



Government of India
Office of the Principal Commissioner of Central Excise, Ahmedabad -I
Central Excise Bhavan, Near Poly technic, Ambawadi,
Ahmedabad -380 015.

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F.No. I/20-01/2015-16/Adm.

Dated: 17.12.2015

Tender Notice for inviting quotations for hiring of vehicle for One Year

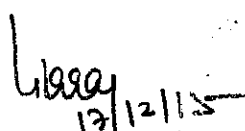
Sealed tenders are invited from reputed taxi/tour operator/service providers / Agency / firm for hiring of vehicles as mentioned below:-

S No.	Type	Nos. of Vehicle
(1.)	Non-AC Toyota Innova/Honda City/Toyota Corrola/Maruti Ciaz/ Hyundai Verna or similar to be used for 30/31 days up to 2,500 kms in a month	03(Three)
(2.)	Non-AC Toyota Etios/ Manza /Swift Dzire/Indigo or similar to be used for 20-25 days up to 2,000 kms in a month	01(One)

The above vehicle should not be older than **January -2013** model, to be used on monthly basis by the office of the Principal Commissioner of Central Excise, Ahmedabad-I. Interested parties are to submit their bids as per two bid system i.e. **Technical Bid** and **Financial bid**. The tender should be submitted in sealed covers addressed to:

**Administrative Officer (Admin),
Office of the Principal Commissioner of Central Excise, Ahmedabad-I,
5th floor, Central Excise Bhavan , Ambawadi,
Ahmedabad- 380015
on or before 28/12/2015 upto 12 : 00 hrs.**

The detailed Tender documents can be downloaded from the departmental website www.cbec.gov.in, www.cenexahmedabad.nic.in and www.eprocurement.gov.in. The last date for submission of the bids is **28.12.2015 at 12:00 hrs.** The bids will be opened by the designated committee **in the presence of bidders, who wish to be present on 28.12.2015 at 15:00 hrs.** The department reserves the right to reject any or all the bids without assigning any reason.


Joint Commissioner (P&E)
Central Excise, Ahmedabad-I

Copy to:

1. The Notice Boards of Central Excise, Ahmedabad-I.
2. Supdt (Systems), CCE-I for circulation in Website www.cbec.gov.in, www.cenexahmedabad.nic.in and www.eprocurement.gov.in.
3. PRO/GSO, Central Excise, Ahmedabad-I.

Tender Documents

1. Tender Process and submission of Tender documents: -

- (i) The bid / tender will consist of two parts - Technical bid and Financial bid. Each of the bid are to be placed in two separate sealed envelopes (**clearly super scribing "Technical bid" and "Financial bid"**) which in turn are to be placed in one big sealed cover (**clearly super scribing "Tender for Hiring Vehicle for One Year"**) for each vehicle separately. The name of the Agency / firm & Mobile No. must be mentioned on envelopes. The bid of all parties whose Price Bid is not in a separate sealed cover or the rates quoted by them found mentioned or indicated in their Technical Bid shall be rejected forthwith. All information sought under "Terms and conditions" and "other information to be supplied" is to be given in Technical Bid while the price quoted by them will be mentioned only in the Financial Bid.
- (ii) The offers / bids received incomplete and / or filed after the due date shall be summarily rejected.
- (iii) The Technical Bids shall be opened on **28.12.2015 at 15:00 hrs** in the presence of bidder or their authorized representative with authority letter, who wish to be present.
- (iv) The financial bids of only those parties shall be opened who qualified in the Technical Bid.
- (v) The department reserves the right to accept or reject any or all tenders without assigning any reason. In case of any dispute of any kind and in respect of whatsoever, the decision of the O/O the Principal Commissioner of Central Excise, Ahmedabad-I will be final and binding.
- (vi) The tender documents must be received latest by **28.12.2015 at 12:00 hrs**. The documents received after due date & time due to any reason shall not be accepted.

(Signature of the tenderer with stamp
in token of having fully agreed with mentioned above)

2. **Authenticity of the tender document: -**

- (i) Every page of tender document along with enclosures must be signed by the bidder.

