



GOVERNMENT OF INDIA
CUSTOMS, CENTRAL EXCISE & SERVICE TAX SETTLEMENT COMMISSION
ADDITIONAL BENCH:: KOLKATA
C.G.O. COMPLEX:: 3RD M.S.O.BUILDING:: DF BLOCK,
BLOCK-A :: 6TH FLOOR :: SALT LAKE CITY :: KOLKATA-700 064
PHONE : 2358-1918/2358-1939 :: FAX : 2358-1911

TENDER NOTICE

Sealed tenders / quotations are invited from the reputed Agencies/Service Providers for supplying 01 (one) no. air conditioned vehicle (Swift Desire/Xcent/ Indigo/Verna or equivalent make or model-all petrol and with AC) on hired basis for the office of the Customs Central Excise & Service Tax Settlement Commission, Additional Bench, Kolkata, C.G.O. Complex, 3rd M.S.O. Building, DF Block, Block-A, 6th Floor, Salt Lake, Kolkata-700064. The following shall be the conditions for participation in the tender:-


1. The service provider should be a registered firm / company and the vehicle should be registered in West Bengal. Vehicles on hire must have proper permits/licenses/registration/pollution certificate etc. from the appropriate authority and preferably should not be made prior to 2016. The contractor must provide copies of R.C Book as proof of holding ownership of vehicles. Preferably, a fleet of 05 (five) vehicles should be in the own name of the agency participating in the tender-copies of RC books of such fleet of vehicle may be required along the tender documents.
2. Indian companies Partnership firm/sole Proprietary firm registered to take up tendered items of work and whose annual turnover in the last three financial years were more than Rupees ten lakh are eligible to participate in this tender. Further, the bidder should have capability and experience in providing different types of hired car like Innova, Honda City, Ertiga etc. all petrol and with AC.
3. PURCHASER'S RIGHT TO VARY QUANTITIES AT TIME OF AWARD: The purchaser reserves the right at the time of award of contract to increase or decrease of the quantity of services specified in the schedule of requirements without any change in other terms and conditions.

4. The vehicles should be kept in perfect running condition with all fittings, towel, seat covers and freshener etc. It should be comprehensively insured and should carry necessary permits/clearance from Transport Authority or any other authority concern. The vehicle should also carry necessary pollution certificate issued by the competent authority.
5. The vehicle shall be for exclusive use of this Commission and should not be used by the Service Provider for any other purpose.
6. The vehicle should be available for the entire month (20/25 days) excluding including closed holidays, Saturdays and Sundays. The monthly limit for travel shall be 2000 Kms.
7. The calculation of mileage shall be from the reporting point to the relieving point and will not be calculated on garage to garage basis. For this purpose the service provider shall ensure that the odometer of the vehicle is properly sealed. In case of any doubt the authorized officer of this Commission may get odometer of the vehicle checked from any authorized workshop at the cost of the Service Provider.
8. The driver must have valid driving license and act to comply with laws in force and is adequately experienced and maintain decency, politeness, neat dress and good habits.
9. The driver should be equipped with functional mobile phone at his cost, for contact purposes. The driver should be well versed with the routes and location in entire Kolkata and its suburban areas.
10. The Commission will not be under any obligation, legal or otherwise to provide employment to any of the personnel of the service provider during or after the expiry of the hire period. The Commission recognizes no employer-employee relation with the person deployed by the service provider during the course of hire.
11. In case of any accident, any and all the claims and damages arising there from shall be met by the service provider.
12. During the period of operation the driver should not ordinarily be changed unless requested by the Settlement Commission.

13. A daily record indicating time and mileage for vehicle shall be maintained in log book which should be submitted to the concerned office in the Settlement Commission for scrutiny & payment of the bill.
14. The billing will be for a maximum of 2000 KMS per month.
15. If the vehicle does not report for duty on any day(s) similarly, if the driver reports late, then an amount calculated on pro-rata basis per day shall be deducted from the monthly bill of the vehicle. However, if this happens without any prior intimation, then the Service Provider shall be liable for a penalty for each such incident per day.
16. If the vehicle is not provided from the desired location, a penalty of Rs 500/- per day can be imposed besides entailing termination of contract.
17. The service provider shall provide the vehicle of the make / model as per tender during the entire period of contract. In emergency and rare circumstances, this condition can be waived by the competent authority temporarily.
18. The contract will be initially for a period of one year which can be further extended if satisfactory services are provided, on the same terms and conditions.
19. In case quality of service by the service provider is found wanting, the competent authority of the Commission may terminate the contract after giving 15 days notice. In case of such termination, services of other empanelled Service Provider may be utilized.
20. The competent authority of this Commission will have the sole discretion to extend the period of contract beyond one year or terminate the contract prematurely in case of unsatisfactory service.
21. During the period of contract, any matter which has not been specifically covered by this tender shall be decided by the competent authority of this Commission whose decision shall be final.
22. The department reserves the right to terminate the contract for all or either any of vehicles without assigning any reason by giving fifteen days notice. The provider may also terminate the contract with one month's notice in writing in advance and with sufficient grounds.
23. Department shall not make any advance payments and payments shall be made only on the basis of monthly bills submitted at the end of every month.

24. The successful bidder should provide the department the complete details of vehicle, verified copy of the RC book, comprehensive insurance policies as well as full details of deployed driver, his address, copy of his driving license etc.

- Last date of submission of Tender/Quotation: 2.00 P.M. on 06.02.2018


(Sabyasachi Sen)
(Admin. Officer & DDO)

C.No. 08/Hired Vehicle/SC/Kol/2015/64-66

Dated: 24.01.2018

Copy forwarded to:-

1. The Director General, Directorate General of Systems & Data Management, 4th & 5th Floor, Hotel Samrat, Chanakya Puri, New Delhi-110021, requesting to publish the circular in the Departmental Website.
2. As per list attached.
3. Notice Board.


(Sabyasachi Sen)
(Admin. Officer & DDO)