



**GOVERNMENT OF INDIA,
MINISTRY OF FINANCE, DEPARTMENT OF REVENUE
COMMISSIONER, GST & CENTRAL EXCISE NAPIER TOWN
GST Bhawan Hqrs Jabalpur**

Ph: 0 761 - 2974042 , 2974043 , FAX: 0 761 - 2400177

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C F. No.: I(22)01/Admn/Hqrs/JBP/18

Dated 17.1.2018

**NOTICE INVITING TENDERS FOR HIRING OF VEHICLE For
DIVISION KATNI CENTRAL EXCISE & GST ,HQRS. JABALPUR**

The office of the Commissioner, Central Excise & GST Hqrs. Jabalpur, Central Revenue Building, Napier Town, Jabalpur (M. P.) invites sealed offers from reputed PARTIES engaged in the business of providing vehicle services for outsourcing the service of hiring of 1 (One) small Size Car (Preferably Dzire/Indigo/ Zest/ Manza/Etios or equal Category , for office use for the period from March .2018 to 31.03.2019 at Division Katni as per the terms and conditions mentioned in the schedule. The details of vehicle requirement/period covered are as under:

Sr. No.	Category of Vehicles	No. of Vehicles required	Remarks
1	Small Size Car	one Small Size Vehicle (preferably Dzire/indigo/ Zest/ Manza/Etios of equal category Manufactured Year 2016 onwards	To be used on monthly rental basis subject to maximum limit of 2000 Kms. & 25/26 Days

- The detailed Terms and conditions along with Technical and Financial Bid forms may be procured from the above mentioned address on any working day during office hours up to **14.02.2018** or can be downloaded from the website www.cbec.gov.in.
- Last date for submission of bid/tenders is 15.02.2018 upto 17.00 Hrs.**
- Tender can be sent through post clearly mentioning on the envelope "Tender for Hiring of Vehicle on Monthly Basis" or can be deposited in the tender box kept on the Reception of the office as mentioned above .
- Tender will be opened on 16.02.2018 at 12.00 hours in the Commissionerate of Central Excise & GST Hqrs. Jabalpur, GST Bhawan Napier Town, Jabalpur (M. P.), before the tender committee and tenderers, if available.

Copy to- Notice Board

Joint Commissioner (P&V.)
Hqrs Jabalpur

TERMS AND CONDITIONS

[1] Separate sealed Technical and Financial Bids in the different envelopes should be kept together in a single sealed envelope and super-scribed with "Tender for Hiring of Vehicle on Monthly Basis". The Separate technical and financial bids should be clearly marked "Technical Bid" and "Financial Bid", strictly in the enclosed proforma as the case may be.

[2] Tender will be opened on 16.02.2018 at 12.00 hours in the Commissionerate of Central Excise & GST Hqrs. Jabalpur, GST Bhawan Napier Town, Jabalpur (M. P.), before the tender committee and tenders, if available.

[3] The contract shall be valid for an initial period starting from date of approval to 31.03.2019, subject to clause (22) of these terms and conditions and extendable up to one year at a time.

[4] There will not be any limitation of minimum or maximum running Km of vehicle on day-to-day basis. The maximum Km can be utilized in any manner on monthly basis by Division GST &, Central Excise Katni .

[5] Division Katni , GST &, Central Excise . Katni , shall be liable to pay the hiring charges as per the agreement only. Contract charges include monthly charges of driver, repair and maintenance of vehicle, insurance, petrol, diesel, oil, road tax, RTO charges, Municipal tax, work contract tax, license fee, registration charges, etc [except GST] and any other incidental expenses.

[6] Agreed Rate as per agreement will not revise during the agreement period.

[7] The vehicle will be kept neat and clean and in perfect running condition with shining body and clean interior with good upholstery by the transport operator.

[8] In case vehicle provided is not found satisfactory, the same shall be returned for immediate replacement. In case no replacement is provided in time, Division Katni GST & Central Excise Katni would have a right to hire a vehicle from the market and the additional cost incurred by this office will be borne by the Transport Operator.

[9] Generally, Vehicle should be utilized during the period from 09:00 hours to 21:00 hours; however, the vehicle will be utilized for preventive work or in case of urgency, continuously without any time limit. The vehicle must be available at any

time on any day as desired by the officers of Division Katni of GST& Central Excise Katni. The vehicle and the driver should not be changed unless requested by the Division Katni Central Excise Katni.

[10] The Transport Operator would ensure that the drivers employed have valid driving license. The vehicle should be registered with the concerned authority of Central/State Govt. The Transport operator shall provide a certificate to this effect. The driver of the vehicle provided must follow traffic rules and other regulations prescribed by the Govt. from time to time.

[11] The Transport Operator should have an adequate number of telephones or contact numbers round the clock. The driver shall be neatly dressed, shall observe all the etiquette and protocol while performing the duty and, should must carry a mobile phone in working condition for which, no separate payment shall be made.

[12] The Vehicle should be kept with sufficient stock of fuel. However, in case of any emergency, if any officer pays for refuel, the same should be reimbursed by the Transport Operator on production of the bill.

