

Bid Specific Terms and Conditions

Online bids are invited on behalf of Office of the Commissioner, Customs (Preventive), Jamnagar from reputed taxi/tour operator/service providers / Agency / firm for hiring of vehicle for Customs (Preventive) Jamnagar Commissionerate, along with drivers on monthly hire basis for a period of one year from the commencement of the contract, as mentioned below: -

**Hiring of 01 (One) vehicle for Office of Commissioner of
Customs Preventive HQ., Jamnagar.**

Sr. No.	Type	Nos. of Vehicle	Cost Ceiling & period of contract/ agreement	Location of Service to be provided
01.	A-2 Segment Sedan Car (SMALL SIZED VEHICLE) to be used for 25/26 days up to 2,000 kms in a month.(like Maruti Swift Dzire, Hyundai Xcent, Toyota Etios etc.)	01 (One)	Rs. 40,000/- Max/ each vehicle Per month excluding taxes	O/o the Commissioner of Custom Preventive HQ, Jamnagar

2. Bids are invited from established service providers based in Jamnagar region, having at least 1 years of experience in such services in Government/PSU/Other Autonomous Bodies and at least a turnover of Rs. 2,00,000/- in each of the last two financial year i.e. 2021-22 and 2020-21.
3. Although the bidders under MSME/Startup India category are exempted from the past experience and turnover criteria and accordingly proof for the exemption of the same must be attached instead of Experience Certificate and Turnover Certificate as mentioned at point 14 below.
4. The Bidders shall quote the total lumpsum amount for 12 months and while quoting the amount the bidder must make sure that the quoted amount is well within the prescribed limits above.
5. The Vehicles provided must not be older than 02 years and must be in very good condition. **LPG/CNG cylinders must not be used as fuel for running the vehicle in any case.** Further the vehicles must not be fitted with any LPG/CNG kit.
6. Vehicle should have Commercial RTO registration and have valid permit issued by Road Transport Authority for State of Gujarat.
7. Bidder must take print out of the Bid Document, self-attest each page of the same and upload it as the **Additional Document 1**, alongwith the duly filled Technical Bid Document as per Annexure-I, in technical bid as a token of reading, understanding and agreeing with all the terms and conditions laid in the document. Failing to do so is liable to the rejection of

bid.

8. The Hiring of the vehicles shall be for One year from the date mentioned in the Agreement and may be extended, if services provided are found satisfactory. However, service provider shall have no right for continuity of his services after completion of 01 year from the date of hiring of vehicles. The hiring shall be extended at the sole discretion of The Commissioner, Customs (Preventive), Jamnagar on the same terms and conditions subject to mutual consent of this office and the service provider.
9. The normal working hours will be from 9:00 am to 9:00 pm. However, occasionally the vehicles may have to report earlier or may be relieved after 9:00 pm and for this no extra charges will be paid by this office.
10. It will be the sole discretion of the department to use the deployed vehicles for any purpose including on Sunday and Holidays, irrespective of numbers of hours.
11. If necessary, the vehicle may run more than prescribed limit of Kms in a month; which will be adjusted against carried over less utilization in Kms in previous months.
12. The vehicles deployed must be available to the department for operations every day by 9:00 am or before, as directed. In case, hired vehicles does not report on time or does not report at all, the Department would have right to hire another vehicle from the market and the cost incurred by the Department and an additional penalty of Rs.1000/- for each such incident, shall be recovered from the service provider by the way of deduction from the monthly payment.
13. In case of the failure of any vehicle deployed during the journey, the Service Provider must arrange for the alternate vehicle immediately. If the Service provider is unable to do so then the proportionate amount of deduction will be done from the monthly payment.
14. The Bidders must provide this office with Technical Bid, a copy of RC book of owned commercial vehicle, PAN Card, Turnover Certificate and past experience certificates as Additional Document 2 in the technical bid. Failing to provide any of the aforesaid documents will lead to the rejection of the bid.
15. The Service provider shall be responsible for the payment of all Government/Local Taxes/Tolls in respect of the hired vehicles.
16. The vehicles provided under the contract must be properly and comprehensively insured and should carry necessary RC (Reg. Certificate), permits/clearances, including pollution clearance certificate (PUC).
17. The bidder must provide the details of the vehicles that it proposes to provide this office alongwith the technical bid as per Annexure-II alongwith the scanned copies of all the documents mentioned in S. No. 16 above, in respect of each vehicle mentioned and uploaded as Additional Document 3.
18. All vehicles proposed by the bidder should be of his own or their

associated companies/persons having proper authority/affidavit showing the ownership and authorization for utilization of the vehicle.

