




<p>केंद्रीय वस्तु सेवा कर एवं केंद्रीय उत्पाद शुल्क प्रधान आयुक्त का कार्यालय विनया मार्ग, सिद्धार्थ नगर, मैसूर 570 011 फ़ोन दूरवाणी: 0821-247 6953/54/8283 फेक्स: 0821-2470500 सेवोत्तम अनुवर्ती</p> 	 	<p>OFFICE OF THE PRINCIPAL COMMISSIONER OF CENTRAL GST AND CENTRAL EXCISE, Vinaya marga, Siddhartha Nagar, Mysore - 570 011 PHONE: 0821.247 6953/54/82/83 FAX: 0821.2470500 MAIL: prevhqs-cexmys@gov.in An IS 15700 certified Office</p>
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सी.नं./C.No: IV/06/27/2016 HPU C.Ex.

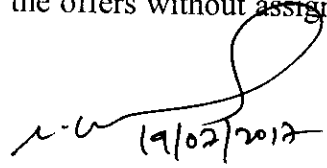
दिनांक / Date: 19-07-2017

To,
The Assistant Commissioner of Central Tax
System, Mysore Commissionerate

NOTICE INVITING QUOTATION FOR HIRING OF VEHICLES

Sealed quotations are invited from eligible / reputed service providers for supply of four wheeler for a period of 3 months on monthly hire basis. Quotation may be submitted for "Small Size car" 1 number.

The details may be submitted as per the tender document available on the Departmental web site viz., www.centralexcisemysore.gov.in or www.cbec.gov.in. The details may also be obtained from the Preventive Section of the Headquarters office located in the aforementioned address (Phone 0821-2470970). **The last date for submission of sealed quotation is 1700 Hrs of 25.07.2017.** The service provider / individuals desirous of submitting the quote / quotes are advised to go through the terms and conditions carefully before applying. The Commissioner of Central Excise, Mysore reserves the right to accept or reject any or all of the offers without assigning any reasons thereof.


(N. B. Harish Ballal)
Assistant Commissioner
Central Excise, (HPU), Mysore

TERMS & CONDITIONS

1. Sealed quotations are invited from eligible / reputed service / individuals providers for supply of "Small sized" vehicle one Number.

The vehicle that is proposed to be taken on hire is for the office of the Principal Commissioner of Central GST and Central Excise, S1-S2, Vinaya Marga, Siddhartha Layout, Mysore -11 with immediate effect and for the a period of 3 months.

The last date for submission of sealed quotation is 17.00 Hrs of 25/07/2017.

The Commissioner of Central Tax , Mysore reserves the right to accept or reject any or all of the offers without assigning any reasons thereof. The quotations would be opened at **17:10 Hrs on 25/07/2017** at the Office of the Principal Commissioner of Central GST and Central Excise, S1-S2, Vinaya Marga, Siddharath layout, Mysore – 570 011.

2. The quotation in the following format may be given and format may be duly signed and seal affixed. Rates should be both in figures and words and in case of any difference the rates quoted in words shall prevail. Any over writing / corrections on the rate portion of the quotation will be rejected:

Brand of Vehicle	Minimum Charges for month/per vehicle with driver (For 2000 Kms)
	Rs. Rupees in word

3. **An EMD of Rs. 10,000/- (Rupees Ten Thousand Only) will have to be submitted alongwith the quotations, in favour of Commissioner of Central Excise, Mysore Commissionerate, Mysore for those interested in supplying vehicles. The EMD amount should be in the form of Demand Draft and will be returned to the unsuccessful bidders after completion of the tender process.**

4. Individual owners of vehicles who are interested in giving their vehicles on hire are also encouraged to apply subject to adhering to the conditions above. It is preferred that the bidder shall have sufficient experience in the field of providing vehicles on hire and the details of the same may be submitted alongwith the quotation. Also the successful bidder's vehicles could also be test driven before accepting the same for regular use.

5. The bidders shall enclose documents viz., PAN Card and Address proof / Adhar Card with photo documents. Other documents like Service Tax registration certificate, Certificate of registration with labour Department, EPF & ESI Department etc., if any, must be submitted on finalization of the contract. The turnover for last financial years shall also be submitted in case they possess the same. The individual owners shall submit the relevant documents available with them.

6. The bidder shall undertake in writing that he or the firm has not been blacklisted by any organization / Government department for any reasons, as on the date of submission of the bid. He must also give an undertaking that his services have not been terminated by any organization / Department in the previous three years.

7. The vehicles provided to the Department shall not be more than 3-4 years old and must be in excellent running condition. The vehicle may be preferably White in colour with valid permit and registration with Central / State Government.

8. No LPG cylinders / Gas kit shall be used for running the vehicles on hire in any case.

9. The bids received after the closing date and time will be rejected. Further, the department reserves the right to reject the bids received with incomplete information.

10. **The successful bidder shall execute a performance guarantee to the tune of Ten Percent of the total contract value for one year. The performance security should remain valid for a period of sixty days beyond the date of completion of contract obligation.**
11. On commencement of the contract, the agency and the deployed drivers are bound to carry out the instructions of the designated officer(s) in charge of the vehicle in the department. Dedicated drivers shall be provided to ply the vehicles and the drivers should not be changed without the knowledge of the Service receiver.
12. The service provider shall ensure that the odometer of the vehicle provided is properly sealed so that no tampering is done with a view to inflate distance travelled. Besides, the department reserves the right to effect surprise checks of odometer of the car supplied from any authorized workshop and cost thereof shall be borne by the service provider.
13. Zero based kilometer reading i.e. kilometer reading starting and ending at/from duty or drop off location shall be adopted for the purpose of calculating the kilometers and the same will be monitored by the Officers. A daily record indicating the time and kilometer for each of the vehicle shall be maintained which shall be submitted to the concerned reporting officer regularly for scrutiny. **The usage of kilometers will be upto the ceiling limits as per the contract and the Short / Excess usage in any month could be adjusted in the succeeding months.**
14. The Service receiver shall pay the monthly charges as agreed upon. The payment of driver salary, fuel, any type of maintenance and taxes shall be borne by the Service provider. No increase shall be entertained relating to charges already agreed upon during the contract period.
15. The service provider should be available for contact by the Department on mobile / landline round the clock for any exigency.

