



भारत सरकार  
GOVERNMENT OF INDIA  
आयुक्त का कार्यालय  
OFFICE OF THE COMMISSIONER  
जीएसटी एवं केन्द्रीय उत्पादशुल्क आयुक्तालय, गुवाहाटी  
GST & CENTRAL EXCISE COMMISSIONERATE, GUWAHATI  
केदार रोड, माछखोवा, गुवाहाटी - 781001



**GST Bhawan, Kedar Road, Machhkhowa, Guwahati  
- 781001**

0361-2466017, Fax: 0361-2465191/2452816 email: cceghy@nic.in/cetech94@gmail.com

C. No. : 1(22)09/VEHICLE TENDER/PRO/GST/GHY/2020/Part - II

Date: -

### **E-TENDER NOTICE FOR HIRING OF VEHICLES ON MONTHLY BASIS**

1. E-Tender (in prescribed format) is invited from the vehicle providers **based at Guwahati** through E-Procurement portal for hiring of 12 (Twelve) vehicles [02-SUV, 06-Mid Size & 04-Small size) with Commercial registration certificate completed, in excellent running condition for operational use, on monthly basis.
2. **Tender Critical Date Sheet**

Tender Publishing Date & Time	07.04.2026 at 17.00Hrs.
Bid submission start Date & Time	07.04.2026 at 17.30 Hrs
Bid submission end Date & Time	22.04.2026 up to 14.00 Hrs
Bid opening Date & Time	22.04.2026 at 14.00 Hrs

2. The complete tender document containing general terms & conditions, pre-qualification requirements etc. are available on <http://eprocure.gov.in/procure/aap>, and can be downloaded free of cost.

3. Demand draft/bankers cheque of Rs. 1,00,000/- (Rupees One Lakh) as Earnest Money Deposit 'EMD' in favour of 'The Principal Commissioner, CGST, Guwahati' is to be submitted along with the bid; otherwise the bid shall be out rightly rejected.

Type of Vehicle	No. of Vehicles		No. of working days in a month of hire	Maximum Kms. Per month for each vehicle	Cost Ceiling for each vehicle (Exclusive of GST)
	CGST Commissionerate Guwahati				
SUV( as per SIAM ) Toyota Innova Crysta or equivalent	02		30/31 days	2500 km	Rs. 50,000/-
<b>B2 Segment</b> MUV/MPV ( as per SIAM ) Toyota Innova Crysta, Innova, Mahindra Marazzo, Ertiga or equivalent	06		26-28 days	2000 Km	Rs. 50,000/-
<b>A3 Segment</b> MUV/MPV (as per SIAM) Honda City, Ciaz, Verna, Swift Dzire or equivalent	04		26-28 days	2000 Km	Rs. 40,000/-

\* SIAM- Society of Indian Automobile Manufacturers

4. The bidders shall submit their bids online only at CPPP website, following the terms and conditions provided in the Annexure – I.

5. The bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

6. Not more than one tender shall be submitted by one bidder having business relationship. Under no circumstance will father and his son(s) or their close relations who have business relationship with one another (i.e. when one or more partner(s)/director(s) are common) be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable to rejection.

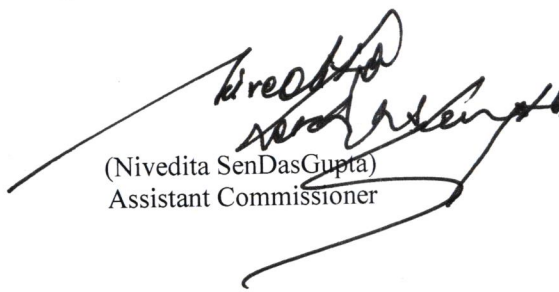
7. The bidder who has downloaded the Tender from the Central Public Procurement Portal CPPP website <http://eprocure.gov.in/eprocure/app>, shall not tamper/modify the tender form including downloaded price bid template in any manner. In case if the same is found to be tampered / modified in any manner, tender will be completely rejected and tender is liable to be banned.

8. Interested bidders are advised to visit CPPP website <http://eprocure.gov.in/eprocure/app>, regularly till closing date of submission of tender for any corrigendum/addendum/amendment.

9. Submission of Tender:-

(a) The tender shall be submitted online in two part, viz., Technical Bid and Financial Bid.

