



**OFFICE OF THE ASSISTANT COMMISSIONER OF CGST  
& CENTRAL EXCISE DIVISION BHANDARA.**

Tel. (07184) 252520 / 259428

FAX No. (07184) 253970

**NOTICE FOR INVITING TENDER FOR HIRING OF VEHICLE ALONG WITH DRIVER  
FOR THE OFFICE OF THE ASSISTANT COMMISSIONER, CGST & CENTRAL  
EXCISE, DIVISION- BHANDARA, PETKAR BAVAN, TUKDOJI WARD, BHANDARA  
FOR THE PERIOD 1<sup>st</sup> April, 2018 TO 31<sup>st</sup> MARCH, 2019.**

For and on behalf of President of India, sealed Tender is invited for the hiring of vehicle along with Driver for the Office of the Assistant Commissioner of CGST & Central Excise, Division-Bhandara. Petkar Bhavan, Tukdoji Ward, Bhandara for the period from 1<sup>st</sup> April, 2018 to 31<sup>st</sup> March, 2019.

The detailed terms and conditions are enclosed herewith in Annexure to this Tender Notice. In case of any difficulty you may contact Office of the Assistant Commissioner, CGST & Central Excise, Division-Bhandara. Petkar Bhavan, Tukdoji Ward, Bhandara on any working day during office hours on or before 23/03/2018. The Notice can be downloaded from the website [www.cenexcisenagpur.nic.in](http://www.cenexcisenagpur.nic.in).

The interested service provider are requested to submit their Tender documents in the prescribed Quotation form duly signed and stamped, in a sealed cover to the Assistant Commissioner Office of the Assistant Commissioner of CGST & Central Excise, Division-Bhandara. Petkar Bhavan, Tukdoji Ward, Bhandara. The Tenders can also be sent by Registered Post/AD.

**The last date for receipt of Tender  
Tenders shall be opened on**

**: - 23/03/2018 up to 17.00hrs  
: - 26/03/2018 at 15.00hrs.**

The tenders /quotations received incomplete and /or filed after the due date shall be summarily rejected. The parties who wish to be present at the time of opening of Tender/Quotation may represent themselves or authorised their representative with an authority letter. Vehicle offered for services may also be required to be shown for Inspection to find out the actual condition thereof after opening of Technical Bid. The Assistant Commissioner of CGST & Central Excise, Division-Bhandara, Petkar Bhavan, Tukdoji Ward, Bhandara, reserve the right to accept or reject any or all tenders without assigning any reasons.

Encl. Annexure A- Terms and Conditions  
Annexure B- Proforma for Technical Bid  
Annexure C – Proforma for Financial Bid

(A.K. Goswami)  
Assistant Commissioner  
CGST & Central Excise,  
Division - Bhandara

प. सं. IV (PREV)11-2/Veh/BHD/2008/Pt.III  
Copy to –

भंडारा, दिनांक 12/03/2018

1. The Assistant commissioner (P&V), CGST & Central Excise, Nagpur-I Commissionerate.
2. The Superintendent (Computer Cell), CGST & Central Excise, Nagpur-I Commissionerate, Nagpur, for posting the said Tender Notice on the Departmental website immediately.
3. Notice Board of Division Office.

(A.K. Goswami)  
Assistant Commissioner  
CGST & Central Excise,  
Division - Bhandara

## ANNEXURE – ‘A’

### **TERMS AND CONDITIONS**

1 The tenderer should be duly registered with concerned Central/State Government authorities and should be a well-established Taxi agency/firm (hereinafter referred to as the agency/firm). He should have atleast 4 vehicles in his fleet. Earnest Money Deposit/Bid Security of Rs.8, 000/- (Rupees Five Thousand only) refundable in the form of Demand Draft payable to the Superintendent (Admn.), CGST & Central Excise, Division-Bhandara must accompany the tender. Tenders without Earnest Money Deposit and in any other form i.e. cheque, cash etc. will NOT be considered.

2. Separate sealed Technical and Financial bids should be kept in a single sealed envelope and super-scribed with “Tender for Hiring of Vehicle”. 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 **26/03/2018 at 15.00 hrs.** in the office of the Assistant Commissioner of CGST & Central Excise, Division-Bhandara before the Tender Committee and Tenderers, if available.

Details of the vehicle required to be supplied:

S. N.	Vehicle Type	Number of vehicles	Job Description (Total KMS per month)	Cost Ceiling per month (Exclusive GST)	Earnest Money Deposit / Bid security per vehicle
1.	Small sized Vehicles *	1	Hire for 25 days subject to maximum of 2000 KMS in a month	Rs. 30,000/-	Rs. 8,000/-

\*Small sized vehicles permissible are: - Maruti Swift Dzire, Honda Jazz, Figo Aspire, Toyota Etios etc.

