



सहायक आयुक्त, सीमा शुल्क (निवारक) मंडल कार्यालय, पोरबंदर
OFFICE OF THE ASSISTANT COMMISSIONER OF CUSTOMS(PREV.),
PORBANDAR
नागरिक विमानपतन के सामने, एन के मेहता अस्पताल के पीछे,
OPPOSITE CIVIL AIRPORT, BEHIND N. K. MEHTA HOSPITAL,
पोरबंदर-360577

फाइल संख्या: III/48-01/HV/2017-18/Adm

दिनांक: .12.2017

**TENDER NOTICE FOR HIRING OF VEHICLES IN CUSTOMS DIVISION,
PORBANDAR**


The Assistant Commissioner of Customs, Custom Division, Porbandar, invites sealed quotation i.e. 1.) Technical Bids and 2.) Financial Bids from interested service providers for the hiring of vehicles along with Drivers. The Sealed quotations should be addressed to the Administrative Officer, Customs Division, Porbandar. Last date for submission of Tender is 29.12.2017. Type of Vehicles required to be supplied are as under:

UNDER MOTER VEHICLE (GENERAL)

Sr. No.	Type of vehicle	Terms of Use	No. of Vehicle required	Maximum Cost of Ceiling (Exclusive of Service Tax)
1.	Mid Size Vehicle (preferably Innova)	Upto 30/31 days in a month, Maximum of 2500 Kms. in a Month (Including Saturday/Sundays and other Holidays)	01	Rs. 40,000/- for each vehicle

The detailed terms and conditions are available in the tender notice and the prescribed tender documents with the Terms and Conditions can be obtained from the Office of the Assistant Commissioner of Customs, Custom Division, Porbandar having office at mentioned above, on any working day during office hours on or before **25.12.2017**. The interested Service Providers are requested to submit their tender documents in the prescribed Quotation Form duly signed and stamped, in a sealed cover addressed to the Office of the Assistant Commissioner of Customs, Custom Division, Opp. Civil Airport, Behind N. K. Mehta Hospital, Porbandar. Gujarat - 360 577.

The tenders/quotations received unsigned/incomplete and/or filed after the said due date shall be rejected. The parties who wish to be present at the time of opening of Tender/Quotation may represent themselves or authorize their representatives with an authority letter. Vehicles offered for services may also be required to be shown to find out condition thereof after opening of Technical bid. The Office of the Assistant Commissioner of Customs, Custom Division. Porbandar reserves the right to accept or reject any or all tenders without assigning any reasons thereof.


(अशोक कुमार शर्मा)
18.12.2017
सहायक आयुक्त

TERMS AND CONDITIONS:

1. Separate sealed technical and financial bids should be kept in a single sealed envelope and super scribed with "Tender for Hiring of Vehicles." The separate technical and financial bids should be clearly marked "Technical Bid" or "Financial Bid" on their respective envelopes. The bid should be accompanied with the self attested copies of registration certificate, insurance certificate, PUC and RTO documents of the vehicle intended to be deployed by the service provider.
2. Rate for above should be quoted for hiring on per vehicle per month basis. Charges for additional Kms and additional hours should also be indicated.
3. The vehicle may be required to be taken for outstation assignments. In this case driver's overnight/ outstation allowances may also be indicated separately. However, no separate calculation of Kilometer and Hours will be allowed for outstation tours. Payment for Extra Kilometer and Extra Hours will be made only after exhaustion of the maximum 2500 Kms per month cap as the case may be.
4. The vehicle should be neat and clean and in perfect running condition with clean interiors and proper upholstery and maintained that way during the tenure of the contract. Vehicle should be submitted for inspection and after the vehicle is found to be satisfactory after thorough inspection, quotations should be submitted.
5. The Agency/ Firm would ensure that the Drivers 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 Government from time to time. The Driver shall observe all the etiquette and protocol while performing the duty and shall be neatly dressed in proper uniform so that he can be identified easily and must carry a mobile phone in working condition, for which, no separate payment shall be made by the this Office. This Office shall not be responsible in any way, if any, harm to any person or deployed vehicles or any valuable property is caused by the Driver.
6. The vehicle should be registered with the concerned authority of Central/ State Government. The service provider shall provide a certificate to this effect. The Agency/ Firm should be accessible on telecom for contract round the clock.
7. They should provide their Service Tax Registration Certificate Number/receipts for payments of service tax for last two years, PAN Card, Shop & Establishment License.
8. This Office reserves the right to reject all or any of the offers or accept more than one offer without assigning any reason.
9. The Billing will be done on monthly basis which is/are submitted to PRO/GSO/Vehicle in charge officer and it will paid by this office on availability of grant in Motor Vehicle.
10. The party and deployed drivers are supposed to follow the instructions /directions of the Deputy /Assistant Commissioner (in Charge of Motor Vehicle) and the PRO/GSO/ Vehicle in charge officer of this office regarding deployment of various vehicles
11. A daily record indicating time and distance for vehicle shall be maintained by the Driver in a log book in format as per Government instructions and Log Book shall be submitted to the concerned officer regularly for scrutiny.
12. Zero base mileage i.e. mileage from starting and ending at/from duty or drop off location shall be adopted for the purpose of calculation of the kilometer.
13. The hiring is under ceiling of 2500 KM per Month and if any vehicle is used less than the said 2500 KM in a particular month then the less KMs will be carry forward in the next months and same will be continue for further upcoming months likewise in case of excess KMs running of the vehicles the same will be also carried forward in the next month.
14. Rate quoted should be preferably for a commercially registered car that is new or maximum 02-03 years old (without any accident history) and in excellent condition with neat exterior & interior and in running condition which they shall also so maintain during the period of hire.
15. The initial period of contract shall be one year, which shall be extendable on annual basis, by mutual agreement.
16. The vehicle must be available at any time of any day as desired by the Office of the Assistant Commissioner of Customs, Porbandar.
17. On awarding of the contract, the Agency/ Firm has to furnish to The Office of the Assistant Commissioner of Customs, Porbandar the certified copies of Registration Certificate books and the comprehensive Insurance Policies and PUC.

