



OFFICE OF THE COMMISSIONER OF CENTRAL EXCISE, THANE-II  
NAVPRABHAT CHAMBERS, RANADE ROAD, DADAR (W), MUMBAI-400 028  
Tele-fax - 022-24365328

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**NOTICE INVITING TENDER FOR HIRING OF VEHICLES IN CENTRAL EXCISE,  
THANE – II COMMISSIONERATE FOR THE YEAR 2017-18**

For and on behalf of The President of India, sealed Tenders are invited for hiring of TWO (2) numbers of non air-conditioned vehicles of middle segment i.e TATA INDIGO/HYUNDAI ACCENT/FORDICON/MAHINDRA LOGAN,MARUTI SX4,SWIFT DEZIRE or similar vehicle to be used for 24/25 days per month subject to maximum of 2000 Kilometers in a month alongwith Drivers for the Office of the Commissioner of Central Excise, Thane – II Commissionerate, Mumbai having office at 4<sup>th</sup> floor, Navprabhat Chambers, Ranade Road, Dadar(West), Mumbai 400 028. The detailed terms and conditions is enclosed as **Annexure - A** to this tender notice. In case of any query, you may contact the Superintendent, Public Relation Office (PRO), Central Excise, Thane – II having office at 1<sup>st</sup> floor, Navprabhat Chambers, Ranade Road, Dadar(West), Mumbai 400 028 on any working day during office hours on or before 17.03.2017. The tender Form can be downloaded from the website [www.cbec.gov.in](http://www.cbec.gov.in) or can be collected from the Superintendent (PRO) of the Commissionerate during the working days before 03.04.2017.

The interested service providers are requested to submit their Tender documents in the prescribed Quotation Form duly signed and stamped, in a sealed cover to Additional Commissioner ( Prev ), Central Excise, Thane – II Commissionerate, having his office at 4<sup>th</sup> floor, Navprabhat Chambers, Ranade Road, Dadar(West), Mumbai 400 028.

**The last date for receipt of Tender : 04.04.2017 upto 13.00 Hrs.**

**Tenders will be opened on : 04.04.2017 at 16.00 Hrs.**

The Tenders/Quotations received unsigned / incomplete and / or filed after the due date shall be rejected. The parties who wish to be present at the time of opening of Tender/Quotation may represent themselves or authorize their representatives with an authority letter. Vehicles offered for services would be required to be presented for

inspection after opening of Technical bid. The financial bids of only those bidders shall be opened whose technical bids are qualified & vehicles are found to be satisfactory. The format of the "Technical Bid" and "Financial Bids" are enclosed as Annexure 'B' and Annexure 'C'.

The Commissioner of Central Excise, Thane-II Commissionerate reserves the right to accept or reject any or all tenders without assigning any reasons thereof.

  
(DILIP GOYAL)

ADDITIONAL COMMISSIONER (PREV)  
CENTRAL EXCISE: THANE-II

Encl.: Annexure.- A, B & C.

F.No. V/PRO/Thane-II/1-4/2017 / 7476  
Mumbai, the March 2017

30 MAR 2017

Copy to: 1) The Supdt.(Computer), Central Excise, Thane-II for posting of the Tender Notice on both the CBEC website.

2) Notice Board.

## ANNEXURE-'A'

### TREMS AND CONDITIONS

1. Separate sealed Technical and Financial bids should be kept in a single sealed envelope and super-scribed with "Tender for Hiring of Vehicles 2017-18". The separate technical and financial bids should be clearly marked "Technical Bid" or "Financial Bid" on the respective envelopes. The tender will be opened on 24.03.2017 at 15.00 Hrs. at the Office of the Commissioner, Central Excise, Thane-II, Tender Committee and Tenderers present, if any.

