



भारत सरकार
Govt. of India

वस्तु एवं सेवा कर, सहायक आयुक्त का कार्यालय
OFFICE OF THE ASSISTANT COMMISSIONER OF CENTRAL GOODS &
SERVICE TAX

बोनाईगाव डिवीज़न : धुबरी: असम- 783301

BONGAIGAON DIVISION : DHUBRI :ASSAM- 783301

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BY Regd.Ad

F.NO.IV(16)12/Vehicle/AE/DB/2016/_____ /

Date:- 14.10.2020

TENDER NO.01/2020

NOTICE INVITING ONLINE E-TENDER FOR HIRING OF VEHICLE

- (1) The office of the Assistant Commissioner, CGST, Bongaigaon Division, Dhubri invites E-Tender/bid (in prescribed format) quotations from reputed Service providers for hiring of 01 (one) small vehicle along with Driver for the use of office of the Assistant Commissioner, CGST, Bongaigaon Division, Dhubri for a period from 01.12.2020 to 30.11.2021. The details of office premises are as follows-

(30-11-2021)

Sl. No.	Name and location of office	No.of vehicle required
1	Office of the Assistant Commissioner, CGST, Bongaigaon Division, Dhubri	01(one) along with Driver

- (2) The complete tender documents containing general terms and conditions, pre-qualification requirements etc are available on www.centralexciseguwahati.gov.in and can be downloaded free of cost.
- (3) Interested Service Providers who comply with the terms and conditions of this tender notice provided in **Annexure-I** may submit their bids in prescribed format with all the necessary documents online signed with digital signature at www.centralexciseguwahati.gov.in on or before the closing date and time of the bid submission.
- (4) The Bidders are advised to follow the Instruction as mentioned Annexure-II for applying tender.
- (5) Bidders who have downloaded the tender from website www.centralexciseguwahati.gov.in shall not temper/modify the tender form including the downloaded price bid template, in any manner, tender will be completely rejected and bidder shall become liable to be banned.
- (6) Intending bidders are advised to visit website www.centralexciseguwahati.gov.in regularly till closing date of submission of tender for any corrigendum/amendment.
- (7) Technical bid shall be opened as per the date and time mentioned in the Tender Critical Date and Sheet.
- (8) The rate shall be excluding GST and any revision in the statutory taxes, fees etc. will be responsibility of bidder.

ANNEXURE-I

TERMS AND CONDITIONS

The tenders should have a registered and well established Taxi agency/Firm having sufficient number of latest models of taxi cars for hiring. List of vehicles owned by the tenderer and the details of the vehicle to be provided to this office must be attached along with the tender documents.

1.The Vehicle registered as Taxi or public transport vehicle and should not be old more than 2-3 years. The vehicles will be kept in neat and clean and in perfect running condition with shining body and clean interior with good upholstery.

2.In case the condition of taxi is not found to be satisfactory, it will be returned for immediate replacement. In case no replacement is provided on time, the department would have a right to hire a vehicle from the market and the additional cost incurred by the department will be borne by the Cab operator.

3.The firm would ensure that the drivers employed have valid driving Licence. The vehicle should be registered with concerned authority of Central/State Govt. The Cab 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.

4.The agency/firm should have adequate number of telephones for contact round the clock. The driver shall observe all the etiquette and protocol while performing the duty and shall be neatly dressed, should wear proper uniform & must carry a mobile phone in working condition, for which, no separate payment shall be made by the department.

5.The rates are to be quoted both for hiring on daily basis [4 hrs./40Kms., 8 hrs./80 Kms., 10 hrs./100 Kms. and 12 hrs./120 Kms.] and for hiring on monthly basis.

6.Within the above mentioned categories, the rates have to be quoted separately in kilometres and hours both. It shall be the sole prerogative of the competent authority to choose any one rate slab or a combination of rates slabs in case of vehicle being hired on daily hiring charge basis.

7. The rates quoted should be exclusive of GST.

8. The Assistant Commissioner, Goods & Service Tax, Dhubri reserves the right to reject all or any of the offers.

9. The billing will be done on monthly basis, bills preferably typed and in triplicate, in connection with the service shall be submitted to the office of the Assistant Commissioner, Goods & Service Tax, Dhubri in the 1st week of the following month.

