



C. No. II(39)20/Commr(A)/Veh./GHY/2017/

Dated: 23/03/2018

**NOTICE FOR INVITING TENDER FOR HIRING OF MOTOR VEHICLE (A/C)
FOR THE COMMISSIONERATE (APPEALS), CGST, C. Ex. & CUSTOMS,
GUWAHATI**

Sealed quotations are invited for hiring of **01 (one) No. of Mid-size vehicle** along with driver for use at O/o the Commissioner (Appeals), CGST, C. Ex. & Customs, Guwahati on monthly basis for a period of 1 year from the date of awarding contract.

The interested Service providers who comply with the terms and conditions of this tender are requested to submit their bids (both Technical and Financial) in the prescribed Quotation Form duly signed and stamped, in separate envelopes (duly sealed) clearly superscribing Technical bid and Financial bid. These two bids are in turn to be placed in one sealed cover clearly superscribing on the envelop “TENDER FOR HIRING OF VEHICLES” addressed to **THE ASSISTANT COMMISSIONER, 5th floor, CUSTOM HOUSE, NILMANI PHUKAN PATH, CHRISTIAN BASTI, G. S. ROAD, GUWAHATI-781005.**

The last date for receipt of Tender : 09.04.2018 upto 1600 hrs.

Technical Bid of Tender Shall be opened on : 10.04.2018 at 1500 hrs

Financial Bid of Tender Shall be opened on : 10.04.2018 at 1530 hrs.

The tenders/quotations received unsigned/incomplete and/or filed after the due date shall be summarily rejected. The parties who wish to be present at the time of opening of Tender/Quotation may represent themselves or authorize their representatives with an authority letter. The financial bids of only those bidders shall be opened whose technical bids are qualified. The format of the “Technical Bid” and “Financial Bid” are enclosed as Annexure “A” and Annexure “B”. The nature of service to be provided and the conditions are also placed in the official websites of www.cexcusner.gov.in and www.cbec.gov.in.

The Commissioner(Appeals), CGST, C. Ex. & Customs, Guwahati reserves the right to reject all or any of the offers without assigning any reason thereof and the decision of this office shall be final and binding.

Terms & Conditions:

(a) The vehicle proposed to be hired shall be registered as taxis.

(b) The Contract of hiring of vehicle will be initially for a period of 1 year i.e., from the date of awarding of this contract but in case of default shall be liable to be terminated at any time without assigning any reason by the department. The Service Provider would ensure that the driver employed has valid driving license and clean driving record including track record of not indulging in any major accident in the past three years. The driver of the vehicle provided must follow traffic rules and all other regulations prescribed by the Government from time to time. The driver shall observe all the etiquette and protocol while performing the duty & shall be neatly dressed in proper uniform. Driver should not have any addiction such alcohol, gutkha etc.

(c) The vehicle shall be provided on any day including Saturday, Sunday and Holidays, if required by the Hirer i.e., department. One Mid-size vehicle (Preferably Maruti Ciaz, Hyundai Verna, Honda City, Maruti Ertiga, SX4 etc.) shall be hired for 30/31 days subject to maximum of 2500 kms per month.

(d) The vehicle should be of latest model, in good running condition and shall not be older than 3 years. In case the condition of the vehicle is not found to be satisfactory, they shall be returned for immediate replacement. In case no replacement is provided on time or any other delay, a penalty will be levied @ Rs.1,000/- on day to day basis in addition to cost of hiring charges for the vehicle from the market and the cost incurred has to be borne by the agency / firm.

(e) The billing will be done on monthly basis and bills to be submitted in triplicate.

(f) The rates quoted should be all inclusive (Vehicle hire charges, taxes, maintenance, driver's salary, allowances, insurance and any other expenses). The rate quoted should be all inclusive rates per month per vehicle. The GST should be shown separately.

(g) A daily record indicating time and mileage for each vehicle shall be maintained by the driver in a log book in the prescribed format as per Government's instructions and this log book shall be submitted to the concerned officer in the Commissionerate (Appeals), CGST, C. Ex. & Customs, Guwahati regularly for scrutiny.

(h) Financial bids of only those Service Provider would be opened, who qualify the technical requirements.

