

OFFICE OF THE COMMISSIONER OF CENTRAL EXCISE & SERVICE TAX
 Central Excise & Service Tax Commissionerate
 CENTRAL EXCISE HOUSE, F- BLOCK, RISHI NAGAR
 Jalandhar (Hqrs. at Ludhiana)
 Tel.PBX:0161-2679419-21, Fax - 0161-2679408

Tender Notice for Providing Vehicles on Hire Basis

Commissioner, Central Excise & Service Tax Commissionerate, Jalandhar invites sealed quotations for providing five vehicles (non-air-conditioned) (one mid size vehicle and four small size vehicle) of any make / model on hire basis with the services of driver and with fuel for Commissionerate Hqrs. Office and for its Central Excise & Service Tax Divisions located at Jalandhar, Phagwara and Amritsar for the period upto 31.03.2016.

The sealed quotations should reach the Assistant Commissioner (Admn.), office of the Commissioner of Central Excise & Service Tax, Central Excise & Service Tax Commissionerate, Second Floor, Room No.310, Central Excise House, "F" Block, Rishi Nagar, Jalandhar (Hqrs. at Ludhiana).

Rates may be quoted for the use of the vehicle for maximum of 25 days in a month and upto 2000 Kms. The sealed quotations must reach this office on or before 24.06.2015 at 1100 hours and the same will be opened at 1500 hours on the same day in the presence of bidders, who wish to be present. For detailed terms and conditions, please visit website www.centralexciseludhiana.gov.in or see the notice board at the address mentioned above.

[Signature]
 29/06/15
 Assistant Commissioner (Admn.)
 Central Excise & Service Tax Commissionerate, Jalandhar
[Signature]
 29/06/2015

OFFICE OF THE COMMISSIONER OF CENTRAL EXCISE & SERVICE TAX
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Tender Enquiry for Providing Vehicles on Hire Basis

A. The Commissioner, Central Excise & Service Tax, Central Excise & Service Tax Commissionerate, Central Excise House, "F" Block, Rishi Nagar, Jalandhar (Hqrs. at Ludhiana) invites sealed quotations from service providers i.e. a well established Taxi Agency / travel agencies / firm (hereinafter referred to as the agency / service provider) to quote competitive rates for providing five vehicles (non-air-conditioned) (one mid size vehicle and four small size vehicle) on hire basis with the services of Driver and with Fuel for Commissionerate Hqrs. Office at Ludhiana and for its Central Excise & Service Tax Divisions located at Jalandhar, Phagwara and Amritsar for the period upto 31.03.2016 for its official use on monthly basis.

Sr.No.	Category	No. of Vehicles Required	Remarks
1.	2000 Kms. per month (To be used for 25 days, all days of the week including Holidays)	One (mid size vehicle)	with Driver & with Fuel
2.	2000 Kms. per month (To be used for 25 days, all days of the week including Holidays)	Four (small size vehicle)	with Driver & with Fuel

B. Also note the following general conditions for submission of the quotation:-

1. The quotations may be sent by post or delivered at reception counter situated in the office of the Commissioner of Central Excise & Service Tax,

Central Excise & Service Tax Commissionerate, Central Excise House, "F" Block, Rishi Nagar, Jalandhar (Hqrs. at Ludhiana).

2. The quotations in sealed covers should be sent to the Assistant Commissioner (Administration), Office of the Commissioner of Central Excise & Service Tax, Central Excise & Service Tax Commissionerate, Second Floor, Room No.310, Central Excise House, "F" Block, Rishi Nagar, Jalandhar (Hqrs. at Ludhiana)

3. The quotation in the sealed cover must reach the designated officer on or before 24.06.2015 before 1100 hours. Quotations received after the due date/time shall not be entertained.

4. The received quotations/bids shall be opened in the office of the Commissioner of Central Excise & Service Tax, Central Excise & Service Tax Commissionerate, Central Excise House, "F" Block, Rishi Nagar, Jalandhar (Hqrs. at Ludhiana) on 24.06.2015 at 1500 hours in the presence of the authorized representatives of the bidders. All the bidders are informed to be present in person or through an authorized representative on the aforementioned time and date in this office.

5. This office reserves the right to reject any quotation/bid without assigning any reason whatsoever.

6. The rates quoted shall be valid upto 31.03.2016 from the date of awarding the work of hiring vehicles for Commissionerate Hqrs. Office Central Excise House, "F" Block, Rishi Nagar, Jalandhar (Hqrs. at Ludhiana) and for its Central Excise & Service Tax Divisions located at Jalandhar, Phagwara and Amritsar.

C. Terms and Conditions for the Quotations:

The service provider shall agree to and sign the following terms and conditions:-

1. The vehicle should be registered with the Transport Authority as a commercial vehicle holding a Taxi number alongwith all documents i.e. valid Insurance, Road Tax payment etc. The Contractor shall comply with Motor Vehicle Act/Rules/other statutory requirements.