19. The bidders may give details of vehicle proposed to be put up as new vehicle with quotation, then he will provide vehicle within 15 days. In the meantime the contractor will arrange for vehicles, not older than two years, under intimation to this office.
20. The Service provider should ensure that all the provisions relating to Motor Vehicle Act, Insurance provisions, Minimum Wages Act regarding the payment to the drivers and also the provisions of Gratuity to the drivers are strictly followed by the service provider while providing the vehicles, as all these statutory liabilities will be on account of the service provider/contractor/vehicle provider.
21. In case of any mishap/accident, all the claims arising out from shall be paid by the vehicle provider only.
22. The service provider shall ensure compliance with all labour laws in force.
23. Driver must not smoke or drink (liquor or any type of intoxication), while on duty. In case of misbehaviour of the driver or failure to meet any of the agreed/accepted terms and conditions, a penalty of Rs. 1000/- per instance shall be charged from the contracted agency/service provider.
24. Records of the journey/logbook undertaken by the vehicle shall be maintained on daily basis indicating the time and mileage.
25. The Kilometers shall be calculated on the basis of Zero-based mileage starting from the office. If any vehicle does not travel upto the limit of prescribed km in any month, then the remaining km will be carried forward for the next month for the hired vehicle.
26. All costs towards, fuel, repairs, maintenance and other taxes etc, if any, shall be borne by the service provider.
27. No payment shall be made in advance. The service provider shall submit the bill at each stage/in the first week of following month on completion of each stage of work for sanction of the amount of bill and passing the bill for payment. The Department of Revenue shall be at liberty to withhold any of the payments in full or in part subject to recovery of penalties mentioned in preceding paras.
28. Drivers provided with the vehicle must have minimum driving experience of 2 years and must possess a valid Driving license to drive the vehicle.
29. The service provider shall ensure that the speedometer and odometer (for measuring distance covered) of car supplied are properly sealed so that no tampering is done with a view to inflate distance travelled. The authorised officer of the Commissionerate would carry out surprise checks of speedometer and odometer of the vehicles. If found defective, would be got fitted from authorized workshop and cost for the same will be recovered from the Service provider by the mode of deduction.
30. The service provider will be liable to pay the wages and allowances to the Driver and the Driver will be on the establishment of the

service provider for all practical and legal purposes. This Department would not be responsible at all to see whether the minimum wages, as per the prevailing Acts and Rules, are being paid to the Drivers or not, and this would be a matter between the service provider and the Driver(s) and for any legal consequences department shall not be a party at all.

31. The following items should be maintained during contract period, which will be checked periodically by the vehicle officer in charge and also by the Administrative Officer (Adm.), Customs (Preventive), Jamnagar:
 - a. There should be at least two sets of white covers.
 - b. There should be at least two sets of towels and napkins in the car to be provided by the service provider and should be changed every week.
 - c. The air spray & First Aid Medical Kit are to be provided by the contractor.
32. The liability of this Commissionerate shall be limited to hiring charges only. The service provider and/or driver(s) shall not be treated as Government Servant on any ground including that vehicle being used for the Government office duties.
33. The drivers provided along with the vehicles must be neatly dressed and well mannered and should also be in possession of Mobile phone and his mobile number along with the service provider's mobile number shall be made available to this office for contacting them regularly. Drivers should be well experienced and well conversant with city and its suburbs and should not have any police case pending or complaint against them. A declaration to this effect needs to be submitted alongwith the Bid.
34. The Commissioner Customs (Prev.) Jamnagar shall have the right/discretion to terminate the agreement at any time without giving any notice, if unsatisfactory performance is found during the Contract period.
35. In case, the Service provider wants to withdraw the vehicle, he has to give two (2) months advance/prior notice failing which two months charges shall be recovered/forfeited (preceding from the date of stoppage of service by the service provider).
36. In case of any dispute of any kind and in any respect whatsoever, the decision of the Commissioner, Customs (Prev), Jamnagar, shall be final and binding.
37. Checklist of Documents:

(failing to provide the following documents will lead to rejection of bid)

Sl. No.	Documents Title	Documents to be Uploaded
1	Additional Document 1	a. Technical Bid Document(as per Annexure-I)

		b. Self attested copy of whole bid document.
2	Additional Document 2	a. Copy of Pan Card b. Turnover Certificate c. Past Experience Certificate
3	Additional Document 3	a. Details of Vehicle (as per Annexure-II). b. Copy of Insurance of vehicle. c. Copy of RC of vehicle. d. Copy of PUC of vehicle. e. Any other relevant documents in r/o the vehicle.
4	Additional Document 4	MSME/Startup India Registration Certificate.

Harkirpal Khatana
 ADDITIONAL COMMISSIONER
 ADC/JC-I-O/o Commissioner-Customs-Preventive-Jamnagar

Annexure-I Technical Bid Document

1. Name, Address and Telephone number of service provider:
2. Name, Address and Mobile No. of the proprietor/partner/directors of the firm:
3. PAN No. :
4. Total No. of Cars Owned/in possession of the Bidder :
5. Years of Experience in the field :
6. Turnover of Last Two Financial Years
 - a. 2021-22 :
 - b. 2020-21 :
7. Whether the Bidder has read, understood and agreed with the Terms and Conditions: Yes/No
8. Details of vehicles willing to be provided.

I/902447/2022

Sr. No. Vehicle Make & Model Registration No. Month and Year of Experience
1.

I/We hereby declare that the above mentioned particulars are true and correct.
I/We have thoroughly examined and understood all the terms and conditions as
contained in the document, and agree to abide by them.

Signature of Bidder: Name:

Seal/Stamp:

Capacity in which Signed:

Annexure-II

Details of Vehicles that is to be provided to this office

(Should be placed with Technical Bid)

Sr. No.	Model and Manufacture of Vehicle	Registration No.	Month and Year of Manufacture	Chasis No.	Engine No.	Fuel Used
1.						

Self attested copies of registration (RC Book) of above vehicles should be enclosed.

Name and Signature of Authorised Signatory) Seal/Stamp