



**GOVERNMENT OF INDIA
MINISTRY OF FINANCE
LARGE TAXPAYER UNIT**

1775, Jawaharlal Nehru Inner Ring Road,
Anna Nagar Western Extension, Chennai : 600 101
Tel : 044- 2615 9000 Fax : 044- 2615 5282

C.NO. IV/6/ 4 /2011 -VEHICLES

03-10-2011

NOTICE FOR QUOTATION

Sealed quotations are invited for hiring of vehicles for this Office, from vehicle providers as per the requirement mentioned in the schedule below .

SCHEDULE

Sl. No	CATEGORY	No of vehicles required
1	Non-AC Scorpio / TATA Safari or similar SUV to be used upto 30-31 days subject to a maximum of 2500 Kilometers in a month	Two (2) only
2.	Non-AC INDIGO or similar car to be used upto 30-31 days subject to a maximum of 2500 Kilometers in a month	Three (3) only
3.	Non AC Tavera / Xylo / Sumo Grande type vehicle to be used upto 30-31 days subject to a maximum of 2500 Kilometers	One (1) Only

Interested parties / vendors are requested to submit their sealed offer so as to reach this office latest by 1100 hours on 14.10.2011, mentioning therein the price to be charged, to the Deputy Commissioner (Audit), Large Taxpayer Unit, 1775, Jawaharlal Nehru Inner Ring Road, Anna Nagar Western Extension, Chennai - 600 101 and the tender will be opened on 14.10. 2011 at 1500 Hrs in the chamber of Deputy Commissioner (Audit), LTU, Chennai - 600 101, in the presence of the parties or their authorized representative who wish to be present at the time of opening of the quotation. LTU, Chennai reserves the right to accept or reject any or all the offers without assigning any reason. Terms & Conditions for submitting the quotation/tender is also annexed with this notice.

03/10/2011.
Superintendent (Vehicles)
Large Taxpayer Unit, CHENNAI

Copy forwarded for display at the :

1. Notice Board of Large Taxpayer Unit, Chennai - 600 101.
2. Notice board of Chennai I / II / III / IV / Service Tax Commissionerates in Chennai.

TERMS & CONDITIONS.

1. 06 (Six) vehicles (Sl. No 1,2 & 3 in Schedule) are required for 30-31days on the basis of 10-12 hours/day or running km/per day (Max.2500 km./month) whichever will be higher effective from 01.11.2011.
2. The vendor should provide the credentials of their Car Rental / Travel Agency / Firm business and also produce list of vehicles owned / offered by him and the details of the vehicles along with documents like insurance policy and Registration Certificate, Xerox-copy of driving license of the driver to be provided to LTU, Chennai along with the quotation/tender documents.
3. Quotation should be submitted for a minimum lump sum charges per month per vehicle as below:-

Description	Type of Vehicle for which quotation is required
Providing & maintaining of Non-A/C vehicles for the LTU, Chennai including Driver's salary, Diesel/ Petrol etc., for 30-31 days subject to a maximum of 2500 kms per month	Mahindra Scorpio (Two vehicles required – preferably in white colour)
Providing & maintaining of Non-A/C vehicles for the LTU, Chennai including Driver's salary, Diesel/ Petrol etc., for 30-31 days subject to a maximum of 2500 kms per month	Tata Indigo or similar type of car (Three vehicles required - preferably in white colour)
Providing & maintaining of Non-A/C vehicles for the LTU, Chennai including Driver's salary, Diesel/ Petrol etc., for 30-31 days subject to a maximum of 2500 Kilometers per month.	SUV (Tavera / Xylo / Sumo Grande) (One vehicle).
Rate per Km if the kilometers exceeds the maximum limit per month as mentioned above	Rate Per/ Km.

It is informed that quotations should be submitted before 1100 hours on 10-10-2011. Late submission of quotations will be rejected summarily and not accepted. The rates quoted should specifically mention the service tax component. No service tax will be paid if the operator fails to provide proof of valid Service Tax registration. Vendor should also spell out the number of vehicles he is going to offer for hiring.

4. The vehicles should be in proper running condition and well furnished and should be latest model i.e., not more than 2 years old.
5. The vehicles should be provided with fuel and drivers.
6. The drivers should have valid license and the vehicles should be registered with the Competent Authorities of Central Govt. and State Govt. Any violation would be attended by pro-rata deduction of charges.
7. The drivers as prescribed by the Govt. Authorities should strictly follow traffic Rules and other regulations.
8. The Department is not responsible for any repair and maintenance of the vehicles. No other charge will be borne by the Department.
9. All Tax liabilities i.e. Road-Tax, Service Tax, Insurance. Pollution control certificates etc. will be borne by the service provider.
10. The vehicles should be maintained properly and the seats & head rests covered with white Turkish Towel and proper cleaning should be done everyday.
11. The driver must observe discipline, etiquette and protocol while performing the duty. They should put on proper uniform and must carry a mobile phone in working condition. Ability to speak in more than one language will be preferred. For this no separate charge will be borne by the Department. As these vehicles are to be used by Officers of the Department, the firms should ensure all the necessary documents (Registration Certificate, Valid Insurance, Permit, Pollution Control Certificate etc.,) are in the personal custody of the licensed drivers.
12. The vendor and driver should carry out the instructions of the Department as well as the Officers assigned to the vehicles. The vehicles will be generally utilized during the period from 0800 hrs to 2000 hrs, however the vehicles may be utilized for preventive work or in case of an emergency without prior knowledge of the transport operator beyond the stipulated timings.
13. In case of accident, all claims arising out of such accident shall be made by the vendor. He would also indemnify the Department for any loss, damage of property or life arising out of negligence of driver or for poor maintenance of vehicles.
14. Alternative suitable vehicles should be provided in case of breakdown of the car so provided. In case of failure to provide alternative suitable vehicles, this office would have a right to hire a vehicle from the market and the additional cost incurred by this

