



GOVERNMENT OF INDIA  
MINISTRY OF FINANCE  
DEPARTMENT OF REVENUE  
OFFICE OF THE ASSISTANT COMMISSIONER (AUDIT)  
CENTRAL EXCISE & SERVICE TAX  
SHILLONG CIRCLE  
RAP'S MANSION, M.G. ROAD, SHILLONG-793001

**C.No.I(19)Audit/1/Shillong Circle/2015**

**Dated: 13.07.2015**

**NOTICE INVITING TENDERS**

Sealed quotations are invited for hiring of a vehicle from the service provider as per the requirement mentioned below for the office of Assistant Commissioner(Audit), Central Excise, Customs and Service Tax, Shillong Circle, Shillong.

***“One small size vehicles to be used upto 20-25 days subject to a maximum of 2000 Km in a month and the terms & conditions as mentioned in Annexure -A”***

Interested parties / vendors are requested to submit their sealed offer so as to reach this office latest by 27-07-2015 upto 1400 hours mentioning therein the price to be charged and submit in the tender format, which is to be collected from the undersigned and it can also be downloaded from the official websites <http://cencusner.gov.in> and [www.cbec.gov.in](http://www.cbec.gov.in). The tenders/bids will be opened on 27.07.2015 at 1600 hours in the office of the Assistant Commissioner, Shillong Audit Circle, 3<sup>rd</sup> Floor, Rap's Mansion, M. G. Road, Shillong-793001 in presence of the tenders.

(S.K.Dutta)  
Assistant Commissioner(Audit)

## Annexure 'A'

### Terms & Conditions:-

- 01) The vehicles should be as per Registration Certificates already submitted by the vendor to the Department. The vehicles will also be kept neat and clean and in perfect running condition with shining body and clear interior with good upholstery.
- 02) In any case, the vehicle is found to be not in satisfactory condition or in breakdown condition, it should be immediately replaced. In case of non-replacement provided in time, the department will have the right to hire vehicle from the market and the additional cost, if any, incurred by the department will be borne by the vendor.
- 03) The terms of rental charge, as offered by the vendor will be accepted by way of payment of rental charges for the said hired vehicles on a monthly basis subject to a maximum of 2000 Km per month.
- 04) The vendor will maintain adequate number of telephones/mobiles for establishing contact round the clock. Each driver shall observe all the etiquette and protocol while performing the duty and shall be neatly dressed and must carry a mobile phone in working condition for which no separate payment shall be made by the department.
- 05) The drivers should have valid licence and the vehicles should be registered with the Competent Authorities of Central Govt. and State Govt. Any violation would be attended by pro-rata deduction of rental charges.
- 06) The drivers should strictly follow traffic Rules and other regulations. Any fine/penalty due to negligence/fault of the drivers/vehicles will be borne by the vendor.
- 07) The Department is not responsible for any repair and maintenance of the vehicles.
- 08) In case of any dispute of any kind and in any respect whatsoever, the decision of the Commissioner of Central Excise and Service Tax, Shillong, shall be final and binding.
- 09) The Commissioner reserves the right to reject all or any of the offers or accept more than one offer.

- 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, Shillong Audit Circle, Shillong regularly for scrutiny.
- 11) The contract may be considered for extension by mutual agreement for such further period(s) as may be agreed upon.
- 12) Once the hiring of car commences from a particular operator, the car and the driver should not be changed unless requested by the office of the Assistant Commissioner, Shillong Audit Circle, Shillong. The vehicle must be available at any time of any day as desired by the officers.
- 12) On awarding the contract, the contractor has to furnish to the office of the Assistant Commissioner, Shillong Audit Circle, Shillong the certified copies of RC books and the comprehensive insurance policies.
- 13) The office of the Assistant Commissioner, Shillong Audit Circle, Shillong shall be liable to pay the hiring charges only. Contract charges include monthly charges of driver, repair and maintenance of vehicle, insurance, petrol/diesel, oil and any other incidental expenses.
- 14) In case of breakdown of any vehicle during official duty, it shall be the responsibility of the firm to provide a substitute vehicle replacement immediately. In case, vehicle does not report on time/does not report at all, the Assistant Commissioner, Shillong Audit Circle, Shillong would have a right to hire a vehicle from the market and the additional cost incurred by the department will be borne by the Transport operator.
- 15) In case of any accident, all the claims arising out of it, shall be met by the Transport Operator.
- 16) The contract between the Assistant Commissioner, Shillong Audit Circle, Shillong and the Transport Operator may be canceled with a notice period of 15 days from either side on breach of any of the terms and conditions of the contract.
- 17) The Transport operator and driver shall be bound to carry out the instructions of the Assistant Commissioner, Shillong Audit Circle, Shillong as well as of the Officers assigned to the vehicle.
- 18) A penalty of Rs. 500/- per day per vehicle may be levied if any vehicle fails to meet above terms & conditions on any day.

