

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: 02.03.2018

NOTICE INVITING TENDERS

For and on behalf of President of India, sealed tenders 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-793001.

***“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”.***

In case of any difficulty, the Superintendent(Audit) O/o the Assistant Commissioner, Shillong Audit Circle, 3rd Floor, Rap’s Mansion, M. G. Road, Shillong-793001 may be contacted on any working days during the office hours on or before 28.03.2017 or can be downloaded from the websites [www.cbec.gov.in](http://www.cbec.gov.in), [www.cexcusner.gov.in](http://www.cexcusner.gov.in) and [www.audit-cencustax-guwahati.gov.in](http://www.audit-cencustax-guwahati.gov.in).

Interested Service providers are requested to submit their Tender documents in the prescribed Quatation form duly signed & stamped, in a sealed cover to the Superintendent(Audit), Office of the Assistant Commissioner, Shillong Audit Circle, 3rd Floor, Rap’s Mansion, M. G. Road, Shillong-793001. The Tenders/quotations can also be sent by Registered Post/AD. The last date for receipt of Tender is 28.03.2018 up to 1200 hrs. Tenders shall be opened on 28.03.2018 at 1500 hrs. The tenders/quotations received incomplete and/or filed after due date and time shall be summarily rejected. The parties who wished to be present at the time of opening of the tenders/quotations may present themselves or authorize their representatives with an authority letter. Vehicles offered for services may also be required to be shown, to find out the condition thereof after opening of the Technical bid. The Commissioner(Audit), Central Excise, Customs & Service Tax, Guwahati reserves the right to accept or reject any or all tenders without assigning any reasons.

 Sd/-

(Ashish Adhikary)

Assistant Cimmissioner(Audit)



**GOVERNMENT OF INDIA**

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**OFFICE OF THE ASSISTANT COMMISSIONER (AUDIT)**

**CENTRAL GOODS & SERVICE TAX**

**SHILLONG CIRCLE**

**RAP’S MANSION, M.G. ROAD, SHILLONG-793001**

# TENDER DOCUMENT

## HIRING OF VEHICLES

|  |  |
| --- | --- |
| Tender Document No. |  |
| Name of the Department | Office of the Assistant Commissioner, Central Excise, Customs & Service Tax, Shillong Audit Circle, Shillong |
| Date of Issue | 02.03.2018 |
| Last Date & Time for Receipt of Bids  | 28.03.2018 at 1200 hours |
| Date & Time of Opening of Bids | 28.03.2018 at 1500 hours |
| Place of Opening of Bids | Office of the Assistant Commissioner of Central Goods and Service Tax, Shillong Audit Circle, 3rd Floor, Rap’s Mansion, M.G.Road, Shillong -1 |
| Address of Communication |

Note : This tender document is not transferable

**PROFORMA**

Form-I

To

            The Assistant Commissioner

 Central Goods & 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)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 persons to whom vehicles were provided during 2014-15 till date (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   ………………………