

**F.No.27/1/Hiring Car/2015-16/CT**  
**CUSTOMS EXCISE & SERVICE TAX APPELLATE TRIBUNAL, WEST BLOCK NO.2, R.K.**  
**PURAM, NEW DELHI-66**

Dated: 09/11/2018

**TENDER NOTICE**

Sealed tenders are invited from reputed and established Taxi operators (hereinafter referred to contractor/service provider/Agency as the case may be) situated in Delhi/NCR for hiring of new (not more than one year old) Taxi of the make, description and type described below on monthly as well as on daily basis on consolidated KM rate for the stated tender period for official use of Customs, Excise & Service Tax Appellate Tribunal, West Block No.2, R.K. Puram, New Delhi-110066.

2. The interested service providers with experience of at least 03 (three) years and presently providing passenger transport service and fulfilling the Tender conditions may submit their tender specifically mentioning the rate to be charged on the monthly as well as daily basis separately in Financial Bid for the services intended to be availed as stated above in two sealed covers: one containing Technical Bid, and the other containing Financial Bid (in figures and words) so as to reach the undersigned on or before **16/11/2018 at 4.00 PM.**

3. The sealed envelopes containing Technical Bid should be marked as "Quotation – Technical Bid for hiring of vehicles" and the sealed envelope containing Financial Bid marked as "Quotation – Financial Bid for hiring of vehicles" Tender documents and declaration along with the above two sealed envelopes containing the concerned bids duly signed and stamped should be submitted in A4 size envelope super scribing on it as 'VEHICLE HIRING TENDER – 2018'.

4. Technical Bid will be opened on **16/11/2018 (Friday) at 4.00 PM** being the last date fixed for submitting the Tender in the presence of the tenderers and **Financial Bid** shall be opened on next working day of opening of the Technical Bid i.e. on **19/11/2018 (Monday) at 4.00 PM** and parties who qualifies the Technical Bid and are accepted only will have their Financial Bids opened and considered. The financial bids shall be within the ceiling amount prescribed by the government. The tender documents may be downloaded from CESTAT website viz. [www.cestatnew.gov.in](http://www.cestatnew.gov.in).

5. Tender document shall contain the following:

1. Tender Notice
2. Important Instructions in Annexure – I
3. General Conditions of Contract (GCC) in Annexure -2.
4. Special Conditions of Contract (SCC) in Annexure- 3.
5. Do'S & Don't for Driver Annexure -4.
6. Technical bid performa in Annexure -5.
7. Financial bid Performa in Annexure -6.
8. Declaration in Annexure-7

This tender notice with relevant annexure is also available on Tribunal's website [www.cestatnew.gov.in](http://www.cestatnew.gov.in)

6. CATEGORY AND NUMBER OF VEHICLES REQUIRED.

Number of vehicles proposed to be hired at present for a period of one year in terms of this Tender Notice is up to 01 (One) of Air conditioned Petrol/Diesel Toyota Corolla Altis/Skoda Superb for President white colour of 2018 make for 30/31 days in a month.

7. Agencies/Taxi operators/contractors who were black listed and issued notice against violation of terms of contract on previous occasions are not eligible to participate.

-sd-  
Assistant Registrar (CT)

ANNEXURE-5

TECHNICAL BID

S.No	Requirements	Give details and proof
01.	Name and postal address, telephone number (both land line and mobile phones) and e-mail of the Tenderer/Contractor/Service Provider/Firm/Company/Agency with Pin Code.	
02.	Name address of the Partners/Directors	
03.	Complete Registered Address & Telephone No/Fax No	
04.	Designation and postal address of the Registering Authority with whom the Tenderer/contractor/Service {Provider/Agency/firm is Registered (attach copy of registration certificates)	
05.	Location of Garage	
06.	Total No of vehicles owned/controlled by the Agency/Firm	
07.	Total No of Drivers with the Agency/firm	
08.	No of years of experiences (not less than 5 years in providing taxis to Government Sector/PSU/Pvt Company (details credentials should be mentioned).	
09.	Name of Public Sector/Government Organization to whom similar services have been provided by the agency/firm during last 3 years (please attach the work order/service certificate from Govt. office/Public Sector.	
10.	PAN No., other registration numbers	
11.	Service Tax Reg. No/ <b>GST</b> (copy to be enclosed)	

S.No	Requirements	Give details and proof
12.	Copy of Income Tax Form 26As to be attached	
13.	Registration Numbers of the vehicles proposed by Tenderer to be hired out and made thereof and whether petrol or diesel car	
14.	List of documents/proof attached as per tender conditions	

DECLARATION

I \_\_\_\_\_ S/o \_\_\_\_\_ residing at \_\_\_\_\_ do hereby declare that information and particulars furnished above are true and correct and based on record to the best of my knowledge and belief and Tribunal may conduct verification of the same at any time and if the above information or particulars are found to be false or untrue, the contract awarded to me in terms of this Tender Notice by the Tribunal shall be cancelled or terminated without notice and without prejudice to the rights of the Tribunal to other consequences of law.

Name & Signature of Tenderer/Authorized  
Person with seal

Place: \_\_\_\_\_

Date: \_\_\_\_\_

**FINANCIAL BID**

PART -A

**MONTHLY RATES INCLUDING GST**

AC Vehicle	Rates
Toyota Corolla Altis/Skoda Superb 2018 onwards	

Name & Signature of Tenderer/Authorized  
Person with seal

Place: \_\_\_\_\_  
Dated: \_\_\_\_\_

ANNEXURE -7

DECLARATION

I \_\_\_\_\_ S/o \_\_\_\_\_ the residence  
of \_\_\_\_\_ undersigned signatory of the agency is  
competent to sign this declaration and execute this tender document.

2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them. In the event of violation of any of the conditions of the tender, the authority shall be at liberty to forfeit the security deposited by me against award of the contract.

3. The information/copies of documents furnished along with the above application are true and correct and authentic to the best of my knowledge and belief and based on record. If the information or particulars or documents attached to the response to the Tender by me are found to be false, untrue, fabricated or forged, the contract shall be liable to be terminated without notice and without prejudice to the rights of competent Authority/Tribunal to other consequences of law.

4. I/we are all aware of the fact that furnishing of any false information/fabricated documents would lead to rejection of my tender at any stage besides forfeiting of earnest money deposited by me.

Signature of authorized person

Full Name:

Seal

Place: \_\_\_\_\_

Date: \_\_\_\_\_