TENDER NOTICE NO. 02/2017

Sub:- Invitation for Tender for Hiring of Operational Vehicles for the official use of the Commissionerate of the Central Excise Commissionerate, Meerut and its offices – Calling for sealed Tenders – regarding.

Sealed tenders are invited for hiring of vehicle from vehicle providers who own proper vehicles (should be registered in Delhi-NCR/Meerut) as per requirements mentioned below in the schedule for the office of the Principal Commissioner, Customs and Central Excise & Service Tax Commissionerate Meerut, Mangal Pandey Nagar, Meerut U.P.- 250005.

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Category</th>
<th>Kilometer up to which the Vehicle will run in a month</th>
<th>No. of days the Vehicle will run during the month</th>
<th>Period of contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>One Mid Sized Vehicle (not older than 3 years)</td>
<td>2500 Km.</td>
<td>Upto 30-31 days from 8 AM to 8 PM</td>
<td>04 months i.e. (01.04.2017 to 31.07.2017) from the date of signing of the contract extendable by such further period as agreed up on mutually</td>
</tr>
</tbody>
</table>

2. Sealed tenders indicating the rate(s) to be charged must be addressed to the office of the Principal Commissioner, Central Excise & Service Tax, Commissionerate Meerut, Mangal Pandey Nagar, Meerut. UP.- 250005.

3. Interested parties are requested to submit their bids mentioning therein the rates to be charged by them subject to the following conditions:-

   (a) The hiring charges shall be on the basis of zero based mileage i.e. mileage starting/ending from/at the office of the Principal Commissioner Customs & Central Excise Commissionerate, Meerut, Mangal Pandey Nagar Meerut, UP- 250005. **Service Tax shall be paid extra on actual payment basis.**

   (b) Office of the Principal Commissioner Central Excise & Service Tax Commissionerate Meerut, Mangal Pandey Nagar, Meerut, U.P.- 250005, shall be liable to pay the hiring charges only. Other liabilities like monthly charges of driver, repair and maintenance of vehicle, insurance, petrol/diesel, oil and any other incidental expenses etc. shall be borne by the vehicle provider.

   (c) The rate per Km. in excess of 2500 Kms, and overtime per hour beyond 10 hours are to be quoted.

   (d) In case of any mishap/accident, all the claims arising out of it shall be met by the vehicle provider.
Road worthiness of the vehicles is to be ensured at all times by the vehicle provider.

The vehicle should be registered with the concerned authority of Central/State Govt.

In case the condition of vehicle is found unsatisfactory they shall be returned for immediate replacement. In case no replacement is provided on time, the Authority shall have the right to hire a vehicle from the market and additional cost incurred by the Authority shall be borne by the vehicle provider.

The vehicle provider would ensure that the driver(s) employed possesses a valid driving license. The driver of the vehicle provided must follow traffic rules and other regulations prescribed by the Govt. from time to time.

The driver(s) should be without any criminal record and shall observe all etiquettes and protocol while performing duty and shall be neatly and properly dressed and must carry a mobile phone in working condition, for which no separate payment shall be made by this office.

Interested vehicles providers may submit details of organization(s) to which they have extended similar service in the recent past as well as of those organizations to which similar services are being provided at present. The vehicle providers must give their Service Tax Registration no. in their tender documents in case they are liable to pay service tax.

The interested parties are required to submit their tender/bid in two parts i.e.(i) Technical bid in the Annexure to this tender notice and (ii) Financial bid in separate sealed envelope addressed to the Principal Commissioner Central Excise & Service Tax Commissionerate Meerut, Mangal Pandey Nagar Meerut-250005 Superscripting on the top of each envelop Technical Bid or Financial Bid as the case may be.

The interested parties are further informed that the Financial Bids of only those bidders shall be opened who qualify in the examination of Technical Bids.

**Last date for submission of tenders is 30.03.2017 up to 15:00 Hrs. Tenders will be opened on 31.03.2017 at 15:00 Hrs.**

Pre-qualification requirement for award of contract enclosed as annexure is to be filled up and submitted along with tender.

The detailed Tender documents can be downloaded from the departmental website [www.cbec.gov.in](http://www.cbec.gov.in). The last date for submission of the bids is **30.03.2017 at 15:00 hrs**. The bids will be opened by the designated committee in the presence of bidders, who wish to be present on **31.03.2017 at 15:00 hrs**. The department reserves the right to reject any or all the bids without assigning any reason.
9. The vehicle shall be made available on Saturdays, Sundays and other non working days as per requirement.