[13] As regard vehicle timings, the Transport Operator will not pass on the instructions directly to the driver concerned. All the instructions should be routed through the officers of the GST &, Central Excise Katni,

[14] A daily record indicating time and mileage for each vehicle shall be maintained in a log book and log book shall be submitted to the Officer of the Asstt/Deputy Commissioner of GSt &, Central Excise Division Katni regularly for scrutiny.

[15] In case of breakdown of any vehicle during official duty, it shall be the responsibility of the Transport Operator to provide a substitute vehicle immediately. In case, the substitute vehicle does not report on time/does not report at all, Division Katni GST & & Central Excise Katni would have the right to hire a vehicle form the market and the additional cost incurred by the customer will be borne by the Transport Operator.

[16] The contract shall not save with the previous consent in writing of the Department sublet/sub-contract-transfer or assign the contract or any part thereof in any manner whatsoever. However, such consent shall not relieve the contract from any obligations, duty or responsibility under the contract and contractor shall be fully responsible for the services hereunder and for the executions and performance of the contract.

[17] In case of failure of the contractor in providing/making available of vehicle on account of any defect/fault/breakdown/not reporting, liquidated damages/ compensations or alternative arrangement with prior permission shall be made, not by way of penalty, shall be imposed and recovered from the contractor's bill without any notice as under.

[18] The vehicle should be available/may be used for running in the Madhya Pradesh State/outside Madhya Pradesh State as and when the Division Katni GST & Central Excise Katni so desires.

[19] The billing will be done on monthly basis. Bills preferably should be typed and in triplicate, and should be submitted to this office in the 1st week of the following month.

[20] In case of any accident, all the claims arising out of it shall be met by the Transport Operator.

[21] The Transport Operator should approach the Office of the Assistant /Deputy Commissioner GST & Central Excise Division Katni in case of any assistance or difficulty.

[22] In case of any dispute of any kind and in any respect whatsoever, the decision of the GST & Central Excise Division Katni shall be final and binding on Transport Operator.

[23] If any of the terms & conditions (1) to (22) above is not found fulfilled during the period of agreement, Division GST&, Central Excise Katni. reserve the right to discontinue the contract without assigning any reasons thereof.

[24] TDS and other Taxes shall be deducted as per statutory compliance.

[25] Vehicle Maintenance on and after 01/01/2015 only. Will be Hired for service Purpose .

[26] No Extra Payment Will be made if Vehicle runs more than 2000 k.m.in Particular Months if Contract rate of Deisel/Petrol rise . no extra payment will be made.

(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/ Firms with full address with Pin code, Phone No, Fax No, email etc.	
2	Name of all the Proprietor / Partners / Directors	
3	PAN No. of the Firm as allocated by the Income Tax Department.	
4	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)	
5	The Contractor should also submit Copies of Registration Certificate obtained from GST (Ministry of Finance)	
6	Total Nos. of Taxis/Vehicles available with Service Provider together with make/Model.	
7	Vehicle to be provided by the Contractor should have the comprehensive insurance to cover all risks as per the Motor Vehicle Act and relevant rules and regulations of the State Government and Central Government	
8	Any other information to be considered :	

UNDERTAKING

1. I/We undertake that I/We have carefully studied all the terms and conditions of contract as indicated in Annexure 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 Commissionerate Customs, Central Excise & Service Tax Hqrs. Jabalpur.
3. I/We further undertake that the information given in this tender are true and correct in all respect.

Signature of Authorized person with date:

Name & full address with Telephone No:

Office:

Residence:

Fax No:

Email:

(FINANCIAL BID)
PROFORMA FOR QUOTING RATES

To be submitted in a separate sealed envelope subscribing "FINANCIAL BID"

Sr. No.	Vehicle Type Non AC	Number of Vehicles	Job Description (Total KMS per month)	Details of Quoted vehicle-make model etc.	Quoted bid per month
1	Small Size Car	1	Hire for 25-26 days maximum 2000 KMS		

Signature of Authorized person with date: _____

Name & full address: _____

Telephone No: Office: Fax No:

Residence:

Email:

Seal _____



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C F. No.: I(22)01/Admn/Hqrs/JBP/18

Dated 17.01.2018

To,
The Web Master,
Directorate General of Systems & Data Management,
4th & 5th Floor, Samrat Hotel,
Chanakyapuri,
New Delhi-110021.
Sir,

Subject:- Forwarding of fresh Tender Notice for hiring vehicles for Central Excise Divisions Katni -reg.

Please find enclosed herewith fresh Tender Notice along with proformas of Technical /Financial Bids for hiring vehicle for the official use of the Office of the Commissioner, Customs, and Central Excise & Service Tax Hqrs. Jabalpur.

It is requested that the 'Tender Notice for hiring vehicle for official use of the Office of the Commissioner, GST, Central Excise Hqrs. Jabalpur may please be uploaded on the official Website of CBEC, so that quotations could be received from the interested service providers. The last date for submission of quotations/bids is mentioned as 15.02.2018 in the Tender Notice.

An early action is solicited.

Encls. As above

Yours faithfully

(Neeraj Choubey)
Joint Commissioner (P&V)