

	<p>भारत सरकार :: GOVERNMENT OF INDIA</p> <p>वित्त मंत्रालय : राजस्व विभाग :: MINISTRY OF FINANCE : DEPARTMENT OF REVENUE</p> <p>सहायक आयुक्त का कार्यालय :: OFFICE OF THE ASSISTANT COMMISSIONER</p> <p>केन्द्रीय वस्तु एवं सेवा कर उत्पाद शुल्क विभाग सिलचर</p> <p>CENTRAL GOODS &amp; SERVICE TAX AND CENTRAL EXCISE DIVISION, SILCHAR</p> <p>केन्द्रीय राजस्व भवन :: CENTRAL REVENUE BUILDING,</p> <p>सर्किट हाउस रोड, CIRCUIT HOUSE ROAD सिलचर - ७८८००१, SILCHAR - 788001</p> <p>Phone No: (03842) 237780 दूरभाष: (०३८४२)२३७७८० e-mail-accxsil@gmail</p>	
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**NOTICE INVITING TENDERS FOR HIRING OF VEHICLE FOR THE OFFICE OF THE ASSISTANT COMMISSIONER, CGST & CENTRAL EXCISE DIVISION, SILCHAR**

The office of the Assistant Commissioner, CGST & Central Excise Division, Silchar invites sealed offers from reputed PARTIES engaged in the business of providing vehicle services for outsourcing the service of hiring of 1(One) Small Size Car (Swift, Zen or equal category) for office use for **F.Y. 2018 - 2019** at Silchar Division as per the terms and conditions mentioned in the schedule. The details of vehicle requirement /period covered are as under:


Sl.No.	Category of Vehicles	No of vehicles required	Remarks
1.	Small size car	One Small size vehicle (Preferably Swift, Zen, i10, i20, Indica or equal category falling under A-2 segment as classified by Society of Indian Automobile Manufacturers).  Manufactured Year - 2016 onward.	To be used on monthly rental basis subject to maximum limit of 2000km. & 20/25 days in a month.

2. The detailed Terms and conditions along with Technical and Financial Bid forms may be procured from the above mentioned address on any working day during office hours up to 08-08-2018 or can be downloaded from the website [www.centralexcise.gov.in](http://www.centralexcise.gov.in).

3. Last date for submission of bid/tenders is 08-08-2018 up to 12.00hrs.

4. Tender can be sent through post clearly mentioning on the envelope **"Tender for Hiring of Vehicle on Monthly Basis."**

5. Tender will be opened on 08-08-2018 at 12.30 hrs in the office of the Assistant Commissioner CGST & Central Excise Division, Silchar before the tender committee and tenderers, if available.

  
 (S.K. Dutta) 20/07  
 Assistant Commissioner 18

## TERMS AND CONDITIONS

- [1] **Separate sealed Technical and Financial Bids in different envelopes** should be kept together in a single sealed envelope and super-scribed with **"Tender for Hiring of Vehicle on Monthly Basis"**. The sealed technical and financial bids should be clearly marked "Technical Bid" and "Financial Bid", strictly in the enclosed proforma as the case may be.
- [2] Tender will be opened on 08-08-2018 at 12.30hrs in the office of the Assistant Commissioner CGST & Central Excise Division, Silchar before the tender committee and tenderers, if available.
- [3] The contract shall be valid for an initial period starting from date of Approval to 31-03-2019.
- [4] There will not be any limitation of minimum or maximum running Km of vehicle on day-to-day basis. The maximum Km can be utilized in any manner on monthly basis by GST & Central Excise Division, Silchar.
- [5] GST & Central Excise Division, Silchar, shall be liable to pay the hiring charges as per the agreement only. Contract charges include monthly charges of driver, repair and maintenance of vehicle, Insurance, petrol, diesel, oil, road tax, RTO charges, Municipal Tax, Work Contract Tax, License Fee, registration charges[except GST] and any other incidental expenses.
- [6] Agreement Rate as per agreement will not be revised during the agreement period.
- [7] The vehicle will be kept neat and clean and in perfect running condition with shining body and clean interior with good upholstery by the Transport Operator.
- [8] In case vehicle provided is not found satisfactory, the same shall be returned for immediate replacement. In case no replacement is provided in time, GST & Central Excise Division, Silchar would have a right to hire a vehicle from the market and the additional cost incurred by this office will be borne by the Transport Operator.
- [9] The Transport Operator would ensure that the drivers employed have valid driving license. The vehicle should be registered with the concerned authority of Central/State Govt. The Transport Operator shall provide a certificate to this effect. The driver of the vehicle provided must follow traffic rules and other regulations prescribed by the Govt. from time to time.
- [10] The Transport Operator should have an adequate number of telephones or contact numbers round the clock. The driver shall be neatly dressed, observe all the etiquette and protocol while performing duty and must carry a mobile phone in condition for which no separate payment shall be made.
- [11] The Vehicle should be kept with sufficient stock of fuel. However, in case of any emergency, if any officer pays for the fuel, the same should be reimbursed by the Transport Operator on production of the bill.
- [12] As regards, vehicle timings, the Transport Operator will not pass on the instructions directly to the driver concerned. The instructions should be routed through the officers of GST & Central Excise Division, Silchar.

