



GOVERNMENT OF INDIA  
OFFICE OF THE DEPUTY COMMISSIONER OF CENTRAL EXCISE & SERVICE TAX,  
DIVISION-PATNA, RUKANPURA, BAILY ROAD, PATNA

**Notice**

**SUBJECT: Hiring of Vehicles-Invitation of quotations –Reg.**

Central Excise & Service Tax Division, Patna requires one vehicle on monthly hire basis. Quotations are invited from established Service Providers for Supplying vehicles on contract basis subject to the following conditions and requirements:

1. The Service Provider must be able to Provide 01 (one) Car (Ford Fiesta / Maruti Dzire/ hyundai Verna/ Honda Amaze/City of 2013 /2014 make in good working condition.
2. The Service Provider owning and /or being in possession of the aforesaid vehicle on the date submission of tender only are eligible to submit their quotations.
3. The hiring of the vehicles shall be from the 1<sup>st</sup> October, 2014.
4. The vehicles will be required for a minimum of 12 hours daily. It will be the sole discretion of the Department to use the said hired vehicle for any purpose including on Saturdays, Sundays and Holidays, if necessary irrespective of kms. and/ or no.of hours.
5. The vehicle will attend duties for 30/31 days. Subject to maximum of 2000 K.m. in a month. If necessary, the vehicle may run more than 2000 k.m. in a month. Hence rate per k.m. beyond 2000 k.m. should also be mentioned categorically.

6. The Service provider must provide a valid Service Tax Registration Certificate. If the Service provider is exempt from Service Tax, the same should be clearly certified on the quotation.

7. The Service providers will be responsible for timely payment of Government / Local Taxes in respect of the hired vehicles.

8. Records of the journeys undertaken by the vehicle shall be maintained on a daily basis indicating the time and mileage.

9. In cases of breakdown / non-availability of requisitioned vehicle or non availability of a particular driver, substitute vehicle or driver, as the case may be, shall be provided forthwith at the cost of the service provider failing which, an amount of Rs.1,000/- per day will be deducted from their bill (s) on account of failure of the vehicle.

10. All costs towards fuel, repairs, maintenance & other taxes etc., if any, shall be borne by the service provider.

11. The vehicle provided to the Department should be duly insured and the validity of the insurance should be till the end of the contractual period. In case of accidents, the service provider shall meet all claims arising out of it including any payments to third parties.

12. The service provider will be liable to pay the wages and allowances to the Drivers and the Drivers will be on the establishment of the service Provider for all practical and legal purposes.

13. The hiring charges shall be on the basis of zero based mileage starting from the office/residence /area where the officer/s is /are stationed to the office /residence/area where the officer/s is/are stationed, as the case may be.

14. The liability of this Division will be limited to the hiring charges only .The Service Provider and / or his Driver/s shall not be treated as Government Servants though the vehicle will be used for Government duties.

15. All the Drivers provided along with the requisitioned vehicle should be neatly dressed and in uniform and should also be in possession of mobile phones and their mobile phone numbers along with the service provider's mobile numbers shall be made available to this office for contacting them regularly. Driver/should be well experienced and well conversant with Patna and its suburbs and should not have any police cases pending against them.They must have valid Driver License, and should have completed police verification.

16. The office has the right /discretion to terminate the agreement at any time with short notice if unsatisfactory performance is noticed during the contact period.

17. In case, the service provider wants to withdraw the vehicle, he has to give one month's advance notice failing which one month charges shall be forfeited (preceding from the date of stoppage service by the service provider.)

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

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

20. **Financial Bid:** The "Financial Bid" shall be as per "Annexure B".

21. Initially only the technical bid will be opened.

22. The Financial Bid will be opened only if the Applicant Contractor fulfils the stipulated conditions for technical bid.

23. The “Technical Bid” and “Financial Bid” should be placed in separate sealed envelopes which should be marked as **“Tender for hiring of vehicles - Technical Bid”** & **“Tender for hiring of vehicles - Financial Bid”** and addressed to the “Deputy Commissioner, Central Excise & Service Tax, Division, Patna and should be submitted on or before 17.00 hours on the 23<sup>rd</sup> September, 2014 at the above-mentioned address. The Technical Bid of tender shall be opened at 14.00 Hours on the next Working day i.e. 24<sup>th</sup> day of September, 2014 and the Financial Bid of tender shall be opened at 17.00 Hours on the 24<sup>th</sup> day of September, 2014 in presence of all those who have given a tender.

24. The tender need not to be awarded to the lowest quotation, it will depend upon the fulfillment of all the points given above. The Department decision in this regard will be final.

( Sameer Kumar Jha)

**Deputy Commissioner**

**Central Excise & Service Tax**

**Division- Patna**

**C.No. III(22)1-GL/H. Vehicles/1%/10/**

**Dated 15.09.2014**

Copy to:

1. Notice Board, Central Excise & Service Tax Division- Patna
2. Superintendent (System), Central Excise & Service Tax (Hqrs), Patna for exhibiting the notice on the Departmental Website.

(Sameer Kumar Jha)

**Deputy Commissioner**

**Central Excise & Service Tax**

**Division- Patna**

**ANNEXURE "A"**

**TECHNICAL BID FOR HIRING OF VEHICLES**

<b>1.</b>	<b>Name of the Service Provider:</b>	
<b>2.</b>	<b>Address:</b>	
<b>3.</b>	<b>Contact Number: (Office)</b>	
	<b>(Residence)</b>	
<b>4.</b>	<b>Name of the Proprietor/Director:</b>	
<b>5.</b>	<b>Income Tax PAN No :</b>	
<b>6.</b>	<b>Name of the Vehicle:</b>	
	<b>Year of Manufacture:</b>	
	<b>Registration No:</b>	
	<b>(Copy of RC Book should be attached)</b>	

Signature, Name and Designation  
of Authorised Signatory

**ANNEXURE "B"**

**FINANCIAL BID FOR HIRING OF VEHICLES**

<b>1.</b>	<b>Name of the Service Provider:</b>	
<b>2.</b>	<b>Address:</b>	
<b>3.</b>	<b>Contact Number: (Office)</b>	
	<b>(Residence)</b>	
<b>4.</b>	<b>Name of the Proprietor/Director:</b>	
<b>5.</b>	<b>Income Tax PAN No :</b>	
<b>6.</b>	Detailsof Hiring Charges per vehicle (Exclusive of Service Tax)	
	<b>Description</b>	<b>Rate (In Rs.)</b>
	<b>For 2000 KMS and 30/31 days</b>	
	<b>For extra per Kms beyond 2000 K.M.</b>	

Signature, Name and Designation  
of Authorised Signatory

