

**F.No.27/ (19)/Hiring Car/2011/CT
CUSTOMS EXCISE & SERVICE TAX APPELLATE TRIBUNAL,
WEST BLOCK NO.2, R.K. PURAM, NEW DELHI-66**

Dated: 20th July, 2011

TENDER NOTICE

Sealed tender are invited from the experienced agencies for supplying DLY/DLZ vehicles on hire basis for monthly contract or daily on KM rate basis, for the use of Members/Officers of Customs, Excise & Service Tax Appellate Tribunal, West Block No.2, R.K. Puram, New Delhi. The interested travel agents with experience of at least three 03 years and presently holding similar nature of work and also willing to comply with the condition annexed to this notice may submit their proposal specifically mentioning the rate to be charged on the monthly as well as daily basis for the services stated above in a sealed cover to the undersigned personally on or before 28 July 2011 by 17:00 hrs. The envelope should be marked as “**Quotation for hiring of vehicles**” on the top of sealed cover. The same shall be open on the next day at 4:00 PM in the presence of interested party.

CATEGORY AND NO OF VEHICLES REQUIRED

05 (Five) No of Air conditioned Petrol vehicles (White colour Cars) Indigo (Tata)/Maruti Esteem or similar type, not older than two years and should not have run more than 20,000 k.m. to be used upto 30/31 days subject to maximum 2500 k.m. in a month.

GENERAL INSTRUCTIONS

1. The period of contract will be initially for one year from the date of awarding the contract. However the contract can be further extended with some addition/deletion/modification of rates on completion of satisfactory service at the discretion of the Tribunal/with the mutual consent of both the parties.
2. The agency shall not be allowed to transfer, assign, pledge or sub-contract its service under any circumstances without written permission of the Tribunal.

3. The interested agencies can submit the tender/quotation complete in all respect as per performa annexed along with other required documents latest by 28th July 2011 before 05-00 p.m. to the under signed personally in separate envelop mentioning Technical & Financial bidding. Those who fulfill the technical requirements as stated hereunder, financial bidding of those parties will be accepted only.

TERMS AND CONDITIONS

1. The vehicles to be provided should be manufactured in the year 2009 or any subsequent year and shall have clean seat covers/upholstery, goods look and should be in perfect running condition fill filling the latest emissions norms of Delhi.
2. The vehicles should be registered with the proper authority of the transport department as DLY/DLZ along with all valid documents such as valid insurance, road tax payment, R.C. etc.
3. The drivers should possess valid driving license issued by appropriate authority, should be well mannered/disciplined and adequately educated so as to maintain logbook.
4. The competent authority in Tribunal reserves the right to reject all or any of the offers or accept more than one offer.
5. Tribunal shall not be responsible for any damage to the vehicle in case of an accident or otherwise, theft of vehicle/parts and accessories therein. Similarly, Tribunal shall not be responsible for any third party claims. This office also not responsible for any challan and disobeying of Traffic Rules caused by the driver.
6. Service Tax, Toll Tax, Parking Charges shall be payable over and above the quoted charges but the service provider shall have to produce proof of payment of such taxes and charges.
7. Payment of monthly bill shall be made within one month of the presentation of the bill after submission of copy of log book along with pre-receipt bill in duplicate.
8. The calculation of mileage shall be from the reporting point to the relieving point and will not be calculated on garage to garage basis.
9. The agency shall ensure that the odometer of car supplied is properly sealed and so that no tempering is done with a view to inflate distance traveled.

10. The authorized officer of this Tribunal may get surprised check of odometer of the car supplied from any workshop and cost thereof will be borne by the agency.
11. In case of any breakdown/non attending duty by the driver within the proper time the agency shall make arrangement for providing other vehicles. In such a case, mileage from garage to the point of breakdown would not be paid.
12. The driver should be well conversant with all traffic signals roads and routes of Delhi and NCR.
13. The driver should always remain with the vehicle during the entire period of duty. In case of any urgency, the driver may seek permission of the concerned officer.
14. The agency shall provide the names and address of the drivers and police verification reports along with copy of driving license while submitting acceptance of offer.
15. The agency/firm should have an adequate no. of telephones for contact round the clock. The driver shall observe all etiquette and protocol while performing the duty and shall be neatly dressed, should wear proper uniform and must carry mobile phone in working condition, for which, no separate payment shall be made by this office.
16. The rates are to be quoted separately for hiring on monthly basis and hiring on daily basis (Hrs & KMs). It shall be the sole prerogative of the Competent Authority to choose any one rate slab or a combination or rate slab in case of vehicle being hired on daily hiring charges basis.
17. A daily record in proper method should be maintained indicating time and mileage for each vehicle run and it should be submitted as and when directed by the concerned officer.
18. Once a particular driver has been attached with a particular vehicle normally service provider should not change the driver in a casual manner unless and until directed to do so by this office.
19. The service provider has to deposit 5% of monthly charges as security deposit.
20. The residential address of the driver should be nearer to the Tribunal Preference should be given to those drivers who are residing within 5 km radius of the Tribunal subject to fulfilling of requisite terms & conditions.

