



**OFFICE OF THE ADDITIONAL DIRECTOR GENERAL (AUDIT) CUSTOMS,  
CENTRAL EXCISE & SERVICE TAX, BANGALORE ZONAL UNIT,  
V Floor, S. P. Complex, 16/1, Lalbagh Road, BANGALORE - 560 027**

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F.No.ADGA/BZU/36/HV/2015

Dated. 06.04.2015

**LIMITED TENDER ENQUIRY**

Sealed Tenders are invited for hiring of vehicle as per the requirement mentioned below for the Office of the Additional Director General (Audit), Bangalore Zonal Unit, Bangalore.

Category of vehicle	No. of Vehicle Required and Duration	Remarks
Maruthi Dzire or any other similar class of vehicle	01 01-04-2015 to 31-03-2016	To be used up to 30-31 days subject to maximum of 2500 kms per month

2. The tenderer may submit details of other such organizations to which they have extended similar service in the past and/or at present. The tenderer should give their Service Tax Registration particulars in their tender documents.
3. The interested tenderers should submit their bids mentioning therein the price to be charged by them.
4. Last date for submission of tenders is 27.04.2015 (up to 17:00 hrs) which will be opened on 28<sup>th</sup> April 2015 at 03.00 P.M. in this office at the abovementioned address. This office reserves the right to accept or reject any or all tenders without assigning any reason. The terms and conditions are enclosed herewith.

ASSISTANT DIRECTOR (AUDIT)  
BANGALORE ZONAL UNIT, BANGALORE

## 1. TERMS AND CONDITIONS

1. The tenderer should have a registered and well established car rental/travel agency/firm having sufficient number of latest models of vehicle for hiring.
2. The vehicle will be kept neat and clean and in perfect running condition with shining body and clean interiors with good upholstery. In case, the condition of vehicle is not satisfactory, they shall be returned for immediate replacement. In case no replacement is provided on time 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 tenderer.
3. The tenderer would ensure that the drivers employed have valid driving license. Every driver should have valid driving license and the vehicle should be registered with the concerned authority of Central/State Government. The tenderer shall provide a certificate to this effect. The driver of the vehicle provided must follow traffic rules and other regulations prescribed by the Government authorities from time to time.
4. The tenderer should have an adequate number of telephones for establishing contact round the clock. Each driver shall observe all the etiquette and protocol while performing the duty and shall be neatly dressed and must carry a mobile phone in working condition.
5. 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.
6. The billing will be done on monthly basis. The bill in duplicate shall be sent to this office in the first week of the following month.
7. A daily record indicating time and mileage shall be maintained in a log book and log book shall be submitted to the Superintendent of this office for scrutiny.
8. The hiring charges shall be on zero based mileage i.e., mileage shall commence / end from / to the residence / office of the officer.

