



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: 07.03.2019

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 29.03.2019 or can be downloaded from the website www.cbec.gov.in or www.audit-cencustax-guwahati.gov.in.

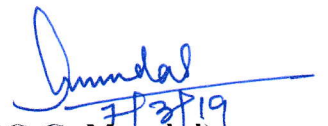
Interested Service providers are requested to submit their Tender documents in the prescribed Quotation form duly signed & stamped, in a sealed cover to the Superintendent (Audit), Office of the Assistant Commissioner, Shillong Audit Circle, 3rd Floor, Rap's Mansion, M. G. Road, Shillong - 793001. The Tenders/quotations can also be sent by Registered Post/AD. **The last date for receipt of Tender is 29.03.2019 up to 1200 hrs. Tenders shall be opened on 29.03.2019 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.


(G.C. Mandal)

C.No.I(19)Audit/1/Shillong Circle/2015

Dated: 07.03.2019

1. Copy forwarded to the System Officer, Audit Commissionerate, Guwahati for posting the said Tender Notice on the Departmental website immediately. He should also ensure posting of the tender in the CBEC website.
2. Notice Boards at Central Excise & Service Tax Building, Rap's Mansion, Customs House and Central Excise & Service Tax Hqrs Office, Morello Compound, all situated at M. G. Road, Shillong-793001.



(G.C. Mandal)

**Assistant Commissioner (Audit)
Shillong Audit Circle.**

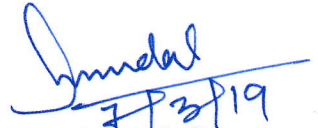
Annexure 'A'

Terms & Conditions:-

- 01) Separate sealed Technical and Financial bids should be kept in a single envelope and super scribed with "Tender for Hiring of Vehicles". The separate technical and financial bids should be clearly marked "Technical Bid" or "Financial Bid" on the respective envelopes. The tender will be opened on 29.03.2019 at 1500 hrs in the office of the Assistant Commissioner, Shillong Audit Circle, 3rd Floor, Rap's Mansion, M. G. Road, Shillong-793001 before the Tender Committee and Tenderers, if present.
- 02) The for the hired vehicle shall be valid for a period of 1(one) year from April'2019 to March'2020 starting from the date of signing the contract, subject to clause (11) of these terms.
- 03) The vehicles should be as per Registration Certificates already submitted by the vendor to the Department. The vehicles will also be kept neat and clean and in perfect running condition with shining body and clear interior with good upholstery.
- 04) In any case, the vehicle is found to be not in satisfactory condition or in breakdown condition, it should be immediately replaced. In case of non-replacement provided in time, the department will have the right to hire vehicle from the market and the additional cost, if any, incurred by the department will be borne by the vendor.
- 05) The terms of rental charge, as offered by the vendor will be accepted by way of payment of rental charges for the said hired vehicles on a monthly basis subject to a maximum of 2000 Km per month.
- 06) The vendor will maintain adequate number of telephones/mobiles for establishing contact round the clock. Each driver shall observe all the etiquette and protocol while performing the duty and shall be neatly dressed and must carry a mobile phone in working condition for which no separate payment shall be made by the department.
- 07) The drivers should have valid licence and the vehicles should be registered with the Competent Authorities of Central Govt. and State Govt. Any violation would be attended by pro-rata deduction of rental charges.
- 08) The drivers should strictly follow traffic Rules and other regulations. Any fine/penalty due no negligence/fault of the drivers/vehicles will be borne by the vendor.
- 09) The Department is not responsible for any repair and maintenance of the vehicles.
- 10) In case of any dispute of any kind and in any respect whatsoever, the decision of the Commissioner of Central Excise and Service Tax, Shillong, shall be final and binding.

- 12) A daily record indicating time and mileage for each vehicle shall be maintained in a log book and log book shall be submitted to the concerned officer in the office of the Assistant Commissioner, Shillong Audit Circle, Shillong regularly for scrutiny.
- 13) The contract may be considered for extension by mutual agreement for such further period(s) as may be agreed upon.
- 14) Once the hiring of car commences from a particular operator, the car and the driver should not be changed unless requested by the office of the Assistant Commissioner, Shillong Audit Circle, Shillong. The vehicle must be available at any time of any day as desired by the officers.
- 12) On awarding the contract, the contractor has to furnish to the office of the Assistant Commissioner, Shillong Audit Circle, Shillong the certified copies of RC books and the comprehensive insurance policies.
- 13) The office of the Assistant Commissioner, Shillong Audit Circle, Shillong shall be liable to pay the hiring charges only. Contract charges include monthly charges of driver, repair and maintenance of vehicle, insurance, petrol/diesel, oil and any other incidental expenses.
- 14) In case of breakdown of any vehicle during official duty, it shall be the responsibility of the firm to provide a substitute vehicle replacement immediately. In case, vehicle does not report on time/does not report at all, the Assistant Commissioner, Shillong Audit Circle, Shillong would have a right to hire a vehicle from the market and the additional cost incurred by the department will be borne by the Transport operator.
- 15) In case of any accident, all the claims arising out of it, shall be met by the Transport Operator.
- 16) The contract between the Assistant Commissioner, Shillong Audit Circle, Shillong and the Transport Operator may be canceled with a notice period of 15 days from either side on breach of any of the terms and conditions of the contract.
- 17) The Transport operator and driver shall be bound to carry out the instructions of the Assistant Commissioner, Shillong Audit Circle, Shillong as well as of the Officers assigned to the vehicle.
- 18) A penalty of Rs. 500/- per day per vehicle may be levied if any vehicle fails to meet above terms & conditions on any day.
- 19) The liability of the Assistant Commissioner, Shillong Audit Circle, Shillong is limited to the contract value only.
- 20) Any matter during the period of this agreement, which has not been specifically covered by the agreement, shall be decided by the Assistant Commissioner, Shillong Audit Circle, Shillong whose decision shall be

- 21) The Vehicle Provider must submit alongwith his/her tender that he/ she has accepted all the terms and conditions.
- 22) In the event of acceptance of the tender, the vendor should make the vehicle available w.e.f. 1st April, 2019 on execution of the agreement.

A handwritten signature in blue ink, appearing to read 'G.C. Mandal', with a horizontal line drawn through it.

(G.C. Mandal)

Assistant Commissioner (Audit)
Shillong Audit Circle.



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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	07.03.2017
Last Date & Time for Receipt of Bids	29.03.2019 at 1200 hours
Date & Time of Opening of Bids	29.03.2019 at 1500 hours
Place of Opening of Bids	Office of the Assistant Commissioner of Central Excise, Customs and Service Tax, Shillong Audit Circle, 3 rd 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 Excise, Customs & 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 person to whom vehicles were provided during 2014-15 (with details of various vehicles/make, etc.)	
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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

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Signature

Name

Designation.....

Seal