



GOVERNMENT OF INDIA
OFFICE OF THE COMMISSIONER
CENTRAL EXCISE & SERVICE TAX COMMISSIONERATE, GUWAHATI
SETHI TRUST BUILDING, 5TH FLOOR
G.S. ROAD, BHANGAGARH GUWAHATI – 781 005
☎ 0361-2529435/2528172 , Fax: 0361-2452816 email :
cexd0603@excise.nic.in

NOTICE INVITING TENDER FOR HIRING OF VEHICLE

Sealed tenders are invited from the vehicle providers for hiring of vehicles on monthly basis as per requirements mentioned below in the schedule for the office of the Commissioner of Central Excise & Service Tax, Guwahati.

SCHEDULE

Sl.No.	Category of vehicle	No of vehicles required
1.	Swift Dzire LX/Bolero/Indigo (Non AC) to be used up to 30-31 days subject to a maximum of 2500 km in a month	02(two) Vehicles for office of the Commissioner, Central Excise & Service Tax, Sethi Trust Building, Bhangagarh, Guwahati-781 005.

The interested parties who are willing to comply with the terms and conditions may submit their bids in sealed covers to the office of the Commissioner, Central Excise & Service Tax, 6th Floor, Sethi Trust Building, Bhangagarh, Guwahati- 781 005 on or before 14.03.2011 by 1500 hours.

The terms and conditions of the bid are as follows:-

1. The contract is for the period from 01.04.2011 to 31.03.2012
2. The bidder should have a registered and well established Agency/Firm having latest models of vehicles for hiring.
3. The rates should be furnished in kms basis/day basis.
4. The vehicle should be in good condition, preferably new model and not more than one year old for which tenderer should submit a list of vehicle details with make, model, type of vehicle, year of manufacture and registration number of the vehicle to be supplied to this office.
5. The vehicles should be in proper running conditions and well furnished.
6. The vehicles should be provided with fuel and drivers.
7. The driver should have valid license and the vehicle should be registered with the Competent Authorities of Central Govt. and State Govt. Any violation would be attended pro rata deduction of charges.
8. Traffic Rules and other regulations as prescribed by the Govt. Authorities should be strictly followed by the drivers.
9. The Department is not responsible for any repair and maintenance of the vehicles. No other charge will be borne by the Department.
10. The vehicles should be maintained properly and should be done every day.
11. The driver must observe discipline, etiquette and protocol while performing the duty.

12. The driver should always remain with the vehicles during the entire period of duty. In case of urgency, the driver may seek permission of the concerned officer/authorized officer.
13. The vendors and driver should carry out the instructions of the Department as well as the officers assigned to the vehicles.
14. All tax liabilities i.e. Road Tax, Service Tax etc. will be borne by the Firm.
15. In case of any accident the service provider shall meet all the claims and damages arising out of such situation.
16. Alternative suitable vehicles should be provided in case of breakdown of the car so provided. In case of failure to provide alternative suitable vehicles, hire charges of pro rata basis should be deducted from the monthly hire charges.
17. The Department reserves the right to accept/reject any tender or all tenders without giving any reason.
18. The Department reserves the right to increase or decrease the requirements.
19. In case of any doubt or need of any enquiry the tenderer may contact the undersigned on any of the working days.
20. A daily record indicating time and mileage of each vehicle shall be maintained in a log book and log book shall be submitted to the concerned officer regularly for scrutiny.
21. The calculation of mileage shall be from the reporting point to the relieving point and will not be calculated on garage to garage basis.

Sd/-
(P. K. DAS)
Deputy Commissioner (Hqrs)
Central Excise, Guwahati.



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SCHEDULE

Sl.No.	Category of vehicle	No of vehicles required
1.	Bolero/Indigo/Indica (Non AC) to be used up to 20-25 days subject to a maximum of 2000 km in a month	03(three) Vehicles for office of the Commissioner, Central Excise & Service Tax, Sethi Trust Building, Bhangagarh, Guwahati-781 005.

The interested parties who are willing to comply with the terms and conditions may submit their bids in sealed covers to the office of the Commissioner, Central Excise & Service Tax, 6th Floor, Sethi Trust Building, Bhangagarh, Guwahati- 781 005 on or before 14.03.2011 by 1500 hours.

The terms and conditions of the bid are as follows:-

1. The contract is for the period from 01.04.2011 to 31.03.2012
2. The bidder should have a registered and well established Agency/Firm having latest models of vehicles for hiring.
3. The rates should be furnished in kms basis/day basis.
4. The vehicle should be in good condition, preferably new model and not more than one year old for which tenderer should submit a list of vehicle details with make, model, type of vehicle, year of manufacture and registration number of the vehicle to be supplied to this office.
5. The vehicles should be in proper running conditions and well furnished.
6. The vehicles should be provided with fuel and drivers.
7. The driver should have valid license and the vehicle should be registered with the Competent Authorities of Central Govt. and State Govt. Any violation would be attended pro rata deduction of charges.
8. Traffic Rules and other regulations as prescribed by the Govt. Authorities should be strictly followed by the drivers.
9. The Department is not responsible for any repair and maintenance of the vehicles. No other charge will be borne by the Department.
10. The vehicles should be maintained properly and should be done every day.
11. The driver must observe discipline, etiquette and protocol while performing the duty.

12. The driver should always remain with the vehicles during the entire period of duty. In case of urgency, the driver may seek permission of the concerned officer/authorized officer.
13. The vendors and driver should carry out the instructions of the Department as well as the officers assigned to the vehicles.
14. All tax liabilities i.e. Road Tax, Service Tax etc. will be borne by the Firm.
15. In case of any accident the service provider shall meet all the claims and damages arising out of such situation.
16. Alternative suitable vehicles should be provided in case of breakdown of the car so provided. In case of failure to provide alternative suitable vehicles, hire charges of pro rata basis should be deducted from the monthly hire charges.
17. The Department reserves the right to accept/reject any tender or all tenders without giving any reason.
18. The Department reserves the right to increase or decrease the requirements.
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