



भारत सरकार / GOVERNMENT OF INDIA  
वित्त मंत्रालय / MINISTRY OF FINANCE  
उपायुक्त। सहायक आयुक्त का कार्यालय  
OFFICE OF THE DEPUTY / ASSISTANT COMMISSIONER  
केन्द्रीय वस्तु एवं सेवा कर / CENTRAL GOODS & SERVICE TAX  
मालदा प्रमंडल / MALDA DIVISION  
महेशमटी / MAHESHMATI, मालदा - 732101 / MALDA-732101  
Phone- 03512-220356, Fax- 03512-220356, email-mldnexcise@gmail.com

C.NO. II(37)1/GL/MLDN/2015/

Date: 20 /04/2018

**NOTICE INVITING TENDERS FOR HIRING OF VEHICLES**

Sealed Tenders are invited for hiring of vehicles from the vehicle providers as per the requirement mentioned below in the schedule for the Office of the Assistant Commissioner of Central Goods & Service Tax, Malda Division under Siliguri commissionerate, West Bengal. This service will be required for a period of one year after commencement of the contract.

**SCHEDULE**

Sl. NO.	Category	No. of vehicle Requirement
01	<b>Non - A.C. Car (SUV diesel vehicle) having 8/10 seat capacity</b> Preferably new or in good condition to be used for 25 days subject to maximum of 2000 kms. in a month.	01(one)

2) The interested parties are requested to submit their bids in sealed envelope. These envelopes shall be super-scribed “**TENDER FOR HIRING OF VEHICLES**” and addressed to the Assistant Commissioner of Central Goods & Service Tax, Malda Division, Maheshmati, P.O. & Dist. Malda-732101 (West Bengal). The tender documents are to be submitted in hardcopy to the Assistant Commissioner, Central Excise & Service Tax, Malda Division, Maheshmati, Malda, West Bengal. The bidders who would not submit their tender documents in hard copies will not be considered.

3) The vehicle to be hired is for use by the office of the Assistant Commissioner of Central Goods & Service Tax, Malda Division for the period of one year from the commencement of the contract (or shorter periods as may be decided by hirer).

4) The quotation should be addressed to the Assistant Commissioner (By name) of Central Goods & S. Tax, Malda Division, Malda and should reach to this office on or before 10.05.2018 up to 17:00 Hrs of publication of this tender notice.

5) The bids will be opened on 11.05.2018 at 11.30 am at the Assistant Commissioner of Central Goods & Service Tax, Malda Division, Maheshmati, P.O. & Dist. Malda-732101 (West Bengal). Financial bids of the technically qualified agencies shall consequently be opened on the same day in the presence of the representatives available.

6) The Central Goods & Service Tax authority reserves the right to accept or reject any tender wholly or partly without assigning any reason thereof.

Encl: As above.

(ARABINDA BISWAS)

सहायक आयुक्त /Assistant Commissioner

केन्द्रीय उत्पाद शुल्क एवं सेवा कर /Central Goods & Service Tax

मालदा प्रमंडल, मालदा /Malda Division, Malda

Copy forwarded for information and necessary action to

- 1) The Commissioner of Central Goods & Service Tax, Siliguri, Kolkata North/South/Howrah/Bolpur/Haldia/CC(P)/Audit-I/ Audit-II/ Slg Appeal/ Appeal-I/ Appeal-II W.B. Commissionerate.
- 2) The Superintendent of Computer Cell for uploading at CBEC Website.
- 3) The Superintendent of HQ. Pool.
- 4) Notice Board of Malda Central Excise & S. Tax, Division.
- 5) The Deputy/Assistant Commissioner of Siliguri//Darjeeling/Jalpaiguri/ Coochbehar/Gangtok/ Dinajpur CGST and Central Excise Division for information and please.

(ARABINDA BISWAS)

सहायक आयुक्त /Assistant Commissioner

केन्द्रीय उत्पाद शुल्क एवं सेवा कर /Central Goods & Service Tax

मालदा प्रमंडल, मालदा /Malda Division, Malda

## **TERMS AND CONDITIONS FOR HIRING OF VEHICLES**

While quoting, every person tendering should specifically note that:

- 1) Rate quoted is for the specified category of vehicle that is Preferably new or in good condition and without any accident history, in excellent and neat exterior, interior and running condition which they shall also so maintain during period of hire.
- 2) There should be at least two sets of white covers, towels and napkins. It should be changed every week/as and when required.
- 3) There should be an air spray in the car.
- 4) The vehicle shall be provided on any day including Saturday, Sunday and Holidays, if required by the hirer.
- 5) Zero based mileage i.e. mileage starting and ending at/from duty or drop off location shall be adopted for the purposes of calculating the kilometers.
- 6) They have arrangements for establishing contact and round the clock service.
- 7) The Central Excise & Service Tax, Malda Division under Siliguri commissionerate shall be liable to pay the hiring charges and fuel only. All other charges including insurance, road tax, monthly charges of driver, maintenance of vehicles etc. will be liable to be paid by the service provider.
- 8) The billing will be done on monthly basis and bills to be submitted in triplicate by the 5<sup>th</sup> of the succeeding month.
- 9) The vehicle provided should comply with laws in force in india.
- 10) Their driver should have valid driving license and act to comply with laws in force and they are adequately experienced and maintain decency, politeness, neat dress and good habits. The residence of the driver must be in Malda Town area only. Driver must be in the proper uniform only.
- 11) Their driver is equipped with functional mobile phone at his cost, for contact purpose. Their driver is well versed with the routers and locations of the District of Malda, Uttar and Dakshin Dinajpur. Their driver/service provider shall maintain log-book with vehicle indicating the day to day running mileage.
- 12) Once hired, the vehicle will not be put to use for other purposes, and the vehicle and driver will work under the overall supervision of the department for which he will do all as is necessary.
- 13) The vehicle will be utilized for preventive work or in case of an emergency without bringing to the knowledge of the service provider.
- 14) The vehicle will be required to run anywhere within the territory of West Bengal as and when the Assistant Commissioner of Central Excise & Service Tax, Malda Division so desires.
- 15) In order to ensure day to day functionally of hirer, once hired, service provider shall not keep changing or rotating vehicles and driver, except if the hirer so indicates in the case of eventuality or instability.
- 16) Any person who is in government service or an employee of the department is not a partner, directly or indirectly, with the service provider.
- 17) They will comply with labour laws in force and all liabilities in this connection will be theirs.
- 18) If the contract is awarded, they are to provide the department the complete details of vehicles, certified copies of the RC books, comprehensive insurance policies as well as full details of deployed driver, their addresses, copies of his driving licenses.

- 19) The department will not be under any obligation, legal or otherwise to provide employment to any of the personnel of the service provider during or after the expiry of the hire period. The department recognizes no employer-employee relationship between the department and the personnel deployed by the service provider. The department shall not be responsible financially or otherwise for any injury to the vehicle or driver or person deployed by the service provider during the course of hire.
- 20) In case of any accident, any and all the claims and damages arising there from shall be met by the service provider.
- 21) The service provider shall undertake to indemnify the department against all damages/charges arising on account of or connected with the negligence of the service provider or his staff or any person under his control whether in respect of accident/injury to the person or damages to the property of any member of the public or any person or executing the work or otherwise and against all claims and demand thereof.
- 22) In the event of the hired vehicle developing snags or in case the condition of the car is not found to be satisfactory, the service provider will ensure that a replacement vehicle is provided on propriety basis and in case of failure to make alternative arrangement, the Department will be at liberty to hire other vehicle and the cost incurred on account of such hiring shall be at the expenses of the service provider.
- 23) The department reserves the right to charge the penalty, Rs. 500/- per hour of delay for non provision of vehicle in time, and Rs. 500/- per instance of misbehavior of driver.
- 24) No other person except the vendor's authorized representative/driver shall be allowed to enter the office premises.
- 25) Within the office premises, the vendor's personnel / driver shall not do any private work other than assigned duties.
- 26) The vendor shall ensure that peace and order is maintained in the office premises by his employee.
- 27) The department reserves the right to terminate the contract without assigning any reason by giving fifteen days notice.
- 28) The officer In-charge of the department shall maintain record of journeys undertaken in line with log book system for departmental vehicles.
- 29) Department shall not make any advance payments and payments shall be made only on the basis of monthly bills submitted on and of every month.
- 30) The Assistant Commissioner of Central Excise & Service Tax, Malda Division reserves the right to require fulfillment of other conditions, not expressly mentioned, which are consistent with use of vehicles on hire with this office, and to reject any or all tenders without assigning any reason there for.
- 31) The successful bidder shall be required to produce the vehicle in the office for the physical verification/inspection.
- 32) In case of any dispute of any kind and in any respect whatsoever, the decision of the Assistant Commissioner of Central Excise & Service Tax, Malda Division shall be final and binding.

**(ARABINDA BISWAS)**

**सहायक आयुक्त /Assistant Commissioner**

**केन्द्रीय उत्पाद शुल्क एवं सेवा कर /Central Goods & Service Tax**

**मालदा प्रमंडल, मालदा /Malda Division, Malda**

## FORMAT OF TENDER DOCUMENT

1. Name, address and telephone No.  
of the tenderer :

2. Service Tax No., if any :

3. Name & address of the Proprietor/  
Partners/Directors :

4. Rate per vehicle per month :  
(Exclusive of Service Tax)

Sl. NO.	Category	No. of vehicle requirement	Rate (in Rupees)
01	<b>Non - A.C. Car (SUV diesel vehicle) having 8/10 seat capacity</b> (preferably new or in good condition to be used for 25 days subject to maximum of 2000 kms. in a month.	01(one)	

5. Name(s) of the existing customer(s),  
If any :

6.Name of Model of the car :

7.Registration No.:

8.Make of the year :

9.Kilometer already ran :

10.Have any accident history :

11.Name of the owner with address :

**Name and signature of  
the Authorized signatory with Stamp**