-sd-

(RAKESH GUPTA)
ADDL. COMMISSIONER (P&V)
CENTRAL EXCISE & SERVICE TAX
COMMISSIONERATE : MEERUT

Copy to:

1. Notice Board Central Excise & Service Tax Commissionerate Meerut.
2. Superintendent (System), Central Excise & Service Tax, Meerut for circulation on website www.cbec.gov.in

-sd-

(RAKESH GUPTA)
ADDL. COMMISSIONER (P&V)
CENTRAL EXCISE & SERVICE TAX
COMMISSIONERATE : MEERUT
Office of the Principal Commissioner
Customs and Central Excise & Service Tax Commissionerate : Meerut
University Road, Mangal Pandey Nagar, Meerut

C.No. I(22)29-Admn/Vehicle/2011/1346 Dated 15.03.2017

TENDER NOTICE NO. 02/2017

Sub:- Invitation for Tender for Hiring of Operational Vehicles for the official use of the Commissionerate of the Central Excise Commissionerate, Meerut and its offices – Calling for sealed Tenders – regarding.

On behalf of the President of India, Sealed quotations/ bids are invited from reputed and established vehicle service providers stationed or having garage at Delhi-NCR/Meerut for supply of One Mid Sized vehicle (not older than 3 years) for 2500 kms. and 30-31 days per month, till 31.07.2017 or as specified in the letter communicating acceptance of tender/Award of work. The vehicle shall be for official work of Central Excise & Service Tax, Meerut Commissionerate.

2. The method of submission of tender, General Terms and Conditions applicable to contract has been mentioned in Annexure-I. The work is to be performed strictly as per parameters/technical specifications given in Part-I of Annexure-II. The terms and conditions specific to the contract have been mentioned in Part-II of Annexure-II. The proforma for submission of tender has been given in Annexure-III (for Technical Bid) and Annexure-IV (for Financial Bid) to this Tender enquiry.

3. The Annexures completed in all respect must in all cases be received in this office before 30.03.2017 up to 15.00 hrs, at the address specified above. The tenders received after the scheduled date and time will be rejected outright. The tenders may be sent by registered post/or may be handed over in person to this office, so as to reach on or before 30.03.2017 up to 15.00 hours. This office will not be responsible for any postal delay. Only one bid/ Annexure set with enclosed documents should be kept in one cover.

(RAKESH GUPTA)
ADDL. COMMISSIONER (P&V)
CENTRAL EXCISE & SERVICE TAX COMMISSIONERATE : MEERUT
ANNEXURE

Pre – qualification requirement for award of contract

1. Name of the organization/ Firm
2. Name of the proprietor/ Director
3. Registered Address
4. Telephone No.
5. Fax No.
6. Service Tax Registration No. (copy to be enclosed)
7. Permanent Account of the Firm
8. Total no. vehicles owned by the firm.
9. Total no. of drivers with the firm.
10. Name of Public Sector/ Govt. Organization to whom similar services have been provided by the firm during last years. (Please attach the job order/Service Certificate from Govt. Office / Public Sector.
11. Description of vehicle proposed for hiring
   (a) Make
   (b) Model
   (c) Kms. Run so far
   (d) Insurance status of the vehicle

We agree to the above terms and conditions

Signature with date __________________________
Name of the Firm ______________________________
Seal
ANNEXURE-I  
GENERAL TERMS AND CONDITIONS

Sub:- Invitation for Tender for Hiring of Operational Vehicles for the official use of the Commissionerate of the Central Excise Commissionerate, Meerut and its offices – Calling for sealed Tenders – regarding.

1. **Parties:** The parties to the Contract are the contractor/ contractors (the tenderer to whom the work has been awarded) and the Government of India through Central Excise & Service Tax, Meerut Commissionerate, Meerut for and on behalf of the President of India.

2. **Addresses:** For all purposes of the contract including arbitration there under, the address of the contractor mentioned in the tender shall be final unless the contractor notifies a change of address by a separate letter sent by registered post with acknowledgement due to Central Excise & Service Tax, Commissionerate Meerut, Meerut. The contractor shall be solely responsible for the consequences of any omission or error to notify change of address in the aforesaid manner.