16. The hired vehicles shall be at the disposal of the Office of the Commissioner of Central Excise & Service Tax, Mysore Commissionerate, Mysore during the contract period. The vehicles will be required to run any where within the territory of India.
17. The vehicles will be kept neat and clean and in perfect running condition with shinning body and clean interiors with good upholstery/seat cover. It must also have a mobile charger and be odour free with an air spray suitable for officer's use. If condition of vehicles is not found satisfactory, they shall be returned for immediate replacement. If no replacements are made in time, penalty will be levied and the Service receiver shall have the right to hire a vehicle from market, and cost incurred towards this, will be borne by the service provider
18. The vehicle should be kept with sufficient stock of fuel. However, if in case of any emergency, if any officer refuels on payment by him, the same should be reimbursed by the service provider on production of the bill immediately. In the event of the vehicle hired by the Service provider developing technical problems, the service provider should ensure that a replacement vehicle is provided to the Service provider immediately on the same day. Further, in case the service provider fails to make any alternate arrangement, the Department is at liberty to hire another vehicle from the market and the additional cost incurred on account of such hiring should be borne by the service provider or will be deducted from the hire charges payable to the service provider.
19. In case of any accident, all claims/damages arising there from shall be borne by the service provider and the Department / Service receiver will be , in no way, responsible for any liability arising thereof.
20. The service provider shall undertake to indemnify the Service receiver against all damages/charges arising on account of or connected with negligence of the service provider or his drivers/staff or any person under his control whether in respect of accident/injury to the person or damages to the property of any member of the public or to any person or in executing the work or otherwise and against all claims and demand arising thereof. The Service receiver will not be under any

obligation, legal or otherwise, to provide employment to any of the personnel of the service provider during or after the expiry of the hire period. The Service receiver shall not be responsible financially or otherwise for any damages to the vehicle or injury to the driver or person deployed by the service provider during the course of hire.

21. The service provider shall furnish to the Service receiver the complete details of vehicles supplied / certified copies of the R.C.Book and insurance policies. The details of the deployed drivers along with a copy of their valid driving license should also be furnished.

22. The drivers shall be in prescribed uniform as notified by the Police / RTO office of the Karnataka State Government. The driver shall be smartly dressed and wear shoes and shall observe all etiquette and protocol while performing the duty and must have knowledge of local language. Drivers with knowledge of English and Hindi would be preferred. They must carry mobile phone in working condition for which no separate payment shall be made by the Service receiver. Further, the Service receiver also reserves the right to charge penalty per instance of proved misbehaviour of a driver on summary enquiry. The driver will not be paid any fees or charges for the above.

23. The normal working schedule shall be from **8 A.M to 10 P.M.** on all days of the month. Without prejudice to this, however, in case of requirement / need / emergency the vehicle shall be made available at any time of the any day as desired by the Service receiver. The vehicles should invariably be parked in the office premises of the Service receiver. In case any vehicle does not report to Service provider in time on any given day, this office would impose a penalty and the amount would be deducted from payment to be made to the service provider.

24. A penalty of Rs.500/- shall be imposed for non adherence to the provisions as noted in Para 22 & 23 above.

25. A penalty of Rs.1,000/- per day per vehicle shall be levied if any vehicle fails to meet any of the above terms and conditions on any day and such amount would be deducted from the payment to be made to the service provider.

26. A contract shall be entered into between the successful bidder and the Service Receiver as per the above mentioned terms and conditions. The contract between the Service provider and Service receiver can be cancelled with a notice period of 30 days from either side on breach of any of the terms & conditions of the contract. Further, the contract may be considered for extension by mutual agreement for such further period as may be agreed upon and subject to the satisfaction of the service receiver.

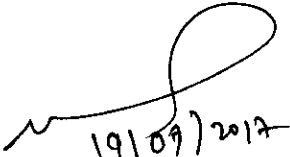
27. No revision of rates other than that already agreed upon shall be entertained during the period of contract. The billing will be done on monthly basis and monthly bills in triplicate shall be submitted to the concerned Reporting Officer(s) within 1st week of every following month. The taxes like TDS etc., deductible as per law would be deducted from the bill payable. The usage of any of the vehicles can be stopped at any point of time without assigning any reasons.

28. Any matter during the period of agreement, which has not been specifically covered by this agreement, shall be decided by the Commissioner of C.Ex., / Assistant Commissioners of Central Excise & Service Tax as the case may be, whose decision shall be final, conclusive and also binding on both the parties.

29. In case of legal dispute the decision of the Commissioner of Central Excise, Mysore shall be final. However, in case judicial redress is sought for, the jurisdiction of Mysore Courts shall apply.

30. The interested service provider may submit their bid complete in all respects in a sealed cover addressed to the Commissioner of Central Excise, Mysore Commissionerate, Mysore at the addresses mentioned in Para 1 above. **The bids should be superscribed as 'Quotation for Hiring of Vehicles'.**

31. This office reserves the right to postpone or extend the date of receipt / opening of quotations or to accept or reject any or all of the bids without assigning any reasons thereof. In case of any doubt or need of any inquiry the bidders may contact the undersigned on any working days.



19/09/2017
(N. B. Harish Ballal)

Assistant Commissioner
of Central Tax (HPU), Mysore