(b) All the pages of bid submitted must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading.

  
(Nivedita SenDasGupta)  
Assistant Commissioner

Encl: As above.

C. No. : 1(22)09/VEHICLE TENDER/PRO/GST/GHY/2020/ Part -II

Date: - 02/04/2020

Copy to:-

1. Uploading on CPPP website <http://eprocure.gov.in/procure/app>.
2. The Superintendent (system) for uploading in the website of CBIC.
3. Office Notice Board

  
(Ashit Chatterjee)  
Superintendent

**TERMS AND CONDITIONS:**

While submitting bids, the applicant should specifically note that:

1. **Statutory Registration:** The bidder/vehicle hiring agency shall be duly registered with the Employees' Provident Fund Organisation (EPFO) and the Employees' State Insurance Corporation (ESIC). The said registrations must be valid and subsisting as on the date of submission of bid.
2. The bidder 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 bidders and the detail of the vehicle to be provided to the O/o the Principal Commissioner, CGST Guwahati must be attached along with the Technical Bids. Also the bidder should have registered under GST and possess a valid PAN card.
3. **Separate Technical and Financial Bids should be uploaded.** The separate Technical and Financial bids should be clearly marked "Technical Bid" and "Financial Bid", strictly in the enclosed Performa as the case may be.
4. The bidder/vehicle hiring agency must have successfully executed at least one vehicle hiring / inspection vehicle hiring contract during the last three years. Completion certificates or work orders from the client shall be submitted as proof.
5. The rates quoted in 'Annexure – II' attached is for a commercially registered vehicle in excellent and neat exterior/ interior and running condition which they shall also so maintain during the period of hire.
6. Financial bids of only those agency/firm will be opened, who qualify the technical requirements.
7. The vehicles must be fitted with Fire Extinguishers on proper working condition at all time and the driver should be trained to use them.
8. The contract shall be valid for an initial period of one year starting from the date of agreement and extendable for one year more on the same term & conditions of both the parties agreed. The department reserves the right to terminate the contract without assigning any reason by giving 30 (thirty) days notice.
9. The bidder should have arrangement for establishing contact and round the clock service.
10. The vehicle shall be provided on any day including Saturday, Sunday and Holidays, required by the Hirer.
11. 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 kilometers.
12. A daily record indicating time and mileage for vehicle shall be maintained in a log book and log book shall be submitted to PRO/Vehicle in charge, CGST Commissionerate, Guwahati, regularly for scrutiny.
13. The vehicle shall not be older than three year and shall be kept neat and clean and in perfect running condition with shining body with good upholstery by the transport operator.
14. Once the hiring of cars commence from a particular operator, the driver should not be changed unless requested by the Office. The vehicle must be available at any time on any day as desired by the officers concerned.
15. In case vehicle provided is not found satisfactory, the same shall be returned for immediate replacement. In case no replacement is provided in time, O/o the Principal Commissioner, CGST 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.
16. The Principal Commissioner, CGST Commissionerate, Guwahati shall not be liable to pay other than the hiring charges quoted in the Tender.
17. The rates shall be quoted exclusive of GST. The amount of GST (if any) should be mentioned separately.
18. The vehicle should be registered with concerned authority of Central/State Govt. The Transport operator shall provide a certificate to this effect. The Vehicle/driver provided should strictly comply

