



उप आयुक्त, सीमा शुल्क, केन्द्रीय उत्पाद शुल्क व सेवा कर, कर्नूल डिविजन  
का कार्यालय, एन. आर. पेटा, निकट चिल्ड्रेन्स पार्क, कर्नूल - 518001.

**OFFICE OF THE DEPUTY COMMISSIONER OF CUSTOMS,  
CENTRAL EXCISE AND SERVICE TAX, KURNOOL DIVISION,  
N.R. PETA, NEAR CHILDREN'S PARK, KURNOOL - 518001.**

**08518-221831,222373**

**dc.9103-cex@nic.in**

C.No. I/22/02/2016 -Admn

Dt.23.2.2016

### **NOTICE INVITING QUOTATION FOR HIRING OF VEHICLE**

Sealed quotations are invited from eligible/reputed service providers, individual Owner –cum- driver for supply of one vehicle out from the following mid sized vehicles on monthly hire basis and to ply for 2000 kms

**(i) Toyota Innova,(ii) Maruti Ertiga,(iii) Hyundai Verna (iv) Honda City (v) Volkswagon Vento(vi) Maruti Swift Desire (vii) ford Aspire(viii) Toyota Etios.**

The details may be submitted as given in the terms and conditions which is available in web site viz, **tirupaticentralexcise.gov.in** and can also be obtained from the Administrative Office, OFFICE OF THE Asst/DEPUTY COMMISSIONER OF CUSTOMS, CENTRAL EXCISE AND SERVICE TAX, KURNOOL DIVISION, N.R. PETA, NEAR CHILDREN'S PARK, KURNOOL – 518001 **(08518-221831,222373)**.

The last date for submission of sealed quotation is 4.00 p.m of 21.3.2016. the interested service providers may submit their quotations separately for each type of vehicle within the prescribed date.

The quotations would be opened on 23.3.2016 at 4.00p.m at the above given address. Parties/representatives of the parties may be present at the time of opening the quotations if interested. The Asst/ Deputy Commissioner of Customs, Central Excise & Service Tax :: Kurnool Division: Kurnool reserves the right to accept or reject any of the offers without assigning any reasons

-sd/-

Geelani Basha K.S.M  
Deputy Commissioner

## **TERMS & CONDITIONS**

1. Sealed quotations are invited from eligible / reputed service providers, individual owners-cum-drivers for supply of following types of vehicles.

**(i)Toyota Innova, (ii) Maruti Ertiga, (iii)Hyundai Verna, (iv) Honda City (v)Volkswagon Vento (vi) Maruti Swift Desire (vii) Ford Aspire (viii) Toyota Etios**

The vehicles that are proposed to be taken on hire for the office of the Asst/Deputy Commissioner of Customs, Central Excise & Service Tax Kurnool Division, N. R. Peta, Near Children Park, Kurnool.

**The last date for submission of sealed quotation is 04.00P.M. of 21.3.2016.**

The Asst/Deputy Commissioner of Customs, Central Excise & Service Tax : Kurnool reserves the right to accept or reject any or all of the offers without assigning any reasons thereof.

The quotations would be opened at **04.00 P.M on 23.03.2016** at the Office of the Asst/Deputy Commissioner of Customs, Central Excise & Service Tax:: Kurnool Division, N.R.Peta, Near Children Park, Kurnool

2. The quotation may be given for each brand of vehicle separately in the following format duly signed. Rates should be both in figures and words and in case of any difference the rates quoted in words shall prevail. Any over writing / corrections in rate should be attested by the bidders.

Brand of Vehicle	Minimum charges per month with driver inclusive of service tax and other taxes if any (Rs.) for 2000 Kms

**3. An EMD of Rs. 5,000/- (Rupees Five Thousand Only) will have to be submitted alongwith the quotations, in favour of Chief Accounts Officer Tirupati Commissionerate, Tirupati for those interested in supplying vehicle. The EMD amount should be in the form of Demand Draft / FDR / Bank Guarantee and will be returned to the unsuccessful bidders.**

4. Individual owners of vehicles who are interested in giving their vehicle on hire are also encouraged to apply subject to adhering to the conditions above. It is

preferred that the bidder shall have sufficient experience in the field of providing vehicles on hire and the details of the same may be submitted alongwith the quotation. Also the successful bidder's vehicles could also be test driven before accepting the same for regular use.

5. The bidders shall enclose documents viz., PAN Card and Address proof documents. Other documents like Service Tax registration certificate, Certificate of registration with labour Department, EPF & ESI Department etc., if applicable may be submitted on finalization of the contract alongwith the turnover for last financial year in case they possess the same. The individual owners shall submit the relevant documents available with them.

6. The bidder shall undertake in writing that he or the firm has not been blacklisted by any organization / Government department for any reasons, as on the date of submission of the bid.

**7. The vehicle provided to the Department shall not be more than 3-4 years old and must be in excellent running condition. It should not have been extensively used. The vehicle may be preferably White in colour with valid permit and registration with Central / State Government.**

8. No LPG cylinders / Gas kit shall be used for running the vehicle on hire in any case.

9. The bids received after the closing date and time will be rejected. Further, the department reserves the right to reject the bids received with incomplete information.

**10. The successful bidder shall execute a performance guarantee to the tune of Five Percent of the total contract value. The same should remain valid for a period of sixty days beyond the date of completion of contract obligation.**

11. On commencement of the contract, the agency and the deployed driver are bound to carry out the instructions of the designated officer(s) in charge of the vehicle in the department. Dedicated drivers shall be provided to ply the vehicles and the drivers should not be changed without the knowledge of the Service receiver.