15. Planned / Preventive maintenance should be done on Sundays / holidays.
16. The hiring charges shall be on the basis of zero based mileage i.e., mileage starting / ending from / at the office / residence of the officers, as the case may be.
17. **A daily record indicating time and mileage for each vehicle should be maintained in a logbook in the prescribed form and the same must be placed before the Officer in charge of Vehicles and got certified by the officer.**
18. The designated vehicles and drivers, which were approved after inspection of Vehicles at the time of awarding the Contract, will only be put into operation and any changes in the vehicle or Driver will be allowed only under exceptional circumstances. The vehicle must be available at any time of any day as desired by the concerned officer.
19. The number of hired vehicles may increase or decrease in future depending upon the requirement and that will be intimated to the vendor as and when the situation demands. Once the rates are finalized, no increase will be considered in the rates quoted by the firms in any case during the period of the contract.
20. The bills for hiring of cars along with the logbooks, complete in all respects for every month must be submitted to this office before the 10th of the subsequent month positively.
21. In case of any unsatisfactory service of any kind and in any respect whatsoever, the Contract shall be terminated without any Notice and the decision of the Competent authority of LTU, 1775, Jawaharlal Nehru Inner Ring Road, Anna Nagar Western Extension, Chennai - 600 101 shall be binding and final in this regard.
22. Initially the contract shall be for a period of one year and extendable for another year on mutual agreement.
23. The contract may be considered for extension by mutual agreement for such further period(s) as may be agreed upon subject to satisfactory performance of the car provider.
24. It will be solely the discretion of the department to use the said hired vehicles for any official purpose including Saturday, Sunday and holidays wherever & whenever necessary

25. **If services are not provided on any day or days, the service charges will be reduced on pro-rata basis and in addition vehicle provider will be liable to pay Rs. 1000/- per day, whenever no service is provided. If the Driver is unable to adhere to the stipulated official prescribed time schedule the vehicle provider will further be liable to pay Rs. 500/- per day.**
26. **In case, condition of vehicles(s) is/are not found to be satisfactory, they shall be returned for immediate replacement. In case no replacement is provided on time, this office has the right to hire a vehicle from the market and the additional cost incurred by the office will be borne by the vehicle provider (service provider), which will be deducted from the sum payable to the service provider.**
27. Any matter during the period of this agreement which has not been specifically covered by this agreement shall be decided by the Department whose decision shall be final and conclusive.
28. The vehicles accepted for hiring are to be parked in the Office premises of Large Taxpayer Unit (LTU) at 1775, Jawaharlal Nehru Inner Ring Road, Anna Nagar Western Extension, Chennai – 600 101.
29. The Competent Authority, namely Commissioner (CEX & ST), LTU, Chennai reserves the right to reject any application/quotation/contract without assigning any reason whatsoever.
30. The Competent Authority, LTU, Chennai reserves the right to accept or reject the quotation wholly or partly without assigning any reasons thereof or accept more than one offer.
31. The vendors while quoting should give a written undertaking that they would abide by the tender conditions mentioned under 'Terms & conditions'.
32. The successful bidders would be required to furnish a refundable cash security of Rs. 15,000/- per vehicle till six months from the date of expiry of the contract. In case of pre-mature termination of Contract due to unsatisfactory service in any manner, the Cash security will not be refunded and has to be forfeited.
33. The successful bidders should be able to provide the vehicles viz., Mahindra Scorpio, Tata Indigo and the SUV (Tavera / Xylo / Sumo Grande type vehicle) with effect from 01-11-2011.

Copy to :

1. Sri. P. Balakrishnan Superintendent (Systems), LTU, Chennai-101 for publishing the Notice, Terms & conditions and Proforma in the official websites viz., like ltu.gov.in, cbec.gov.in, Kalachennai etc., immediately.

Terms & Conditions for submitting the quotation / tender can be downloaded from the official websites and can also be obtained in person from Superintendent (Vehicles), LTU, 1775, Jawaharlal Nehru Inner Ring Road, Anna Nagar Western Extension, Chennai - 600 101, on any working day till 10.10.2011.