



OFFICE OF THE COMMISSIONER (A.R.)
CUSTOMS, EXCISE AND SERVICE TAX APPELLATE TRIBUNAL
REGIONAL BENCH AT HYDERABAD
1st Floor, HMWSSB BUILDING, REAR PORTION, KHAIRATABAD, HYDERABAD –
500 004

C.No: Hyd-CESTAT Vehicle 2017-02

दिनांक **Date : 13-02-2018.**

LIMITED TENDER ENQUIRY NO. 02/2017-18

**NOTICE INVITING TENDER FOR HIRING OF MOTOR VEHICLE FOR O/o THE
COMMISSIONER (A.R.), CESTAT BENCH, HYDERABAD**

Sealed quotations are invited for hiring of 2 (Two only) motor vehicles, one mid-sized model and one small-sized model along with driver for use by the Office of the Commissioner (AR) CESTAT Hyderabad on monthly hiring basis for a period of 1 year from 01.04.2018 to 31.03.2019.

Interested travel agencies/ firms with experience of at least 2(two) years and presently handling similar nature of work and also willing to comply with the terms and conditions annexed to this notice may submit their bids in a sealed condition to the Commissioner (AR) CESTAT, Hyderabad CUSTOMS, EXCISE AND SERVICE TAX APPELLATE TRIBUNAL REGIONAL BENCH AT HYDERABAD 1st Floor, HMWSSB BUILDING, REAR PORTION, KHAIRATABAD, HYDERABAD – 500 004, on or before **02-03-2018 by 11:30 Hrs.** Submission of bids should be as per two bid system i.e., Technical and Financial bid separately in two different sealed envelopes. These envelopes shall be super scribed "Financial Bid" and "Technical Bid" and put inside a bigger sealed envelope which shall be super scribed with the words, "TENDER FOR HIRING OF VEHICLES" on the top of the sealed cover. The nature of service to be provided and the conditions are placed in the official websites of www.cbec.gov.in

THE LAST DATE FOR RECEIPT OF SEALED TENDERS IS 02-03-2018 TILL 11:30 HRS. The sealed tenders should be dropped in the Tender Box available in Commissioner (AR) CUSTOMS, EXCISE AND SERVICE TAX APPELLATE TRIBUNAL REGIONAL BENCH AT HYDERABAD 1st Floor, HMWSSB BUILDING, REAR PORTION, KHAIRATABAD, HYDERABAD – 500 004 between 10.00 hrs to 17.00 hrs on all working days. The tenders will be opened on **05-03-2018 at 15.30 hrs.**

It is to inform that the Commissioner (AR) CUSTOMS, EXCISE AND SERVICE TAX APPELLATE TRIBUNAL REGIONAL BENCH reserves the right to reject all or any of the offers without assigning any reason thereof and the decision of this office shall be final and binding.

Terms & Conditions:

- (a) The Contract of hiring of vehicle will be initially for a period of 1 year i.e., from 01.04.2018 to 31.03.2019.
- (b) The firms / agencies would ensure that the driver employed have valid driving license and clean driving record. The driver of the vehicle provided must follow traffic rules and all other regulations prescribed by the Government from time to time. The driver shall observe all the etiquette and protocol while performing the duty & shall be neatly dressed in proper uniform.
- (c) The vehicle shall be provided on any day including Saturday, Sunday and Holidays, if required by the Hirer i.e., department.
- (d) The vehicle should be of latest model (not older than 3 years) and in good running condition. In case the condition of the vehicles is not found to be satisfactory, they shall be returned for immediate replacement. In case no replacement is provided on time or any other delay, a penalty will be levied as deemed fit on day to day basis and the Commissioner has a right to hire a vehicle from the market and the cost incurred has to be borne by the agency / firm.
- (e) The firm/agencies should have prior experience of at least 2 years in serving any State/Central Government organizations. Proof to that extent should be enclosed.
- (f) The billing will be done on monthly basis and bills to be submitted in triplicate by the 1st of the succeeding month.
- (g) The rates quoted should be exclusive of the service tax component. No service tax will be paid if the operator fails to provide proof of valid service tax registration. All taxes, fee, levy, insurance charges etc., other than Service Tax would be borne by the Agency / firm.
- (h) A daily record indicating time and mileage for each vehicle shall be maintained by the driver in a log book in prescribed format as per Government's instructions and this log book shall be submitted to the officer concerned in Commissioner (AR) office, CESTAT, Hyderabad regularly for scrutiny.
- (i) Financial bids of only those agency / firms would be opened, who qualify the technical requirements.
- (j) Commissioner (AR) office, CESTAT, Hyderabad shall be liable to pay the hiring charges only. Any other charges, including monthly charges of driver, repair and maintenance of vehicles, insurance, petrol / diesel, oil and any other incidental expenses shall be borne by agency / firm.
- (k) The contractor shall not engage any sub-contractor or transfer the contract to any other person.

