



GOVERNMENT OF INDIA
OFFICE OF THE ASSISTANT COMMISSIONER
CENTRAL EXCISE & SERVICE TAX DIVISION, NAGAON
R.K. ROAD, BENGALI PATTY NAGAON – 782 001
☎ 03672-237448 email:exd0613@gmail.com

TENDER NOTICE

Sealed tenders are invited for supply of one vehicle preferably TATA Indigo/Swift Dzire on hire basis for official use of Central Excise and Service Tax Division, Nagaon Division, Nagaon. The vehicle will be used up to 2000 (two thousand) K.M. for 22-26 days in a month w.e.f. 01.05.2017 to 31.03.2018 as per terms and conditions annexed to this Tender Notice. The details of the notice can be obtained from the Superintendent (Anti-Evasion/P.R.O.), Nagaon Division and is also available at cexstshillong.gov.in.

There should be two separate sealed covers for each bidder: one containing technical bid as shown in "**Annexure-A**" and the other containing Financial Bid as shown in "**Annexure-B**". Interested parties are requested to forward their sealed quotations on or before 13.04.17 up to 16.00 hrs. To the Superintendent (Anti-Evasion/P.R.O.) of Central Excise and Service Tax Division, R.K.Road, Near Manasha Mandir, Bengali Patty, Nagaon-782001. Sealed quotations will be opened on 19.04.17 at 1200 hrs.

Encl : As above.

sd/-

(L. RALTE)

Deputy Commissioner

C.No.IV(16)1/MISC/AE/Vehicle/ACN/2010-11/

107-03

Dated :: 8/4/17

Copy to :-

- 1) The Superintendent (System), Central Excise and Service Tax Division, Nagaon for uploading the Tender Notice in the Departmental Website. He is also requested to ensure that the same is uploaded in the CBEC, Website.
- 2) The Administrative Officer, Central Excise and Service Tax Division, Nagaon. He is requested for advertising in News Paper.
- 3) Office Notice Board.

(Handwritten signature)
(L. RALTE)
Deputy Commissioner

Terms and Condition

- (a) The Contract of hiring of vehicle will be from 1st May, 2017 to 31st March, 2018.
- (b) The agency/firm will provide dedicated vehicle, in good condition, and of model not earlier than 2015 with a dedicated driver, well behaved and with driving experience. The photocopy of Registration Certificate of the vehicle and photocopy of Driving Licence of the driver duly attested by the firm should be submitted along with acceptance of terms & conditions.
- (c) The firm will maintain record of journeys undertaken in log book type system, which will be verified by the officer-in-charge. The unutilized mileage of a month would be carried forward and adjusted in next month bill up to 200kms.
- (d) The firm will provide an alternative vehicle in case of any sort of breakdown of the regular vehicle.
- (e) In case of the vehicle not reporting for duty due to breakdown or any other reasons, deduction of an amount of Rs.1500/- per day shall be made from the monthly bill,
- (f) In the event of unsatisfactory performance either of the vehicle or of the driver and /or non-compliance with any of the terms and conditions specified, the contract shall be liable to termination without assigning any reason whatsoever.
- (g) The firm will submit monthly bill along with chart in log book type system duly certified by the officers-in-charge.
- (h) The firm must have PAN No. and valid Service Tax Registration number, photocopies of which are to be submitted as proof. No service tax will be paid if the operator fails to provide proof of valid Service Tax Registration.
- (i) 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, Mobile, driver's salary and other expenses whatsoever have to be borne by the supplier.
- (j) The Department shall not be responsible for any Toll Tax, fine charged by Police or other agencies, 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 and there will be no reimbursement from the Department in this regard.

Annexure "A"**Technical Bid**

1	Name of the Service Provider :	
2	Address :	
3	Contact Numbers : (Office) (Residence)	
4	Name of the Proprietor/Director :	
5	Income Tax PAN No. :	
6	Name of the Vehicle :	
	Year of Manufacture :	
	Registration No. :	
	(Copy of R.C. book may be attached)	

Signature, Name and Designation of
Authorised Signatory

Annexure "B"**Financial Bid**

1	Rate per month (in Rs) for hiring the vehicle (for 2000 Kms and 22-26 days)	
2	Rate per month (in Rs.) for extra Kms. Beyond 2000 Kms.	

Signature, Name and Designation of
Authorised Signatory