



कार्यालय आयुक्त, मॉल एवम सेवाकर आयुक्तालय, चंडीगढ़  
केन्द्रीय राजस्व भवन प्लॉट नं. 19 सैक्टर 17 सी, चंडीगढ़ - 160017  
**OFFICE OF THE COMMISSIONER**  
**GST COMMISSIONERATE, CHANDIGARH**  
**C.R. BUILDING, PLOT NO. 19, SECTOR-17-C, CHANDIGARH-160017**


**TENDER NOTICE FOR PROVIDING STAFF CAR VEHICLES ON HIRE BASIS**

Sealed tenders are invited for hiring of two mid-sized vehicles i.e. one 'Innova' and one 'Honda City' both of model 2017 or latest model (without driver and without fuel) for official use as staff car in the Office of the Chief Commissioner, Goods & Services Tax Zone, Chandigarh; and Office of the Commissioner, Goods & Services Tax Commissionerate, Chandigarh, Central Revenue Building, Plot No. 19, Sector-17C, Chandigarh for a period of one year.

The interested service providers may submit their Tender documents in the prescribed form duly signed and stamped, in a sealed cover to the Assistant Commissioner (Admn.), office of the Commissioner, Goods & Services Tax Commissionerate, Chandigarh, Central Revenue Building, Plot No. 19, Sector-17C, Chandigarh. The tenders can also be sent by Registered Post/AD. Rates may be quoted for the use of maximum of 31 days in a month and up to 2500 km of running. The last date for receipt of Tender is 16.10.2017 up to 1200 hrs. Tenders shall be opened on 16.10.2017 at 1630 hrs. in the presence of bidders/tenderers, who wish to be present. The tenders/quotations received incomplete and/or filed after the due date and time shall be summarily rejected. This office reserves the right to accept or reject any or all tenders without assigning any reasons.

The detailed terms and conditions are enclosed as Annexure-"A" to this Tender Notice and can also be downloaded from the website i.e. [www.cbec.gov.in](http://www.cbec.gov.in), [www.cexchd1.gov.in](http://www.cexchd1.gov.in) or can be seen at the notice board at the address mentioned in the above Para.

For any query, please contact **Superintendent (Hqrs) at Ground Floor of the office building during office hours on or before 13.10.2017.**

  
सहायक आयुक्त (प्रशासन)  
27.09.17



कार्यालय आयुक्त, मॉल एवम सेवाकर आयुक्तालय, चंडीगढ़  
केन्द्रीय राजस्व भवन प्लॉट नं. 19 सैक्टर 17 सी, चंडीगढ़ - 160017  
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**TENDER NOTICE FOR PROVIDING STAFF CAR VEHICLES ON HIRE BASIS**

Commissioner of Goods and Services Tax Commissionerate, Chandigarh invites sealed tender / quotations for providing vehicles (AC/Non AC) as staff car on hire basis for its office at Chandigarh.

Separately sealed Technical and Financial bids should be kept in a single sealed envelope and super scribed with "Tender for Hiring of Vehicles". The Technical bid shall be in the form given as **Annexure-"B"** and the Financial bid shall be in the form given as **Annexure-"C"**. The separate technical and financial bids should be clearly marked "Technical Bid" or "Financial Bid" on their respective envelopes.

**Terms and Conditions:**

1. The vehicle shall be registered with the Transport Authority as a **commercial vehicle holding a taxi number** along with all documents i.e. valid insurance, road tax payment, etc.
2. The vehicles to be provided should be in excellent working condition and not be of make older than 2017 model. Newer models will be given preference if other terms are the same.
3. Vehicles are to be provided for use for maximum of 31 days in a month.
4. The maximum running in a month shall be 2500 kms. The shortfall/excess of 2500 kms in the month can be carried over/adjusted in the successive months in the same financial year.
5. The Kilometer counting of the vehicle shall start from the designated office and shall end at the designated office.
6. Upkeep, maintenance & repairs of the vehicles shall be the responsibility of the service providers.
7. Payment of monthly bill shall be made within two months of the presentation of the bill. Department shall not be responsible for any damage to the vehicle in case of an accident or

otherwise, theft of vehicle/parts and accessories therein. Similarly, Department shall not be responsible for any third party claim.

8. Goods & Service Tax shall be payable over and above the quoted charges on production of proof of payment of such taxes.

9. In case the vehicle hired by the department is not available due to repair / mechanical failure /accident or otherwise, then it shall be the responsibility of the service provider to provide alternate vehicle of equivalent or above make during such period.

10. The service contract will be initially valid up to a period of one year subject to satisfactory performance of service provider. The contract can be extended with the approval of the competent authority. Contract can also be terminated without assigning any reason before the stipulated period by giving seven days prior notice to the service provider.

11. No extra charges other than those agreed for hire and other charges indicated in this notice shall be payable in any circumstances.



सहायक आयुक्त (प्रशासन)  
27.09.17

**ANNEXURE-"B"**

**(TECHNICAL BID)**

**(To be submitted in a separate sealed envelope superscribed as "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 | GST/Service Tax Registration No., if any (Copy of the Certificate to be submitted)                                                                                 |  |
| 4 | Details of the Vehicles offered -Model and Year of manufacture of Vehicles offered.<br>Copy of RC, Insurance certificate and Pollution certificate to be attached. |  |
| 5 | Self-certification that no criminal case is pending against the drivers                                                                                            |  |

**Signature with Stamp**

**(FINANCIAL BID)****(To be submitted in a separate sealed envelope super-scribed as "Financial Bid")**

| Vehicle type / Model                                                                                              | Rate per month per vehicle exclusive of GST/Service Tax (Amt. in Rs.) | Extra charges per KM beyond 2500 Kms |
|-------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------|--------------------------------------|
| Mid sized vehicle (Innova) without driver without fuel for Hqrs. Office, Plot No. 19, Sector 17-C, Chandigarh     |                                                                       |                                      |
| Mid sized vehicle (Honda City) without driver without fuel for Hqrs. Office, Plot No. 19, Sector 17-C, Chandigarh |                                                                       |                                      |

I have read the terms & conditions of the Tender Notice and agree to abide by them. The rate will be fixed for the whole financial year 2017-18.

**Seal : Signature of authorized person****Full Name (with seal ) \_\_\_\_\_**