

**GOVT OF INDIA
OFFICE OF THE ASSISTANT COMMISSIONER
SERVICE TAX DIVISION CHANDPURA PALACE
OPPOSITE DADI MAA TEMPLE BANK ROAD::PATNA**

Date : 5.10.2016

NOTICE INVITING RE-TENDER FOR HIRING OF MOTOR VEHICLE

Sealed quotations are reinvited for hiring of 1 (One only) Non A/C small car (Toyota Etios, Maruti Suzuki SX4,Honda Amaze, Swift Dzire not older than three years),white in colour, along with driver to be used for 20-25 days on hiring, subject to maximum of 2000 kms per month as per the terms and conditions mentioned in the Annexure-I.

Interested parties while submitting quotations, must submit the Annexure-II duly filled in and signed for having accepted the general terms and conditions as per Annexure-I in one envelope and financial bid (Annexure-III) in another envelope. Both these sealed envelopes shall be super scribed "Financial Bid" and "Technical Bid" as the case may be and put inside a bigger sealed envelope which shall be super scribed with the words, "TENDER FOR HIRING OF VEHICLES" on the top of it and addressed to the Assistant Commissioner service tax division Chandpura palace opposite Dadi Maa Temple Bank Road Patna ,. The last date for receipt of sealed tenders is 26.10.2016 before 15.00 hrs. Technical bid will be opened on same date at 15:30 hrs before representatives of bidding firms. The undersigned reserves the right to reject all or any of the offers without assigning any reason thereof.

Yours faithfully,

Sd/-

**ASSISTANT COMMISSIONER
SERVICE TAX DIVISION
PATNA**

Copy to:

1. Notice Board.
2. Superintendent system a request to upload this notice on official website www.cexpatna.bih.nic.in and www.cbec.gov.in
3. AO(HQ) with request to get it published in local daily newspaper.

Sd/-

**ASSISTANT COMMISSIONER
SERVICE TAX DIVISION
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TERMS & CONDITIONS

1) The vehicle should be of latest model (not older than 3 years) and in good running condition with commercial registration and comprehensively insured with pollution control certificate or any other certificate required as per law.

2) The Contract of hiring of vehicle will be initially till 31.3.2017.

3) The firms / agencies would ensure that the drivers employed have valid driving license, clean driving record and do not have any criminal antecedents. The driver of the vehicle should be well conversant with the city routes / roads and 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.

4) It will be solely the discretion of the Department to use the said hired vehicle for any official purpose including Saturday, Sunday and Holidays and wherever necessary.

5) In case the condition of the vehicles is not found to be satisfactory, the same 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 Assistant Commissioner service tax division patna has a right to hire a vehicle from the market and the cost incurred has to be borne by the agency / firm.

6) No dead mileage would be payable from contractor's premises to starting point and vice versa.

7) The vehicle to be hired shall not be used for any other commercial / personal purpose or any other purpose by the service provider. The vehicle should remain in the office during the contract period.

8) The service provider must have 24 hours working telephone system so that he can be contacted at short notice and at odd hours and on holidays in case of requirement of vehicle and should declare all his contact numbers in the quotation. It would also be essential for the driver to have a mobile phone so that he could be contacted for duty.

9) The firm/agencies should have prior experience of at-least 2 years in serving any State/Central Government organizations. Proof to that extent should be enclosed.

10) Payment of hiring charges will be made on monthly basis. The bills for the use of vehicle accompanied by the duty slips / log book will preferred after each completed month.

11) The service provider should have Service Tax Registration or submit an undertaking that he is not liable to pay service tax. The rates offered shall be considered inclusive of all taxes excluding service tax. Department will not be liable to pay any compensation.

12) Financial bids of only those agencies / firms would be opened, who qualify the technical requirements.

13) The Assistant Commissioner Service Tax Division Patna shall be liable to pay the hiring charges 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.

14) The contractor shall not engage any sub-contractor or transfer the contract to any other person.

15) The vehicles must be fitted with Fire Extinguishers in proper working condition at all time and the driver should be trained to use them.

16) 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 car. The items mentioned shall be made available at the cost of the owner of the firm.

17) 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. For new vehicle service provider has to submit booking slip otherwise his bid will be rejected.

18) The vehicle should have necessary permits from the transport department Authority. This office will not be responsible for any Challan, loss, damage, theft and accident to the vehicle or any other vehicle or injury to anybody. In case of any accident, all the claims arising out of it shall be met by the agency / firm.

19) It is obligatory for the agency / firm that drivers are paid at least minimum wages according to minimum wages fixed by the Government from time to time.

20) If any of the terms and conditions above, is not found fulfilled during the course of contract Assistant Commissioner Service Tax Division Patna reserves the right to terminate the contract without assigning any reasons thereof. However, this contract can be terminated with a notice period of two month by the either side.

21) The car to be used upto 20-25 days on hiring subject to maximum of 2000km per month.

