



**GOVERNMENT OF INDIA,  
MINISTRY OF FINANCE, DEPARTMENT OF REVENUE  
OFFICE OF THE COMMISSIONER OF CENTRAL TAX(GST), BELAGAVI AUDIT  
COMMISSIONERATE, NO.71, CLUB ROAD,  
BELAGAVI- 590001**

**C.NO. I/07/08/2017 ADMN**

**Date: 10.01.2018**

**TENDER NOTICE**

Sealed Tenders are invited from the qualified & reputed service providers for providing following vehicle on monthly hire basis with driver for the period from **01.02.2018 to 31.01.2019** (which may be further extended by the competent authority) and subject to further orders/revision by this Office, for the use of Belagavi Audit Commissionerate as the operational vehicles as detailed below.

Sl. NO	TYPE OF VEHICLE	SPECIFICATIONS	Qty.	PLACE OF REQUIREMENT
1	Small size vehicle* for 2000 km in a month with National permit.	February, 2015 onwards model.	1 No.	Office of Commissioner, Central Tax, Audit, Belagavi, 3 <sup>rd</sup> floor, C.R. Building, Club Road, Belagavi-590001.
2	Mid size vehicle# for 2000 km in a month with National permit.	February, 2015 onwards model.	1 No.	

\* *Swift Dzire, Honda Amaze, Hyundai Xcent, Tata Indigo etc.*

# *Honda City, Hyundai Verna, Maruti Ciaz etc.*

2. The sealed tenders super scribed as **“Tender for hiring of Vehicles”** may be sent to the Joint Commissioner, Central Tax, Audit, No.71, Club Road, Belagavi-590001 on or before 11.00 Hrs on 24/01/2018.

3. The following documents giving details may be obtained by contractors, firms, agencies, etc., interested in taking up this work from the Office during office hours on any working day or may be downloaded from official website <http://www.centralexcisebelgaum.kar.nic.in>.

- |   |   |              |
|---|---|--------------|
| a. Terms & Conditions                         | - | Annexure I   |
| b. Technical Bid                              | - | Annexure II  |
| c. Financial Bid (Proforma for quoting rates) | - | Annexure III |

4. The tenderers are requested to file the technical and financial bids separately in separate covers to be placed in the main sealed cover. The technical bids will be opened first and the financial bids in respect of the bidders who qualify in technical bids only will be considered. The **Technical Bid** (Pre-qualifications requirements in Annexure II) should be placed in **one sealed envelope** and **Financial Bid** should be placed in **another sealed envelope** (Proforma for quoting rates in Annexure III). The sealed tenders will be opened in the presence of Purchase/Tender committee of the Department on **25.01.2018** at 11.00 Hrs in the chamber of Joint Commissioner, Audit, Belagavi, 3<sup>rd</sup> floor, Room no.309, No.71, Club Road, Belagavi. All the tenderers are required to be present themselves or through their authorized representative on the date and time mentioned above along with the original documents of the vehicles. No separate intimations will be sent in this regard. The Contract will be effective from 01.02.2018 onward.

5. The Commissioner of Central Tax, Audit Commissionerate, Belagavi reserves the right to accept or reject any or all the tenders without assigning any reasons whatsoever. The Terms and Conditions are placed on the Notice Board and website <http://www.centralexcisebelgaum.kar.nic.in>.

