



माल एवं सेवाकर के उप/सहायक आयुक्त का कार्यालय,  
OFFICE OF THE DEPUTY/ASSISTANT COMMISSIONER GOODS & SERVICE TAX  
नांदेड मंडल, हिंगोली नाका, एयरपोर्ट रोड, नांदेड 431602  
NANDED DIVISION, HINGOLI NAKA, AIRPORT ROAD, NANDED 431602

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फा.सं./Adm/Vehicle/19-07/2017-18

नांदेड, दिनांक 05.06.2018

TENDER NOTICE No. 01/2018-19 dated 05.06.2018

**Sub: Quotations for Hiring of vehicles – Reg.**

The Assistant Commissioner of Central Excise & CGST, Nanded Division, Nanded invites the sealed quotations from the established service providers based at Nanded for supply of 01 No. of vehicle (Sedan Car) on hire basis for the period from 01.07.2018 to 30.06.2019 (which may be extended for further period in exigencies).

**TERMS & CONDITIONS:**

1. The bidder shall quote their rate including taxes but excluding GST, which will be paid extra by this office, as per rate applicable, on the documentary evidences showing payment of GST for the previous month. The vehicles should not be older than three years i.e. vehicles must have been manufactured in or after 2015 and must be in very good condition.
2. The rates quoted by the bidders need to be duly signed. Rates should be written both in figures and words. In case of any difference between rates quoted, the rates quoted in words shall prevail. There should not be any over writing in tender. Any overwriting/corrections in rate must be attested by the bidders.
3. The hiring of the vehicle shall be from 01.07.2018 to 30.06.2019 and may be extended, if services provided would be found satisfactory, however, service provider shall have no right for continuity of his services after 30<sup>th</sup> June 2019. The hiring shall be extended at the sole discretion of the Assistant Commissioner, Central Excise & CGST, Nanded Division on the same terms and condition subject to mutual consent of this office & Service Provider and satisfactory service by the Service Provider.
4. It will be the sole discretion of the department to use the said hired vehicle for any purpose including on Sundays and Holidays, if necessary, irrespective of KMs and/ or no. of hours.
5. The vehicle will attend office duties for 25 days, subject to maximum of 2000 KMs. If necessary, the vehicle may run more than 2000 KMs in a month; hence, Rate per KMs beyond 2000 KMs should also be mentioned categorically.
6. The vehicle must report / must be ready for any time or before as directed. In case, hired vehicle does not report on time or does not report at all, the Department would have right to hire another vehicle from the market and the cost incurred by the Department shall be recovered from the service provider by way of deduction from the monthly payment to them.
7. The bidders/service providers must provide a valid Goods & Service Tax Registration Certificate. If the Service provider is exempted from payment of GST, the same should be clearly stated on the Quotation, mentioning authority of such exemption.

8. The bidders/ service providers shall be responsible for timely payment of Government/Local taxes in respect of the hired vehicles.
9. Records of the journey undertaken by the vehicle shall be maintained on a daily basis indicating the time and mileage.
10. If any vehicle did not travel 2000 KMs in a month, then the remaining KMs will be carry forwarded for the next month to the same vehicle.
11. All costs towards fuel, repairs, maintenance & other taxes etc, if any, shall be borne by the bidders/ service providers.
12. The vehicle provided to the Department should be duly insured and the validity of the insurance should be till the end of Contractual period. In case of accidents, the bidders/ service providers shall meet all claims arising out of it, including any payments to third parties.
13. Drivers provided with the vehicle must have minimum driving experience of 5 Years.
14. The bidder/service provider shall ensure that speedometer and odometer (for measuring distance covered) of car supplied are properly sealed so that no tampering is done with a view to inflate distance travelled. The authorized officer of the Nanded Division would carry out surprise checks of speedometer and odometer of the car. If found defective, would be got fitted from authorized workshop and cost thereof will be recovered from the service providers.
15. The bidders/service providers will be liable to pay the wages and allowances to the Driver and the Driver will be on the establishment of the bidders/service Providers for all practical and legal purposes. This Department would not be responsible at all to see whether the minimum wage, as per the prevailing Act and Rules, is paid to the Driver or not and this would be a matter between service providers and Drivers and for any legal consequences department shall not be a party at all.
16. The liability of this Department shall be limited to the hiring charges only. The bidder/service provider and / or is Driver/s shall not be treated as Government Servants on the ground that vehicle being used for Government office duties.
17. The driver provided along with the vehicle should be neatly dressed and in uniform and should also be in possession of Mobile phone and his Mobile phone number along with the service provider's mobile phone number shall be made available to this office for contacting them regularly. Driver should be well experienced and well conversant with city and its suburbs and should not have any police case pending against them. Driver must have valid driving license and should have police verification. A declaration to that effect needs to be submitted along with the Bid. His antecedents and personal details including present & permanent address are also required to be submitted so that if any time department wishes, it may get the verification done by its end also.
18. The Assistant Commissioner shall have the right/discretion to terminate the agreement at any time without giving any notice, if unsatisfactory performance is found during the Contract period.
19. In case, the Service Provider wants to withdraw the vehicle, he has to give two (2) months advance/prior notice failing which two months charges shall be recovered/ forfeited (preceding from the date of stoppage of service by the Service Provider).
20. The bidder/ Service Provider should submit two separate sealed envelopes marked as "Technical Bid" and "Financial Bid".

