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DIRECTORATE GENERAL OF SYSTEMS
CUSTOMS & CENTRAL EXCISE, SOUTH ZONE
121, MAHATHMA GANDHI SALAI, NUNGAMBAKKAM, CHENNAI - 600 034.

C.No. I (29)/1//2007-Systems(S)

Dated the 8th July, 2008

NOTICE INVITING TENDER

Sealed tenders are invited from the vehicle providers for hiring of vehicles for Official purpose for the Office of the Additional Director General of Systems, Customs & Central Excise, South Zone, 26/1, Mahatma Gandhi Salai, Nungambakkam, Chennai – 600 034 as per the requirement mentioned below in the schedule.

Sl. No.	Category	Number of vehicles required
1.	Non-A/c vehicle to be used upto 30/31 days subject to maximum of 2,500 kms. in a month	1
2.	Non-A/c vehicle to be used upto 20/25 days subject to maximum of 2,000 kms. in a month	1

The vehicle provider should give the Service Tax registration number in the tender document and if they are not registered they should mention the same. Such vehicle providers may also submit details of the other organization to whom they have extended similar service in the recent past as well as in the present.

Interested parties are requested to submit their bids mentioning therein the rate to be charged by them under each category. The tender documents can be obtained either from this Office or can be downloaded from the Official website: www.cbec.gov.in

The last date for submission of tender is 25th July 2008 at 1700 hours.

Tenders will be opened on 28th July 2008 at 1500 hours.

The parties who wish to be present at the time of opening of the tender may represent themselves or authorise their representatives with an authority letter. The Additional Director General of Systems deserves the right to accept or reject any or all tenders without assigning any reason.

(PERI UMASANKAR)
Joint Director (Systems)

TERMS & CONDITIONS

1. The tenderer should have a registered and well established taxi agency / firm having sufficient number of latest models of car for hiring. Vehicles being provided to the Office of the Additional Director General of Systems should be in a very good condition with shining body and clean interior with good upholstery.
2. It may be noted that the number of cars to be hired and the number of days of hiring may vary depending upon the actual requirements.
3. The firm would have to intimate the registration number of the vehicles provided to this Office. In case the condition of the vehicle is not found to be satisfactory they shall be returned for immediate replacement.
4. The firm would ensure that the drivers employed have valid driving license.
5. The agency / firm should have an adequate number of telephones for contact round the clock. The driver of the car(s) will have to be provided mobile phone by the firm so that he could be located.
6. The rates are to be quoted both for hiring on daily basis (4 hours / 50 kms., 8 hours / 100 kms., 10 hours / 110 kms. & 12 hours /120 kms.) and for hiring on monthly basis for 20/25 days upto 2000 kms. and for 30/31 days upto 2500 kms. in a month for Non A/c. vehicles. Within these two categories, the rates are to be quoted separately in kilometers and hours both.
7. It shall be the prerogative of the competent authority of this Office to choose any one rate slab or a combination of slabs in case of vehicle being hired on daily hiring basis.
8. The competent authority reserves the right to reject any tender / quotation or the contract at any time without assigning any reason thereof.
9. Bills preferably typed and in triplicate shall be submitted to this Office in the first week of each month. The billing will be done on monthly basis. The driver(s) will have to maintain log book for keeping the records of duties performed and the log book has to be submitted regularly to the Administrative Officer/Superintendent in charge in the Office of the Additional Director General of Systems, Chennai. The rate 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.
10. In case of breakdown of any vehicle during Official duty, it shall be the responsibility of the firm 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.

11. Once the hiring of car commences from a particular operator, the cars and the drivers should not be changed unless requested by this Office.

12. On awarding the contract, the contractor has to furnish to the Additional Director General of Systems the certified copies of RC books and the comprehensive insurance policies (covering mainly third party insurance).

13. The Additional Director General of Systems shall be liable to pay only the hiring charges. All other liabilities shall be borne by the contractor being the owner of the vehicles.

14. Revision of rate would be considered only when there is an increase of 10% or more in the price of diesel. In such cases, the following formula would be made applicable.

Rate Escalation per KM for Diesel= $\frac{\text{Actual price increase per Litre in Paise}}{\text{Ten}}$

15. The contract may be considered for extension by mutual agreement for such further period(s) as may be agreed upon not exceeding one year at a time.

16. In case of any dispute of any kind and in any respect whatsoever, the decision of the Additional Director General of Systems shall be final and binding.

17. The Additional Director General of Systems reserves the right to reject all or any of the offers or accept more than one offer.

18. The Additional Director General of systems reserves the right to cancel the contract at any point of time by giving notice of 15 days.