3. **Preparation and Submission of Tender/quotation:**
The tender should be submitted in two parts namely Technical Bid (in form given in Annexure-III) and Financial Bid (in form given in Annexure-IV) and each should be kept in a separate wax sealed cover. Both the bids should be kept in another sealed cover addressed to the undersigned. The outer envelope containing wax sealed cover should bear the address, Tender Enquiry Number and date, subject of tender, date and time of opening of the same. The inner envelopes should be super scribed with Tender Number, subject of Tender, whether the envelope is containing “Technical Bid” or “Financial Bid” and date of opening of tender.

4. **Signing of Tender:**
Individual signing the tender or other documents connected with contract must specify whether he signs as:-

(a) A “sole proprietor” of the concern or constituted attorney of such sole proprietor.

(b) A partner of the firm, if it be a partnership firm, in which case he must have authority to execute contracts on behalf of the firm and to refer to arbitration disputes concerning the business of the partnership either by virtue of the partnership agreement or by a power of attorney duly executed by the partners of the firm.

(c) Director or principal office duly authorized by the Board or Directors of the Company, if it is a Company.

**N.B.**
(1) In case of partnership firms, a copy of the partnership agreement, or general power of attorney duly attested by a Notary Public, should be furnished on stamped paper duly sworn of affirmed by all the partners admitting execution of the partnership agreement or the general power of attorney. The attested copy of the certificate of registration of firm should also be enclosed along with the tender.

(2) In the case of partnership firms, where no authority to refer disputes concerning the business of partnership firm has been conferred on any parties the tender and all other related documents must be signed by all partners of the firm.

(3) A person signing the tender form or any documents forming part of the tender on behalf of another person should have an authority to bid such other person and if, on enquiry it appears that the persons so signing had no authority to do so, Central Excise & Service Tax, Meerut Commissionerate, Meerut may, without prejudice cancel the contract and hold the signatory liable for all costs, consequences and damages under the civil and criminal remedies available.
The tenderer should sign and affix his/his firm’s stamp at each page of the tender and all its Annexure as the acceptance of the offer made by the tenderer will be deemed as a contract and no separate formal contract will be drawn. NO PAGE SHOULD BE REMOVED/DETACHED FROM THIS TENDER DOCUMENT. (This sub-clause will not be applicable in cases where signing of a separate agreement is considered by Central Excise & Service Tax, Commissionerate Meerut, Meerut, if necessary.)

The Technical bid should be submitted in form given in Annexure-III along with registration particulars, Copy of PAN Number issued in favour of the firm, full details of the number of vehicles registered in the name of the tenderer or his firm with photo copies of RCs and any other information sought for in the last section of the Annexure-II.

The Commercial Bid should be submitted in the form given in Annexure IV in a separate sealed cover kept inside the main cover. The Commercial Bids of those tenderers who are found technically compliant, will be opened on a specified date and time to be intimated to the respective tenderer. A Committee of officers of Central Excise & Service Tax, Commissionerate Meerut, Meerut will evaluate the Financial Bids.

7. Nothing extra will be paid towards taxes, if tax rates are increased during the currency of contract. However benefit of reduction in taxes will be passed on to the Government.

8. Terms of payment as stated in the Tender Documents shall be final.

9. At the time of payment of bills, the taxes liable to be deducted, if any, shall be deducted at source as per Government rules and guidelines as may be prevailing at the time of payment.

5. Criterion for Evaluation of Tender:
   The evaluation of the tenders will be made first on the basis of technical information furnished in form given in Annexure-III and then on the basis of commercial information furnished in form given in Annexure-IV. The Commercial bid (Annexure-IV) of such firms found valid based on technical parameters (as per annexure-III) will be opened along with the Technical Bid.

   The reasons for selection or rejection of a particular tender will not be disclosed. The award of work will be further subject to any specific terms and conditions of the contract given in Part-II of Annexure-II of this tender enquiry.

6. Right of Acceptance:

6.1 The Principal Commissioner of Central Excise & Service Tax, Meerut Commissionerate, Meerut, reserves all rights to reject any tender including of those tenderers who fail to comply with the instructions without assigning any reason whatsoever and does not bind itself to accept the lowest or any specific tender. The decision of Principal Commissioner of Central Excise & Service Tax, Commissionerate Meerut, Meerut, in this regard shall be final and binding.

6.2 Any failure on the part of the contractor to observe the prescribed procedure and any attempt to canvass for the work will prejudice the contractor’s quotation.