[13] A daily record indicating time and mileage for each vehicle shall be maintained in a log book and log book shall be submitted to the concerned Officer in the office of the Assistant Commissioner of GST & Central Excise Division, Silchar regularly for scrutiny.

[14] In case of breakdown of any vehicle during duty, it shall be the responsibility of the Transport Operator to provide a substitute vehicle immediately. In case, the substitute vehicle does not report on time/ does not report at all. GST & Central Excise Division, Silchar would have the right to hire a vehicle from the market and the additional cost incurred by customer will be borne by the Transport Operator.

[15] The contract shall not save with the previous consent in writing of the Department Sublet/sub- contract, transfer or assign the contract or any part thereof in any manner whatsoever. However, such consent shall not relieve the contract from any obligations, duty or responsibility under the contract and contractor shall be fully responsible for the services hereunder and for the executions and performance of the contract.

[16] In case of failure of the contractor in providing /making available of vehicle on account of any defect /fault /breakdown /not reporting, liquidated damages/ compensations or alternative arrangement with prior permission shall be made, not by way of penalty, shall be imposed and recovered from the contractor's bill without any notice as under.

[17] The vehicle should be available /may be used for running in Assam/outside Assam State as & when GST & Central Excise Division, Silchar so desire.

[18] The billing will be done on monthly basis. Bills preferably should be typed and in duplicate and should be submitted to this office in the 1<sup>st</sup> week of the following month.

[19] In case of any accident all the claims arising out of it shall be met by the Transport Operator.

[20] The Transport Operator should approach the Office of the Assistant Commissioner of GST & Central Excise Division, Silchar in case of any assistance or difficulty.

[21] In case of any dispute of any kind and in any respect whatsoever, the decision of the GST & Central Excise Division, Silchar shall be final and binding on Transport Operator.

[22] If any of the terms & condition (1) to (22) above is not found fulfilled during the period of agreement, GST & Central Excise Division, Silchar reserve the right to discontinue the contract without assigning any reasons thereof.

[23] TDS and other taxes, wherever applicable, shall be deducted as per statutory compliance.

[24] This office reserves the right to reject/cancel any/all bids in part/full without assigning any reason for the same. The decision of this office in this regard will be final & will not be open to question by any person in any form in any forum.

(TECHNICAL BID)

To be submitted in a separate sealed envelope superscribing  
"Technical Bid" Pre-qualification requirement for award of contract  
for "Hiring of Vehicles"

1	Name of the Organization/Firms with full address with Pin code. Phone No. Fax No. email etc	
2	Name of all the Proprietor/Partners/Directors	
3	PAN No of the Firm as allocated by the Income Tax Department	
4	List of Government Organizations where the Service Provider is currently providing services may also be indicated .(Please attach the job order/service certificate from Govt. Office/Public Sector)	
5	The Contractor should also submit Copies of Registration Certificate obtained from GST(Ministry of Finance)	
6	Total Nos of Taxis/Vehicles available with Service Provider together with make /Model	
7	Vehicle to be provided by the Contractor should have the comprehensive insurance to cover all risks as per the Motor Vehicle Act and relevant rules and regulations of the State Government and Central Government(Copy of Insurance to be enclosed)	
8	Any other information to be considered.	

**UNDERTAKING**

1. I/We undertake that I/We have carefully studied all the terms and conditions of contract as indicated in Annexure and understood the parameters of the proposed work and shall abide by them.
2. I/We hereby certify that none of my relative (s) is /are employed in the Office of the GST & Central Excise Division, Silchar.
3. I/We further undertake that the information given in this tender are true and correct in all respect.

Signature of Authorised person with date:

Name & full address with Telephone No.  
Office:  
Residence:  
Fax No:  
Email:

**FINANCIAL BID**  
**PROFORMA FOR QUOTING RATES**

To be submitted in a separate sealed envelope superscribing "**FINANCIAL BID**".

SL.No	Vehicle Type Non AC	Number of Vehicles	Job Description (Total KMS per month)	Details of Quoted vehicle-make, model, etc	Quoted bid per month
1	Small size	1	Hire for 20-25 days maximum 2000 kms		

Signature of Authorized person with date: .....

Name & full address...

Telephone No: Office/Fax No:

Residence:

Email:

Seal: