



**GOVERNMENT OF INDIA**  
**MINISTRY OF FINANCE : DEPARTMENT OF REVENUE**  
**OFFICE OF THE ASSISTANT COMMISSIONER, CGST & CENTRAL EXCISE**  
**AUDIT CIRCLE-2, DURGAPUR AUDIT COMMISSIONERATE,**  
**CGST BUILDING, 1<sup>ST</sup> FLOOR, NANOOR CHANDIDAS ROAD, SIAN, BOLPUR,**  
**BIRBHUM, WEST BENGAL - 731204**

C.No. I(12)25-Vehicle/Bol/C-II/DGP Audit/2017/ 90-103

Dated: 15.01.2018

**TENDER NOTICE**  
**FOR HIRING OF MOTOR VEHICLES ON CONTRACT**

Sealed tenders are invited from reputed parties / agencies supplying vehicles on hire basis for official use of Audit Circle-2, Bolpur, under the Commissionerate of CGST & Central Excise, Durgapur Audit Commissionerate, Durgapur. Interested parties / agencies with experience of at least 3(Three) years and also willing to comply with the terms and conditions annexed to this notice, may submit their bids in sealed condition to the undersigned on or before 23.01.2018 by 15.00 hrs. The sealed cover should be marked on the top as "Quotation for Hiring of Motor Vehicles on Contract for Audit Circle - 2."

The Quotations received in time of the said tender will be opened on 24.01.2018 at 14:00 hrs before the undersigned. The representatives of the Bidding agencies may present there during the opening process.

There should be two separate sealed covers for each bidder: One containing Technical Bids, and the other containing financial bids. Technical bids should contain documents evidencing the following:-

- (1) Year of manufacture of Car.
- (2) The firm should have the experience of working with Central/ State Government for minimum 3 years. Copy of documents in support of their claim should be enclosed.
- (3) Whether the Vehicle registered for commercial purpose as per Motor Vehicle Act.

The Financial Bids will be taken up only if the technical specifications are satisfactory, otherwise the Tender will be summarily rejected.

The details are as under:

Sl. No.	Category of Vehicle	No. of vehicle required	Remarks
1.	Indigo/Swift Dezire or comparable cars with fuel and driver	01 (one)	To be used upto 20-25 days subject to maximum of 2000 km run in a month

The last date of submission of Tender: on or before **23.01.2018 by 15:00 hrs.**

Details of this Tender may also be accessed through departmental website at **[Http://www.cbec.gov.in](http://www.cbec.gov.in)**.