- (l) The vehicles must be fitted with Fire Extinguishers in proper working condition at all time and the driver should be trained to use them.
- (m) There should be at least two sets of white covers, towels and napkins. It should be changed every week. There should be an air spray in the car. A fan at the rear seat will have to be provided by the owner. The items mentioned shall be made available at the cost of the owner of the firm.
- (n) The vehicle should be registered in the name of the agency / firm with the concerned authority of Central / State Government. Self attested photocopies of Registration Certificate should be attached with the Technical Bid. The agency / firm should have adequate number of telephones for contact round the clock. Vehicle should be comprehensively insured with pollution control certificate
- (o) The vehicle should have necessary permits from the transport department Authority. This office will not be responsible for any challan, loss, damage and accident to the vehicle or any other vehicle or injury to anybody.
- (p) In case of any accident, all the claims arising out of it, shall be met by the agency / firm.
- (q) It is obligatory for the agency / firm that drivers are paid at least minimum wages according to minimum wages fixed by the Government from time to time.
- (r) If any of the terms and conditions above, is not found fulfilled during the currency of contract, the Commissioner, Hyderabad – II Commissionerate reserves the right to terminate the contract without assigning any reasons thereof. However, this contract can be terminated with a notice period of one month by the either side.
- (s) No additional terms & conditions over and above the conditions stipulated above shall be entertained by this office.
- (t) In case of any dispute, the decision of the Commissioner shall be final and binding.
- (u) The Department reserves the right to exclude some of the items listed above and to accept or reject any of the said quotations without assigning any reasons

-Sd-
ADDITIONAL COMMISSIONER (AR)
CESTAT, Hyderabad

Copy to :

- 1) Notice Board, Commissioner (AR), CESTAT Hyderabad
- 2) Office Copy.

TECHNICAL BID (QUALIFYING BID DOCUMENT)

- 1 Name, Address & Telephone No. of agency / firm (with telephone nos are to be provided)
- 2 Name of owner of agency / firm Address : (With Tel. No. & FAX No)
- 3 Service Tax Registration No. (enclosed : copy)
- 4 Make, Model, Mileage of vehicle to be : 1) Mid-sized model:
provided

2) Small-sized model :

- 5 List of the Government Organization, where :
the vehicles have been provided
- 6 Name of the driver along with copy of :
the driving license.
- 7 Permanent Account Number (PAN) :

DECLARATION

I hereby certify that the information furnished above is true and correct to the best of my/our knowledge. I understand that in case, any deviation is found in the above statement at any stage; I/We will be blacklisted and will not have any dealing with the Department in future.

(Signature of Authorized Signatory with date)

FINANCIAL BID DOCUMENT

1. Name of the party

2. Address
(with Tele.No. & Fax No.)

3. Name & Address of the Proprietor/ Partners/Directors
(With Mobile Numbers)

Sl. No.	Type of Vehicles Name , Mid/Small sized)	Monthly Charges (in Rs.)	
		2000 Km per month	2500 Km per month

Add: any other charges if required

Sub Total:

Add: Service Tax

Grand Total:

(Rupees only)

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Signature of Authorized Signatory with date

