



OFFICE OF THE COMMISSIONER OF CENTRAL EXCISE: THANE-II  
4<sup>th</sup> Floor, Navprabhat Chambers: Ranade Road: Dadar (W): Mumbai-400028.  
Phone No: 022-24302109

F.No.I/PRO/THANE-II/TENDER/01-04/2016  
Mumbai, February, 2016.

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01 MAR 2016

TO WHOM SO EVER IT MAY CONCERN

Sub : Quotations for Hiring of Vehicles

Sealed quotations are invited on behalf of the Commissioner of Central Excise, Thane-II, for hiring of 2 (Two) premium segment i.e Tata Manza, Honda City, Honda Accord, Volkswagon Vento, Skoda, non air-conditioned vehicles 1 (one ) non air conditioned vehicle of middle segment i.e Tata Indigo/Hyundai Accent/ Ford Icon/ Mahindra Logan, Maruti SX4(vxi), Swift Dezire(vxi) and (2) two numbers of non-air-conditioned vehicles of middle segment i.e Tata Indigo/Hyundai Accent/ Ford Icon/ Mahindra Logan, Maruti SX4(vxi), Swift Dezire(vxi) not older than 2014 model, on monthly basis on the following terms and conditions :-

TERMS & CONDITIONS

1. The applicants intending to participate in the tender process should have a registered and well established travel/ taxi agency/firm having sufficient number of latest models of car for hiring with enough experience in this trade. The vehicles being offered should be in excellent condition having clean exterior and interiors with good upholstery and not more than two years old.
2. The applicant should quote the rates and service tax/any other tax component separately.
3. The applicant shall intimate the registration number of the vehicles being offered to this office and provide the said vehicles for pre-inspection. In case the condition of the vehicle is not found to be satisfactory the vehicle shall be returned for replacement.
4. The applicant shall ensure that the drivers deployed by him are having a valid and proper driving license and should be in proper uniform. They should also obtain proper police verification certificate. The vehicles should also comply with all laws/rules etc. applicable in the city including pollution control regulations etc.
5. The driver of the vehicle should be presentable, well-behaved, and well conversant with Mumbai routes/roads. As far as possible, the efforts should be made to deploy the same vehicle/driver i.e. no frequent changes either in vehicle or driver is permissible, only in exceptional case such as illness it will be allowed.

6. The agency must have a 24 hours working communication system so that the agency can be telephonically contacted at short notice, at odd hours and on holidays in case of requirement of cars or in emergency. It would be essential for the driver to have mobile phone in order to perform his duties effectively and satisfactorily.

7. Type of the vehicles required to be supplied:

**SCHEDULE**

Sr.No.	Category	Type of Vehicle	No. of vehicle
1	Non air conditioned Vehicles is to be quoted for hiring on monthly basis for 30/31 days upto 2500 kms ( Under Matured Condemnation )	Premium segment i.e Tata Manza, Honda City, Honda Accord, Volkswagon Vento, Skoda, air-conditioned vehicles	2
2	Non air Conditioned vehicle for hiring on monthly basis for 26 days upto 2500 kms ( 1% incremental scheme )	Mid-segment cars viz. Maruti Sx-4, Tata Indigo, Swift Dezire(vxi) or similar vehicles	1
3	Non-AC car-Mid-segment- like Indigo or similar vehicle to be used for 26 days per month subject to maximum of 2000 kilometer in a month( 1% incremental scheme )	Mid-segment cars viz. Maruti Sx-4, Tata Indigo Swift Dezire(vxi) or similar vehicles	2

7.1 The rates for 2 (two) premium segment non air-conditioned vehicles is to be quoted for hiring on monthly basis for 30/31 days upto 2500 kms, 1 (one) non air conditioned vehicle of middle segment the same are to be quoted for 26 days upto 2500 kms. in a month and for 02 (two) Nos. non-air-conditioned vehicles of middle segment the same are to be quoted for 26 days upto 2000 kms. in a month and the rates are to be quoted separately in kilometers and hours. The **premium segment non air-conditioned** vehicles will be used for hiring on monthly basis for 30/31 days upto 2500 kms. The cost ceiling for the **non air conditioned** vehicle of middle segment per month per vehicle (exclusive of Service Tax) is Rs 35,000/- ( Sr No 2 above ) and the cost ceiling for the **non air conditioned** vehicle of middle segment per month per vehicle (exclusive of Service Tax) is Rs 30,000/- ( Sr No 3 above ) for vehicle to be used at Hqrs. Office and also for the vehicles to be used at Divisional Offices for 26 days. Only those Tour Operators / Travel Agents desirous of offering the vehicle at all inclusive rate below the above said rates only need to apply.