3. The contract for the above vehicle shall be valid for an initial period from 01<sup>st</sup> April, 2018 to 31.03.2019, subject to clause (26) of these terms & conditions.

4. 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 provider 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.

5. The agency/firm should have sufficient number 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.

6. The vehicle to be provided should be in excellent working condition and shall not be more than 2 years old as on date of submission of tender. Applicant Contractor should mention the year of manufacture of the vehicle. The vehicle should be kept neat and clean and in perfect running condition with clean interiors and proper upholstery.

7. The Contractor shall provide dedicated vehicle and driver 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.

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 Assistant Commissioner of CGST & Central Excise, Division-Bhandara would have a right to hire a vehicle from the market and the additional cost incurred by the Assistant Commissioner of CGST & Central Excise, Division-Bhandara will be borne by the agency / firm.

9. The agency/firm would ensure that the driver 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 the duty & shall be neatly dressed in proper uniform.

10. The driver 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 uniform or proper clean dress.
- iii) Driver should be well versed with the roads and the places in Nagpur / Bhandara City and should have experience in city driving.
- iv) Driver should be provided with a mobile phone.
- v) 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.
- vi) Driver should not be addicted.
- vii) Car should be kept clean and odour free, suitable for official use.

11. In case of vehicle breakdown, a substitute vehicle shall be provided by the Contractor immediately. In case vehicle does not report within the reasonable time or does not report at all, the Department would have a 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.

12. 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.

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

14. The Assistant Commissioner of CGST & Central Excise, Division-Bhandara, 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.

15. The billing will be done on monthly basis. Bills preferably typed and in triplicate in connection with the service shall be submitted to the Assistant Commissioner of CGST & Central Excise, Division-Bhandara, within the first week of each successive month.

16. 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.

17. Once the hiring of vehicle commences from a particular agency/firm, the vehicle and the driver should not be changed unless so requested to the Assistant Commissioner of CGST & Central Excise, Division-Bhandara. The vehicle must be available at any time of day as desired by the Assistant Commissioner of CGST & Central Excise, Division-Bhandara.

18. On awarding of the contract, the agency/firm has to furnish to Assistant Commissioner of CGST & Central Excise, Division- Bhandara, the certified copies of RC book.

19. The Assistant Commissioner of CGST & Central Excise, Division- Bhandara, 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.

20. 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.

21. In case any vehicle does not report on time/does not report at all, the Assistant Commissioner of CGST & Central Excise, Division- Bhandara, would have a right to hire a vehicle from the market and the additional cost incurred by the Assistant borne by the agency/firm.

**22. 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.**

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

24. The liability of the Assistant Commissioner of CGST & Central Excise, Division-Bhandara, will be limited to the hiring charges agreed in the contract.

25 The contract between the Assistant Commissioner of CGST & Central Excise, Division- Bhandara, 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.

26. Any matter during the period of this agreement, which has not been specifically covered by this agreement, shall be decided by the Assistant Commissioner of CGST & Central Excise, Division- Bhandara, whose decision shall be final and conclusive.

27. No additional terms & conditions over and above the conditions stipulated above shall be entertained by the Assistant Commissioner of CGST & Central Excise, Division-Bhandara.

28. In case of any dispute of any kind and in any respect whatsoever, the decision of the Assistant Commissioner of CGST & Central Excise, Division- Bhandara, shall be final and binding.

Place: Bhandara

Date : 12/03/2018.

(ए.के. गोस्वामी)  
सहायक आयुक्त  
सी जी एस टी एवं केन्द्रीय उत्पाद शुल्क,  
प्रभाग भंडारा

ANNEXURE – “B” (TECHNICAL BID)

1	Amount of Earnest Money Deposit(Refundable)	Rs.8000/- (Rupees Eight Thousand Only)
2	Particulars of Demand Draft	No
		Date
		Drawn on
3	Name, address and telephone / mobile no. of the tenderer i.e. the Applicant Contractor	
4	Permanent Account No. (PAN)	
5	Service Tax Registration No.	
6	No. of years of experience of running a fleet of vehicles on hiring basis	
7	Model and Year of manufacture of Vehicle	
8	Approximate KMs run by the vehicle up to date of filing of tender	
8	No. of Drivers available with the tenderer & their years of experience .	
9	Self-certification that no criminal case is pending against the driver	
10	Copy of the Driving Licence, address proof of the Driver along with photo ID of the Driver and mobile number of the Driver	

Signature along with Stamp

**ANNEXURE – “C” (FINANCIAL BID)**

(To be placed in separate envelope for each category of vehicle)

S. N.	Vehicle Type	No. of vehicles	Model and year of the vehicles	Quoted rate per month	Job Description Total KMs in a month	No. of days
1	Small sized vehicles				Maximum 2000 KMs	25 days

Signature along with Stamp