru –
560 001.

Sl.No	Category
01	One Toyota Etios/Swift D'zire or similar car to be used upto 25 days subject to maximum of 2000 Kms on monthly basis (Operational Vehicles)
02	Three Toyota Etios/Swift D'zire or similar car to be used upto 25 days subject to maximum of 2000 Kms on monthly basis (Vehicles in lieu of condemnation)

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 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 should be placed in
another sealed cover mentioning **“Quotation / Rates for Hiring of Vehicles for
Commissioner of Central Excise, Bangalore-II Commissionerate, Central Revenue
Building, Queen's Road, Bengaluru – 560 001”** and the same may be forwarded to the
Joint Commissioner of Central Excise Bangalore-II Commissionerate, 5th floor, Central Revenue
Annex Building, Queen's Road, Bengaluru-560 001 so as to reach by **1600 Hrs on 23.03.2017**.

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


(S. NASSER KHAN)

JOINT COMMISSIONER
BANGALORE-II COMMISSIONERATE

TERMS AND CONDITIONS FOR HIRING OF VEHICLES (ANNEXURE-I)

1. The vehicles are proposed to be hired for the period from 01.04.2017 to 31.03.2018 at the discretion of the Commissioner of Central Excise, Bangalore-II Commissionerate, Bengaluru.
2. The vehicles offered should be of Toyota Etios/Swift D'zire or equivalent vehicle
3. **Eligibility Criteria:**
 - i) The Applicant Contractor's Annual Turnover should not be less than Rs.30 Lakhs during the Financial Years 2014-15 to 2016-17. In support of this, Applicant Contractor should submit copies of their returns of income filed with the Income Tax Department along with Profit and Loss Account for Financial Years 2014-15 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) The Service provider should have minimum of 3 years experience in providing minimum of 10 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' envelope.
 - iv) The above conditions will not apply to Government or Semi-Government Enterprises.
4. **The terms and conditions for hiring of vehicles are as under:-**
 - i) The vehicle should be in excellent condition, preferably a new vehicle and should not be more than three years old.
 - 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-II Commissionerate, Bengaluru during the period of hiring.
 - iv) The drivers should be well behaved and should attend duties in proper uniform.
 - 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 have to be borne by the Contractor.
 - vi) All legal obligations in respect of the vehicle i.e., Road Tax, RTO permissions etc. and the driver i.e., driver's minimum wages, social security etc., will be the responsibility of the Contractor. The Contractor should be registered with the jurisdictional Service Tax Commissionerate (as Service Provider), 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 any 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, all the claims / damages arising out of it shall be met by the Contractor.
- ix) A consolidated bill for the whole month will be submitted after completion of the month for payment.
- x) TDS will be deducted 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 2000 Kms (reckoned from place of reporting to place of release) on monthly basis. The charges for additional distance after 2000 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 /driver should be provided in the event of breakdown of vehicle / non-availability of driver. The driver should be having a valid Transport License issued by the appropriate authorities, 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 Kms, over and above agreed Kms per month i.e., 2000 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 ten 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 Kms of the month will be carried forward to the next month in addition to fixed Kms for the month.
- xx) Rates once finalized will be fixed at least for the period from 01.04.2017 to 31.03.2018. Upward change in rates will not be considered due to any hike in petrol/diesel/CNG prices or taxes.
5. The applicant Contractor should submit two sealed envelopes separately marked as "Technical Bid" and "Financial Bid"

TECHNICAL 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

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	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 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 Superintendent of Central Excise (Preventive), Bangalore-II Commissionerate, Bengaluru will be the controlling officer for the vehicles.

7. 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 valid transport licenses for driving passenger vehicles on hire.
 - Driver should be well versed with the roads and the places in Bengaluru 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 at least one year. Any change in the designated driver should be intimated to the controlling 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 should have been verified by the Police Authorities.
 - Car should be kept clean and odor free, suitable for official use.

8. 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 6.
9. The Bid has to be submitted **on or before 1600 hrs on 23.03.2017** to the Joint Commissioner of Central Excise, Bangalore-II Commissionerate, 5th floor, Annex Building, C.R. Building, Queen's Road Bengaluru-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.
10. **Tenders (Technical Bids) will be opened on 24.03.2017 at 1100 Hrs.** in the office of the Joint Commissioner of Central Excise, 5th Floor, Bangalore-II Commissionerate, Annex Building, Queen's Road, Bengaluru in front of the bidders or their authorized representatives. **The Financial bids of the qualified (Technical Bid) bidders would be opened at 1200 Hrs on 24.03.2017.**
11. 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.
12. The vehicle should report for duty on **01.04.2018** in time. In case all the vehicles do not report for duty, as the case may be, the payment shall be made vehicle wise on a pro-rata basis depending upon the date of reporting of the respective vehicles.
13. The requisite number of vehicles for which the contract is awarded to the Contractor should definitely report for duties.
14. In case of any doubt or inquiry the bidder may contact the Superintendent (Preventive) on phone number 080-22861914 on any of the working days.
15. The Commissioner of Central Excise, Bangalore-II Commissionerate, Bengaluru reserves the right to accept or reject any part of the tender or whole tender, without assigning any reason.



(S. NASSER KHAN)
JOINT COMMISSIONER
BANGALORE-II COMMISSIONERATE

(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/ Firm 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 Service Provider 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 Service Provider 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. 30 lakhs in 2013-14, 2014-15 and 2015-16. Necessary documents/ Certificates to be enclosed.	
8	Registration Number of Service Provider with Service Tax Department (Attested Photo copy of registration certificate should be attached)	
9	Registration Number of Service Provider 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 2014 Model and later model. Indicate model and make of vehicle to be provided.	
12	Service Provider should have minimum of 3 Private Taxis registered in their names or in the names of the firms.	
13	Vehicles to be provided by the Service Provider should be in perfect working condition and suitable for use by Senior Officers and should not be older than 2014 model and in white colour.	
14	Vehicles to be provided by the Service Provider should have 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	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 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-II Commissionerate, Bengaluru or in field formations of Customs & Central Excise, Bengaluru.
3. I/We further undertake that the information given in this tender are true and correct in all respects.

Signature of Authorized person with date: _____

Name & full address: _____

Telephone No:

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 three years old in excellent condition)	Brand of vehicle	Rates per vehicle (in Rs.) per month with Driver
01	Toyota Etios/Swift D'zire 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 _____