3. **Rates: -**

- (i) Rate / bid / offer must be without any condition, assumption, qualification, reservation or variation. Rate / bid / offer must be mentioned in prescribed proforma in figures and in words in respect of each vehicle separately excluding service tax. In case of any discrepancy, rates quoted in words will prevail. Conditional tender offer or offer at variance from prescribed specification would be ineligible to compete for the tender. Prices and price components shall be firm and shall not be subject to any price variation or adjustment on account of any price escalations throughout the execution of the contract.
- (ii) Contracted hire charges include all charges, viz. charges of driver, repairs and parking, maintenance of vehicle, insurance, all taxes as per Motor Vehicle Act / State Government / Central Government, petrol / diesel, oil and also any other incidental expenses in running and maintenance of vehicle and penalty / fine etc.

Subletting of Contract: -

The successful bidder shall not be allowed to sublet / subcontract the contract to any Other contractor.

(Signature of tenderer with stamp
in token of having fully agreed with mentioned above)

4. Contract period: -

- (i) The contract shall be in force for a period of One Year from the date of execution of the contract in respect of each vehicle separately.
- (ii) The Principal Commissioner of Central Excise, Ahmedabad-I reserves the right to extend or reduce the period of time. The Principal Commissioner of Central Excise, Ahmedabad-I can terminate the contract in case of poor performance after giving one month advance notice.

5. Capabilities, specification & formalities for Driver: -

- (i) The bidders must ensure that the drivers employed have valid driving license and clean driving record.
- (ii) The drivers of the vehicle provided must follow traffic rules and all other regulations prescribed by the Government from time to time.
- (iii) The drivers shall observe all the etiquette and protocol while performing the duty and shall be neatly dressed.
- (iv) The drivers should have minimum 5 years of experience of driving.
- (v) The drivers should be well versed with the roads and the places in Gujarat and should have experience in city/urban driving as well as rural driving.
- (vi) 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 GSO/PRO (HQ), CCE-I before 24 hours such change is affected.
- (vii) The driver should be provided with a good working mobile phone which should not in switch off mode at any point of time.
- (viii) The driver should be decent and well behaved and should not have any criminal/adverse police record against him and he should not have any past history of accidents.
- (ix) The driver should not be addicted.
- (x) The driver should be ready / prepared for outstation journeys at short notice.

6. Billing and Payment: -

- (i) The billing will be done on monthly basis. The monthly bills, in duplicate, shall be submitted to the concerned vehicle in-charge within 1st week of every subsequent month. The bills should be duly verified by GSO/PRO (HQ), Central Excise, Ahmedabad-I.
- (ii) The department will not make any advance payment. The payment will be done as per availability of grant.

7. Validity of the offer / bid: -

The offer / bid of the bidder will be valid for at least two months from the date of opening of Technical bid.

8. Agreement: -

The successful bidder will have to execute a contract agreement as per Annexure - E with the department and the validity of contract agreement will be for a period of One year.

**(Signature of tenderer with stamp
in token of having fully agreed with mentioned above)**

9. Penalty: -

A penalty of Rs. 1,000/- only per vehicle/per day will be levied if any vehicle or driver or agency / firm fail to meet effective terms and conditions on any day.