10. 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, Goods & Service Tax, Dhubri regularly for scrutiny.
11. Once the hiring of cars commences from a particular operator, the car and the driver should not be changed unless requested by the office of the Assistant Commissioner, Goods & Service Tax, Dhubri. The vehicle must be available at any time of any day as desired by the officers considered.
12. On awarding the contract, the contractor has to furnish to the office of the the Assistant Commissioner, Goods & Service Tax, Dhubri, the certified copies of RC books and the comprehensive insurance policies.
13. The office of the Assistant Commissioner, Goods & Service Tax, Dhubri shall be liable to pay the hiring charges only. Contract charges include monthly charges of the driver, repair and maintenance of vehicle, insurance, petrol/diesel oil and any other incidental expenses.
14. The running of the vehicle is 2000 Km per month but it may happen that the vehicle had to run more than 2000 km in a particular month, the extra mileage shall be adjusted in the next month to be kept within the limit of 2000 Km per month on an average and no extra charge will be paid till the average of $2000 \times 12 = 24,000$ Km is exhausted. An additional charge of Rs 4.50 per Km will be paid at the fag end of the financial year 2018-19 if the adjustment up to 24,000 Km gets exhausted, that is, after completion of the run of 24,000 Km.in a year.
15. In case of breakdown of the vehicle during official duty, it shall be the responsibility of the firm to provide a substitute vehicle immediately. In case the vehicle does not report on time/does not report at all, the Department would have a right to hire a vehicle from the market and the additional cost incurred by the department will be borne by the Cab operator.
16. In the case of any accident, all the claims arising out of it, shall be met by the Transporter/ Cab Operator.
17. The contract between the Department and the transporter/ Cab Operator can be cancelled within 15 days notice from either side on breach of any of the terms and conditions of the contract.
18. The transport operator and driver shall be bound to carry out the instructions of the Department as well as of the officers assigned to the vehicle.
19. A penalty of Rs.500/- per day per vehicle may be levied if any vehicle fails to meet above terms & conditions on any day.
20. The liability of the Department is limited to the contract value only.

- (9) In case of any discrepancy / difference in the amounts indicated in figures and words, the amount in words will be prevailed and considered.
- (10) The quoted rate shall be remained from throughout the tenure of the contract and no revision is permissible for any reason.
- (11) Not more than one tender shall be submitted by one or more service providers having business relationship. Under no circumstances, persons/ firms having business relationship with one another (i.e. when one more partner(s)/director(s) are common) will be allowed to file tender for same contract as separate competitors. A breach of this condition shall render the tenders of both the parties liable for rejection.

(12) TERMS OF PAYMENT

- (i) Tenderers shall quote their rate monthly basis in **Annexure-III**
- (ii) The contractor shall submit the monthly bill for reimbursement in duplicate which shall be got certified by the officer-in-charge regarding the provision of services to his satisfaction.

Encl:- Annexure-I, II, III.



(B. B. KARMAKAR)
Assistant Commissioner.

F.NO.IV(16)12/Vehicle/AE/DB/2016/ 777 /

Date:- 14.10.2020

Copy to-

- (1) The Chief Commissioner (in situ), CGST, , Kedar Road, Machkhowa, Guwahati ,
- (2) The Superintendent (System), O/o the Commissioner, Central Goods and Service Tax, Kedar Road, Machkhowa, Guwahati,
- (3) The Office Notice Board.



(B. B. KARMAKAR)
Assistant Commissioner.

ANNEXUER-III

(FINANCIAL BID)

To,

The Assistant Commissioner,
CGST & Cx,
Bongaigaon Division, Dhubri.

Sir,

Sub:- Submission of Financial Bid for hiring of vehicles by the Assistant Commissioner, CGST & Cx, Bongaigaon Division, Dhubri.

With reference to the above, I/We hereby submit the quotation for hiring of vehicles by the Assistant Commissioner, CGST & Cx, Bongaigaon Division, Dhubri.

Sl. No.	Remarks	No. of Vehivles	Category of vehicles	Amount
1	Vehicle to be used for 25/26 days subject to maximum of 2000 Kms in a month	1	Small size vehicle	

21. 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.

22. No additional terms & conditions over and above the conditions stipulated above shall be entertained by this office of the Assistant Commissioner, Goods & Service Tax, Dhubri

23. In case of any dispute of any kind and in any respect whatsoever, the decision of the office of the Assistant Commissioner, Goods & Service Tax, Dhubri shall be final and binding.



14/10/2020

(B. B. KARMAKAR)
Assistant Commissioner,
CGST, Bongaigaon Division,
Dhubri.

ANNEXURE-II

TECHNICAL BID

QUALIFYING CRITERIA FOR TECHNICAL BID

1	Name and Address of the Organization	
2	Name of the Proprietor/ Partner/Directors	
3	Contract Details	
a)	Land Line No.	
b)	Mobile Phone No.	
c)	E-Mail Id	
4	PAN Card No.	
5	Valid GST Registration No.	
6	Name of the Coordination Manager	

VEHICLE INFORMATION

Sl. No.	Details	
1	Registration No.	
2	Make & Model No.	

I have read the terms and condition of the Tender Notice along with its Annexures.

Name of the Authorized Signatory

Signature

Seal/Stamp