12. The service provider shall ensure that the odometer of the vehicle provided is properly sealed so that no tampering is done with a view to inflate distance travelled. Besides, the department reserves the right to effect surprise checks of odometer of the car supplied from any authorized workshop and cost thereof shall be borne by the service provider.

13. Zero based kilometer reading i.e. kilometer reading starting and ending at/from duty or drop off location shall be adopted for the purpose of calculating the kilometers and the same will be monitored by the Officers. A daily record indicating the time and kilometer for each of the vehicle shall be maintained which shall be submitted to the concerned reporting officer regularly for scrutiny. **The usage of kilometers will be upto the ceiling limits as per the contract and the Short / Excess usage in any month could be adjusted in the succeeding months.**

14. The Service receiver shall pay the monthly charges as agreed upon. The payment of driver salary, fuel, maintenance and taxes shall be borne by the Service provider. No increase shall be entertained relating to charges already agreed upon during the contract period.

15. The service provider should be available for contact by the Department on mobile / landline round the clock for any exigency.

16. The hired vehicle shall be at the disposal of the Office of the Asst/Deputy Commissioner of Central Excise & Service Tax :: Kurnool Division: Kurnool The vehicle will be required to run any where within the territory of India.

17. The vehicle will be kept neat and clean and in perfect running condition with shining body and clean interiors with good upholstery/seat cover. It must also have a mobile charger and be odour free with an air spray suitable for officer's use. If condition of vehicle is not found satisfactory, it shall be returned for immediate replacement. If no replacement are made in time, penalty will be levied and the Service receiver shall have the right to hire a vehicle from market, and cost incurred towards this, will be borne by the service provider

18. The vehicle should be kept with sufficient stock of fuel. However, if in case of any emergency, if any officer refuels on payment by him, the same should be reimbursed by the service provider on production of the bill immediately. In the event of the vehicle hired by the Service provider developing technical problems, the service provider should ensure that a replacement vehicle is provided to the Service provider on priority. Further, in case the service provider fails to make any alternate arrangement, the Department is at liberty to hire another vehicle(s) from the market and the additional cost incurred on account of such hiring should be borne by the service provider or will be deducted from the hire charges payable to the service provider.

19. In case of any accident, all claims/damages arising there from shall be borne by the service provider.

20. The service provider shall undertake to indemnify the Service receiver against all damages/charges arising on account of or connected with negligence of the service provider or his drivers/staff or any person under his control whether in

respect of accident/injury to the person or damages to the property of any member of the public or to any person or in executing the work or otherwise and against all claims and demand arising thereof. The Service receiver will not be under any obligation, legal or otherwise, to provide employment to any of the personnel of the service provider during or after the expiry of the hire period. The Service receiver shall not be responsible financially or otherwise for any damages to the vehicle or injury to the driver or person deployed by the service provider during the course of hire.

21. The service provider shall furnish to the Service receiver the complete details of vehicles supplied / certified copies of the R.C.Book and insurance policies. The details of the deployed driver along with a copy of valid driving license should also be furnished.

22. The driver shall be in prescribed uniform as notified by the Police / RTO office of the Karnataka State Government. The driver shall be smartly dressed and wear shoes and shall observe all etiquette and protocol while performing the duty and must have knowledge of local language. Driver with knowledge of English and Hindi would be preferred. He must carry mobile phone in working condition for which no separate payment shall be made by the Service receiver. Further, the Service receiver also reserves the right to charge penalty per instance of proved misbehaviour of a driver on summary enquiry.

23. The normal working schedule shall be from 9 A.M to 10 P.M. on all days of the month. Without prejudice this, however, in case of requirement / need / emergency the vehicle shall be made available at any time of the any day as desired by the Service receiver. It is expected normally that vehicle be parked in the office of the Service receiver only on all days. In case vehicle does not report to Service provider in time on any given day, penalty will be imposed and the amount would be deducted from payment to be made to the service provider.

24. A penalty of Rs.500/- for each instance shall be imposed for non adherence to the provisions as noted in Para 22 & 23 above and failing to meet any of the terms & conditions

25. A contract shall be entered into between the successful bidder and the Service Receiver mentioning the above mentioned terms and conditions. The contract between the Service provider and Service receiver can be cancelled with a notice period of 30 days from either side. However, on breach of any of the terms & conditions of the contract. The usage of the vehicle can be stopped by the service provider at any point of time.

26. No revision of rates other than that already agreed upon shall be entertained during the period of contract. The billing will be done on monthly basis and monthly bill shall be submitted to the concerned Reporting Officer(s) within 1<sup>st</sup>

week of every following month. The taxes like TDS etc., deductible as per law would be deducted from the bill payable.

27. Any matter during the period of agreement, which has not been specifically covered by this agreement, shall be decided by the Asst/ Deputy Commissioners of Central Excise & Service Tax:: Kurnool Division: Kurnool as the case may be, whose decision shall be final, conclusive and also binding on both the parties.

28. In case of legal dispute the decision of the Asst/Deputy Commissioner of Customs, Central Excise & Service Tax :: Kurnool Division:Kurnool shall be final. However, in case judicial redress is sought for, the jurisdiction of Kurnool Courts shall apply.

29. The interested service provider may submit their bid complete in all respects in a sealed cover addressed to the Asst/Deputy Commissioner of Customs, Central Excise & Service Tax ::Kurnool Division: Kurnool at the addresses mentioned in Para 1 above. **The bids should be superscribed as 'Quotation for Hiring of Vehicles'.**

30. This office reserves the right to postpone or extend the date of receipt / opening of quotations or to accept or reject any or all of the bids without assigning any reasons thereof.

31. In case of any doubt or need of any inquiry the bidders may contact the undersigned on any working days.

-sd/-

(GEELANI BASHA K.S.M)

DEPUTY COMMISSIONER