10. Terms and conditions: -

- (i) The vehicles will be used for office as staff car and operational vehicle up to 30/31 days up to 2500 kms in a month and for 20-25 days up to 2,000 kms in a month.
- (ii) The vehicles will be deemed to be at the disposal of O/O the Principal Commissioner of Central Excise, Ahmedabad-I during the period of operational use and contractor shall have to make available the vehicle on all the days of a month, seven days a week.
- (iii) The vehicles must be available at any time of any day as desired by the department. Also, in case of breakdown of any vehicle, substitute vehicle shall be provided in time failing which the department shall have the right to hire a vehicle from the market and cost incurred to this will be borne by the firm.
- (iv) The liabilities of the official of this office will be limited to the hiring charges agreed in the contract.
- (v) The responsibility for the safety and security of the vehicles provided to department solely lies with the contractor. It is also the contractor's absolute responsibility to take care of any damage / repairs caused to the vehicle during the validity of the contract.
- (vi) The vehicles should be registered as a taxi, fulfill the legal obligations prescribed by the State Transport Authority like payment of road tax, etc. All requirements under various statutory laws must be complied with. Any default will be liability of the contractor and this department shall not be liable in any matter whatsoever. In case of any accident or any other contingency, any claim arising out of it shall be borne by the contractor only and no claim whatsoever shall be borne by the Office of the Principal Commissioner of Central Excise, Ahmedabad-I.
- (vii) Insurance of the vehicles and the risk of passenger travelling in the vehicles should be covered by the contractor to the extent of liability as specified in the Motor Vehicle Act & Rules made there-under or any other law in force.
- (viii) Vehicle must be kept clean, odour free, in excellent condition, mechanically fit, suitable for official use and above vehicle should not be older than **January -2013** model.
- (ix) The firm / agency should not be blacklisted from any Central Government / State Government / Central and State undertakings and / or convicted by a Court of Law.
- (x) The successful bidder shall have to provide the desired number of vehicle. However, in case the successful bidder expresses his inability to supply the total number of vehicle required, the option shall be given to the next lowest bidder to supply remaining number of vehicles at the lowest quoted rates.
- (xi) Vehicles should not have LPG/CNG gas kits as fuel.
- (xii) There should be at least two sets of white covers, towels and napkins in the car to be provided by the contractor and should be changed every week. The air spray & First Aid Medical Kit are to be provided by the contractor.
- (xiii) In case of any dispute of any kind and in any respect whatsoever, the decision of The Principal Commissioner of Central Excise, Ahmedabad-I shall be final and binding.

**Signature of the tenderer with stamp
in token of having fully agreed with mentioned above)**

(xiv) **Manufacturing year of the cars should be January-2013 and onwards.**

(xv) 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 PRO/GSO, Central Excise, Ahmedabad-1 of Headquarters/Divisional offices.

11. Jurisdiction of the Court: -

(i) In case of any dispute of any kind and in respect of whatsoever arising out of tender / contract, the decision of the Hon'ble Courts at Ahmedabad will be final and binding.

**(Signature of the tenderer with stamp
in token of having fully agreed with mentioned above)**

TECHNICAL BID (QUALIFYING BID DOCUMENT)

1	Name and address of The Organisation	
2	Name of The Proprietor / Partner / Directors/ Individual With their Mobile No.	
3	Name of The Coordination Manager / Supervisor Mobile	
4	List of vehicles provided on hired basis to Central Government/State Government/Public Sector Offices ¹ (Enclose Copy of work order)	
Vehicle Information		
1	Total number of commercially registered vehicles owned	
2	Enclose copy of taxi registration of vehicle	
3	Enclose copy of RC book of offered vehicle	
4	Vehicle model and year of manufacture	
Tax Related Information		
1	PAN CARD No [Copy Enclosed]	
2	Service Tax Registration No [Copy Enclosed]	

(If the bidder failed to provide any of the above self attested document(s) , shall be liable for technically disqualification)

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 (To be placed in separate sealed envelope)

1. Rate per vehicle per month (Exclusive of all taxes/ charges whatsoever)

Sr. No.	Particulars	No. of vehicles required	Rate (in Rupees) (Exclusive of all taxes)/ per vehicle per month	Total amount for Three vehicles per month
01.	Model : Non-AC Toyota Innova/Honda City/Toyota Corrola/Maruti Ciaz/ Hyundai Verna or similar Manufacturer :- _____ Model :- _____ Manufacturing Year :- _____ Registration No. :- _____ (vehicle to be used up-to 30-31 days subject to maximum of 2500 Kms in a month)	03 (Three)	Rs. _____ (in words _____)	
02.	Model : Non-AC s Toyota Etios/ Manza /Swift Dzire or similar Manufacturer :- _____ Model :- _____ Manufacturing Year :- _____ Registration No. :- _____ (vehicle to be used up-to 20-25 days subject to maximum of 2000 Kms in a month)	01 (One)	Rs. _____ (in words _____)	

Signature and name with office seal

Annexure "B"

Detail of the Vehicle that is to be provided to this office for the period of One year.

(Should be placed with Technical Bid)

S.No.	Model and Manufacturer of vehicle	Registration No.	Month and year of manufacture	Chasis No.	Engine No.	Fuel used
01.						
02.						
03.						
04.						

Copies of registration (RC Book) (self attested) of above vehicle should be enclosed. If the service provider is ready to provide new vehicle, then he is exempted of providing the same.

Name and Signature of Authorized signatory

Seal/Stamp