- 19) The liability of the Assistant Commissioner, Shillong Audit Circle, Shillong is limited to the contract value only.
- 20) Any matter during the period of this agreement, which has not been specifically covered by the agreement, shall be decided by the Assistant Commissioner, Shillong Audit Circle, Shillong whose decision shall be final and conclusive.
- 21) The Vehicle Provider must submit alongwith his/her tender that he/ she has accepted all the terms and conditions.
- 22) In the event of acceptance of the tender, the vendor should make the vehicle available w.e.f. 1<sup>st</sup> August,2015 on execution of the agreement.

**(S. K. Dutta)**  
**Assistant Commissioner(Audit)**



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# TENDER DOCUMENT

## HIRING OF VEHICLES

|                                      |  |
|--------------------------------------|--|
| Tender Document No.                  |  |
| Name of the Department               | Office of the Assistant Commissioner,<br>Central Excise, Customs & Service Tax,<br>Shillong Audit Circle, Shillong   |
| Date of Issue                        | 13.07.2015   |
| Last Date & Time for Receipt of Bids | 27.07.2015 at 1400 hours   |
| Date & Time of Opening of Bids       | 27.07.2015 at 1600 hours   |
| Place of Opening of Bids             |  |
| Address of Communication             | Office of the Assistant Commissioner of<br>Central Excise, Customs and Service<br>Tax, Shillong Audit Circle, 3 <sup>rd</sup> Floor,<br>Rap's Mansion, M.G.Road, Shillong -1 |

Note : This tender document is not transferable

## PROFORMA

### Form-I

To

The Assistant Commissioner  
Central Excise, Customs & Service Tax,  
Shillong Audit Circle, Shillong.

Subject: Tender for Hiring of Vehicle:

Sir,

The undersigned have read and examined in detail the tender document in respect of hiring of vehicle by office of the Assistant Commissioner, Shillong Audit Circle, Shillong and do hereby express our interest to provide such services:

Correspondence details:

Our correspondence details are:

|     |  |  |
|-----|--|--|
| 1.  | Name of the Tenderer/bidder  |  |
| 2.  | Address of the Tenderer/bidder   |  |
| 3.  | Year of Registration of the vehicle (Proof to be attached)                                       |  |
| 4.  | Name of the Contact person to whom all references shall be made regarding this tender            |  |
| 5.  | Designation and address of the person to whom all references shall be made regarding this tender |  |
| 6.  | PAN and Service Tax details i  |  |
| 7.  | Telephone with STD code  |  |
| 8.  | E-mail of the contact person   |  |
| 9.  | Fax No. (with STD code)  |  |
| 10. | Service Tax Registration No. (Proof to be attached)<br><br>If any.                               |  |
| 11. | Income Tax Clearance Certificate (proof to be attached)  |  |

(Form-I)

Documents forming part of the bid:

We enclose the following:

- (i) Form -II: Prior Experience
- (ii) Form -III: Declaration Letter
- (iii) Form -IV: Financial Bid

(v) Letter of authorization in the name of the contact person representing the company

Yours faithfully,

(Signature of the Authorised person)

Date:

Name:

Place:

Designation:

Business Address:

Seal:

FORM-II

**PRIOR EXPERIENCE**

(Using the format below, provide information in respect of each Department/Ministry/Agency to whom vehicles were provided by the firm during 2011-12.

|   |  |
|---|--|
| Name of the Govt.Department/Ministry/ Agency along with their address and details of contact person to whom vehicles were provided during 2014-15 (with details of various vehicles/make, etc.) |  |
|---|--|

Yours faithfully,

(Signature of the Authorised person)

Date:

Name:

Place

Designation:

Business Address

Seal:



Form - III

**DECLARATION**

Declaration letter on official letterhead stating the following:

- (i) We are not involved in any major litigation that may have an impact of affecting or compromising the delivery of services as required under this tender.
- (ii) We are not black-listed by any Central/State Government/Public Sector Undertaking in India.

Yours faithfully,

(Signature of the Authorised person)

Date:

Name:

Place

Designation:

Business Address

Seal:

**FORM-IV**

**PROFORMA OF FINANCIAL BID**

"Prescribed proforma" for submission of Quotation for vehicle to be used for 20-25 days in a month subject to a maximum of 2000 Kms per month"

| Sl.No. | Type of Vehicle | Year of manufacture and Registration No. | Condition of the vehicle | Rate quoted |
|--------|-----------------|--|--------------------------|-------------|
|        |                 |  |                          |             |

.....

Signature

Name .....

Designation.....

Seal .....