



केन्द्रीय कर का आयुक्तालय

OFFICE OF THE COMMISSIONER OF CENTRAL TAX

HYDERABAD - II AUDIT COMMISSIONERATE: हैदराबाद - II लेखापरीक्षा आयुक्तालय

11-5-423/1/A: सीताराम प्रसाद टोवर्स : रेड हिल्स : हैदराबाद - 4

11-5-423/1/A: SITARAM PRASAD TOWERS: RED HILLS:HYDERABAD - 4

सी. क्र. C.No.I/22/04/2017-Admn

दिनांक Date: 06-12-2017

**NOTICE FOR INVITING TENDER FOR HIRING OF MOTOR VEHICLES (A/C)
FOR HYDERABAD - II AUDIT COMMISSIONERATE**

Sealed quotations are invited for hiring of one SUV preferably Innova (amount should not exceed ₹ 40,000/- per month exclusive of Goods and Service tax) along with driver for use by the Office of the Commissioner of Central Tax, Hyderabad - II Audit Commissionerate on monthly basis for a period of 1 year from the date of awarding contract.

Interested travel agencies/ firms may drop their bids enclosed in a sealed cover in the tender box placed at Administration section, 1st floor, O/o the Commissioner of Central Tax, Hyderabad - II Audit Commissionerate , Sitaram Prasad Towers, 11-5-423/1/A, Red Hills, Hyderabad-500 004 on or before **20-12-2017 by 14:00 Hrs.** Submission of bids should be as per two bid system i.e., Technical and Financial bid separately in two different sealed envelopes. These envelopes shall be super scribed “Financial Bid” and “Technical Bid” and put inside a bigger sealed envelope which shall be super scribed with the words, “TENDER FOR HIRING OF VEHICLES in r/o HYDERABAD - II AUDIT COMMISSIONERATE, HYDERABAD” on the top of the sealed cover. The nature of service to be provided and the conditions are placed in the official websites of www.eprocure.gov.in and www.cbec.gov.in.

THE LAST DATE FOR RECEIPT OF SEALED TENDERS IS 20-12-2017 TILL 14:00 HRS. The sealed tenders should be dropped in the Tender Box available in Administration section, 1st floor, O/o the Commissioner of Central Tax, Hyderabad - II Audit Commissionerate, Sitaram Prasad Towers, 11-5-423/1/A, Red Hills, Hyderabad-4 between 10.00 hrs to 17.30 hrs on all working days. The tenders will be opened on **20-12-2017 at 16.00 hrs.**

It is to inform that the Commissioner of Hyderabad - II Audit Commissionerate, Hyderabad 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.

Terms & Conditions:

- (a) The Contract of hiring of vehicle will be initially for a period of 1 year i.e., from the date of awarding of this contract.
- (b) The firms / agencies would ensure that the drivers employed have valid driving license and clean driving record including track record of not indulging in any major accident in the past three years. The vehicle or driver should not have indulged in any serious accident in the past three years and a proof of no case booked against him in the police record should be submitted. The driver of the vehicle provided must follow traffic rules and all other regulations prescribed by the Government from time to time. The driver shall observe all the etiquette and protocol while performing the duty & shall be neatly dressed in proper uniform.
- (c) The vehicle shall be provided on any day including Saturday, Sunday and Holidays, if required by the Hirer i.e., department.
- (d) The vehicle should be of latest model (not older than 3 - 4 years) and in good running condition. 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 or any other delay, a penalty will be levied as deemed fit on day to day basis and the Commissioner has right to hire a vehicle from the market and the cost incurred has to be borne by the agency / firm.
- (e) The billing will be done on monthly basis and bills to be submitted in triplicate.
- (f) The rates quoted should be exclusive of the Goods and services tax component. Due Goods and services tax should be paid and evidence of which to be produced after which the department will pay the equivalent amount to the service provider. All other taxes, fee, levy, insurance charges etc., other than Goods and services tax would be borne by the Agency / firm.
- (g) A daily record indicating time and mileage for each vehicle shall be maintained by the driver in a log book in the prescribed format as per Government's instructions and this log book shall be submitted to the concerned officer in Hyderabad - II Audit Commissionerate regularly for scrutiny.
- (h) Financial bids of only those agency / firms would be opened, who qualify the technical requirements.
- (i) Hyderabad - II Audit Commissionerate shall be liable to pay the hiring charges and Goods and Services Tax (if found eligible) only. Any other charges, including monthly charges of driver, repair and maintenance of vehicles, insurance, petrol / diesel, oil and any other incidental expenses shall be borne by agency / firm.
- (j) The contractor shall not engage any sub-contractor or transfer the contract to any other person.

