



केन्द्रीय उत्पाद ऐव सीमा शुल्क उप/ सहायक आयुक्त का कार्यालय वरंगल डिविजन :: २-७-३९१, श्री साई निवास:: वेङ्कटेश्वर  
मन्दिर के समीप:: सेन्ट्रल एक्साईज कलोनी:: सुबेदारी:: हनम्कोन्डा-५०६ ००१.

OFFICE OF THE DEPUTY/ASSISTANT COMMISSIONER OF CENTRAL TAX, CENTRAL EXCISE AND SERVICE TAX  
: WARANGAL DIVISION H.No.2-7-391, SRI SAI NIVAS, NEAR VENKATESWARA TEMPLE,  
CENTRAL EXCISE COLONY : HANAMKONDA - 506 001.

Email: [warangaldiv@gmail.com](mailto:warangaldiv@gmail.com)

फाइलसं/C.No:II/39/01/2020.Admn

दिनांक/Dated:07 /01/2020

**NOTICE INVITING QUOTATIONS FOR HIRING OF VEHICLE FOR WARANGAL DIVISION**

Sealed quotations are invited from the reputed Service providers engaged in the business of hiring of vehicles to provide vehicle for hire, the terms & conditions are detailed in the Annexure-I and placed on the official web site [www.cbic.gov.in](http://www.cbic.gov.in).

Interested parties while submitting quotations, must submit the Annexure-II (Technical Bid) duly filled in and signed for having accepted the general terms and conditions as in Annexure-I in one envelop and financial bid (Annexure-III) in another envelop. The amount should be mentioned in figures and words also. If there is any discrepancy in figures and words, the amount mentioned in words is valid. Both these sealed envelopes shall be super scribed "Financial Bid" and "Technical Bid" as the case may be and put inside a bigger envelope and sealed which shall be super scribe with these words "TENDER FOR HIRING OF VEHICLE" on the top of it .

The quotations (in sealed cover) should reach this office on or before 16.00 hrs of 19.02.2020. Technical Bids will be opened at 11.30 hrs on 20.02.2020 and Financial Bids of successful Technical Bidders will be opened on 25.02.2020 at 15.00 hrs by the Tender Evaluation Committee(TEC).

The Deputy/Assistant Commissioner of Central Tax, Central Excise and Service Tax, Warangal Division reserves the right to reject all or any of the offers without assigning any reason thereof.

(A.P Sharma)

सहायक आयुक्त/ ASSISTANT COMMISSIONER  
अ.प्र. शर्मा / A.P. SHARMA  
सहायक आयुक्त/ Assistant Commissioner  
वरंगल मंडल Warangal Division  
Secunderabad GST Commissionerate  
सिकंदराबाद माल एवं सेवाकर आयुक्तालय

Copy submitted for information to:

1. The Commissioner, Central Tax, Central Excise & Service Tax, Secunderabad GST Commissionerate, Hyderabad

Copy to:-

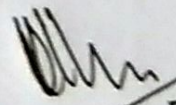
2. The Superintendent (System) Central Tax Central Excise, Secunderabad Commissionerate- for publishing in the official website and CBIC website.
3. The PRO, Central Tax, Central Excise, Warangal GST Division.
4. Notice Board.

