



भारतसरकार

GOVT. OF INDIA

आयुक्त कार्यालय(लेखा परीक्षा)

OFFICE OF THE COMMISSIONER (AUDIT)

केंद्रीयवस्तुएवं सेवाकर,

CENTRAL GOODS AND SERVICES TAX

रॉयलरीजेंसी, एम.आर.डि.रोड, बमुनिमैदम, गुवाहाटी- ७८१०२१

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C.No. I(22)1/VEHICLES/HQRS.AUDIT/GHY/2014/Pt/ 725-26

Date: - 08.02.2018

Tender Notice No 01/Vech/2018-19

NOTICE FOR INVITING TENDER FOR HIRING OF VEHICLES FOR AUDIT COMMISSIONERATE, GUWAHATI(FOR HQRS. AND THREE AUDIT CIRCLES LOCATED IN GUWAHATI) FOR THE YEAR 2018-19

For and on behalf of President of India, sealed Tenders are invited for the hiring of vehicles along with Drivers for the **Office of the Commissioner of Audit, Central Goods and Service Tax Guwahati, Royal Regency, M.R.D. Road, Bamunimaidan, Guwahati-781021**. The detailed terms and conditions are enclosed herewith in **Annexure – “A”** to this tender notice. In case of any difficulty, Office of the Commissioner of Audit, Central Goods & Service Tax Guwahati , Royal Regency, M.R.D. Road, Bamunimaidan, Guwahati-781021 may be contacted on any working day during office hours on or before **05.03.2018** or can be downloaded from the website **www.cbec.gov.in**.

The interested Service providers are requested to submit their Tender documents in the prescribed Quotation form duly signed and stamped, in a sealed cover to the **Public Relation Officer**, Office of the Commissioner of Audit, Central Goods & Service Tax Guwahati , Royal Regency, M.R.D. Road, Bamunimaidan, Guwahati-781021. The Tenders can also be sent by Registered Post/AD. **The last date for receipt of Tender: 05.03.2018 up to 1200 hrs. Tenders shall be opened on: 05.03.2018 at 1500 hrs.**

Submission of bids should be as per two bid system ie. Technical and Financial Bid *separately in two different sealed envelopes. These envelopes should be super-scribed “Financial Bid” and “Technical Bid” and put inside a bigger envelop which will be super-scribed with the words, “TENDER FOR HIRING OF VEHICLES” on the top of sealed cover*

The tenders/quotations received incomplete and/or filed after the due date and time shall be summarily rejected. The parties who wish to be present at the time of opening of Tender/Quotation may represent themselves or authorize their representatives with an authority letter. The Commissioner (Audit), Central Goods & Service Tax, Guwahati reserves the right to accept or reject any or all tenders without assigning any reasons.

Sd/-

(A.K. Chakravorty)

ASSISTANT COMMISSIONER (ADMN)

CENTRAL GOODS AND SERVICE TAX (AUDIT)

GUWAHATI

**ANNEXURE –‘A’
TERMS AND CONDITIONS**

1. Separate sealed Technical and Financial bids should be kept in a single sealed envelope and superscribed with "Tender for Hiring of Vehicles". The separate technical and financial bids should be clearly marked "Technical Bid" or "Financial Bid" on their respective envelopes. The tender will be opened on **05.03.2018 at 1500 hrs.** in the Office of the Commissioner of Audit, Central Goods and Service Tax Guwahati, Royal Regency, M.R.D. Road, Bamunimaidan, Guwahati-781021 before the Tender Committee and Tenderers, if present.

Type of the vehicles required to be supplied

Sl. No.	Category	Type of Vehicle	No. of Vehicles required
1.	a) Vehicle to be used up to 30-31 days in a month for maximum of 2500 Kms in a month and Provision of extra payment for Km Running over 2500 Kms	Mid size vehicle	01
2.	b) Vehicle to be used up to 20-25 days in a month for maximum of 2000 Kms in a month and Provision of extra payment for Km Running over 2000 Kms	Small size vehicle	03

2. The contract for the above vehicles shall be valid for an initial period from April, 2018 to March 2019 starting from date of signing the contract, subject to clause (25) of these terms.

3. The tenderer should be duly registered with concerned Central/State Govt. authorities and should be a well-established Taxi agency/firm (hereinafter referred to as the agency/firm). Such vehicle providers should also submit details of other such Govt. Organizations to which they have extended similar service in the recent past as well as the present.

4. The agency/firm should have sufficient numbers of the vehicles and drivers with them. In case of breakdown of vehicle or non-availability of driver at any time, the firm shall provide substitute vehicle / driver as the case may be.

5. The vehicles to be provided should be in excellent working condition and not be of make older than 01/01/2014 and should not have run more than 40,000 Kms as on date of submission of tender. Applicant Contractor should mention the year of manufacture of the vehicles. The vehicles should be kept neat and clean and in perfect running condition with clean interiors and proper upholstery.

6. The Contractor shall provide dedicated drivers with the vehicles and any change in vehicle and/or driver should be made only in very exceptional circumstances. Replacement of the vehicle/driver should be provided in the event of a breakdown of vehicle/non-availability of driver. The driver should be having Transport License, with a minimum experience of 5 years and their antecedents should be duly verified by Police authorities, at the instance of the contractor.

7. In case the condition of the vehicles is not found to be satisfactory, they shall be returned for immediate replacement. In case no replacement is provided on time, the Commissioner (Audit), Central Goods and Service Tax Guwahati, Royal Regency, M.R.D. Road, Bamunimaidan, Guwahati-781021 would have a right to hire a vehicle from the market and the additional cost incurred by the Commissioner (Audit), Central goods & Service Tax, Guwahati will be borne by the agency / firm.

