

**Government of India**  
**Ministry of Finance, Department of Revenue**  
**Office of the Commissioner of Central Excise,**  
**41-A, ICE House Sassoon Road,**  
**Pune 411 001.**

F.No.CEXHPU/81/Hiring Veh/09/Pt.II/289

Pune, the 28th July, 2011

**NOTICE INVITING TENDER**

Sealed Tenders are invited for hiring of vehicles from service providers as per requirements, mentioned below in the schedule for the Office of the Commissioner of Central Excise, Pune III Commissionerate, 41A, Sassoon Road, ICE House, Pune 411 001.

Sr. No.	Category	No. of vehicles required
01	Non air-conditioned vehicle like "FORD FIESTA" to be used for 30-31 days/month subject to maximum 2500 Kms.	01
02	Non air-conditioned vehicle like "FORD FIESTA" to be used for 20-25 days/month subject to maximum 2000 Kms.	01
03	Non air-conditioned vehicle Like "Tata Indigo/Maruti SX4/to be used for 20-25 days/month subject to maximum 2000 Kms.	03
04	Non air-conditioned vehicle like "Tata Indica/ Innova/ Tavera to be used for 20-25 days/month subject to maximum 2000 Kms.	04

Sealed tenders indicating the SEALED COVER CONTAINING QUOTATION FOR HIRING OF VEHICLE having two sealed cover i.e. one sealed cover containing Technical Bid and the other cover containing the Financial Bid must be addressed to the Additional Commissioner (HPU), Office of the Commissioner of Central Excise, Pune III Commissionerate, 41-A, Sassoon Road, ICE House, Pune 411 001 and sent by reputed courier or registered post or delivered by hand.

Interested parties are requested to submit sealed quotation in the name of "The Additional Commissioner (HPU)" as prescribed below:-

- (a) One sealed cover/packet should contain Technical Bid with all the technical details as given in the format below along with commercial terms and conditions and it should be mentioned on outer part of the said packet as "SEALED COVER CONTAINING TECHNICAL BID".
- (b) The other sealed cover/packet should contain Financial Bid indicating item-wise price for the items mentioned in the technical bid as given in the format given below and it should be mentioned on outer part of the said packet as "SEALED COVER CONTAINING FINANCIAL BID".
- (c) The aforementioned two covers/packets should be put in the one bigger cover/packet and it should be mentioned on outer part of the said packet as 'SEALED COVER CONTAINING QUOTATION FOR HIRING OF VEHICLE' which is also sealed.

*Ms Manali  
for repl.  
1/8/11*

Format for Technical Bid:

Sr. No	Particulars	FORD FIESTA	TATA INDIGO/MARUTI SX4	INNOVA/ TAVERA	TATA INDICA
1	Model				
2	Make				
3	Registration No.				
4	Year of purchase				
5	Name of Owner of vehicle				
6	Tourist Permit details				
7	Kms. So far covered				
8	Condition of the Vehicle				

Format for Financial Bid:

Sr. No	Particulars	FORD FIESTA	TATA INDIGO/MARUTI SX4	INNOVA / TAVERA	TATA INDICA
1	Monthly Charges (up to 2500 Kms.)		xxxx	xxxx	xxxx
2	Monthly Charges (up to 2000 Kms.)				
2	Service Tax				
3	Rate for Extra Kms				
4	Out station Charges				

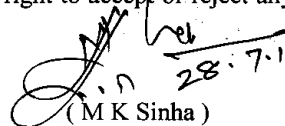
- The hiring charges shall be on the basis of zero based mileage i.e. mileage starting/ending from/at the Office of the Commissioner of Central Excise, 41-A, ICE House, Sassoon Road, Pune 411 001.
- Service Tax shall be paid extra on actual payment basis.
- The Office of the Commissioner, Central Excise, Pune III Commissionerate, 41-A, ICE House, Sassoon Road, Pune 411 001 shall be liable to pay the hiring charges only. Other liabilities like monthly charges of drivers, repair and maintenance of vehicles, insurance, petrol/diesel, oil and any other incidental expenses etc. shall be borne by the vehicle provider.
- The rate per Km. in excess of 2000 Kms/2500 Kms. And overtime per hour beyond 10 hours to be quoted.
- 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.
- Inspection of the vehicle will be done before finalizing the contract and also periodically.
- The vehicle should be registered with the concerned authority of Central/State Government.
- In case the condition of vehicles 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.

10. The vehicle provider would ensure that the driver(s) employed possesses a valid driving license to drive Commercially registered vehicles (Taxi). The driver of the vehicle provided must follow traffic rules and other regulations prescribed by the Government from time to time.
11. The driver(s) shall observe all etiquette and protocol while performing duty and shall be neatly and properly dressed and must carry a mobile phone in working condition for which this office shall make no separate payment.
12. The vehicles which will be provided should be registered as Tourist Vehicles with the RTO.
13. The vehicle provider should have experience of providing similar service to Government Offices.
14. The vehicle provider should submit list of vehicles with registration under appropriate category to avoid hiring of privately registered vehicles.
15. The contract between the Department and the service provider will be for a period of one year. The exact date of commencement and termination will be as mutually agreed.
16. Neither the vehicle nor the driver shall be changed by the service provider without the express permission of the Department.
17. During the period of the contract, the vehicle or the driver shall not be employed by the service provider for providing any service to any person other than the Department.
18. Due to breach of any of the conditions or for any other reasons, the department reserves all the right to discontinue the services of hiring the vehicle without any advance notice.

Interested vehicle 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.

Last, date for submission of tenders is 12.08.2011 up to 12:00 Hrs.  
Tenders will be opened on 16.08.2011 at 11:00 Hrs.

The parties or their authorized representatives with an authority letter may be present at the time of opening of the tenders. Additional Commissioner (HPU), Office of the Commissioner, Central Excise, Pune III Commissionerate, 41-A, ICE House Sassoon Road, Pune 411 001 reserves the right to accept or reject any or all tenders without assigning any reason.

  
(M K Sinha)

Additional Commissioner (HPU),  
Central Excise : Pune III Commissionerate.

- Copy to : (1) ✓ The Superintendent (EDP), Central Excise, Pune III Commissionerate. He is directed to upload the tender notice on CBEC website.
- (2) Control Room Officer, Central Excise, ICE House Complex, Pune.