7. Communication of Acceptance:
   Successful Tenderer will be informed of the acceptance of his tender.
8. **Penalty:**
   (a) In case of breach of any conditions of the contract and for all type of losses caused including excess cost due to hiring of vehicle from the market in the event of Contractor failing to provide requisitioned taxis or not providing Taxis, Principal Commissioner of Central Excise & Service Tax Commissionerate Meerut, reserves the right to make deductions double the rate of Hiring rate on pro rata basis from the bills preferred by the Contractor or that may become due to the contractor under this or any other contract or from the security deposit or may be demanded from him to be paid within seven days to the credit of the Department of Revenue
   (b) The powers of the Principal Commissioner of Central Excise & Service Tax Commissionerate Meerut, under these conditions shall in no way affect or prejudice the powers in certain events to terminate the contract vested in him as herein provided.

9. **Disclaimer**
   The near relatives of employees of O/o Principal Commissioner of Central Excise, Meerut Commissionerate, Meerut or employees working in Central Excise & Service Tax formations in Meerut are prohibited from participating in this tender enquiry process. The near relatives for this purpose are defined as:-
   (a) Members of a Hindu Undivided Family.
   (b) Their husband and wife.
   (c) The one is related to the other in the manner as father, mother, son(s), son’s wife (daughter-in-law), Daughter(s) & daughter’s husband (son-in-law), brother(s) & brother’s wife, sister(s) and sister’s husband (brother-in-law).

10. **Breach of Terms and Conditions:**
    In case of breach of any of terms and conditions mentioned above, the Competent Authority will have the right to cancel the work order without assigning any reason thereof, and nothing will be payable by Central Excise & Service Tax, Meerut Commissionerate, Meerut, in that event.

11. **Subletting of Work:**
    The firm shall not assign or sublet the work or any part of it to any other person or party.

12. The tender is not transferable.

13. **Terms of payment:**
    1. Neither payment shall be made in advance nor any loan from of any bank or financial institution recommended on the basis of the order of award of work.
    2. The contractor shall submit the bill at each stage/in the first week of following month in respect of previous month (in case of monthly payments) for sanction of the amount of bill and passing the bill for payment.
    3. All payments shall be made by cheque only.
    4. The Principal Commissioner of Central Excise & Service Tax Commissionerate Meerut, shall be at liberty to withhold any of the payments in full or in part subject to recovery of penalties mentioned in preceding para.
    5. The term “payment” includes all types of payment due to the contractor arising on account of this contract excluding Earnest Money and Security Deposit governed by the separate clauses of the contract.
    6. Wherever applicable all payments will be made as per schedule of payments stated in Part-II of Annexure-II.
14. Arbitration:

If any difference arises concerning this Agreement, its interpretation on the payment to be made there under, the same shall be settled by mutual consultations and negotiations. If attempts for conciliation do not yield any results with in a period of 30 days, either of the parties may make a request to the other party for submission of the dispute for decision by an arbitral tribunal containing a Sole Arbitrator to be appointed by Principal Commissioner of Central Excise & Service Tax Commissionerate Meerut. The arbitration proceedings shall take place at Meerut or at such other place as decided by Central Excise & Service Tax Commissionerate Meerut. The provisions of Arbitration and Conciliation Act, 1996 and the rules framed there under and in force shall be applicable to such proceedings.

(RAKESH GUPTA)
ADDL. COMMISSIONER (P&V)
CENTRAL EXCISE & SERVICE TAX
COMMISSIONERATE : MEERUT
ANNEXURE-II

PARAMETERS AND TECHNICAL SPECIFICATION

FOR EXECUTING THE WORK

Sub:- Invitation for Tender for Hiring of Operational Vehicles for the official use of the Commissionerate of the Central Excise Commissionerate, Meerut and its offices – Calling for sealed Tenders – regarding.

PART-I

PARAMETER AND TECHNICAL SPECIFICATIONS FOR EXECUTING THE WORK

1. Vehicle Operators should have minimum of 02 Private Vehicles registered in their names or in the names of the firms.

2. The firm should be registered and should furnish a copy of registration certificate in support thereof.

3 (i) Vehicle to be provided by the Contractor should be in perfectly sound working condition and suitable for use by Senior Officers.

(ii) Vehicle should not be more than 03 years old.

4. Only such Vehicle Operators may apply whose Vehicles have been duly authorized by the concerned RTO for use as public transport and who have telephone connections available at their Premises/Garage/Stands from where such Vehicle are to be operated and can be requisitioned by Central Excise & Service Tax Commissionerate Meerut.