8. The agency/firm would ensure that the drivers employed have valid driving license and clean driving record. The driver of the vehicle provided must follow traffic rules and all other regulations prescribed by the Govt. from time to time. The driver shall observe all the etiquette and protocol while performing duty & shall be neatly dressed in proper uniform.

9. The drivers employed along with the vehicle should satisfy the following conditions:

i) Drivers should have minimum 5 years of experience of driving. They should have vehicle Transport Licenses for driving passenger vehicles on hire.

ii) Driver should wear the prescribed uniform i.e. Light blue shirt with navy blue trousers and black shoes.

iii) Drivers should be well versed with the roads and the places in Guwahati and should have experience in city driving.

iv) Once the driver has been allotted to a particular vehicle, he should remain with the same vehicle for a period of at least one year. Any change in the designated driver should be intimated to the concerned officer 24 hours before such change is affected.

v) Driver should be provided with a mobile phone.

vi) Driver should be decent and well behaved and should not have any criminal cases against him and should not have any past history of accidents.

vii) Drivers should not be addicted.

viii) Car should be kept clean and odor free, suitable for official use.

10. In case of vehicle breakdown, a substitute vehicle shall be provided by the Contractor immediately. In case, the vehicle does not report within the reasonable time or does not report at all, the Department would have the right to hire a vehicle from the market and the additional cost incurred by the Department will be borne by the Contractor. In case, neither a substitute vehicle is provided nor a vehicle is hired by the Department, proportionate contract charges are liable to be deducted from the contract charges payable.

11. The vehicle should be registered with the concerned authority of Central/State Govt. The agency/firm should have adequate number of telephones for contact round the clock.

12. The rates quoted should be exclusive of the CGST & SGST component. No service tax will be paid if the operator fails to provide proof of valid service tax registration. All taxes, fee, levy, insurance charges etc. other than Service Tax would be borne by the Agency/Firm.

13. The Commissioner (Audit), Central Goods& Service Tax, Guwahati reserves the right to reject all or any of the offers without assigning any reason thereof and the decision of this office shall be final and binding.

14. The billing will be done on monthly basis. Bills preferably typed and in triplicate in connection with the service shall be submitted to The Commissioner (Audit), Central Goods and Service Tax, Guwahati within the first week of each successive month.

15. Financial bids of only those agency/firms would be opened, who have qualified in respect of the technical requirements & final approval will be given only after actual inspection of the vehicle.

16. Once the hiring of vehicles commences from a particular agency/firm, the vehicles and the drivers should not be changed unless so requested by the Commissioner (Audit), Central goods& Service Tax, Guwahati. The vehicle must be available at any time of day as desired by the Commissioner (Audit), Central goods& Service Tax,,Royal Regency, M.R.D. Road, Bamunimaidan, Guwahati-781021.

17. On awarding of the contract, the agency/firm has to furnish to the Commissioner (Audit), Central Goods & Service Tax, Guwahati the certified copies of RC books.

18. The Commissioner (Audit), Central Goods & Service Tax, Guwahati shall be liable to pay the hiring charges only. Any other charges, including monthly charges of driver, repair and maintenance of vehicle, insurance, petrol/diesel, oil and any other incidental expenses shall be borne by agency/firm.

19. In case of breakdown of any vehicle during official duty, it shall be the responsibility of the firm to provide a substitute vehicle which is of similar make as replacement immediately.

20. In case any vehicle does not report on time/does not report at all, the Commissioner (Audit) Central Goods & Service Tax, Guwahati would have the right to hire a vehicle from the market and the additional cost incurred by the Commissioner (Audit) Central Goods & Service Tax, Guwahati will be borne by the agency/firm.

21. A penalty of Rs. 1000/- per day per vehicle may be levied if any vehicle or driver or agency/firm fails to meet above terms & conditions on any day.

22. In case of any accident, all the claims arising out of it shall be met by the agency/firm.

23. The liability of the Commissioner (Audit) Central Goods & Service Tax, Guwahati will be limited to the hiring charges agreed in the contract.

24. The contract between the Commissioner (Audit) Central Goods & Service Tax, Guwahati and the service provider can be cancelled after a prior notice of one month from either side, in the event of poor service or violation of any of the conditions stipulated.

25. Any matter during the period of this agreement, which has not been specifically covered by this agreement, shall be decided by the Commissioner (Audit) Central Goods & Service Tax, Guwahati whose decision shall be final and conclusive.

26. In case of any dispute of any kind and in any respect whatsoever, the decision of the Commissioner (Audit) Central Goods & Service Tax, Guwahati shall be final and binding.

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ANNEXURE-"B"
(TECHNICAL BID)

1	Name, address and telephone / mobile no. of the tenderer i.e. the Applicant Contractor	
2	Permanent Account No. (PAN) (copy of the PAN to be submitted)	
3	Service Tax Registration No. (Copy of the Certificate to be submitted)	
4	No. of years of experience of running a fleet of vehicles on hiring basis	
5	Model and Year of manufacture of Vehicle	
6	No. of Drivers available with the tendered& their years of experience along with License Numbers	
7	Self-certification that no criminal case is pending against the driver	

Signature with Stamp

ANNEXURE – “C”
(FINANCIAL BID)

Vehicle type / Model	Rate for 30/31 days in a month maximum 2500 Kms	Rate per KM beyond 2500 Kms
Mid size vehicle		
Vehicle type / Model	Rate for 20 to 25 days in a month maximum 2000 Kms	Rate per KM beyond 2000 Kms
Small size vehicle		

Signature of the Supplier or Firm /
withSeal