



**Government of India**  
OFFICE OF THE ASSISTANT COMMISSIONER OF CENTRAL EXCISE &  
SERVICE TAX  
DHUBRI DIVISION: DHUBRI- 783-301  
☎ TELE PHONE: - 03662- 230316 (O) FAX: - 03662-232755  
E-MAIL-[cegst.dhubri@gmail.com](mailto:cegst.dhubri@gmail.com)

*By Commr*

C.NoIV~~16~~12/Vehicle/AE/DB/2016/ 1102-05

Dated:15.06.2017.

**QUOTATIONS FOR HIRING OF ONE SMALL VEHICLE/MOTOR CAB.**

Sealed Quotations are invited from reputed and eligible contractors engaged in the renting of vehicle/motor cab for engagement of one light motor vehicle preferably Mahendra Bolero (Not older than 2-3 years) in the Office of the Assistant Commissioner of Central Excise & Service Tax Division, Dhubri for the period from the date of acceptance /engagement of vehicle up to 31 March, 2018. The Tender Notice along with nature of services to be provided and the terms and conditions can be obtained from the O/o the Assistant Commissioner of Central Excise & Service Tax Division, Dhubri on all working days during office hours from 10.00 A.M to 1500 P.M or can be downloaded from the official website [www.centralexciseguwahati.gov.in](http://www.centralexciseguwahati.gov.in) and <http://cexcusner.gov.in>

The Quotations (in sealed cover superscripted "Quotation for vehicle" mentioning the rent to be charged per month as per terms and conditions of this notice should be submitted in the O/o the Assistant Commissioner of Central Excise & Service Tax Division, Dhubri on or before **27.06.2017 upto 12.00 noon** and the same will be opened on **27.06.2017 at 4.00 P.M.**

The vehicle should be placed immediately on acceptance of the Quotation.

The Assistant Commissioner reserves the right to accept or reject any or all the Quotations without assigning any reasons.

*Rajeev Ranjan*  
15-06-2017  
(Rajeev Ranjan)  
Assistant Commissioner.

PTO.



C.NoIV(16)12/Vehicle/AE/DB/2016/

Dated:15.06.2017.

Copy to:

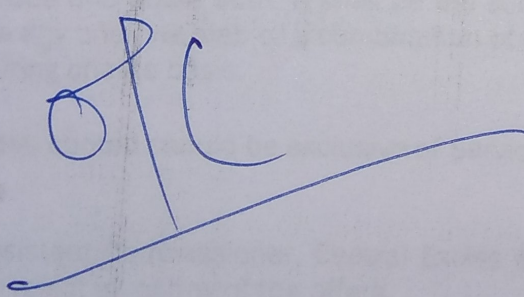
1. The Additional Commissioner, Central Excise & Service Tax, Guwahati for information. He is requested to kindly direct the Superintendent (System) CE & ST, Guwahati to publish the Tender Notice in Hqr's website for wider circulation.
2. The Additional Commissioner, Customs, Central Excise & Service Tax, CCO,S hillong with a request to permit uploading of the said Tender Notice in the CCO's official website.Soft copy of the Notice is sent by e-mail for favour of necessary action.
3. The Superintendent (System), Central Excise & Service Tax, Guwahati. He is requested to upload the Notice in the official website.Soft copy of the Notice is sent by e-mail for necessary action.
4. Local News Paper
5. The Office Notice Board.

Rajeev Ranjan

15-06-2017

(Rajeev Ranjan)

Assistant Commissioner.





## TERMS AND CONDITIONS

The tenders 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 tenderer and the details of the vehicle to be provided to this office must be attached along with the tender documents.