18. This Office shall be liable to pay the hiring charges only. Contract charges, including monthly charges of Driver, repair and maintenance of vehicle, insurance, fuel, oil and any other incidental expenses shall be borne by the concern Agency/ Firm.

19. The Tender Bids will have a validity of 120 days from the date of opening or as per the discretion of this office. In case this office desires to extend the validity of the contract, the bidder(s) shall extend the validity of rates for a further period, as asked for.

20. The Financial Bids only in respect of Firm/Company found technically suitable and qualified shall be considered.

21. In case of breakdown of any vehicle during official duty, it shall be the responsibility of the Agency/ Firm to provide a substitute vehicle which is similar or better replacement, immediately.

22. In case any vehicle does not report on time/ does not report at all, this Office would have a right to hire a vehicle from the market and the additional cost incurred by the customer will be borne by the service provider. Even if no vehicle is hired the service provider will pay Rs.2000/- per day for such default. An additional penalty of Rs. 500 per day may also be levied if the vehicle fails to meet the terms and conditions on any day.

23. In case of any accident, all the claims arising out of it shall be met by the service provider. He should ensure that vehicle be covered with appropriate insurance policy.

24. The liability of the Office limited to the contract value only.

25. The contract between the Office and the Service Provider can be cancelled after a notice of 30 (Thirty) days from either side, in case either of the party wishes to cancel the contract before expiry of the period of agreement.

26. Any matter during the period of this agreement, which has not been specifically covered by this agreement, shall be decided by the Office of the Assistant Commissioner of Customs, Porbandar, whose decision shall be final and conclusive.

27. No additional terms and conditions over and above the conditions stipulated above shall be entertained by this Office.

28. In case of any dispute of any kind and in any respect whatsoever, the decision of the Office of the Assistant Commissioner of Customs, Porbandar shall be final and binding.

29. Non compliance with any of the terms and conditions shall amount to breach of contract and in that situation, the Office of the Assistant Commissioner of Customs, Porbandar shall be free to take necessary action as deem fit, including termination of contract.

30. In case of any legal dispute, the Courts within jurisdiction of Porbandar district shall apply.

31. The deployed vehicles should be equipped with the following:

(i) Clean good quality seat covers (ii) Floor Carpet (iii) Rubber foot mat (iv) Reading light at the rear (v) Car Perfume (vi) Tissue Paper box (vii) Umbrella during monsoon (viii) Mobile charger (ix) Fire Cylinder and any other equipments pertaining to vehicles.

Encl: Annexure A & B.


(ASHOK KUMAR SHARMA)
Assistant Commissioner

Date: .12.2017

File No.: III/48-01/HV/2017-18/ADM

Copy to:

1. The Deputy/Assistant Commissioner (System), Customs(Preventive), HQ with a request to display on Website.
2. PRO for display on Notice Board of Custom Division, Porbandar.

Annexure-“A”

Format of Technical Bid

1. Name, address and telephone No. of the service provider :
2. Name and address of the Proprietor/Partner/Director :

QUALIFYING CRITERIA FOR TECHNICAL BID

3. We own the vehicle: Yes/No
4. The vehicle is registered as commercial vehicle : Yes/No
5. We have attached copy of RC book offered in this tender: Yes /No
6. We have valid Service Tax registration: Yes/No
7. We have attached copy of Service Tax registration certificate: Yes/No.
8. We have Valid PAN No.:- Yes/No
9. We have attached copy of PAN No. : - Yes/No

ADDITIONAL EVALUATION CRITERIA

10. Total Number of commercially registered vehicles owned:-
11. In 2016-17, whether provided vehicles on hire for over six months to Central / State Govt./Public Sector office:- Yes/No.
12. If reply to above 10 is yes then provide names of the Offices.

I have read the terms & conditions of the Tender Notice along with its Annexures.

Signature :-

Name of the Authorised signatory:-

Seal/Stamp:-

UNDERTAKING (Part of Annexure -A)

1. I/We undertake that I/We have carefully studied all the terms and conditions of contract as indicated in Annexure. I understood the parameters of the proposed work and shall abide by them.

2. I/We hereby certify that none of my relative (s) is/are employed in the Office of The Assistant Commissioner of Customs, Custom Division, Porbandar or in field formations of Customs Division, Porbandar.

3. I/We further undertake that the information given in this tender are true and correct in all respect.

Signature of Authorized person with date: _____

Name & full address: _____

Telephone No: Office: Fax No:

Residence:

Email:

Seal _____

ANNEXURE 'B' FINANCIAL BID

Name, Address and Telephone no of Tenderer:

Fax No.:

E-mail Id:

Name and address of the Proprietor/Partner/Directors

Service Tax Registration Number

Rate per car (inclusive of all applicable taxes)

Category of car	Vehicle Model	Rate per month in Rs.	Other Statutory levies in Rs.	Extra KM. Charge in Rs.
Mid Size Vehicle (preferably innova) for up to 30/31 days subject to a maximum of 2500 km in a month.				

I have read the terms & conditions of the Tender Notice.

Signature Name of Authorized Signatory

Seal/Stamp