



GOVERNMENT OF INDIA  
OFFICE OF THE ASSISTANT COMMISSIONER OF CENTRAL TAX  
SILIGURI CIRCLE V, DURGAPUR AUDIT COMMISSIONERATE  
5TH FLOOR, C.R. BUILDING, HAREN MUKHERJEE ROAD,  
HAKIMPARA, SILIGURI-734001 ,TEL / FAX No. 0353 -2432500

C.No. V(30)02/Misc/HV/DGP-Audit/SLG Cir V/2742

Date: 09/01/2018

**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 Assistant Commissioner Siliguri Circle- V of CGST & Central Tax, 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 19.01.2018 by 15.00 hrs at Office of the Assistant Commissioner, Siliguri Audit Circle V, C.R.Building, Hraen Mukherjee Road, Hakimpura, Siliguri. The sealed cover should be marked on the top as "Quotation for Hiring of Motor Vehicles on Contract." The quotation shall be opened by member of the special committee on 24.01.2018.

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(Three) 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:

SI No.	Category of Vehicle	No. of vehicle required	Remarks
1.	Bolero/Indigo/Swift Dezire or comparable cars with fuel and driver.	01 (One)	To be used up to 30-31 days subject to maximum of 2500 Km in a month.

The last date of submission of Tender : on or before 19.01.2018 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 01<sup>st</sup> 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 31<sup>st</sup> January 2021. 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 owner/supplier of vehicles.
6. Due to non-availability on any reason whatsoever like breakdown, servicing, maintenance, repair etc. The owner/supplier 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 Assistant Commissioner, CGST & Central Tax, Siliguri Audit Circle 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 owner / 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 Siliguri, Darjeeling 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 owner / supplier shall provide photocopy of all relevant documents related to vehicles and drivers of such vehicles. The owner / supplier 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 owner / supplier 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 Assistant Commissioner, CGST & Central Tax, Siliguri Audit Circle V under 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 Kilometre basis whichever is applicable. No additional terms and conditions over and above shall be entertained by the Department.
19. The Assistant Commissioner, CGST & Central Tax, Siliguri Audit Circle V under 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 Assistant Commissioner, CGST & Central Tax, Siliguri Audit Circle V under 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 Assistant Commissioner, CGST & Central Tax, Siliguri Audit Circle V under 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 Assistant Commissioner, CGST & Central Tax, Siliguri Audit Circle V under 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 (MIS), CGST & Central Tax, Siliguri Audit Circle under 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/-09.01.2018  
**( U.K.GARAI )**  
**Assistant Commissioner**  
**Siliguri Circle V**  
**Durgapur Audit Commissionerate.**

C.No. As above/2743 to 2755

Date:09.01.2018

Copy to:-

- 1)Notice Board, CGST, Siliguri Comm'te, Hakimpara, Siliguri.
- 2)The Commissioner, CGST & Central Tax, Kolkata North / Kolkata South/Haldia/Howrah/ BOLPUR/ SILIGURI/ Appeal I Kolkata/ Appeal II Kolkata/ Siliguri Appeal/ AUDIT-I Kolkata & Audit-II KolkataComm'te for kind information.
- 3) The Assist. Commissioner (Admin) CGST & Central Tax, Durgapur Audit Commissionerate in response to his letter vide C.No. II(39) 3/Vehicle/DGP-Audit HQ/2017/6651 dated 21.12.2017.
- 4) The Deputy/Assistant Commissioner, Durgapur-I / II/ III & Bankura Division, Bolpur Commissionerate.
- 5) The Assistant Commissioner, Circle-I/ II/ III/ IV / V/ VI of Durgapur Audit Commissionerate.
- 6) The Superintendent (Systems), Durgapur Audit Commissionerate with request to upload the tender notice on official website.

**( U.K.GARAI )**  
**Assistant Commissioner**  
**Siliguri Circle V**  
**Durgapur Audit Commissionerate.**

Annexure-I

**TECHNICAL BID**

(To be enclosed in a separate sealed envelope)

(For Hiring Motor Vehicles on contract basis, CGST & Central Tax,  
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 B I D**

1. Application - Technical Bid as per Annexure -I of the bid document;
2. Attested copy of Trade License.
2. 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)