1. The Vehicle registered as Taxi or public transport vehicle and should not be old more than 2-3 years. The vehicles will be kept in neat and clean and in perfect running condition with shining body and clean interior with good upholstery.
2. In case the condition of taxi is not found to be satisfactory, it will be returned for immediate replacement. In case no replacement is provided on time, the department would have a right to hire a vehicle from the market and the additional cost incurred by the department will be borne by the Cab operator.
3. The firm would ensure that the drivers employed have valid driving Licence. The vehicle should be registered with concerned authority of Central/State Govt. The Cab Operator shall provide a certificate to this effect. The driver of the vehicle provided must follow traffic Rules and other regulations prescribed by the Govt. from time to time.
4. The agency/firm should have adequate number of telephones for contact round the clock. The driver shall observe all the etiquette and protocol while performing the duty and shall be neatly dressed, should wear proper uniform & must carry a mobile phone in working condition, for which, no separate payment shall be made by the department.
5. The rates are to be quoted both for hiring on daily basis [ 4 hrs./40Kms., 8 hrs./80 Kms., 10 hrs./100 Kms. and 12 hrs./120 Kms.] and for hiring on monthly basis.
6. Within the above mentioned categories, the rates have to be quoted separately in kilometres and hours both. It shall be the sole prerogative of the competent authority to choose any one rate slab or a combination of rates slabs in case of vehicle being hired on daily hiring charge basis.
7. The rates quoted should be exclusive of Service Tax.
8. The Assistant Commissioner, Central Excise & Service Tax Division, Dhubri reserves the right to reject all or any of the offers.
9. The billing will be done on monthly basis, bills preferably typed and in triplicate, in connection with the service shall be submitted to the office of the Assistant Commissioner, Central Excise & Service Tax Division, Dhubri in the 1<sup>st</sup> week of the following month.



10. 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, Central Excise & Service Tax Division, Dhubri regularly for scrutiny.
11. Once the hiring of cars commences from a particular operator, the car and the driver should not be changed unless requested by the office of the Deputy Commissioner, Central Excise & Service Tax Division, Dhubri. The vehicle must be available at any time of any day as desired by the officers considered.
12. On awarding the contract, the contractor has to furnish to the office of the the Deputy Commissioner, Central Excise & Service Tax Division, Dhubri, the certified copies of RC books and the comprehensive insurance policies.
13. The office of the Assistant Commissioner, Central Excise & Service Tax Division, Dhubri shall be liable to pay the hiring charges only. Contract charges include monthly charges of the driver, repair and maintenance of vehicle, insurance, petrol/diesel oil and any other incidental expenses.
14. The running of the vehicle is 2000 Km per month but it may happen that the vehicle had to run more than 2000 km in a particular month, the extra mileage shall be adjusted in the next month to be kept within the limit of 2000 Km per month on an average and no extra charge will be paid till the average of  $2000 \times 12 = 24,000$  Km is exhausted . An additional charge of Rs4.50 per Km will be paid at the fag end of the Financial year 2017-18 if the adjustment up to 24,000 Km gets exhausted, that is , after completion of the run of 24,000 Km. in a year.
15. In case of breakdown of the vehicle during official duty, it shall be the responsibility of the firm to provide a substitute vehicle immediately. In case the vehicle does not report on time/does not report at all, the Department would have a right to hire a vehicle from the market and the additional cost incurred by the department will be borne by the Cab operator.
16. in the case of any accident, all the claims arising out of it, shall be met by the Transport/ Cab Operator.
17. The contract between the Department and the transport/ Cab Operator can be cancelled within 15 days notice from either side on breach of any of the terms and conditions of the contract.



18. The transport operator and driver shall be bound to carry out the instructions of the Department as well as of the officers assigned to the vehicle.

19. A penalty of Rs.500/- per day per vehicle may be levied if any vehicle fails to meet above terms & conditions on any day.

20. The liability of the Department is limited to the contract value only.

21. Any matter during the period of this agreement, which has not been specifically covered by this agreement, shall be decided by the Department whose decision shall be final and conclusive.

22. No additional terms & conditions over and above the conditions stipulated above shall be entertained by this office of the Deputy Commissioner, Central Excise & Service Tax Division, Dhubri

23. In case of any dispute of any kind and in any respect whatsoever, the decision of the office of the Deputy Commissioner, Central Excise & Service Tax Division, Dhubri shall be final and binding.

*Rajeev Ranjan*  
15-06-2017

( Rajeev Ranjan )  
Assistant Commissioner,  
Central Excise & Service Tax, Dhubri