21. Technical Bid: The technical bid should be as per Annexure A. It should be supported by the documents indicated in **Annexure A**.
22. Financial Bid: The Financial Bid shall be as per **Annexure B**.
23. Initially only the technical bids will be opened. The department reserves the right to inspect all the vehicles on offer before opening the Financial Bid of those bidders whose technical bids are found in order.
24. The Financial Bids will be opened only if the bidder fulfils the stipulated conditions for the technical bid.
25. "Technical Bid" and "Financial Bid" should be placed separately in two different envelopes and sealed. These two envelopes shall be super-scribed as TECHNICAL BID or FINANCIAL BID, as the case may be. The bigger envelope, containing two sealed envelopes, shall be super-scribed with the words **TENDER FOR HIRING OF VEHICLES** at Nanded, along with Name of the tender, address and contact land line/ Mobile No. and must be addressed to the "Assistant Commissioner of Central Excise & CGST, Nanded Division, Ashwan Building, Hingoli Naka, Air Port Road Nanded -431605 and should be submitted on or before 17:00 hrs. of **18.06.2018** at the above mentioned address. The duly sealed tenders may be sent by registered/speed post or may be hand delivered to Inward Section in the office of the Assistant Commissioner of Central Excise & CGST, Ashwan Building Hingoli Naka Air Port Road Nanded 431 605. Tenders received by ordinary post or courier shall not be considered and would be invalid. The department shall not be responsible for the postal delays. Tenders received after due date and time will be summarily rejected.
26. The tenders shall be opened at 11:00 hrs on **19.06.2018** in presence of bidders (who have submitted bids) or their representative duly authorized by them in writing, who desires to remain present.
27. The tenders will be opened in the Technical Section of the office of the Assistant Commissioner, Central Excise & CGST, Nanded Division.
28. The acceptance of tender shall depend upon the fulfillment of the conditions of this tender notice. The decision of the Assistant Commissioner, Central Excise & CGST, Nanded Division should be final and can't be challenged in any Court of Law. The Assistant Commissioner shall have power to cancel the process or the tender or any condition for reasons what so ever and the same can't be questioned.
29. The Bid Security (EMD) OF Rs. 10000/- (Rs. Ten thousand only) should be paid by Demand Draft in favour of Assistant Commissioner of Central Excise & CGST, Nanded Division, payable at Nanded along with Technical bid. The same will be returned after execution of agreement.

Sd/- 05.06.2018  
(Dhirajkumar),  
Assistant Commissioner,  
Central Excise & CGST,  
Nanded Division, Nanded.

Copy to:

1. The Superintendent (Computer), Central Excise & CGST, Aurangabad with request to display of above notice on website of CBEC and Commissionerate.
2. Notice Board.

**ANNEXURE—‘A’**

**TECHNICAL BID FOR HIRING OF VEHICLE**

- (i) Name and address of the Tenderer along with the land line/mobile number of office & residence.
  
- (ii) Registration Certificate No. under the Maharashtra Shops and Establishment Act, 1948.
  
- (iii) PAN Card No.
  
- (iv) Goods & Services Tax Registration No., if any.
  
- (v) Make and Model of vehicles,
  
- (vi) Registration No. (Self attested copy of RC Book should be attached),
  
- (vii) Year of manufacture and mileage run so far.
  
- (Vii) Details of Demand Draft submitted :
  - (a) DD no. ....
  - (b) Amount ....
  - (c) Drawn in favour of .....

Signature, name and designation  
Of Tenderer / Authorized Person

List of documents to be provided for technical evaluation  
(Should be placed with technical bid)  
(Please tick enclosed/not enclosed)

S.No.	Detail	Enclosed	Not Enclosed
01	Self attested copy of company/firm/agency's incorporation/registration with any Central Govt./State Govt./Municipality		
02	Self attested copy of company/firm/agency's PAN Card		
03	Self attested copy of company/firm/agency's Service Tax Registration certificate, if applicable.		
04	Self attested copy of company/firm/agency's past and current customer list, if any.		
05	Self attested copy of company/firm/agency's owned vehicles list.		
06	Self attested copy of work order/contract of hiring vehicle with Centre/State/PSU Govt. department of last two year, if any.		
07.	Self attested copy of RC Book vehicles, that are to be provided to this office for one year if bidder is going to provide new vehicle then quotation and bond either from Dealer that the vehicle will provide within stipulated time.		
08.	Demand draft of Rs. 10000 drawn in favour of Assistant Commissioner, C Ex & Cus Nanded		

(If the bidder failed to provide any of the above self attested document(s) he will be technically disqualified)

(Sign and seal of the bidder/authorized person of bidder)

**(Detail of the Vehicle/vehicles that is to be provided to this office for the period of 01.07.2018 to 30.06.2019, if already available)** (Should be placed with Technical Bid)

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

Self attested Copies of registration (RC Book) of above vehicle should be enclosed.

(Name and Signature of Authorized signatory)  
Seal/Stamp

**ANNEXURE—'B'**

**FINANCIAL BID FOR HIRING OF VEHICLE**

- (i) Name and address of the Tenderer along with the land line/mobile number of office & residence.
- (ii) PAN Card No.
- (iii) Name and address of the proprietor/ all Partners/ all Directors and their PAN
- (iv) Hiring charges of vehicle (Excluding of Service Tax)

S. No.	Description	Rate (Rs.) each vehicle
1.	For 2000 KMs. and 25 days	
2.	For extra per KMs. beyond 2000 KMs.	

Signature, name and designation  
of Tenderer/Authorised Person