**TERMS AND CONDITIONS**

1. The vehicle should not be older than 3 years and should be in good running condition with commercial registration and comprehensively insured with pollution control certificate and any other certificates required as per law and comply with all applicable laws in force in India.
2. The contract of hiring of vehicle will be initially for a period of 1 year i.e. from 01<sup>st</sup> April 2020 to 31<sup>st</sup> March 2021.
3. The vehicle will be hired for 20/25 days of every month subject to a maximum of 2000Kms per month. If in any month the reading exceeds the 2000 kms the extra miles, will be adjusted in subsequent months. The vehicle shall be provided on any day including Saturday, Sunday and holidays if any, and at any time required by the Department.
4. 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 back to the office/residence/area where the officer/s is/are stationed, as the case may be.
5. The liability of this office will be limited to the hiring charges only. The driver of the requisitioned vehicle should be in possession of functional mobile phone at bidders cost and their mobile numbers shall be made available to this office for contacting them regularly. Driver should be well experienced and should not have any police case pending against them. They must have valid driving license (minimum 5 years).
6. The Service Provider and the driver shall be bound to carry out the instructions of the AC/DC/Superintendent / Inspector in charge of the vehicle as well as the user to whom the vehicle will be assigned.
7. The vehicles being offered for hiring would be inspected for ascertaining current condition, proper maintenance & other such aspects before finalisation of the process.
8. Transporter will provide vehicles to Department in good condition and registered for the commercial purpose only. Taxes; insurance etc., due on such vehicles shall be the liability of the transporter.
9. The Transporter should provide the particular model or make of vehicle as agreed upon in the contract. The department reserves the right to demand a similar vehicle to be substituted in place of the one provided by the contractor without providing any reason. If for any reason the Transporter is not in a position to provide a substitute vehicle as demanded by the department then the department will be free to engage a vehicle from the open market and debit the expenditure on account of it on the claims payable to the Transporter.

10. The driver should be neatly dressed and well behaved person. He should be preferably an educated person and should know Telugu/English/Hindi languages. The driver should have all valid documents on the vehicle in his possession i.e., RC book, Tax paid receipt, Insurance and pollution under control certificates etc., The driver should be able to carry out minor repairs and change of tyres when needed. Tool kit and first aid box should be kept available in the vehicle at all times.
11. The vehicle should be cleaned internally and externally daily before reporting. The seat covers should be washed every week and kept clean. The vehicle should undergo servicing, engine tuning, battery check up, wheel alignment and balancing and other required checks periodically. Road taxes as applicable should be paid up to date. In case of any breakdown, a relief vehicle should be supplied immediately. The vehicle should have valid permit for AP and Telangana state. The insurance is essential and should be till the end of the contractual period.
12. Every day the driver should report along with vehicle before the Assistant./Deputy Commissioner, Central Tax, Central Excise, WARANGAL DIVISION.
13. Transporter will submit bills to the Administration section, Divisional Office, of Department on monthly basis for release of payment by Department on completion of the month along with the log book certified by officer in charge of vehicle. The payment will be made after deducting, TDS or other statutory payments, if any, as per rules. Records of the journeys undertaken by each vehicle shall be maintained on a daily basis indicating the time and mileage. The Department shall not make any advance payments. The payment shall be made on the basis of monthly bills submitted.
14. The driver of the vehicle shall be provided with the duty slips by the Transporter where date, time Kms reading and places visited are to be filled in and signed by the users/ Department officials. On the basis of these duty slips, the bills shall be raised to Department by the transporter.
15. If the Transporter fails to provide the vehicle to Department and if the service is not found satisfactory enough, the Department shall have the right to terminate the contract in whole or part.
16. In the event of any mechanical failure/ breakdown of vehicle after reporting to duty, the transporter shall arrange for replacement by providing another Commercial Vehicle forthwith at the cost of the Service Provider. Failure to do so will attract penal deduction from the monthly hiring amount of Rs. 2000/- per day of default.
17. The department reserves the right to charge penalty, Rs.500/- per hour of delay for non providing vehicle in time and Rs.500 per instance of any misbehavior of driver.
18. In case of any accident resulting in loss or damage to property or life, the sole responsibility for any legal or financial implication would vest with the transporter. Department shall have no liability whatsoever. The driver should not drive the vehicle in drunken condition. The service provider is responsible for the resulting consequences.
19. The transporter is liable for any legal dispute/cases/claims that have arisen or may arise during the currency of the agreement in respect of vehicle provided by transporter. Department will not be liable for any loss, damages, etc. suffered/ to be suffered by transporter or third party as the case may be.