## **TERMS AND CONDITIONS:**

1. The vehicle will be dedicated to the Department and should be of latest model (not older than 01st January 2015) and shall have clean white seat covers / towels and in good running condition. The vehicle should be properly and comprehensively insured and should have commercial registration as per Motor Vehicle Act including pollution clearance certificate.
2. The calculation of mileage shall be from the reporting point to the relieving point and will not be calculated on garage to garage basis. The vehicle may have to remain in the office campus during office hours and even thereafter, as and when required.
3. Rate for the supply of the vehicle will be binding on the tenderer for the period from the date of agreement till 31st January, 2019. If the performances are found to be unsatisfactory then the agreement / contract will be terminated.
4. The vendor should have the PAN No. & registration of GST, Photocopies of which to be submitted for proof.
5. The vendor will be responsible for maintenance and up-keeping of the said vehicle on his own account and no extra charges will be payable by the Department. All expenditures of fuel, Mobil, driver's salary and other expenses whatsoever have to be borne by the supplier of vehicles.
6. Due to non-availability on any reason whatsoever like breakdown, servicing, maintenance, repair etc. The agency shall make arrangement for providing substitute vehicle in good condition. In such case, mileage from garage to the point of break down would not be paid.
7. In case of none reporting of the vehicles as and when required during the duty hours then penalty of Rs.2, 000/- (Rupees Two Thousand only) per day will be deducted from the monthly bills.
8. Necessary Log Book will be maintained properly and to be submitted to the concerned officer.
9. Pre-receipted Bill shall be submitted by the vendor in triplicate duly supported by the copy of Log Book.
10. The office of the Audit Circle – 2, Bolpur, under Durgapur Audit Commissionerate, Durgapur shall not be responsible for any Toll Tax, fine charged by Police or other agencies, parking fees, losses, damages, any accident of the vehicle or to any other vehicles or for the injury to the driver or any other third party. All such expenses on this account shall be borne by the vendor / supplier of vehicles and there will be no reimbursement from the Department in this regard.
11. The driver should be trained, well conversant with roads & routes of Bolpur, Berhampore, Bardhaman, Durgapur, Kolkata and adjacent areas as well as having good eye-sight, devoid of bad habits and having proper valid driving license with proper uniform for driving the vehicles. The driver should observe all etiquette and protocol while performing the duty and shall be neatly dressed and carry a mobile phone in working condition for which no separate payment shall be made by the Department. The driver should always remain with the vehicle during entire period of duty. In case of any urgency, the driver may seek permission from the concerned officer.
12. The vendor shall provide photocopy of all relevant documents related to vehicles and drivers of such vehicles. The agency / firm should have an adequate number of Telephone / mobile phone to contact round the clock.
13. It will be the sole discretion of the Department to use the said hired vehicle for official purpose on Saturdays, Sundays and Holidays when-ever necessary. No garage / parking facility will be provided by the Department beyond duty hours.
14. The vendors should give an undertaking that he or his firm has not been black listed by any organization / Govt. Department as on the date of submission of the Bid / Tender.

15. The vendors shall also certify that he has read and understood the terms and conditions of the tender. He should sign the terms and conditions. The quotations, which are not accompanied by the requisite documents, shall be rejected outright.
16. In case, any negligence regarding service by the contracted agency is noticed, the Commissioner, CGST & Central Excise, Durgapur Audit Commissionerate, Durgapur may terminate the contract agreement after giving 30 (thirty) days notice. In case of withdrawal the vendor should intimate the office 30 (thirty) days prior to withdrawal of vehicles in writing.
17. The tenderer should enter into agreement on stamp paper of Rs. 100/- and the cost of stamp paper is to be borne by the tenderer.
18. The rates are to be quoted both for hiring on hour basis and Kilometer basis whichever is applicable. No additional terms and conditions over and above shall be entertained by the Department.
19. The Commissioner, CGST & Central Excise, Durgapur audit Commissionerate, Durgapur reserves the right to terminate the accepted tender during the period of the contract without giving any reason and without consulting the tenderer. The tenderer will have no right to demand any compensation in this respect. The Commissioner, CGST & Central Excise, Durgapur Audit Commissionerate, Durgapur also retains the right to relax any of the conditions mentioned above. In case of dispute of any kind and any respect whatsoever, the decision of the Commissioner, Durgapur Audit Commissionerate, Durgapur shall be final and binding.
20. Tenderer should sign all the pages of the tender as token of acceptance of the conditions of the contract.
21. The Commissioner, CGST & Central Excise, Durgapur Audit Commissionerate, Durgapur reserves the right to accept or reject any or all quotations without assigning any reason. The bidders may contact the Superintendent (HQrs), CGST & Central Excise, Durgapur Audit Commissionerate, Durgapur during office hours for any clarification.

Encl: Annexure-I (Technical Bid)  
Annexure-II (Declaration)  
Annexure-III (Checklist)  
Annexure-IV (Financial Bid)

-Sd-/15.01.2018

**( RAM CHANDRA SAHA )  
Assistant Commissioner  
CGST & Central Excise  
Audit Circle – 2, Bolpur**

C.No. As above/90-103

Date: 15.01.2018

Copy to:-

- 1) Notice Board, CGST, Audit Circle-2, Bolpur.
- 2) The Commissioner, CGST & Central Excise, Kolkata North/Kolkata South/Haldia/Howrah/Bolpur/Siliguri/Appeal-I Kolkata/Appeal-II Kolkata/Siliguri Appeal/Durgapur Audit/Audit-I Kolkata & Audit-II Kolkata Comm'te for kind information.
- 3) The Superintendent (Systems), Durgapur Audit Commissionerate with request to upload the tender notice on official website.