22) Before issue of the tender bids, the tender committee will verify the following documents

1, Vehicle registration papers, 2. Vehicle insurance papers, 3. Life tax / payments particulars, 4. Pollution control certificate of the vehicle, 5. PAN card of the vehicle owner, 6. Driver license validity, 7. Background of any civil/ criminal cases against vehicle owner

23) Capabilities, Specification & formalities for Driver:-

- (i) The bidders must ensure that the drivers employed have valid driving license and clean driving record.
- (ii) The drivers of the vehicle provided must follow traffic rules and all other regulations prescribed by the Government from time to time.

- (iii) The drivers shall observe all the etiquette and protocol while performing the duty and shall be neatly dressed.
 - (iv) The drivers should have minimum 5 Years of experience of driving. They should have valid driving license for driving passenger vehicles on hire.
 - (v) The drivers should be well versed with the roads and the places in Bihar and should have experience in city/urban driving as well as rural driving.
 - (vi) Once the driver has been allotted to a particular vehicle, he should remain with the same vehicle for a period of at least one year. Any change in the designated driver should be intimated to the concerned officer before 24 hours such change is effected.
 - (vii) The driver should be provided with a good working mobile phone which should not be in switch off mode at any point of time.
 - (viii) The driver should be decent and well behaved and should not have any criminal/adverse police record against him and he should not have any past history of accidents.
 - (ix) The driver should not be addicted.
 - (x) The driver should be ready/prepared for outstation journeys at short notice, for which no additional cost will be borne by the Department.
- 24) Cost of Tender Document:-
- (i) The Tender documents containing Terms and condition alongwith prescribed proforma/format for furnishing required information/details can be obtained from the Administrative Officer, Service Tax Division, Patna on any working day from 06.09.16 to 21.09.2016 at 15.00 hrs. on payment of Rs 200/- (Rs. Two Hundred only) (Non refundable).
 - (ii) The tender documents may also be downloaded from the website www.cbec.gov.in, www.cexpatna.bih.nic.in and The downloaded tender documents must be accompanied with the Demand Draft of Rs. 200/-(Two hundred only) in favour of the Administrative Officer, Service Tax, Division, Patna payable at Patna failing which tender/bid/offer shall be summarily rejected.
- 25) Earnest money:-
- (i) Tender documents must be accompanied with non-interest bearing Earnest Money of Rs. 2,000/-(Rs. Two thousand only) in shape of Demand Draft in favour of the Administrative Officer, Service Tax, Division, Patna failing which tender will not be considered for opening of Financial Bid.
 - (ii) Cheques will not be accepted.
 - (iii) No earnest money will be accepted after the due date and time of submission of tender document.

- (iv) Earnest money deposited with other Tender will not be adjustable with this Tender.
- (v) No bank commission or interest will be paid on the Earnest Money.
- (vi) If a bidder withdraws its offer after opening of Technical Bid or Financial Bid before award of tender to other valid tenderer, the earnest money deposited by them will be forfeited.
- (vii) If a successful bidder fails to execute an Agreement within specified time as per intimation / request of the Service Tax Division, Patna, the earnest money will be forfeited.
- (viii) Central / State Government and Central / State Government Undertakings are exempted from deposit of Earnest Money.

Refund of Earnest Money: -

- (i) Earnest money deposited by the unsuccessful bidder will be refunded to bidder at the earliest after finalization of the tender.

26). Jurisdiction of the Court: -

- (i) In case of any dispute of any kind and in respect of whatsoever arising out of tender / contract, the decision of the Hon'ble Courts at Patna will be final and binding.

Sd/-

**ASSISTANT COMMISSIONER
SERVICE TAX DIVISION
PATNA**

ANNEXURE-II

TECHNICAL BID FOR HIRING OF VEHICLE

To be submitted in a separate sealed envelope subscribing "TECHNICAL BID"

1	Name, Address, Telephone No. and e-mail of agency / firm	
2	Name of owner of agency/firm Address (With Tel. No. & FAX No)	
3	Service Tax Registration No. (enclosed copy)	
4	Make, Model and Registration Number of vehicle to be provided [Self attested copy of Registration Certificate to be attached] In case of new vehicle booking details to be provided	
5	List of the Public Sector/Govt. Organization to which similar Services have been provided by the Contractor/Firm/Agency during the last 5 years. List of Government Organizations where the Service Provider is currently providing services may also be indicated. (Please attach the job order/service certificate from Govt. Office/ Public Sector), if any	
6	Name and address of the driver along with copy of the driving license	
7	Permanent Account Number (PAN) of the firm	
8	Any other information	

UNDERTAKING (Part of Annexure-II)

1. I/We undertake that, I/We have carefully studied all the terms and conditions of contract as indicated in Annexure-I and understood the parameters of the proposed work and shall abide by them.
2. I/we further undertake that the information given in this tender are true and correct in all respects.

Signature of Authorized person with date: _____

Name & full address: _____

FINANCIAL BID FOR HIRING OF VEHICLE
PROFORMA FOR QUOTING RATES

To be submitted in a separate sealed envelope subscribing "FINANCIAL BID"

01	Name & address of the contractor / firm / Agency	
02	Name of the proprietor	
03	Rate quoted per month for 20/25 days for 2000 km	

Signature of Authorized person with date: _____

Name & full address: _____

