


 <p>सत्यमेव जयते</p>	<p>भारत सरकार / GOVT. OF INDIA          वित्त मंत्रालय :: राजस्व विभाग          MINISTRY OF FINANCE : DEPARTMENT OF REVENUE          सहायक आयुक्त का कार्यालय          OFFICE OF THE ASSISTANT COMMISSIONER          सीजीएसटी और उत्पाद शुल्क प्रभाग, CGST &amp; CENTRAL EXCISE DIVISION          सी आर बिल्डिंग: सर्किट हाउस रोड : सिलचर - 788001          C.R. BUILDING : CIRCUIT HOUSE ROAD : SILCHAR- 788001          ☎-91-3842-237780 / ✉- 91-3842-236418 📧- cexsilchar@gmail.com</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) Medium Size Car for office use for the period from April, 2019 to 31-03-2020 at Silchar CGST & Central Excise 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.	Medium size Car for the F/Y 2019-2020	One Medium size vehicle. Manufactured Year - 2018 onward.	To be used on monthly rental basis subject to maximum limit of 2000 KM & 20/25 days in a month.

- 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 **25-03-2019** or can be downloaded from the website [www.cbec.gov.in](http://www.cbec.gov.in).
- Last date for submission of bid/tenders is 29-03-2019 up to 12.00hrs.
- Tender can be sent through post clearly mentioning on the envelope **“Tender for Hiring of Vehicle on Rent Basis.”**
- Tender will be opened on 29-03-2019 at 15.00 hrs in the office of the Assistant Commissioner CGST & Central Excise Division, Silchar before the tender committee and bidders, if available.

  
 12/3/19  
 (बी.बी. कर्मकार/ B.B. Karmakar)  
सहायक आयुक्त / Assistant Commissioner

## TERMS AND CONDITIONS

1. Interested agencies are requested to submit their quotation/ tender in two parts in two separate sealed covers, one containing **“Technical Bid”** and the other containing **“Financial Bid”** in different envelopes. Both these bids should be kept together in a single sealed envelope and super -scribed with **“Tender for Hiring of Vehicle on rent Basis”**. The format of Technical Bid and Financial Bid is enclosed as **Annexure-A and Annexure-B**.
2. Tender will be opened on 29-03-2019 at 15.00 hrs in the office of the Assistant Commissioner CGST & Central Excise Division, Silchar before the tender committee and bidders, if available.
3. The contract shall be valid for an initial period starting from date of Approval to 31-03-2020.
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 CGST & 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 or breakdown during office duty, it shall be the responsibility of the Transport Operator to provide a substitute vehicle immediately. In case no replacement is provided in time, CGST & 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 CGST & 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 CGST & Central Excise Division, Silchar regularly for scrutiny.

14. 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.
15. 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.
16. The vehicle should be available /may be used for running in Assam/outside Assam State as & when CGST & Central Excise Division, Silchar so desire.
17. 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.**
18. In case of any accident all the claims arising out of it shall be met by the Transport Operator.
19. The Agency whose bid is found to be acceptable by this office shall prior to the engagement of its services certify in writing to this office that the terms and conditions of the tender have been read and understood
20. The Transport Operator should approach the Office of the Assistant Commissioner of CGST & Central Excise Division, Silchar in case of any assistance or difficulty.
21. The bill for payment of the hiring charges shall be submitted to this office by the contracted agency at the beginning of the following month, duly certified by the officer in charge of hired vehicle in this office. No payment in advance shall be made to the contracted agency / vehicle provider by this office
22. In case of any dispute concerning the hiring of the vehicle by this office from the service provider /vehicle provider, the decision of the Commissioner of CGST & Central Excise Commissionerate, Guwahati, "GST Bhawan", Kedar Road (Near A.T. Road Flyover), Machkhowa, Guwahati- 781001 shall be final and binding. The Commissioner also reserves the right to secure the fulfillment of other conditions, not expressly mentioned herein which are otherwise consistent and necessary with the use of the hired vehicle.
23. The service provider shall be required to provide a self attested copy of the Registration document of the hired vehicle with the concerned State Transport Authority.
24. 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.
25. TDS and other taxes, wherever applicable, shall be deducted as per statutory compliance.



(बी.बी. कर्मकार/ B.B. Karmakar)

सहायक आयुक्त / Assistant Commissioner

## Annexure-A

### (TECHNICAL BID)

**To be submitted in a separate sealed envelope subscribing "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	
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 Authorized person with date:

Name & full address with Telephone No.

Office :  
Residence :  
Fax No :  
Email :

**Annexure-B**

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

To be submitted in a separate sealed envelope subscribing “**FINANCIAL BID**”.

SL.No	Vehicle Type	Number of Vehicles	Job Description (Total KMS per month)	Details of Quoted vehicle-make, model, etc	Quoted bid per month
1	Medium size	01(one)	Hire for 20-25 days maximum 2000 kms		

Signature of Authorized person with date :

Name & full address:

Office :  
Residence :  
Telephone No :  
Office:Fax No:  
Email :

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