**(A.S.KULKARNI)  
JOINT COMMISSIONER**

## Annexure-I

### TERMS AND CONDITONS FOR HIRING OF VEHICLES

#### TENDER NOTIFICATION C NO: I/07/08/2017 Admn dated 10.01.2018

1. The firm/owners and agencies must submit their bids in sealed envelope super scribed 'BIDS FOR HIRING OF VEHICLES AND PLACE OF PROVISION OF SERVICES SEPERATELY (in respect of Belagavi Audit Commissionerate) addressed to the Joint Commissioner, Central Tax, Audit, No.71, Club Road, Belagavi-590001 well before the prescribed date and time.
2. Rates/Quotations duly filed in, will be received up to the date and time mentioned in the Notice/Tender published o the website. Late bids will not be accepted.
3. The bidders who are having / in a position to provide vehicles as per the specifications mentioned in this office Tender Notification are only required to submit their bids.
4. The agency will not contact in any way, any person/authority, for availing the contract. If found so, the tender of the agency doing so, will be rejected.
5. The vehicles are required for maximum of 2000 Kms in a month. If the specified Kilometers remained unutilized in a particular month, the same shall be carried forward to the next months on First in First Out basis.
6. The vehicles should be fully upholstered and provided with all other necessary comforts and facilities. The vehicles are intended to be used by the Departmental officers and the same should be kept clean and in excellent running conditions. The driver should be polite, bear good character and to wear white uniform on duty to be provided by the bidder. The time and distance in respect of hired vehicle will commence and terminate from the office. The vehicles will be tenured up to 30-31 days in a month including holidays depending upon the exigencies.
7. The vehicle shall be kept neat and clean with seat covers, perfume, tissue paper and shall be kept in perfect running condition.
8. The bidders should ensure that all the necessary documents such as Register Certificate (RC), Insurance, Pollution Under Control Certificate(PUC) and the driving License/Badge are in the personal custody of the licensed drivers and should be produced in original for verification before the commencement of services in case their bid is accepted. Change of vehicle will be allowed with approval of MTO. The vehicle must be available at any day or any time as desired by the Department. The firm/agency owners should be available on telephone (office as well as residence) and also on mobile phone so as to call in a case of emergency.
9. All legal obligations in respect of the vehicle i.e Road Tax, RTO registration and permissions etc. and in respect of the driver, i.e minimum wages as per Govt. Regulation, Social Security etc. will be the responsibility of the vendor.

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10. The successful bidder should produce all the vehicles for physical inspection within 2 days along-with all the documents before the Assistant Commissioner, Central Tax, Audit, Belagavi Audit Circle, No.71, Club Road, Belagavi-590001.

11. This office is liable to pay the hiring charges only. All the other expenses including the cost of repair, fuel, taxes, all charges, maintenance and any other incidental expenditure etc. will be borne by the bidder. In case of any accident, all the claims arising out of it shall be borne by the firm/owners.

12. All expenses relating to salary and allowances of the driver, over time payment, maintenance of vehicles, insurance, petrol/diesel, oil or any other expenditure related to the vehicle and the driver will be borne by the vendor.

13. If the vehicle is out of order, the bidder shall provide a substitute vehicle immediately. In case the vehicle doesn't report on time/does not report at all, the Department would have a right to hire a vehicle from the market and the additional cost incurred by the Department will be borne by the bidder.

14. The drivers of the hired vehicle must follow traffic rules and other regulations prescribed by the Government from time to time. Any liability on violation of traffic rules shall be borne by the bidder.

The drivers deployed by the contractor should fulfill following conditions:

- (i) The drivers should have valid taxi driving license with a minimum experience of three (3) years of driving the cars.
- (ii) Driver should wear the prescribed uniform as well as Identity Card, while on duty.
- (iii) The driver on a particular vehicle should not be frequently changed.
- (iv) Driver on duty should be provided with mobile phone for easy communication. The expenses for mobile shall not be borne by the department.
- (v) Driver should be decent and well behaved. The driver should not have criminal antecedents and it shall be responsibility of the contractor to verify his background before deployment and to get the police verification conducted. The conduct of the driver will be sole responsibility of the contractor and in this regard, department shall not be responsible in any manner, whatsoever.

15. The bidder and the driver shall be bound to carry out the instruction of the department as well as of the competent officers to whom each vehicle is assigned.

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16. The bills for payment shall be submitted on or before 7<sup>th</sup> of subsequent month. Payment will be made electronically. Therefore, successful bidders must provide bank account details.

17. A daily record indication time and mileage for each vehicle shall be maintained as per the trip sheet and will have to be submitted to the Superintendent, vehicle incharge of the Department.

18. The bidder should indicate their PAN and TIN and submit the necessary registration certificates with Central or Local Government in support of the same. The vendor should have been

registered with the authority concerned of state or Central Government. He is also required to fulfill the conditions prescribed in Section 66 of Motor Vehicle Act, 1988 for hiring vehicles.

19. The Vehicles should be for the exclusive use of the Central Tax (GST), Audit Commissionerate Belagavi (hereinafter referred as department) during the all days of contract period. The department shall not allow use of the hired vehicles, by the vendor, for any other purpose.

20. The Department may at any time without assigning any Notice or conveying any reason whatsoever can terminate the contract so awarded. No compensation will be payable to the contractor on this account. The decisions of the Department in the matter will be final and binding. On acceptance of the bid, the bidder shall execute Vehicle Hire Agreement on Non Judicial Stamp Paper before the actual commencement of services.

21. The successful bidder shall execute a performance security of 5% of the total contract value for covering the period of hiring, in terms of Rule 171 of the General Financial Rules 2017 in the form of Bank Guarantee or FDR from a commercial bank. The said security shall remain valid for a period till department order to be released.

22. Any violation of aforementioned terms/conditions may lead to termination of the contract without any notice.

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# ANNEXURE – II - TECHNICAL BID

To be submitted in a separate sealed envelope supersubscribing "Technical Bid"

## PRE-QUALIFICATION REQUIREMENTS FOR AWARD OF CONTRACT FOR 'HIRING SERVICES OF NON AC VEHICLE'

1.	NAME OF THE ORGANIZATION/FIRMS WITH FULL ADDRESS WITH PIN CODE, PHONE NO. FAX NO. EMAIL ETC.	
2.	NAME OF ALL THE PROPRIETOR/PARTNERS/DIRECTORS	
3(a)	PAN NO. OF THE FIRM/INDIVIDUAL AS ALLOCATED BY THE INCOME TAX DEPARTMENT	
3(b)	COPY OF THE INCOME TAX RETURN, IF ANY, FILED FOR LAST THREE YEARS.	
4	TOTAL STRENGTH OF STAFF/WORKERS AVAILABLE WITH THE SERVICE PROVIDER	
5	LIST OF THE PUBLIC SECTOR/GOVT. ORGANIZATION TO WHOM SIMILAR SERVICES HAVE BEEN PROVIDED BY THE CONTRACTORS / FIRMS/AGENCIES DURING THE LAST 5 YEARS. LIST OF GOVERNMENT ORGANIZATIONS WHERE THE SERVICE PROVIDER IS CURRENTLY PROVIDING SERVICES MAY ALSO BE INDICATED. (PLEASE ATTACH THE JOB ORDER/ SERVICE CERTIFICATE FROM GOVT.OFFICE/PUBLIC SECTOR	
6	THE CONTRACTOR SHOULD ALSO SUBMIT COPIES OF REGISTRATION CERTIFICATE, IF ANY, OBTAINED FROM SERVICE TAX DEPARTMENT (MINISTRY OF FINANCE), DEPARTMENT OF LABOUR, STATE GOVERNMENT, EMPLOYEES PROVIDENT FUND ORGANIZATION (MINISTRY OF LABOUR, GOVT. OF INDIA), EMPLOYEES STATE INSURANCE CORPORATION (ESI ACT, 1948)	
7	THE TOTAL TURNOVER OF THE CONTRACTOR AS SERVICE PROVIDER FOR SUCH SERVICES FOR LAST THREE YEARS. NECESSARY DOCUMENTS/CERTIFICATES TO BE ENCLOSED.	
8	REGISTRATION NUMBER OF TENDERER/CONCERN WITH SERVICE TAX DEPARTMENT:(ATTESTED PHOTOCOPY OF REGISTRATION CERTIFICATE SHOULD BE ATTACHED & RETURNS FILED FOR LAST 2 YEARS)	

9	REGISTRATION NUMBER OF TENDERER/CONCERN WITH OTHER GOVERNMENT DEPARTMENTS: (ATTESTED PHOTOCOPY OF REGISTRATION CERTIFICATE SHOULD BE ATTACHED)	
10	VEHICLE MAKE & MODEL	
11	STATUS OF STATUTORY REQUIREMENTS  REGISTRATION CERTIFICATE  LIFE TIME TAX PAID DETAILS  POLLUTION CERTIFICATE	
12	ANY OTHER INFORMATION TO BE CONSIDERED:	

Signature of Authorised person with date: -----

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**UNDERTAKING (Part of Annexure –II)**

1. I/We undertake the I/We have carefully studied all the terms & conditions of contract as indicated in Annexure I & understood the parameters of the proposed work & shall abide by them.

2. I/We hereby certify that none of my relative (s) is/are employed in the Central Tax/Central Tax Audit, Belagavi or in field formations of Customs and Central Tax, Bangalore.

3. I/We further undertake that the information given in this tender are true and correct in all respect.

Signature of Authorised person with date: -----

Name & full address: .....

Telephone No:

Office:

Fax No:

Residence:

Email:

Seal

# ANNEXURE-III - FINANCIAL BID

To be submitted in a separate sealed envelope subscribing "FINANCIAL BID"

## PROFORMA FOR QUOTING RATES

01	Name & Address of the Contractors, Firms, Agencies alongwith telephone & mobile no.		
02	Name of Proprietor/Partners'/Director		
03	Type of vehicle for which rates are quoted		
03	Rates quoted per month (Exclusive of all taxes for 2000 kms)	RATE PER MONTH (in Rs.)	
		RATE FOR EVERY EXTRA KILO METER (in Rs.)	

Name & full address: .....

Telephone No:

Office:

Fax No:

Residence:

Email:

Seal