20. The service provider shall undertake to indemnify the department against all damages/charges arising on account of or connected with negligence of the service provider or his 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 public or any person or in executing the work or otherwise and against all claims and demand thereof.
21. If for any reason the Department is dissatisfied in any way with the standard of the vehicle or felt deficiency in service during the hire period, it will be reported to the Transporter in writing/over phone. The Transporter without raising any dispute on such assessment by the Department regarding the standard of the vehicle provided or quality of service rendered by them may immediately replace it with another commercial vehicle on receipt of such complaint.
22. The Transporter shall also be liable for all fines, penalties, and the like of parking, traffic and other criminal offences arising out of or concerning the use of the vehicle during the hire period.
23. Vehicles should not have LPG/CNG gas kits as fuel.
24. After the award of contract, the contractor shall be on trial for two months, subject to fortnightly review of performance, and the continuance of the contract for the remaining period shall be subject to the satisfactory performance during the trial period.
25. The service contract will be valid up to a period of one year subject to satisfactory performance of service provider. Contract can also be terminated without assigning any reason before stipulated period by giving five days prior notice to the Service provider.
26. The service provider shall not terminate the contract without prior notice at least 45 days in writing.
27. 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 under the supervision of Department.
28. If the Transporter institutes any legal proceedings against the Department to enforce any of its rights under this agreement it shall be in the legal jurisdiction of Department where the vehicle has been hired and not the place where the Transporter has his registered office.
29. During the period of agreement, any matter which has not been specifically covered by these terms and conditions shall be decided by the Deputy/Assistant Commissioner of Central Tax, Central Excise, Warangal division, Warangal, whose decision shall be final and conclusive.
30. The guidelines issued for Office vehicle Policy F.No.8/B/10(125)/HRD/EMC/2017., dated 04-12-2017, placed on [www.dghrdcbec.gov.in](http://www.dghrdcbec.gov.in), to be complied.

  
7.1.2020

अ.प्र. शर्मा ASSISTANT COMMISSIONER  
CENTRAL TAX, CENTRAL EXCISE & SERVICE TAX  
वरंगल मंडल, WARANGAL DIVISION, WARANGAL  
Secunderabad GST Commissionerate  
सिकंदराबाद माल एवं सेवाकर आयुक्तालय

TECHNICAL BID

1	Name of Organization / Firm	
2	Registered Address of the Firm / Organisation.	
3	a)Telephone No. b)Mobile No. c) E-mail (if any)	a) b) c)
4	Name(s) of Proprietors/Partners/ Directors with address, their PAN & Aadhar No	
5	Registration No. of the Firm, if any (Copy to be enclosed)	
6	Valid Permanent Account No. (PAN) of the Firm (Copy to be enclosed)	
7	Registration No. of GSTN, if any (Copy to be enclosed)	
8	Length of experience in the field	
9	Details of Vehicle being offered for hiring, i.e. Make of vehicle, Vehicle number, Year, etc. (Copy of RC Book should be attached)	
10	Whether the Vehicle is registered as Commercial Vehicle?	Yes or No
11	Whether Vehicle Insurance Certificate enclosed	Yes or No
	Whether Pollution certificate enclosed	Yes or No
12	a)Name of the driver	
	b) Driving license (copy enclosed or not)	b) Yes or No

All self attested documents to be enclosed.

DECLARATION

1. I, \_\_\_\_\_ Son / Daughter / Wife of  
\_\_\_\_\_ Proprietor/Director/Authorized  
Signatory of the agency/firm \_\_\_\_\_,  
Address \_\_\_\_\_,  
\_\_\_\_\_, am competent to sign  
this declaration and execute this quotation;

- I have carefully read and understood all the terms and conditions and undertake to abide by them;
- The information / documents furnished along-with the application are true and authentic to the best of my knowledge and belief. I / we, am / are well aware of the fact that furnishing of any false / misleading information / fabricated document would lead to rejection of my tender at any stage.

Date: -02-2020  
Place:

Signature of authorized person and Seal

FINANCIAL BID

1. Name, address and Telephone number of Bidder:
2. Name and Address of the proprietor/partner/Directors
3. Rate per car (Including all taxes, duties, levies etc. )

Category of Car	Rate in Rs. ( In Figures and words)
Non-AC Vehicle (25-26 days subject to a maximum of 2000Kms in a month)	

I have read the terms & conditions of the Tender Notice.

Signature  
Name of the Authorised Signatory  
Seal/Stamp

**\*\*Maximum bid amount should be 30,000/- per month (Inclusive of all taxes).**