- (k) The vehicles must be fitted with Fire Extinguishers in proper working condition at all time and the driver should be trained to use them.
- (l) There should be at least two sets of white covers, towels and napkins. It should be changed every week. There should be an air spray in every car. A fan at the rear seat will have to be provided by the owner. The items mentioned shall be made available at the cost of the owner of the firm.
- (m) The vehicles should be registered in the name of the agency / firm with the concerned authority of Central / State Government. Self attested photocopies of Registration Certificate should be attached with the Technical Bid. The agency / firm should have adequate number of telephones for contact round the clock. Vehicles should have pollution clearance certificate issued by the competent authority.
- (n) The vehicle should have necessary permits from the transport department Authority. This office will not be responsible for any challan, loss, damage and accident to the vehicle or any other vehicle or injury to anybody.
- (o) The vehicle should display at a conspicuous place the following; "In case of irresponsible/rash driving or exceeding speed limit prescribed on a particular stretch of road, you may complain to the owner of the vehicle (Name of the Owner, Telephone and Mobile No. should be displayed)." All such complaints should be probed into by the owner of the vehicle and action taken against the erring Driver, if found guilty, under intimation to the Department.
- (p) In case of any accident, all the claims arising out of it, shall be met by the agency / firm.
- (q) It is obligatory for the agency / firm that drivers are paid not less than minimum wages prescribed under minimum wages Act fixed by the Government from time to time.
- (r) If any of the terms and conditions above, is not found fulfilled during the currency of contract, the Principal Commissioner, Hyderabad - II Audit Commissionerate reserves the right to terminate the contract without assigning any reasons thereof. However, this contract can be terminated with a notice period of one month by the either side.
- (s) No additional terms & conditions over and above the conditions stipulated above shall be entertained by this office.
- (t) In case of any dispute, the decision of the Commissioner shall be final and binding.

Sd/-

(K S SUBBA RAO)
SUPERINTENDENT (ADMN)

Copy to:

1. Supdt (Comp.) for circulation in e - procurement, CBEC, Commissionerate etc., websites.
2. The file
3. The Notice Board

TECHNICAL BID (QUALIFYING BID DOCUMENT)

1. Name, Address & Telephone No. of Agency/firm (enclose copy of registration)
Proprietorship / Partnership/
Pvt. Ltd company :
2. Name of owner of agency/firm :
3. Address of the agency/firm :
(With Telephone No. & Fax No.) :
4. Goods and Services Tax registration No.
(enclose copy if any) :
5. Make, model, mileage and registration number of vehicle to be provided
(must be filled in) [self attested copies of registration certificate to be attached] :
6. List of the Government organization, where the vehicles have been provided
(enclose copies of experience) :
7. Permanent Account Number (PAN)
(enclose copy) :
8. Name of the driver along with copy of the driving license :
9. Annual turnover for the last three years
(enclose copies duly certified by CA/
Income tax returns) :
10. All the other statutory certificates/documents including pollution clearance certificate :

DECLARATION

I hereby certify that the information furnished above is true and correct to the best of my/our knowledge. I understand that in case, any deviation is found in the above statement at any stage; I/We will be blacklisted and will not have any dealing with the Department in future.

Signature of Authorized Signatory with date

FINANCIAL BID DOCUMENT

1. Name of the party

2. Address
(with Tele.No. & Fax No.)

3. Name & Address of the Proprietor/
Partners/Directors
(With Mobile Numbers)

Sl. No.	Type of Vehicles	Monthly Charges (in Rs.)	
		2000 Km per month	2500 Km per month

Add: any other charges if required

Sub Total:

Goods and Services Tax:

Grand Total:

(Rupees

only)

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