



**OFFICE OF THE COMMISSIONER OF CENTRAL EXCISE**  
**MORELLO COMPOUND**  
**M.G. ROAD, SHILLONG**

---

Tel. 91-0364-2227363 / 2223030. Fax. 91-0364-2223428 / 2226215. E-Mail: [cexshill@excise.nic.in](mailto:cexshill@excise.nic.in)

---

C. No.II(39)5/Hiring.Veh/Supdt.Hqrs/2017/216-19

Dated:5-APR-2017

**NOTICE FOR INVITING TENDER FOR HIRING OF VEHICLES IN CENTRAL EXCISE  
AND SERVICE TAX, SHILLONG COMMISSIONERATE**

For and on behalf of President of India, sealed Tenders are invited for the hiring of vehicle for the Office of the Commissioner of Central Excise & Service Tax. The detailed terms and conditions can be downloaded from the website <http://cexstshillong.gov.in> or can be taken from the Public Relations Officer, Central Excise & Service Tax, Shillong on payment of non-refundable amount of Rs.500/- (Rupees five hundred) only by way of TR 6 Challan.

The interested Firms are requested to submit their Tender documents in the prescribed Quotation form duly signed and affixed with a Court Stamp of Rs.20/- (Rupees twenty) only in a sealed cover to the Public Relation Officer, Office of the Commissioner of Central Excise & Service Tax, Shillong. The Tenders can be uploaded in the Departmental website mentioned above/ sent by Registered Post/dropped in the Tender box of the Department. The last date for receipt of Tender is 21<sup>st</sup> April, 2017 up to 17:00 hrs. Tenders shall be opened on 24<sup>th</sup> April, 2017 at 13.00 hrs. The tenders/quotation received incomplete and/or filled after due date and time shall be summarily rejected. The parties who wish to be present at the time of opening of Tender/Quotation may present themselves or through their authorized representatives with an authority letter. Vehicles offered for services may also be required to be produced to find out the condition thereof after opening of Technical bid. The Commissioner of Central Excise & Service Tax, Shillong reserves the right to accept or reject any or all tenders without assigning any reasons thereof.

Sd/-  
(L. Beimopha)  
Joint Commissioner (P&V)

## ANNEXURE A

### TERMS AND CONDITIONS

1. Separate sealed Technical bid as shown in Annexure B and Financial bid as shown in Annexure C should be duly filled up and kept in the single sealed envelope and super scribed with "Tender for Hiring of Vehicles". The separate technical and financial bids should be clearly marked "Technical Bids" or "Financial Bids" on their respective envelopes. The tender will be opened on 24<sup>th</sup> April, 2017 at 13.00 hrs in the office of the Commissioner of Central Excise & Service Tax, Shillong before the Tender Committee and Tenderers, if present.

Type of vehicle required to be supplied.

Sl. No	Category	Type of Vehicle Non-AC	Number of vehicles required
1	Vehicle to be used upto 30/31 days in a month for maximum 2500Kms in a month	Mid-size	01
2	Vehicle to be used upto 20-25 days in a month for maximum 2000Kms in a month	Small-size	01

2. Drivers/POL and maintenance/repairs will be provided and done by the firm respectively.
3. The contracts for the above vehicle shall be valid from the date of signing of Agreement subject to clause (11) of these terms.
4. The Vehicle hired shall not be older than three years and shall be in good condition. Registration Certificate of the vehicle should be produced.
5. 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. organization to which they have extended similar service in the recent past as well as the present.
6. The agency/firm should have sufficient numbers of vehicles 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.
7. The vehicle to be provided should be in excellent working condition. Applicant Contractor should mention the year of manufacture of the vehicle. The vehicles should be kept neat and clean and in perfect running condition with clean interiors and proper upholstery.
8. In case the condition of the vehicle is not found to be satisfactory, they shall be returned for immediate replacement. In case no replacement is provided on time, the Commissioner of Central Excise & Service Tax, Shillong would have a right to hire the vehicle from the market and the additional cost incurred by the Commissioner of Central Excise & Service Tax, Shillong will be borne by the agency/firm. 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.

9. The rate quoted should be exclusive of the service tax 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.

10. 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 of Central Excise & Service Tax, Shillong within the first week of each successive month.

11. Financial bids quoted in figures and words of only those agencies/firms who have qualified in Technical bid would be opened.

12. Once the hiring of vehicles commences from a particular agency/firm, the vehicle should not be changed unless so requested by the Commissioner of Central Excise & Service Tax, Shillong.

13. On awarding of the contract, the agency/firm has to furnish to the Commissioner of Central Excise & Service Tax, Shillong the certified copies of RC Book.

14. The contract between the Commissioner of Central Excise & Service Tax, Shillong and the service provider can be cancelled after a prior notice of one month either side, in the event of poor service or violation of any of the condition stipulated.

15. No additional terms & conditions over and above the conditions stipulated above shall be entertained by the Commissioner of Central Excise & Service Tax, Shillong.

16. A penalty of Rs.1000/- (Rupees one thousand) only per day per vehicle may be levied if any vehicle or agency/firm fail to meet the above terms and conditions on any day.

17. In case of any dispute of any kind and in any respect whatsoever, the decision of the Commissioner of Central Excise & Service Tax, Shillong shall be final and binding.

18. Any matter during the period of this agreement, which has not been specifically covered by this agreement, shall be decided by the Commissioner of Central Excise & Service Tax, Shillong whose decision shall be final and conclusive.

19. The Commissioner of Central Excise & Service Tax, Shillong reserves the right to accept or reject any or all tenders without assigning any reasons

Sd/-  
(L. Beimopha)  
Joint Commissioner (P&V)

ANNEXURE 6-B (TECHNICAL BID)

1	Name, address, telephone/mobile no. of the tenderer .i.e. the Applicant Contractor	
2	Permanent Account number (PAN)	
3	Service Tax Registration no.	
4	Numbers of years of experience of running a fleet of vehicles on hiring basis	
5	Model and year of manufacture of vehicle	

Signature along with Stamp

ANNEXURE 6-C (FINANCIAL BID)

	Mid-size	Small-size
Vehicle Type/Model		

Signature along with Stamp