



OFFICE OF THE ASSISTANT COMMISSIONER OF CENTRAL TAX, CENTRAL  
EXCISE AND SERVICE TAX :: KARIMNAGAR GST DIVISION ::  
H.NO.8-7-296/1 MANIKANTA COMPLEX :: HANUMAN NAGAR ::  
KARIMNAGAR-505001

PHONE No.0878-2276815

C.No: II/39/02/2019-Accts.

Dated: 29.01.2019



**NOTICE FOR INVITING TENDER FOR HIRING OF MOTOR VEHICLE AS  
OPERATIONAL VEHICLE FOR KARIMNAGAR GST DIVISION**

For and on behalf of President of India, sealed Tenders are invited for the hiring of Operational vehicle along with driver for the Office of the Assistant Commissioner of Central Tax, Central Excise and Service Tax, Karimnagar GST Division.

2. The detailed terms and conditions are given in Annexures enclosed to this tender notice. In case of any difficulty, you may contact the **Administrative Officer, Karimnagar GST Division, 2<sup>nd</sup> Floor, H.No.8-7-296/1, Manikanta Complex, Hanuman Nagar, Karimnagar** on any working day during office hours on or before **.03.2019**.

3. The interested Service Providers are requested to submit their Tender documents in the prescribed Quotation form duly signed and stamped, in a sealed cover to the Assistant Commissioner of Central Tax, Central Excise and Service Tax, Karimnagar GST Division, 2<sup>nd</sup> Floor, H.No.8-7-296/1, Manikanta Complex, Hanuman Nagar, Karimnagar. The tenders can also be sent by Registered Post/AD.

The last date for receipt of Tender : 15.03.2019 up to 17.00 hrs

Tenders shall be opened on : 18.03.2019 at 12.00 hrs

4. The tenders/quotations received incomplete and/or filed after the due date shall be summarily rejected. The parties who wish to be present at the time of opening of Tender/Quotation may represent themselves or authorise their representatives with an authorisation letter. Vehicle offered for services may also be required to be shown for Inspection to find out the actual condition thereof after opening of Technical bid. The Assistant Commissioner of Central Tax, Central Excise and Service Tax, Karimnagar GST Division reserves the right to accept or reject any or all tenders without assigning any reason.

Encl: Annexure-A - Terms and conditions  
Annexure-B - Proforma for Technical BID  
Annexure-C - Proforma for Financial BID

  
(J.VIJAYA BHASKAR)  
ASSISTANT COMMISSIONER

Copy submitted for information to:

The Principal Commissioner, Central Tax, Central Excise & Service Tax,  
Medchal GST Commissionerate, Hyderabad

Copy to:-

1. ✓ The Superintendent (System) Central Excise, Medchal GST Commissionerate for circulation in e-procurement and CBIC website.
2. The PRO, Central Excise, Karimnagar Division.
3. The File
4. Notice Board.

OCWO-143/2019  
29.1.19.

**ANNEXURE-A****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 1<sup>ST</sup> April, 2019 to 31st March 2020.
3. The vehicle will be hired for 20/25 days of every month subject to a maximum of 2000Kms per month. If any month the reading exceeds the 2000 kms or less, 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 office/s is/are stationed, as the case may be.
5. The liability of this office will be limited to the hiring charges + GST if any 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 licence (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 condition, maintenance & other before finalisation of the process.
8. Transporter will provide vehicles to Department in good condition and registered for the commercial purpose only and 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 only reserves the right to substitute it with another similar vehicle. If for any reason whatsoever the department is not happy with the condition of the vehicle provided, the Transporter's nearest office will be informed immediately and they should accept and liability to replace it as per requirement. 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. The driver should be able to carry out minor repairs and change of tyres when needed. Tool kit should be kept ready.
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 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 Astd./Deputy Commissioner, Central Tax, KARIMNAGAR GST DIVISION, Karimnagar.
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 made any advance payments and 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 it's reporting duty, the transporter shall arrange for replacement by another Commercial Vehicle forthwith at the cost of the Service Provider Failure to do so or provide alternate vehicle/driver 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 provision of vehicle in time and Rs.500 per instance of misbehavior of driver.
18. In case of any accident resulting in loss or damage to property of 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, Karimnagar GST Division, Karimnagar, whose decision shall be final and conclusive.

  
29/11/2019  
ASSISTANT COMMISSIONER



**ANNEXURE-B**

**TECHNICAL BID**

1	Amount of Earnest Money Deposit (Refundable)	
2	Particulars of Demand Draft	No.
		Date
		Drawn on
3	Name, address and telephone/mobile no. of the tenderer i.e. the Applicant Contractor	
4	PAN No.	
5	GST Registration, if any (Copy to be enclosed)	
6	No. of years of experience of running a fleet of vehicles on hiring basis	
7	Model and year of manufacture of Vehicle	
8	Approximate KMs run by the vehicle upto date filing of tender	
9	No. of drivers available with the tenderer & their years of experience along with Driving License Numbers	
10	Certificate that no criminal case is pending against the driver	

Date:

Signature of authorized person and Seal

**ANNEXURE-C**

**FINANCIAL BID**

Sl.No.	Vehicle Type	No. of Vehicle	Total KMs in a month	Details of Quoted Vehicle	Quoted bid rate per month, inclusive of all taxes

Signature  
Name of the Authorised Signatory  
Seal/Stamp