2. Vehicle to be provided for 25 days in a month.

3. The maximum running of vehicle in a month shall be 2000 Kms in the month can be carried over/adjusted in the successive months in the same financial year.
4. The kilometer counting of the vehicle shall start from the designated office and shall end at the designated office.
5. The liability of the contractee is limited to the contract value only and service tax payable thereon, which shall not be increased throughout contract period. In case of any mishap / accident, all the claims arising there from, shall be met by the contractor /service providers.
6. The contractee shall pay only the fixed monthly hiring charges and amount of service tax leviable on the services. All types of other expenses viz. charges of driver, fuel, maintenance and all types of taxes etc. shall be borne by the contractor / service provider.
7. During the contract period, the contractor will ensure that drivers employed have valid driving license. The driver should observe all the etiquette and protocol while performing the duty, and shall be neatly dressed, should wear proper uniform and must carry a mobile phone in working conditions for which no separate payment shall be made by the contractee.
8. The vehicle must be available at any time or any day as desired by the Department. Also in case of breakdown of any vehicle, substitute vehicles shall be provided in time. Failing this, the contractee shall have the right to hire a vehicle from the market and cost incurred towards this, shall be borne by the contractor.
9. Once the hiring of cars commences from a contractor, the cars and the drivers should not be changed. However, if the driver's behaviour is found objectionable, the contractor shall replace him with a new driver within 24 hours. If the contractor is unable to do the same, he will be penalized Rs.1000/- each day.
10. The contractor shall be fully responsible for theft/burglary, fire or any mishap and the contractee is indemnified against all action, losses, damages, expenses and claims etc. arising thereof.

11. A daily record indicating time and mileage for each vehicle shall be maintained in a vehicle book which shall be submitted to the concerned reporting officer (s) regularly for scrutiny.
12. The parking fees and toll taxes will be reimbursed on actual basis on production of proof of payment of such taxes by the contractor.
13. The contract between the contractee and the contractor can be cancelled with a notice of 15 days from either side on breach of any of the terms and conditions of the contract. Also, the contract may be considered for extension by mutual agreement for such further period(s) as may be agreed upon.
14. Any matter, during the period of this agreement, which has not been specifically covered by this agreement, shall be decided by the Commissioner of Central Excise & Service Tax, Central Excise & Service Tax Commissionerate, Jalandhar whose decision shall be final and conclusive.
15. In case of any dispute of any kind and in any respect whatsoever, the decision of Commissioner of Central Excise & Service Tax, Central Excise & Service Tax Commissionerate, Jalandhar, shall be final and binding.
16. The vehicle shall be provided for the exclusive use of this office and shall not be used by the contracted agency/person for any other purpose.
17. Upkeep, maintenance & repair of the vehicles shall be the responsibility of the service providers. The vehicles should be kept in neat, clean and in perfect running condition with clean interiors and proper upholstery. The vehicle should not have any accident history.
18. The vehicles provided for hire should be in good running condition of a model not earlier than 2014 and should have not run more than 20,000 Kms. as on date of submission of quotation / bids.
19. Road worthiness of the vehicles shall be ensured at all times by the service provider. The service provider will conduct fortnightly cleaning and washing as well as servicing (as and when due) of the vehicles.
20. LPG Cylinders must not be used as fuel for running the vehicle in any case.

21. Payment of monthly bill shall be made within one month of the presentation of the bill. Department shall not be responsible for any damage to the vehicle in case of an accident or otherwise, theft of vehicle/ parts and accessories therein. Similarly, Department shall not be responsible for any third party claims.

22. The contractor will ensure that the driver employed by him has a valid driving license. The contractor shall be responsible for the conduct of the driver. If the behaviour of the driver found objectionable, the contractor shall replace him with new driver within 24 hours. If the contractor is unable to do the same, he will be penalized Rs.1000/- per day.

23. The contractor and the driver shall be bound to carry out the instructions of the Contractee as well as the Officers assigned to the vehicle.

24. The contractor shall be solely responsible for correct payment of wages/salary and other benefits and allowances to his driver that might become applicable under any Act or Order of Government. The Contractee shall have no liability whatsoever in this regard and the contractor shall indemnify the Contractee against all claims which may arise under the provision of various Act or Order of Government etc.

25. The Contractee shall pay only the fixed monthly hiring charges excluding service tax leviable on the services. All other expenses including maintenance & all types of taxes etc. shall be borne by the Contractor.

26. In case any vehicle provided to Department is not available due to repair, mechanical failure/ accident or otherwise, then it shall be the responsibility of the service provider to provide vehicle of equivalent or above make during such period.

27. The contract so awarded will commence from the date of communication of the same subject to acceptance of quotation / bid from the competent authority i.e. Commissioner of Central Excise & Service Tax, Jalandhar (Hqrs. at Ludhiana)

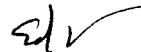
28. The service contract will be effected from the date of agreement/providing of vehicle & remain in force upto 31.03.2016 subject to satisfactory performance of service provider. Contract can also be terminated

without assigning any reason before the stipulated period by giving seven days prior notice to the service provider.

29. In the event of non-compliance or breach of any terms of the contract or unsatisfactory or inefficient working, the contractee will be at liberty to revoke the contract by a week's notice in writing.

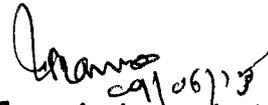
30. No extra charges other than the charges quoted by the contractor shall be payable in any circumstances.

31. It is made clear that the engagement of the contractor does not in any way confer any right to the contractor or the driver that may be ~~deployed~~ by the contractor in the office of the contractee for claiming any regular or part time employment in this office or any other Govt. Office.



Assistant Commissioner (Admn.)

Copy to the Superintendent(Systems), Central Excise & Service Tax Commissionerate, Jalandhar for wide publicity through website i.e. www.centralexciseludhiana.gov.in of the Ludhiana Commissionerate.



Assistant Commissioner (Admn.)