-Sd-/15.01.2018

**( RAM CHANDRA SAHA )  
Assistant Commissioner  
CGST & Central Excise  
Audit Circle – 2, Bolpur**

Annexure-I

**TECHNICAL BID**

(To be enclosed in a separate sealed envelope)  
(For Hiring Motor Vehicles on contract basis, CGST & Central Excise,  
Durgapur Audit Commissionerate)

1. Name of Organization/Firm:
2. Nature of business:  
(Private/Partnership/Company)
3. Registered Address
4. Telephone No.  
Fax No.  
Mobile No.  
E-mail(if any)
5. Name(s) of Proprietors /  
Partners/Directors with address and their  
PAN.
6. Registration No. of the Firm under  
Companies Act (copy to be enclosed)
7. Permanent Account No. of the firm(PAN)  
(copy to be enclosed)
8. Service Tax Registration No. & Date  
(Copy to be enclosed)
9. List of clients indicating quantum of  
work executed with them
10. Length of experience in the field  
(Minimum two years)
11. Whether Company has ISO Certificate  
Yes/No- Latest document should be  
submitted
12. Details of Vehicle being offered for hiring  
i.e. Make of vehicle, Vehicle number,  
latest Kilometer reading.(Copy of RC  
Book / Blue Book/ Booking Slip should  
be enclosed)

Date & Place:  
Seal:

Signature of Authorized Person  
Name:

Annexure-II

**DECLARATION**

1. I,..... Son /  
Daughter / Wife of  
Shri..... Address.....  
.....  
.....  
.....  
.....Proprietor/  
Director/authorized signatory the agency/Firm mentioned above, am competent to sign  
this declaration and execute this tender document;
  
2. I have carefully read and understood all the terms and conditions of the tender  
and undertake to abide by them;
  
3. The information/documents furnished along with the above application are true  
and authentic to the best of my knowledge and belief. I/we am/are well aware of  
the fact that furnishing of any false/misleading information/fabricated document would  
lead to rejection of my tender at any stage.

Date :  
Place :  
Seal :

Signature of Authorized Person  
Full Name:

Annexure-III

**CHECKLIST FOR SUBMISSION OF DOCUMENTS WITH THE TECHNICAL BID**

1. Application - Technical Bid as per Annexure -I of the bid document;
2. Attested copy of Trade License.
3. Attested copy of PAN copy;
4. Attested copy of GST / Service Tax registration certificate;
5. Experience certificate (for details of similar contracts handled by the tendering Company/Firm/Agency for Government Departments/PSUs/Banks during past two years).
6. Signed declaration as given on Annexure -II of the bid document.

Annexure-IV  
**FINANCIAL BID**

(To be enclose in a separate sealed envelope)

1. Name of bidder Company/Firm/Agency:

2. Address (with Tele & Fax No.)

3. PAN:

4. Quotation Details. (The Hiring Charges should be inclusive of all taxes)

Sl. No.	Category of Vehicle	No. of Vehicle required	Remarks	Rate per K.M.	Rate per Hour
01	Swift Desire/Indigo or comparable cars with fuel and drivers	01 (one)	To be used up to 20-25 days subject to maximum of 2000 KM in a month		

\*\* Incomplete Financial Bid/Part calculation will not be accepted at all. No calculation will be carried out by this office to finalize the total charges payable by the Department for the 1<sup>st</sup> month.

If require, separate calculation sheet may also be attached for better understanding.

Date:

Signature of Authorized Person

Place:

Full Name:

Seal: