

Off:044-24313500 Fax:-044-24343600		<a href="http://servicetaxchennai.gov.in">http://servicetaxchennai.gov.in</a>
<b>GOVERNMENT OF INDIA</b> <b>MINISTRY OF FINANCE</b> <b>DEPARTMENT OF REVENUE</b> <b>OFFICE OF THE COMMISSIONER OF SERVICE TAX-AUDIT</b> <b>MHU Complex, 6<sup>th</sup> Floor, No.692, Anna Salai, Nandanam, Chennai-600035</b>		
C.NO.I/22/03/2017-ST-AUDIT/VEHICLES		DATED 6/3/2017

### TENDER NOTICE

Sealed tenders are invited from reputed parties/agencies supplying vehicles on hiring (on monthly basis) with Driver / Fuel for official use at **Service Tax - Audit Commissionerate**, MHU Complex, 6<sup>th</sup> Floor, No.692, Anna Salai, Nandanam, Chennai-600035, for the period from **1/4/2017 to 31/3/2018**.

Interested parties/agencies with requisite experience and also willing to comply with the terms and conditions annexed to this notice, may submit their bids in a sealed cover addressed to the undersigned on or **before 21/3/2017 by 16-00 hrs.**

The sealed cover should be marked on the top as "Quotation for Hiring of Vehicle for Service Tax - Audit Commissionerate, Chennai-600035".

There should be two separate sealed covers for each bidder: one containing Technical Bid (Annexure -A) and the other containing Financial bid (Annexure -B).

The Financial Bids will be taken up only if the terms & conditions and technical bid/specifications (Annexure-A) are fulfilled, else the Tender will be rejected. Details of quotation are also available in the CBEC website <http://servicetaxchennai.gov.in>.

The details of the Vehicle to be hired are as under:-

S.No	Category	No. of Vehicles Required	Usage
1	SUV/MPV	1	To be Used for 30 -31 days in a month subject to a maximum of 2500 Kms
1	Mid Size Car	1	To be Used for 30 -31 days in a month subject to a maximum of 2500 Kms
2	Small Size Car	7	To be Used for 25 days in a month subject to a maximum of 2000 Kms

Period of hiring: One year (Effective from 01.04.2017 to 31.03.2018) and could be extended for one more year on the basis of mutual agreement.

Last date & time for submission of tender: 21.03.2017 by 16.00 hrs.

Date & time of opening of the tender: 22.03.2017 at 15.00 hrs.

The following Annexure are enclosed :

- i) Annexure-I (Technical Bid)
- ii) Annexure-II (Financial Bid)
- iii) Annexure-III (Terms & Conditions)

  
**(J.M.D.NAVFAL)**  
**DEPUTY COMMISSIONER (P&V)**

**To**  
**All the Notice Boards, in Chennai-I/II/III/IV Central Excise Offices.**  
**All Notice Boards at Service Tax-I/II/III Comm'tes and Audit I & II**  
**Commissionerate of Central Excise.**

**Copy to:** The Superintendent, (Computer), Hqrs.Chennai-I, Chennai-34. For  
uploading in the official website viz. <http://servicetaxchennai.gov.in> and .  
<http://centralexicechennai.gov.in>

**ANNEXURE-I**

**TECHNICAL BID (QUALIFYING BID DOCUMENT)**

Name, Address & Telephone No. of Tenderer:

Name and address of the provider / Partner / Directors:

**Qualifying criteria for Technical Bid:**

- |   |          |
|---|----------|
| 1. All the vehicles shall be owned by the bidder:   | Yes / No |
| 2. The vehicles shall be properly registered :<br>(With proper / valid insurance cover and PCB certificate)   | Yes / No |
| 3. The certified photocopy of RC Book of all the vehicles to be enclosed:   | Yes / No |
| 4. The bidder shall have valid Service Tax Registration and a copy to be enclosed:  | Yes / No |
| 5. The bidder shall have a valid PAN Number and a copy to be enclosed   | Yes / No |
| 6. The quotation must be a combined one, i.e. it must be for supply of both one SUV / MPV, one no. of Medium and seven numbers of small size vehicles for the duration of the period of tender.                                 | Yes / No |
| 7. Necessary proof to substantiate that they have provided vehicle under Hiring scheme for a period of atleast eight years with atleast five number of vehicles per year to the Customs, Central Excise/Service Tax Department. | Yes / No |

"I/We have read the term & conditions of the Tender Notice and agree"

**DECLARATION**

I/we hereby certify that the information furnished above are true and correct to the best of my/ our knowledge. I /we 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 & stamp)

**ANNEXURE-II FINANCIAL BID DOCUMENT**

1. Name of the party/Agency:
2. Address (with Tel. No. & fax no.)
3. Name & Address of the Proprietor/Partners/Directors (with Mobile Number)
4. Vehicle Details:-

S.No.	Category of Vehicle	Model, Year & Colour	Monthly Hiring Charges (exclusive of Service Tax)
1	SUV / MPV (1No.)		
2	Mid Size Car (1 No.)		
3	Small Size Car (7 Nos.)		

**REMARKS:**

The price must be quoted separately for the vehicles mentioned in SI No. 1 and 2 & 3. **The price must be quoted on per vehicle per month basis.** The price quoted shall be exclusive of Service Tax.

"I/We have read the term & conditions of the Tender Notice and agree".

**DECLARATION**

I/we hereby certify that the information furnished above are true and correct to the best of my/our knowledge. I /we 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 & stamp)

**ANNEXURE-III**

**TERMS AND CONDITIONS**

1. The vehicle will be dedicated to the Department, should be not older than 2014, shall have clean white seat covers/towels and should be in good running condition. The vehicle should be properly / comprehensively insured and should have commercial registration as per Motor Vehicle Act Including pollution clearance certificate.
2. The service provider shall have a minimum of eight years' experience of providing not less than five vehicles to Customs, Central Excise / Service Tax department. The service provider shall submit proof of providing such services.
3. The service provider shall be in possession of required number of vehicles of the specification given in this tender notice.
4. Withdrawal of tender bid by a service provider after bids are opened shall render such service provider ineligible to participate in the future tender processes of the department for a year.
5. The calculation of mileage shall be from the reporting point to the relieving point and will not be calculated on garage to garage basis. The vehicle may have to remain in the office campus during office hours and even thereafter, as and when required.
6. Rate for the supply of the vehicle will be binding on the successful bidder during the entire period of agreement. If the performance is not found satisfactory, then the agreement / contract will be terminated.
7. The tenderer should have obtained a PAN No. from the Income tax department & shall be registered with Service Tax department.
8. The successful bidder will be responsible for maintenance and up-keeping of the said vehicles on his own account and no extra charges will be payable by the Department. All expenditures of fuel, Mobile, drivers' salary and other expenses, whatsoever, have to be borne by the supplier of the vehicles.
9. Due to non-availability of vehicle for any reason, like breakdown, servicing, maintenance, repair etc., the agency shall make arrangement for providing substitute vehicle in good condition along with driver. In such case, mileage from garage to the point of break down would not be paid.
10. Necessary Log Book will be maintained properly and to be submitted to the concerned officer of the Commissionerate for necessary verification at the end of the month.
11. Pre-receipted Bill shall be submitted by the vendor in triplicate duly supported by the copy of Log Book.
12. The Commissionerate shall not be responsible for any Toll Tax, fine charged by Police or other agencies, parking, losses, damages, any accident of the vehicle or to any other vehicles or for the injury to the driver or any other third party. All such expenses on this account shall be

The successful bidder will have no right to demand any compensation in this respect. The Competent Authority has the right to relax any of the conditions above. In case of any dispute of any kind whatsoever, the decision of The Competent Authority shall be final and binding.

24. The quotation must be submitted for all the nine vehicles only (one SUV/MPV, one Mid-size car and seven small size cars) in a single tender; Split quotations or quotations for lesser number of vehicles shall not be accepted.

**25. The condition of the vehicles along with Drivers will be inspected by the Committee, (appointed by this office), before opening up of the financial bid and selection will be finalised based on this criteria.**

26. This office reserves the right at any time not to open the Financial Bid in case the Technical Bid is not found to be satisfactory.

27. The tenderer should sign all the pages of the tender document in token of accepting the conditions of the contract.

28. The requirement of vehicles may decrease during the contract period depending of prevailing circumstances.

29. The vehicle shall be made available generally between 8.00 hours to 21.00 hrs. Further, as and when required for any exigencies the vehicle should also be made available at any time of any day as instructed by the concerned Officer to whom it is assigned or the officer in charge of the vehicles.

30. The vehicle should report at appointed time and place and should be sent only after checking battery, coolant, oil and tyre air pressure etc.

31. The engagement of the service provider does not in any way confer any right to the service provider or the drivers deployed by him for such vehicles provided for claiming any regular employment in this office or any other government office.

32. The bidders shall quote their rates for the services to be provided excluding service tax.

33. This office reserves the right to postpone / and / or extend the date of receipt / opening of rates / quotations or to withdraw the same without assigning any reasons thereof.

34. This office reserves the rights to accept or reject any bid, and to annul the bidding process and reject all bids at any time, without thereby incurring any liability to the affected Bidder or Bidders or any obligations to inform the affected Bidder or Bidders of the ground for such action.

35. Incomplete bid documents shall be rejected. The valid qualifying bids shall be scrutinized by the Department to short-list the eligible bidders. Late submission of tenders shall not be accepted. The shortlisted tender alongwith the documents will be submitted to the 'competent authority' and upon approval by the 'competent authority' the successful bidders will be intimated about the award of contract to them.