2. Type of the vehicles required to be supplied:

#### SCHEDULE

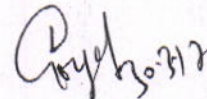
Sl.No	Category	Type of Vehicle	No. of vehicle	Cost ceiling of vehicle.
1	Non air-conditioned vehicles Mid-segment-like Indigo or similar vehicle to be used for 24/25 days per month subject to maximum of 2000 kilometer in a month (Motor vehicle-1% incremental scheme )	TATA INDIGO/HYUNDAI ACCENT/FORDICON/MA HINDRA LOGAN,MARUTI SX4,SWIFT DEZIRE	2 (TWO)	Rs.30,000/- (Excluding Service Tax)

3. The contract for the above vehicles shall be valid for an initial period of one year starting from date of signing of the contract, subject to clause (26) of these terms & conditions.
4. The service provider should preferably be duly registered with concerned Central/State Govt. authorities and should be a well established Taxi agency/firm(hereinafter referred to as the agency/firm). Such vehicle providers should also submit details of other such Govt. Organizations to which they have extended similar service in the recent past as well as the present.
5. The service provider should have sufficient numbers of the vehicles and drivers with them. In case of break-down of vehicle or non availability of driver at any time, the firm shall provide substitute vehicle/driver or the case may be. In case no replacement is provided on time, the Commissioner of Central Excise, Thane-II would have a right to hire a vehicle from the market and the additional cost incurred by the Office of Commissioner of Central Excise, Thane-II for such hiring will be borne by the service provider.
6. The rate quoted should be for a commercially registered vehicle and the vehicles to be provided should be in excellent working conditions and not be of make older than 01.04.2016 and should not have run more than 40000 Kms. as on date of submission of tender. The service provider should mention the year of manufacture of the vehicles. 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.

7. The service provider shall provide dedicated vehicles and drivers and any change in vehicle and /or driver should be made only in very exceptional circumstances. Replacement of the vehicle/driver should be provided in the event of break-down of vehicle/non-availability of driver. The driver should be having Transport License, with a minimum of 5 years experience and their antecedents should be duly verified by Police authorities, at the instance of the service provider.
8. In case the condition of the vehicles is not found to be satisfactory, they shall be returned for immediate replacement. In case no replacement is provided on time the Commissioner of Central Excise, Thane-II would have a right to hire a vehicle from the market and the additional cost incurred by the Office of Central Excise, Thane-II for such hiring will be borne by the service provider.
9. The service provider would ensure that the drivers employed have valid driving license and clean driving record. The driver of the vehicle provided must follow traffic rules and all other regulations prescribed by the Govt. from time-to-time. The driver shall observe all the etiquettes and protocol while performing his duty & shall be neatly dressed in proper uniform.
10. The driver employed along with the vehicle should satisfy the following conditions:
  - i) Drivers should have minimum 5 years of experience of driving. They should have vehicle Transport Licenses for driving passenger vehicles on hire.
  - ii) Drivers should wear the prescribed uniform i.e. Light blue shirt with navy blue trousers and black shoes,
  - iii) Drivers should be well versed with the roads and the places in Mumbai & Thane District and should have experience in city driving.
  - iv) Once a driver has been allotted to a particular vehicle, he should remain with the same vehicle for a period of at least one year. Any change in the designated driver should be intimated to the concerned officer 24 hours before such change is effected,
  - v) Driver should be provided with a mobile phone.
  - vi) Driver should be decent and well behaved and should not have any criminal cases against him and should not have any past history of accidents,
  - vii) Car should be kept clean and odor free, suitable for official use.
11. In case of vehicle break-down, a substitute vehicle shall be provided by the service provider immediately. In case of vehicle does not report within a reasonable time or does not report at all, the department would have right to hire a vehicle from the market and the additional cost incurred by the department will be borne by the contractor. In case, neither a substitute vehicle is provided nor a vehicle is hired by the department, proportionate charges are liable to be deducted from the contract charges payable.
12. The vehicle should be registered with the concerned authority of Central/State Govt. The agency/firm should have adequate number of telephone for contact round the clock.