- with the laws in force and they should be adequately experienced, and maintain decency, politeness, and neat dress and good habits.
19. The Service provider should have an adequate number of telephones or contact numbers round the clock. The driver must carry a mobile phone in working condition for which, no separate payment shall be made.
  20. The Vehicle should be kept with sufficient stock of fuel. However, in case of any emergency, if any officer pays for refuel, the same should be reimbursed by the Transport Operator on production of the bill.
  21. As regard vehicle timings, the Transport Operator will not pass on the instructions directly to the driver concerned. All the instructions should be routed through the officer of CGST Commissionerate, Guwahati.
  22. The service provider will comply with the labour laws in force and all liabilities in this connection will be of Service Provider.
  23. The place of parking of the hired vehicles shall be the prerogative of the Office of the Principal Commissioner, CGST Commissionerate, Guwahati
  24. In case of breakdown of any vehicle during official duty, it shall be the responsibility of Transport Operator to provide a substitute vehicle immediately. In case, the substitute vehicle does not report on time/does not report at all Commissionerate office, GST would have the right to hire a vehicle from the market and the additional cost incurred by the customer will be borne by the Transport Operator.
  25. Usually the vehicles will be utilized during the period from 09.00 hrs to 20.00 hrs, however, the vehicle will be utilized for preventive work or in case of any emergency at any time without bringing it to the knowledge of transport operator.
  26. 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.
  27. In case of failure of the contractor/ Service Provider in providing/making available of vehicle on account of any defect/fault/breakdown/not reporting, liquidated damages/compensations or alternative arrangements 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.
  28. The vehicle should be available/may be used for running in Assam/outside Assam as and when this office so desires.
  29. The billing will be done on monthly basis. Bills preferably should be in triplicate, and should be submitted along with log book to this office in time 1<sup>st</sup> week of the following month.
  30. 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 any member of the public or any person or in executing the work or otherwise and against all claims and demands thereof.
  31. If the contract is awarded, the owner shall provide the department the complete details of the vehicle, certified copy of the RC book, comprehensive insurance policies as well as full details of the deployed drivers, their addresses and copies of their driving licenses.
  32. The Principal Commissioner, GST, Guwahati reserves the right to require fulfillment of other conditions, not expressly mentioned, which are consistent with use of vehicles on hire with this office, and to reject any or all tenders without assigning any reason thereof.
  33. In case of any dispute of any kind and in any respect whatsoever, the decision of the Principal Commissioner, GST, Guwahati shall be final and binding.
  34. In case of termination of contract before the completion of tenure of the service provider owing to dissatisfactory services/violations of the terms and conditions of the tender, the service provider would be debarred from applying in any tender process of the department for three (03) years from the date of termination of contract.
  35. The EMD of the bidders will be refundable within 30 days after the completion of the process. No interest would be payable on amount of EMD. The EMD will be forfeited in case the bidder asks for modification in his/their bids or do not accept the Contract after being awarded the same.

36. In case of

We agree to the above terms and conditions.

Signature of authorized signatory with date: \_\_\_\_\_

Name of the Firm & Address: \_\_\_\_\_

Seal : \_\_\_\_\_

**Financial Bid**

Type of Vehicle	No. of Vehicles		No. of working days in a month of hire	Maximum Kms. Per month for each vehicle	Cost Ceiling for each vehicle (Exclusive of GST)	Financial bid per vehicle
	CGST Commissionerate Guwahati					
SUV( as per <b>SIAM</b> ) Toyota Innova Crysta or equivalent	02		30/31 days	2500 km	Rs. 50,000/-	
<b>B2 Segment</b> MUV/MPV ( as per SIAM ) Toyota Innova Crysta, Innova, Mahindra Marazzo, Ertiga or equivalent	06		26-28 days	2000 Km	Rs. 50,000/-	
<b>A3 Segment</b> MUV/MPV (as per SIAM)	Honda City, Ciaz, Verna, Swift Dzire or equivalent	04	26-28 days	2000 Km	Rs. 40,000/-	

\* **SIAM- Society of Indian Automobile Manufacturers**

**Note:- All vehicles may preferably white in colour.**

Signature of authorized signatory with date: \_\_\_\_\_

Name of the Firm & Address : \_\_\_\_\_

Seal : \_\_\_\_\_

**Technical Bid**

1	Name of the Service provider	
2	Address	
3	Name and address of the partners/Director/Proprietor (With mobile number)	
4	Contact Person(s) (with mobile number)	
5	Detail of vehicles owned by the Proprietor/partners/ directors of the agency (Documents enclosed)	
6	Number of Years of experience in providing transport Services top Central/ State Government offices (Copies of contract letters are to be enclosed).	
7	List of the vehicles with model & year provided by the bidder.	
8	GSTIN (Goods & Services Tax Identification Number)	
9	PAN No. of the agency/firm must be enclosed (attach copies of last two Income Tax)	
10	Details of EMD/bankers' cheque	

**DECLARATION**

I/We, \_\_\_\_\_ hereby certify that the information furnished above is full and correct to the best of my/our knowledge. I/We understand that in case any deviation is found in the above statement at any stage, the concern will be blacklisted and barred without any notice from having dealing with the department in future.

(Signature)

(Date &amp; Seal)