(RAKESH GUPTA)
ADDL. COMMISSIONER (P&V)
CENTRAL EXCISE & SERVICE TAX COMMISSIONERATE : MEERUT
TERMS AND CONDITIONS SPECIFIC TO THE CONTRACT

1. The Vehicle shall generally be required by Central Excise & Service Tax Commissionerate Meerut, for official work.
2. Meter reading will start/terminate from Vehicle Garage.
3. No mileage will be allowed for lunch/tea of the driver. Driver should carry his lunch.
4. Driver should be in proper uniform, well versed with Delhi/NCR/ Meerut routes and places and should be well behaved and courteous to the passengers. He should have a working mobile connection with him.
5. Payment will be made after the bills are cleared by Principal Commissioner of Central Excise & Service Tax, Meerut Commissionerate, Meerut, and the cheques will be issued by P&AO (HQ), Meerut, which will take about two to three weeks time on an average.
6. Rates once finalized will be fixed at least till 31.07.2017 or for one year from the date of hiring. Upward change in rates will not be considered due to any hike in petrol/diesel/CNG prices or taxes.
7. The period of contract is up to 31.07.2017 or for one year starting from the date of communication of acceptance of bid/ quotation.

(RAKESH GUPTA)
ADDL. COMMISSIONER (P&V)
CENTRAL EXCISE & SERVICE TAX COMMISSIONERATE : MEERUT
ANNEXURE-III

TENDER FORM-1 TECHNICAL INFORMATIONS AND UNDERTAKING
(See sub-para 6 of para 4 Annexure-I of this Tender Document)

Sub: Notice Inviting Tender For “Hiring Private Vehicle”

1. Name of the Tenderer/Concern: __________________________________________
2. Address (with Tel. & Mob. No.): __________________________________________
3. Address and telephone number of Garage __________________________________
4. Nature of the concern ______________________________________________________
   (i.e., Sole Proprietor or Partnership firm or a Company or a Government
   Department or a Public Sector Organization.)
5. Registration Number of Tenderer/Concern
   (Attested photo copy of registration should be attached)
6. PAN Number of Tenderer/Concern: ________________________________________
   (Attested copy should be attached)
7. Registration Nos.of Vehicle together with make:
   1. ____________________________________ 2. ____________________________
   (photocopies of registration book should be attached)
8. Whether each page of NIT and its Annexure have been signed and stamped. YES/NO
9. List of Important Organizations with address and Telephone number to whom vehical
   services have been provided during the last three years with period of contract is enclosed
   (Summary my be enclosed on separate sheets for each contract and period and amount of
   contract; remarks/observations/appreciation of the organization for whom the work was
   conducted; and any other information considered important by tenderer)
10. Any other information important in the opinion of the tenderer.

Dated: ............ (Dated Signature of Tenderer
At: ............ ....... With stamps of the firm)
UNDERTAKING

1. I/We undertake that I/we have carefully studied all the terms and conditions of Central Excise & Service Tax Commissionerate Meerut, and understood the parameters of the proposed work of the Central Excise & Service Tax Commissionerate Meerut and shall abide by them.

2. I/We also undertake that I/we have understood “Parameters and Technical Specifications for conducting the Work” mentioned in Annexure-II of the tender enquiry and shall conduct the work strictly as per these “Parameters and Technical Specifications for conducting the work”.

3. I/We hereby certify that none of my relative(s) as defined in disclaimer clause of Annexure-I is/are employed in Central Excise & Service Tax Commissionerate Meerut or in field formations of Central Excise & Service Tax Commissionerate Meerut.

4. I/We further undertake that the information given in this tender are true and correct in all respect and we hold the responsibility for the same.

Dated: …………… (Dated Signature of Tenderer)
At : …………… With stamps of the firm)
ANNEXURE-IV

TENDER FORM-2 COMMERCIAL INFORMATIONS
(See sub para 6 of para 4 Annexure-I of the Limited Tender enquiry)

Sub: Limited Tender Enquiry For “Hiring Private Vehicle”

1. Rate (all inclusive / including all taxes and levies except service tax):
   Mid sized Vehicle :
   Rate (In word & figures)
   a. 2500 Kms: 30-31 days per month.
   b. Rate per additional Km.
   c. Rate for additional time i.e. per hour.

2. Any other information.

Dated: ............ (Dated Signature of Tenderer
at : ............ With stamps of the firm)