

**OFFICE OF THE COMMISSIONER OF
CENTRAL EXCISE & CUSTOMS, SURAT-I**

**NEW CENTRAL EXCISE BUILDING, OPP. GANDHI BAUG, CHOWK
BAZAAR, SURAT.**

Date: 30.04.2008

NOTICE INVITING TENDER

Sealed Tenders are invited for hiring of vehicles from the vehicle providers as per the requirement mentioned below in the schedule for the office of Central Excise Commissionerate, Surat-I.

SCHEDULE

Sr. No.	Category	No. of vehicle requirement	Remarks
1.	Non-A.C. Tata Indica	05	To be used up to 20-25 days subject to maximum of 2000 kms. in a month.

2. Such tenderer may also submit details of other such organization to whom they have extended similar service in the recent past as well as present and total no. of owned vehicles available with them. The tenderer should give Service Tax Registration No. in their tender documents.

3. The interested tenderers are requested to submit their bids mentioning therein the price to be charged by them.

4. Last date for submission of tenders is 09.05.2008 up to 1700 hrs. Which will be opened on the 12.06.2007 at 11.00 hrs. at Office of the Commissioner of Central Excise & Customs, Surat-I in the presence of the parties or their authorized representative who wish to be present at the time of opening of the tender. The Commissionerate of Central Excise, Surat-I reserves the right to accept or reject any or all tenders without assigning any reason. The terms and conditions are enclosed herewith.

Encl: As above.

[P. SURESH KUMAR]
ADDITIONAL COMMISSIONER (P&E)
CENTRAL EXCISE & CUSTOMS
SURAT-I.

Terms & Conditions

1. The tenderer should have a registered and well established Car rental/Travel Agency/Firm having sufficient number of latest models of Vehicles for hiring. List of vehicles owned by the tenderer and the details of the vehicle to be provided to this Commissionerate must be attached along with the tender documents.
2. The vehicles will be kept neat and clean and in perfect running condition with shining body and clean interior with good upholstery.
3. In case, condition of vehicles is not found to be satisfactory, they shall be returned for immediate replacement. In case no replacement is provided on time, this Commissionerate would have a right to hire a vehicle from the market and the additional cost incurred by the Commissionerate will be borne by the tenderer.
4. The tenderer would ensure that the drivers employed have valid driving License. Every driver should have valid driving license & the vehicle should be registered with the concerned authority of Central/State Govt. The tenderer shall provide a certificate to this effect. The driver of the vehicle provided must follow traffic Rules, and other regulations prescribed by the Govt. authorities from time to time.
5. The tenderer should have an adequate number of telephones for establishing contact round the clock. Each driver shall observe all the etiquette and protocol while performing the duty & shall be neatly dressed, should wear proper uniform & must carry a mobile phone in working condition, for which, no separate payment shall be made by this Commissionerate.
6. The rates quoted should specifically mention the service tax component. No service tax will be paid if the operator fails to provide proof of valid service tax registration.
7. The Commissioner of Central Excise & Customs, Surat-I reserves the right to reject all or any of the offers or accept more than one offer.
8. The billing will be done on monthly basis, bills preferably typed and in triplicate, in connection with the service shall be submitted to this office in the 1st week of each month.
9. A daily record indicating time and mileage for each vehicle shall be maintained in a log book and log book shall be submitted to the Vehicle-in-Charge in Central Excise & Customs, Surat-I Commissionerate regularly for scrutiny.
10. The hiring charges shall be on the basis of zero based mileage i.e. mileage starting/ending from/at the office/residence of the officers, as the case may be.
11. Once the hiring of cars commences from a particular operator, the cars and the driver should not be changed unless requested by the Central Excise & Customs, Surat-I Commissionerate. The vehicle must be available at any time of any day as desired by the officers considered.

12. The Central Excise & Customs, Surat-I Commissionerate shall be liable to pay the hiring charges only other liabilities like monthly charges of driver, repair and maintenance of vehicle, insurance, petrol/diesel, oil and any other incidental expenses etc. shall be borne by the tenderer.
13. In case of breakdown of any vehicle during official duty, it shall be the responsibility of the firm to provide a substitute vehicle replacement immediately. In case vehicle does not report on time/does not report at all, the customer would have a right to hire a vehicle from the market and the additional cost incurred by the customer will be borne by the Transport Operator.
14. In case of any accident, all the claims arising out of it, shall be met by the tenderer.
15. In case of any dispute of any kind and in any respect whatsoever, the decision of Central Excise & Customs, Surat-I Commissionerate shall be final and binding.
16. The vehicle may be available/running in the Gujarat States as and when the Commissioner of C.Ex. & Customs, Surat-I has desired.
17. The contract may be considered for extension by mutual agreement for such further period(s) as may be agreed upon.
18. On awarding the contract, the contractor has to furnish to Central Excise & Customs, Surat-I the certified copies of RC books and the comprehensive insurance policies.
19. The tenderer and driver shall be bound to carry out the instructions of the Customer as well as of the officers assigned to the vehicle.
20. A penalty of Rs. 500/- per day per vehicle may be levied if any vehicle fails to meet above terms & conditions on any day.
21. The liability of the Customer is limited to the contract value only.
22. Any matter during the period of this agreement, which has not been specifically covered by this agreement, shall be decided by the customer whose decision shall be final and conclusive.
23. No additional terms & conditions over and above the conditions stipulated above shall be entertained by this Commissionerate.

[P. SURESH KUMAR]
ADDITIONAL COMMISSIONER (P&E)
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