



कार्यालय उप आयुक्त, केन्द्रीय उत्पाद शुल्क, सीमा शुल्क  
एवं सेवाकर, रतलाम, म.प्र.

OFFICE OF THE DEPUTY COMMISSIONER, CUSTOMS,  
CENTRAL EXCISE, AND SERVICE TAX,  
Mitra Niwas Road, Ratlam (M.P.) 457001  
Ph.07412-230219 Fax : 07412-224422

F. No. IV (9) 1/Govt. Vehicle/14-15/P/ 1047

Date:12.06.2014

**NOTICE INVITING TENDER FOR HIRING OF VEHICLES**

Sealed quotations are invited from experienced & eligible Tour Operators / Tour & Travel Agencies for providing 01 vehicle i.e. TATA Indigo or similar vehicles, not older than 2013 model, on monthly hire basis for 2014-15 on following terms and conditions:

**Terms & Conditions**

1. The Headquarters of the vehicle proposed to be hired would be at Divisional Headquarter office at Mitra Niwas Road, Ratlam
2. The vehicle shall be used for 20-25 days subject to a maximum of 2000 KMs in a month.
3. The applicant should quote the rate and service tax/any other tax component separately.
4. The vehicle being offered should be in excellent condition having clean exterior and interiors with good upholstery.
5. In case of break-down, alternate arrangements of the Vehicle have to be provided by the operator immediately failing which an amount equivalent to pro-rata will be deducted for the day(s).
6. The payment shall be made only on monthly basis after rendering satisfactory service and on receipt of proper bill in triplicate with log sheet details.
7. No dead mileage would be payable from garage/office of the transporter/service provider to starting point and vice-versa. A log book for in the format prescribed by the Ministry, for each of the journeys performed, duly signed by the officer, would be maintained and submitted by the Service Providers along with the bills and duty slips.

*Immediate*

*Sh. Vashraj*  
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8. Actual parking charges, toll taxes/inter-state taxes for journeys will be reimbursed along with the hiring charges bill on production of the same.
9. At the time of entering into agreement, the copy of the registration certificate of the vehicles shall be submitted to this office along with particulars / details of the driver.
10. The driver should possess a valid driving license without any adverse record and should have clear antecedents. Driver should be presentable, well-behaved and conversant with the routes in Ratlam and surrounding districts. Driver should be easily contactable/available during the working hours and should be preferably provided with a cell phone. As far as possible, efforts should be made to deploy the same driver for the vehicle.
11. The Service Providers must have a 24 hours communication system so that they can be telephonically contacted at short notice and at odd hours and on holidays in case of requirement of cars.
12. As far as possible, the driver should not be changed without prior notice. In case, the car/driver is changed without prior notice and the substitute vehicle/driver is not found suitable, 50% of the charges payable for the days the new driver/taxi is deployed, would be deducted on each occasion.
13. The vehicle should be insured in all respects by the service provider. In case of any accident or theft etc. all the claims arising out of it will be met by the service provider and this Department (Hirer) shall not be liable in any matter whatsoever.
14. The car should comply with all the pollution control regulations and norms.
15. It is the sole responsibility of the Service Providers to obtain all the necessary clearances and permissions from RTO and any other agencies and in case of any default no charges will be paid by the Department (Hirer).
16. In case of default on the part of Service Providers to provide the car for more than five occasions during the contract period, the contract will be terminated and awarded to another Service Providers at the risk and cost of the defaulting Service Providers.
17. TDS as applicable will be deducted from each bill.

18. The vehicle should be in excellent working condition and should be daily sent only after checking battery, coolant, oil, air tyre pressure etc.
19. The vehicle should invariably reach at the appointed time and place when called and should be dispatched with full fuel tank and clean outer and interior condition.
20. In case of non-availability of the vehicle with the Service Providers, the alternate arrangement is to be made by the Service Providers only. A penalty of Rs.1000/-for half day absence and Rs. 2000/-for full day absence will be charged.
21. In case of repeated violation of the above conditions and if the services are found to be unsatisfactory the Department will have a right to discontinue the services with seven days notice without assigning any reason. The Deputy Commissioner may also consider imposing appropriate penalty in deserving cases.
22. In case of any dispute of any kind whatsoever, the decision of The Deputy Commissioner, Central Excise, Division-Ratlam shall be final and binding.
23. The applicant should have extended similar services in the recent past as well as present to Government Department/PSUs etc and must submit a list of their past and present clients where such services is being rendered
24. Sealed Tenders / Quotations complete in all respects should be addressed to the Deputy Commissioner, Central Excise, Mitra Niwas Road, Ratlam at the above mentioned address, super-scribing on the envelope "Quotation for hiring a Vehicle", so as to reach this office on or before 27<sup>th</sup> June, 2014 (before 13.00 Hrs.). The separate technical and financial bids should be clearly marked "Technical Bid" or "Financial Bid" on the respective envelopes and should be kept in a single sealed envelope and super-scribed with "Tender for Hiring of Vehicle". Tenders / Quotations received after the due date and time will not be entertained under any circumstances. Tenders will be opened on the same day at 16.00 HRs. in the Conference Hall of this Office. The parties who wish to be present at the time of opening of the tenders may do so or authorize their representative with an authority letter for the said purpose.
25. The tenders/quotations received unsigned / incomplete and / or filed after the due date shall be summarily rejected. The financial bids of only those bidders shall be opened whose technical bids are qualified & vehicle is found to be satisfactory. The format of the "Technical Bid" and "Financial Bids" are enclosed as Annexure 'A' and Annexure 'B'.

**Annexure 'A'**

**Technical Bid**

1	Name of the Service Provider	
2	Address	
3	Contact Number (Office)	
4	Contact Number (Residence)	
5	Name of the Proprietor/Director	
6	Income Tax PAN No	
7	Name of the Vehicle	
8	Year of Manufacture	
9	Registration No. (Copy of R. C. book may be attached)	

Signature, name and Designation  
of Authorised Signatory

**Annuxure 'B'**

**Financial Bid**

1	Rate per month (in Rs.) for hiring the vehicle (for 2000 KMs and 20-25 days)	
2	Rate per month (in Rs.) for extra KMs beyond 2000 KMs	

Signature, name and Designation  
of Authorised Signatory