



भारतसरकार ,वित्तमंत्रालय ,राजस्वविभाग  
Government of India ,Ministry of Finance ,Department of Revenue  
आयुक्त का कार्यालय Office of the Commissioner  
केंद्रीय वस्तु एवं सेवाकर आयुक्तालय ,इंफाल CGST Commissionerate, Imphal  
केंद्रीय जी.एस.टी.भवन Central GST Bhawan



अल-नूर टावर , लैकई कबो, नॉपोक 25/A, उत्तर ए ओ. सी ,इंफाल पूर्व-इम्फाल 795001-मणिपुर  
Al-Noor Tower, Kabo Leikai, Nongpok, 25/A, North AOC, Imphal East, Imphal-795001, Manipur  
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## **TERMS AND CONDITIONS OF THE TENDER**

- 1) The vehicle quoted in the bids should be commercially registered vehicle in excellent, neat exterior, interior and running condition which shall also be maintained during the period of hire.
- 2) The vehicle should not be older than 3 years.
- 3) The vehicle shall be provided on any day including Saturday, Sunday and Holidays when required by the Hirer.
- 4) Zero based mileage i.e. mileage starting and ending at/from duty or drop off location shall be adopted for the purpose of calculating the kilometres.
- 5) Bidder should have arrangements for filling of fuel upto (prescribed Kms) and establishing contact round the clock service.
- 6) The rates shall be quoted exclusive of GST. The amount of GST (if any) should be mentioned separately.
- 7) The billing will be done on monthly basis and bill is to be submitted in triplicate by the 5<sup>th</sup> of the succeeding month.
- 8) The vehicle provided should strictly comply with all the laws in force in India and their drivers should have valid driving licence complying with the laws in force and they should be adequately experienced, and maintain decency & politeness.
- 9) The vehicle driver should be neat and clean, well dressed and should be equipped with functional mobile phones for contact purpose.
- 10) The operational jurisdiction of the hired vehicles will be Imphal and the state of Manipur.
- 11) The Department will not bear any expenditure incurred by the driver on duty within the State of Manipur.
- 12) Any person who is in government service or an employee of the Department should not be a partner, directly or indirectly, with the service provider.
- 13) The Service provider will comply with the labour laws in force and all liabilities in this connection will be of the Service Provider.
- 14) If the contract is awarded, the owner shall provide the department the complete details of the vehicle, certified copy of the R.C. book, comprehensive insurance policies as well as full details of the deployed drivers, their addresses and copies of their driving licences.
- 15) The Department will not be under any obligations, legal or otherwise, to provide employment to any of the personnel of the service provider during or after the expiry of the hiring period. The Department recognises no employer-employee relationship between the department and the personnel of the Service provider. The Department shall not be responsible financially or

otherwise for any damages to the vehicle or any injury to the driver or the person deployed by the service provider during the course of hire.

- 16) In case of any accident, any and all claims and damages arising there from shall be met by the Service Provider.
- 17) The Service provider shall undertake to indemnify the department against all damages/ charges arising on account of or connected with the negligence of the Service provider or his staff or any person under his control whether in respect of accident/injury to the person or damages to the property of the public or any person or in executing the work or otherwise and against all claims and demands thereof.
- 18) In the event of the hired vehicle developing snags, the service provider will ensure that a replacement vehicle is provided on priority and in case of failure to make alternative arrangement, the Department will be at liberty to hire other vehicle and the cost incurred on account of such hiring shall be at the expense of the Service provider.
- 19) The Department reserves the right to terminate the contract without assigning any reasons by giving 10 (ten) days Notice.
- 20) The Department shall not make any advance payments and payments shall be made only on the basis of Monthly bills submitted on the 5<sup>th</sup> of the succeeding month.
- 21) The Commissioner, CGST, Imphal reserves the right to require fulfilment of other conditions, not expressly mentioned, which are consistent with the use of the hired vehicle with this Office, and to reject any or all tenders without assigning any reason thereof.
- 22) In case of Disputes, the decision of The Commissioner, CGST, Imphal shall be final and binding.