(i) Appeals Commissionerate, Guwahati shall be liable to pay the hiring charges and GST (if found eligible) only. Any other charges, including monthly charges of driver, repair and maintenance of vehicles, insurance, petrol / diesel, oil and any other incidental expenses shall be borne by Service Provider. Toll charges will be reimbursed on production of valid receipt.

(j) The contractor shall not engage any sub-contractor or transfer the contract to any other person.

(k) The vehicle must be fitted with Fire Extinguisher(s) in proper working condition at all time and the driver should be trained to use them.

(l) There should be at least two sets of white covers, towels and napkins. It should be changed every week. There should be an air spray in every car. The items mentioned shall be made available at the cost of the owner of the firm.

(m) Self attested photocopies of Registration Certificate should be attached with the Technical Bid. Vehicle should have pollution clearance certificate issued by the competent authority.

(n) The vehicle should have necessary permits from the transport department Authority. This office will not be responsible for any challan, loss, damage and accident to the vehicle or any other vehicle or injury to anybody.

(o) In case of any accident, all the claims arising out of it shall be met by Service Provider.

(p) It is obligatory for the Service Provider that driver is paid not less than minimum wages prescribed under minimum wages Act fixed by the Government from time to time.

(q) If any of the terms and conditions above, is not found fulfilled during the currency of contract, the Commissioner, Appeals Commissionerate, Guwahati reserves the right to terminate the contract without assigning any reasons thereof. However, this contract can be terminated with a notice period of one month by the either side.

(r) No additional terms & conditions over and above the conditions stipulated above shall be entertained by this office.

(s) In case of any dispute, the decision of the Commissioner (Appeals), Guwahati shall be final and binding.

(S.T. HUSSAIN)
ASSISTANT COMMISSIONER (APPEALS)

C. No.II(39)/Comm(A)/Veh./GHY/2017/

Date: 23/03/2018

Copy for information to:-

1. The Chief Commissioner, CGST, Central Excise & Customs, Shillong Zone, Shillong
2. Notice Board of O/o Commissioner(Appeals), CGST, Central Excise & Customs, Guwahati for display.
3. The Superintendent (System), CCO, Shillong with request to upload in the official website.
4. The Webmaster, CBEC, New Delhi with request to upload in the official website.

(S.T. HUSSAIN)
ASSISTANT COMMISSIONER (APPEALS)

ANNEXURE "A"

TECHNICAL BID (QUALIFYING BID DOCUMENT)

1. Name, Address & Telephone No. of Service Provider (enclose copy of registration)
Proprietorship / Partnership/ Pvt. Ltd company :
2. Name of owner of Service Provider :
3. Address of the Service Provider:
(With Telephone No. & Fax No.) :
4. GST registration No. (enclose copy) :
5. Make, model, mileage and registration number of vehicle to be provided
(must be filled in) [self attested copies of registration certificate to be attached] :
6. List of the Government organization, where the vehicles have been provided
(Enclose copies of experience) :
7. Permanent Account Number (PAN)
(Enclose copy) :
8. Name of the driver along with copy of the driving license :
9. Annual turnover for the last three years
(Enclose copies duly certified by CA/
Income tax returns) :
10. All the other statutory certificates /documents including pollution clearance certificate :

DECLARATION

I hereby certify that the information furnished above is true and correct to the best of my/our knowledge. I understand that in case, any deviation is found in the above statement at any stage; I/We will be blacklisted and will not have any dealing with the Department in future.

Signature of Authorized Signatory with date

ANNEXURE “B”
FINANCIAL BID DOCUMENT

1. Name of the party :
2. Address (with Tele. No. & Fax No.) :
3. Name & Address of the Proprietor/
Partners/Directors (With Mobile Numbers):

Sl. No	Types of Vehicle	Make & Model of the Vehicle	Monthly Charges (in Rs.) 2,500 Km per month [Maximum]

DECLARATION

I hereby certify that the information furnished above is true and correct to the best of my/our knowledge. I understand that in case, any deviation is found in the above statement at any stage; I/We will be blacklisted and will not have any dealing with the Department in future.

Signature of Authorized Signatory with date