13. The rates quoted should be exclusive of the services tax component. No service tax will be reimbursed if the operator fails to provide proof of valid service tax registration. All taxes, fees, levies, insurance charges etc. other than Service Tax would be borne by the service provider.
14. The Commissioner of Central Excise, Thane-II reserves the right to reject all or any of the offers without assigning any reason thereof and the decision of this office shall be final and binding.
15. The billing will be done on monthly basis and the bills will be submitted in triplicate by the 10<sup>th</sup> of the succeeding month along-with copy of the ECS mandate form duly certified by the Bank.
16. A daily record indicating time and mileage for each vehicle shall be maintained by the driver in a log book in format as per Government's instructions. The log book shall be submitted to the P.R.O. in the office of the Commissioner of Central Excise, Thane – II regularly for scrutiny. The time and mileage shall be taken into account from the reporting point.
17. Financial bids of only those service providers would be opened, who have qualified in respect of the technical bids.
18. Once the hiring of vehicles commences from a particular service provider, the vehicles and the drivers should not be changed unless so requested by the Office of Commissioner of Central Excise, Thane-II Mumbai. The vehicle must be available at any time of the day as desired by the hiring department i.e. Commissioner of Central Excise, Thane-II.
19. On awarding of the contract, the service provider has to furnish to the Commissioner of Central Excise, Thane-II, the certified copies of RC books.
20. The Commissioner of Central Excise, Thane-II shall be liable to pay the hiring charges only. Any other charges, including monthly charges of driver, repair and maintenance of vehicle, insurance, petrol/diesel, oil and any other incidental expenses shall be borne by service provider. The liability of the Commissioner of Central Excise, Thane-II, will be limited to the hiring charges agreed to in the contract.
21. A penalty of Rs.500/- per day per vehicle may be levied if any vehicle or driver or service provider fails to meet above terms & conditions on any day.
22. In case of an accident, if any and all the claims and damages arising therefrom shall be met by the service provider. The service provider shall undertake to indemnify the Department against all damages/charges arising on account of or connected with the negligence of the service provider or his 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 any person in executing the work or otherwise and against all claims and demand thereof.

23. The service provider will comply with the labour laws in force and all liabilities in this connection will be theirs.
24. The Department will not be under any obligation, legal or otherwise, to provide any employment to any of the personnel of the service provider during or after the expiry of the hire period. The Department recognizes no employer-employee relationship between the Department and the personnel deployed by the service provider. The Department shall not be responsible financially or otherwise for any damage/injury to the vehicle or diver or person deployed by the service provider during the course of hire.
25. The contract between the Commissioner of Central Excise, Thane-II and the service provider can be cancelled after a prior notice of one month from either side, in the event of poor service or violation of any of the conditions stipulated.
26. 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, Thane-II whose decision shall be final and conclusive.
27. No additional terms & conditions over and above the conditions stipulated above shall be entertained by Commissioner of Central Excise, Thane – II.
28. In case of any dispute of any kind and in any respect whatsoever; the decision of Commissioner of Central Excise, Thane – II, shall be final and binding.
29. The hired vehicles may be used in Mumbai / Navi Mumbai and also in the jurisdiction of this Commissionerate i.e. Bhayander/Vasai/Palghar/Boisar etc.



(DILIP GOYAL)

ADDITIONAL COMMISSIONER (PREV)  
CENTRAL EXCISE: THANE-II

**ANNEXURE - B**

**TECHNICAL BID**

1. Name, address & Telephone number of the service provider
2. Name & address of the Proprietor/Partner/Director.

**QUALIFYING CRITERIA FOR TECHNICAL BID**

1. We own the vehicles : YES / NO
2. The vehicles is registered as commercial vehicle : YES / NO
3. We have attached copy of R.C. Book offered in this tender : YES / NO
4. We have valid Service Tax registration : YES / NO / NA
5. We have attached copy of Service Tax registration certificate : YES / NO
6. We have valid PAN : YES / NO
7. We have attached copy of PAN : YES / NO
8. Bombay Shops & Establishment No : YES / NO

**ADDITIONAL EVALUATION CRITERIA**

9. Total number of commercially registered vehicles owned :
10. Whether in the past / currently provided vehicles on hire to Central Govt. / State Govt. / Public Sector Officers : YES / NO
11. If reply to ( 10 ) above is yes, then provide names of the offices :

I have read the terms and conditions of the Tender Notice alongwith its Annexures

Signature  
Name of the Authorised Signatory  
Seal/ Stamp

**ANNEXURE - C**

**FINANCIAL BID**

1. Name, address & Telephone number of the service provider :
2. Name & address of the Proprietor/Partner/Director.
3. Service Tax Registration number.

Rate of Car ( exclusive of Service Tax )

Vehicle for upto 24/25 days subject to maximum of 2000 kms.

**Rate in Rupees per month :**

**Extra Km. charge :**

**Vehicle make and Registration Number ( for 02 vehicles )**

I have read the terms and conditions of the Tender Notice alongwith its Annexures

Signature  
Name of the Authorised Signatory  
Seal/Stamp