



भारतसरकार GOVERNMENT OF INDIA

वित्तमंत्रालय / राजस्वविभाग / MINISTRY OF FINANCE / DEPARTMENT OF REVENUE

आयुक्त केंद्रीय कर (अपील्स-2) पुणे का कार्यालय.
एफ विंग, दूसरी मंजिल, जीएसटी भवन, 41/ए, ससून रोड, पुणे -411001.
OFFICE OF THE COMMISSIONER CENTRAL TAX (APPEALS-II) PUNE.
F-Wing, 2nd Floor, GST Bhavan, 41/A, Sassoon Road, Pune- 411001.

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फा. सं. V (2)CT(A-II)/C1/Hir. Veh/18-19

पुणे, दिनांक 13 फरवरी 2019.

Sub: Quotations for hiring of vehicles - reg.

Sealed quotations are called from the eligible vendors/ service providers for the hiring of vehicle for office of the Commissioner of Central Tax (Appeals-II) by the eligible vendors/service providers:

A revised guideline for deployment of operational vehicles for CBEC formations are issued by DGHRD, vide F. No. 8/B/10(125)/HRD/EMC/2017 dated 4.12.2017. The Central Tax (Appeals-II), Pune Commissionerate requires Two (02 Nos) of operational vehicles for hire, as per requirements, for the period from **01.04.2019 to 31.03.2020**, on per month basis from service providers. The details are as under :-

Sr. No.	Category	Requirement of vehicle	Maximum hiring charges per vehicle (excluding GST)
01	04 wheeled Mid Size vehicle to be used for 30-31 days/month subject to maximum 2500 Kms.	01	Rs. 40,000/-
02	04 wheeled Mid Size vehicle to be used for 25-26 days/month subject to maximum 2000 Kms.	01	Rs. 40,000/-

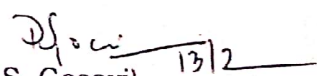
The quotations for hiring of vehicle as per Rule 201 of GFR -2017 on following terms and conditions :-

TERMS AND CONDITIONS:

- 1) The service provider should have a well established agency engaged in the hiring of vehicles.
- 2) The bid should be for monthly hire charges (exclusive of GST).
- 3) The vehicle should be available at Pune at the disposal of departmental officer/s everyday for one vehicle 30/31 days subject to max. 2500 Kms and 25/26 days subject to 2000 kms for mid size vehicle in a month (including Saturdays, Sundays & holidays) for a time of 10 to 12 hours per day for vehicle mentioned above. It will also be used to make out station trips and can be called during odd hours, when required. During

- outstation trips the vehicle should be available at all times with no restriction of hours.
- 4) The vehicle shall not be earlier than 2015 model and it should be in excellent running condition with proper exteriors and new interiors & upholstery.
 - 5) The service provider should be eligible to hire out vehicle as per the RTO norms. It is the sole responsibility of the service provider to obtain necessary permissions from RTO or other Transport Agencies as required.
 - 6) The service provider should ensure that the vehicle is covered under comprehensive insurance during the period of contract. In event of the accident, the claim for the damage of property or injury to third party shall be settled by the service provider himself. The department will not have any liability.
 - 7) The service provider should ensure that the vehicle complies with the norms of pollution control and obtains 'PUC' i.e. Pollution Under Control Certificate from the time to time from competent authority under the period of contract.
 - 8) The vehicle's interiors should be equipped with all the useful and required accessories and the department can ask for any new accessory and or change in interiors when felt necessary.
 - 9) The service provider should deploy a well experienced driver having a valid driving license for the hired vehicle. The driver should be well conversant with road routes in Maharashtra and the local language. The vehicle should be legally utilizable all over Maharashtra and in neighbouring states.
 - 10) The driver of the vehicle should be equipped with mobile telephone in full working condition at all times.
 - 11) The driver of the vehicle should wear decent uniform which is to be supplied by the service provider.
 - 12) The driver would have to be approved by the department after being used for a week. The driver once approved by the department should not be changed over a period of contract, unless an emergency arises.
 - 13) The vehicle will be used, generally, for one vehicle a maximum distance of 2500 Kms. and another of maximum distance of 2000 Kms. for mid size vehicle per month. The driver of the vehicle shall maintain a "Log Book" for the movement of the vehicle in the format prescribed by the Department and shall submit the extract every month before 5th of the next month along with bill and duty slip.
 - 14) The quote should be for monthly rental which would include all charges. Hence, all expenses relating to salary and allowances of the driver, over time payment, maintenance of vehicle, fuel, oil or any other expenditure related to the vehicle and the driver including outstation stay of the driver will be borne by service provider.
 - 15) The hiring charges will be paid to the service provider on monthly basis. TDS and other taxes as applicable will be deducted from each bill.
 - 16) The service provider should also have 24 hours working telephone so that he can be called in case of any problem pertaining to the vehicle or the driver.
 - 17) The service provider shall provide fire extinguisher in the vehicle.
 - 18) It will be the responsibility of the service provider to ensure that the vehicle is washed, exteriors are polished and interiors are vacuum cleaned / washed / dry cleaned at regular intervals. If the vehicle is dirty, then the officer can refuse to use it and penalty would be imposed upon the service provider.
 - 19) The service provider should ensure the proper maintenance of battery, coolant, oil, tyre pressure periodically.

