



Office of the Assistant Commissioner of Central GST:
NWD – 6, Devraj URS Layout, C Block, Davangere – 577 006

Tele: 08194-220088

Email:nwdvn6@gmail.com

Limited Tender Enquiry No. 01/2017

Sub: Rates / quotations for Hiring of Vehicles for Commissioner of Central GST, NWD – 6
Chitradurga – 577 502.

Sealed Quotations complete in all respects are hereby invited from reputed and established Taxi Operators stationed in Chitradurga and registered with the Service Tax Department for hiring of following motor car with driver on monthly hiring basis with effect from **01.11.2017** (New/Less than one year old vehicles in excellent condition) as described below for Departmental use by Assistant Commissioner of Central GST, NWD – 6, BN Tower, PB Road, Chitradurga– 577 502.

Sl.No	Category
01	One Tata Indigo (Non A/C) or similar car to be used upto 26 days subject to maximum of 2000 Kms on monthly basis not exceeding Rs 30000/- per month per vehicle.

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 GST, NWD – 6, Chitradurga – 577 502**” and the same may be forwarded to the Assistant Commissioner of Central GST, NWD – 6 Devraj Urs Layout, C Block Davangere -577 006 so as to reach by **1500 Hrs on 10.10.2017**

The Authority (Assistant Commissioner of Central Central GST, NWD – 6 Devraj Urs Layout, C Block Davangere -577 006 reserves the right to accept or reject any or all the quotations without assigning any reason whatsoever.

C.V. Sachidanand 18.9.17

(C.V.SACHIDANAND)
ASSISTANT COMMISSIONER
NWD – 6 CHITRADURGA

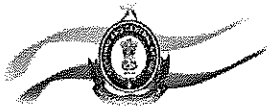


TERMS AND CONDITIONS FOR HIRING OF VEHICLES (ANNEXURE-I)

1. The vehicle is proposed to be hired for an initial period of one year from 01.11.2017 at the discretion of the Assistant Commissioner of Central GST, NWD – 6, Chitradurga.
2. The vehicles offered should be of Tata Indigo (Non AC) 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 A.Ys 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.
 - 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 Assistant Commissioner of Central GST, NWD – 6, Chitradurga 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 GST 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 01.11.2017 to 31.10.2018. 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 Assistant Commissioner, Central Tax, NWD -6, Chitradurga will be the controlling officer for the vehicles.

7. The drivers employed along with the vehicle should satisfy the following conditions:-
- a) Drivers should have minimum of 5 years of experience of driving. They should have valid transport licenses for driving passenger vehicles on hire.



- b) Driver should be well versed with the roads and the places in Chitradurga City and should have experience in city driving.
- c) 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 charge is affected.
- d) Driver should be provided with a mobile phone.
- e) 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.
- f) 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 10.10.2017** to the Assistant Commissioner of Central GST, NWD – 6, Devraj Urs Layout, C Block Davangere – 577 006. 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 at 1100 Hrs.** in the office of the Assistant Commissioner of Central GST, NWD – 6, Devraj Urs Layout, C Block Davangere – 577 006 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 10-10-2017**
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. All the vehicles should report for duty on **01.11.2017** 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 (Technical) on phone number 08194-225018/220088 on any of the working days.
15. The Assistant Commissioner of Central GST, NWD – 6, Devraj Urs Layout, C Block Davangere – 577 006 reserves the right to accept or reject any part of the tender or whole tender, without assigning any reason.

C.V. Sachidanand
18.9.17

(C.V.SACHIDANAND)
ASSISTANT COMMISSIONER
NWD – 6 CHITRADURGA



(FINANCIAL BIDS)
PROFORMA FOR QUOTING RATES

1. To be submitted in separate sealed envelope subscribing 'FINANCIAL BIDS'.

Sr No	Category (New less than one year old in excellent condition)	Brand of Vehicle	Rate (in Rs.) per month with Driver
1	Not exceeding Rs 30000/- per month per vehicle		

2. Any other information :

Signature of authorized person with date _____

Name and full address

Telephone Number :

Office :

Fax No:

Residence:

Email :

Seal _____