7.2 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.



### 7.3 TECHNICAL BID

- i. Name, address & Telephone number of the service provider
- ii. Name & address of the Proprietor/Partner/Director.

#### QUALIFYING CRITERIA FOR TECHNICAL BID

- a. We own the vehicles : YES / NO
- b. The vehicles is registered as commercial vehicle : YES / NO
- c. We have attached copy of R.C. Book offered in this tender : YES / NO
- d. We have valid Service Tax registration : YES / NO / NA
- e. We have attached copy of Service Tax registration certificate : YES / NO
- f. We have valid PAN : YES / NO
- g. We have attached copy of PAN : YES / NO
- h. Bombay Shops & Establishment No : YES / NO
- i. Year of Registration of the vehicle.

#### ADDITIONAL EVALUATION CRITERIA

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

7.4 Financial bids of only those service providers would be opened, who have qualified in respect of the technical bids.

8. The payment will be made on monthly basis against the proper bills submitted by the applicants in triplicate to this office in the first week of the month. The drivers are required to maintain log book for keeping the records of duties performed. No service tax will be paid if the Operator fails to provide proof of valid Service Tax Registration of his firm.

9. In case of breakdown of any vehicle while on duty, it shall be the responsibility of the operator to provide a replacement immediately. If no replacement is provided on time alternative arrangement will be made and the cost thereof will be deducted from the payment to be made to the firm and apart from that a penalty of Rs 1000/- for half day absence and Rs 2000/- for full day absence will be charged.

10. The validity of the contract agreement is from 01.04.2016 to 31.03.2017.

11. On awarding the contract, the contractor has to furnish the certified copies of RC books and the comprehensive insurance policies.

12. The hirer is liable to pay only the hiring charges as finally decided as per the contract. All other liabilities on account of running the hired vehicles shall be borne by the contractor being the owner of the vehicles.

13. The vehicle should be in excellent working condition and the driver should ensure the fitment of the vehicle after checking battery, coolant, oil, air tyre pressure etc.

14. The vehicle should invariably reach at the appointed time and place when called for and should be sent with full fuel with washed up and clean outer/interior condition.

Similarly, the operator shall also be responsible for the behavior of his drivers/staff, and any challan/penalty for violation of traffic rules will be borne by him. If the vehicle is not present at the time it is required, the cost of hiring another vehicle from the market shall be borne by the operator including any penalty decided by the hirer.


15. The vehicle provider and the driver shall be bound to carry out the instructions of this office/ the Officers to whom the vehicles have been assigned.
16. TDS and other taxes as applicable will be deducted from each bill.
17. In case of any dispute of any kind in any respect whatsoever, the decision of the Commissioner of Central Excise, Thane-II shall be final and binding.
18. The Commissioner, Central Excise, Thane-II will have the sole discretion to extend the period of contract beyond the contract period or terminate the contract prematurely and permanently in case of unsatisfactory service.
19. All the bidders will furnish Rs 5000/- per vehicle as earnest money deposit in the form of a Demand Draft drawn in favour of Commissioner of Central Excise, Thane-II, which would be returned back to them within one month from the date of allotment of work order to the successful bidder. No claim for interest would be entertained.
20. The competent authority reserves the right to cancel the contract at any point of time without assigning any reasons whatsoever. In case the vehicle provider is desirous to discontinue the service he shall give 30 days prior notice.

The quotation should be in sealed envelope and marked as "Quotation for Hiring of Vehicles" and addressed to the Commissioner, Central Excise, Thane-II at the captioned address. The same should reach this office on or before **10.03.2016**. For further details, Supdt (PRO) may be contacted at Tel.No.022 24302109

The sealed quotations received will be opened on **11.03.2016 at 15:00 hrs.**

The applicants may attend the opening of the tender by presenting themselves or through their authorized representative with an authority letter.

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

  
(Nikhil P Meshram)  
Additional Commissioner  
Central Excise Thane-II

Copy to: 1) The Supdt.(Computer), Central Excise, Thane-II for posting the notice on the Departmental Website immediately.

2) Notice Board