- 20) The vehicle will be parked in the office premises or in any other premises at Pune as required by the department. In case it is required to be parked in service providers premises, then no dead mileage would be payable from the service provider's premises to starting point and vice-versa. Mileage will be counted from the point of reporting as desired by department.
- 21) Time is of essence in official matters. The vehicle with driver should invariably reach before the appointed time whenever called. If the driver (with vehicle) reaches after the scheduled / given time, the department would be within its rights to refuse the vehicle and impose penalty upon the service provider. On every occasion that driver or the vehicle is not able to reach at the appointed time, pro-rata deduction for that day and an additional penalty of Rs 500/ per day would be imposed and deducted from the monthly bill.
- 22) The service provider should ensure that in normal circumstances the fuel tank should never be less than half full. For outstation trips, the driver should be provided ample cash by the service provider, to take care of extra fuel usage and other charges / expenses.
- 23) In case of breakdown / repairs of vehicle, the service provider shall provide suitable substitute vehicle immediately.
- 24) Only those service providers should apply who agree to unconditionally abide by the above terms and conditions. Conditional acceptance or proposing modification of any condition/s will invalidate the quotations.
- 25) The sealed quotations superscribed as "**Quotation for Hiring of Vehicles**" should be marked as "Confidential" and reached to "**The Superintendent (Admin.), Central Tax (Appeals-II) Pune Commissionerate, having his office at F' Wing, 2nd Floor, GST Bhavan, 41/A, Sassoon Road, Pune 411 001, on or before 01-3-2019 17.00 hrs. Tenders will be opened on 04-03-2019 at 11:30 hrs.**
- 26) The service provider will have to produce the vehicles along with driver at the time of submitting the quotation. Quotation of service provider not having the requisite vehicles will not be entertained.
- 27) Before finalization of contract, the condition of vehicle and driver's proficiency will be checked by conducting driving trials. If the condition is not satisfactory, the quotation will be summarily rejected.
- 28) The service provider will have to enter into an agreement within 5 days from the date of communication of acceptance of his offer by this office.
- 29) In case of dispute, the decision of the **Assistant Commissioner, Central Tax (Appeals-II) Pune Commissionerate**, having his office at 'F' Wing, 2nd Floor, GST Bhavan, 41/A, Sassoon Road, ICE House, Pune 411 001, shall be final and binding on all the concerned.
- 30) In case of dispute the decision of the **Commissioner, Central Tax (Appeals-II) Pune**, having his office at 2nd Floor, 'F' Wing, 41A, Sassoon Road, GST Bhavan, Pune 411 001, shall be final and binding on all the concerned.
- 31) The competent authority viz. the **Commissioner, Central Tax (Appeals-II) Pune**, reserves the right to accept or reject any/all quotation(s) either in full or part, without assigning any reason thereof. The decision of the Competent Authority in all respects shall be final and binding on all the concerned.


(D. S. Gosavi)
Superintendent (Admin.)
Central Tax (Appeals-II) Pune
Commissionerate.

Copy to :- Notice boards of GST Bhavan and Appeals – II Pune Commissionerate.