

**OFFICE OF THE COMMISSIONER OF CENTRAL EXCISE,
BELAPUR COMMISSIONERATE:1ST FLOOR, CGO COMPLEX,
CBD BELAPUR, NAVI MUMBAI-400614.**

TENDER NOTICE-01/2016

Sub: Hiring of vehicles-Invitation of quotations-regarding

TERMS AND CONDITIONS FOR HIRING OF VEHICLES

1. The Commissioner of Central Excise, Belapur, (hereinafter refer to as CCE, Belapur) intends to hire 01 (Big Size A.C. Vehicles) (car) w.e.f. 05/04/2016.
2. The vehicles are proposed to be hired for days in a month subject to a 30/31 maximum of 2500 Kms and this will be for an initial period of one year.
3. The category of vehicles required is under:

S.No.	Category	No. of vehicles
1.	Innova CX 7 STR, (2500 Kms, per month for 12 hrs., duty per day with driver. (To be used for 30/31 days in a month, all days including holidays)	One

4. The tender will be processed under Two Bid System i.e. "Technical Bid" and "Financial Bid" and both should be filed separately.

5. Eligibility Criteria

- (i) If there is any service deficiency/complaint against the contractor or from any of the earlier contract places, then the applicant shall stand disqualified.
- (ii) The applicant contractor should have a reputed client list, which should be submitted in support of the same.
- (iii) The Applicant contractor should have the experience of running a fleet of vehicles on hiring basis for at least 2 years. The Work order copies are to be enclosed to substantiate the same.
- (iv) The applicant contractor should have provided 02 or more vehicles under hiring contract to Central Govt./ State Govt./ PSU in the of last four years (i.e. 2011-12 to 2014-15). The Work order/ contract copies should be enclosed as proof.
- (v) LPG/CNG Cylinders must not be used as fuel for running the vehicle at any case.

(vi) The above conditions will not apply to Government or Semi-Government Enterprises.

6. All the vehicles proposed to be hired out to the CCE, Belapur by the applicant contractor should be of latest models, preferably 01st January 2014 onwards in excellent condition and it should be documented by the Registration Certificate (RC Book) issued by the Regional Transport Authority (RTO). The details of Vehicle name, Vehicle Number, year along with copy of RC book should be submitted. In case of new vehicles are being purchased, the proof of order placed should be submitted.

7. The rate should be specified reckoned from the place of reporting to place of release on monthly basis (reckoned from time of reporting to the time of release of vehicle). The rate may be exclusive of Service Tax.

8. The Contractor shall provide dedicated vehicles & drivers and any change in vehicles and / or drivers should be made only in exceptional circumstances. Replacement of the vehicle/driver should be provided in the event of a breakdown of vehicle/non availability of driver. The driver should be having Transport License, with a minimum experience of 5 years and their antecedents should be duly verified by police authorities, at the instance of the contractor.

8 (a) Payment of minimum charges agreed upon shall be made every month, provided that if the contract does not commence in the beginning/end of a month and in such cases the payment of minimum charges will be made on a proportionate basis.

(b) The vehicle; shall be deemed to be at the disposal of The CCE, Belapur during the period of official use and the billing for kms and hours shall be made from the reporting place to the relieving place. In certain cases where relieving place is not the ordinary place of reporting, the ordinary place of reporting shall be deemed to be the relieving place.

9. The liability on account of fuel, driver & all expenses relating to maintenance, insurance, parking, toll etc. of the vehicle would, solely and wholly, be the responsibility of the contractor and the CCE, Belapur will not bear any liability except the hiring charges.

10. The contract between the CCE, Belapur and the Contractor can be cancelled with a notice period of one month from either side, by assigning a reason.

11. The Contractor should be registered with the authority concerned of State or Central Government e.g. Shop & Establishment Act 1948, Labour License and Service Tax Registration, whichever necessary for carrying out such type of work and should fulfill the conditions prescribed in Section 66 of the Motor Vehicle Act, 1988 for hiring of vehicles. The contractor shall take insurance cover protecting the agency against all claims applicable under the

Workmen's Compensation Act, 1948. The contractor shall arrange necessary insurance cover for any persons deployed by him even for a short duration. The Commissionerate shall not entertain any claim arising out of mishap, if any, which may take place. In the event of any liability / claim falling on this Commissionerate, the same shall be reimbursed / indemnified by the contractor.

12. The Applicant Contractor should submit two sealed envelopes separately marked as 'Technical Bid' and 'Financial Bid'.

13. **Technical Bid:** The Technical Bid should be as per Annexure 'A'. It should be supported by the documents indicated in Annexure 'A'.

14. **Financial Bid:** The "Financial Bid" shall be as per Annexure "B". **Earnest Money Deposit** in form of Demand Draft/Bankers' cheque for a value of Rs.10,000/- (Rupees Ten thousand only) in favour of "The Commissioner of Central Excise, Belapur" in respect of 'Earnest Money Deposit' should be submitted along with the 'Financial Bid'.

15. Initially only the technical bid will be opened.

16. The Financial bid will be opened, only if, the Applicant Contractor fulfills the stipulated conditions for technical bid.

17. The contractor will indemnify for loss/damage of property or life because of negligence of driver or poor maintenance of vehicle or due to an accident.

18. In case of non-compliance of the above terms and conditions of contract, a penalty may be levied. The penalty for some of the defaults is as under:-

Sr. No.	Nature of default	Penalty Rs.
1	Late Reporting	50% of proportionate contract charges per day
2	Non Reporting	200% of proportionate contract charges per day
3	Poor maintenance of Vehicles	Rs. 3000 per month
4	Refusal of duties	200% of proportionate contract charges per day
5	Vehicles kept unclean	100% of proportionate contract charges per day.

19. The drivers employed along with the vehicle should satisfy the following conditions :-

a) Drivers should have minimum 5 years of experience of driving. They should have a vehicle Transport License for driving the passenger vehicles on hire.

