Tender Notice for hiring of vehicle for Customs (P) Div. Gorakhpur

A. Customs (P) Division, Gorakhpur invites reputed service providers i.e. a well established Taxi agency/travel agencies/firm (hereinafter referred to as the agency/service provider) to quote competitive rates for providing vehicles on hire for its official use on monthly basis as per the requirement mentioned here under;

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Category</th>
<th>No. of Vehicles required</th>
<th>Make Model</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Small Sized Vehicle (like Amaze/ Dzire/Verna)</td>
<td>01 (One)</td>
<td>No before July 2015 (&lt;40,000 Kms.)</td>
</tr>
</tbody>
</table>

B. Submission of the Quotation:

1. The quotations may be sent by post or delivered at reception at our office premises.
2. Interested agencies are requested to submit their quotation/tender in two parts in two separate sealed covers, one containing “Technical Bid” and the other containing “Financial Bid”. Both these bids should be kept together in another sealed cover superscripted as “Quotation of Hiring Vehicles”. The format of the Technical Bid and financial Bid is enclosed as Annexure-‘A’ and Annexure-‘B’.
3. The quotations in sealed covers should be sent to the office of the Deputy Commissioner, Customs (P) Division Gorakhpur.
4. The Quotations in the sealed cover containing the financial and technical bids must reach the designated office on or before 17.07.2018 within 1300 Hrs. Bids received after the due date/time shall not be entertained.
5. The received Bids shall be opened in this office on 17.07.2018 at 1600 Hrs. in the presence of the authorized representatives of the bidders. All the bidders are informed to be present in person or through an authorized representative on the aforementioned time and date in this office.
6. Incomplete quotation or bids not accompanied with the required and supporting documents or Quotations not contained in a sealed envelope or received later that stipulated time shall be summarily rejected without assigning any reason and without any communication.
7. This office reserves the right to reject any bid without assigning any reason.
8. The validity of the quotation shall be for 3 months from the date of receipt of its receipt in this office.
9. The rates quoted shall be valid for one year from the date of awarding the work of hiring vehicles for office of the Deputy Commissioner, Customs (P) Division Gorakhpur.
10. The financial bid must mention the rates to be charged by the agency (contracted) vehicle provider) as per the following terms & conditions.
11. TDS will be deducted at the applicable rate from the contract amount.

C. TERMS & CONDITIONS FOR THE BIDS:

The service provider shall agree to and sign the following terms and conditions:
1. The bidder must be a registered firm/company.
2. The Vehicle provided under the contract must be properly and comprehensively insured and should carry necessary permits/clearances, including pollution clearance certificate, from the concerned State Transport authority or any other concerned authority.
3. Vehicle should be provided on Saturdays/Sundays or any other holidays at the request of hiring department.
4. The financial bid to be submitted by interested bidders shall indicate individually the rates per monthly to be charged for the vehicle hired, rates for extra kilometers travelled, Service Tax payable as per applicable rates (if service Tax applicable) and other financial terms & conditions.
5. The Agency whose bid is found to be acceptable by this office shall prior to the engagement of its services certify in writing to this office that the terms and conditions of the tender have been read and understood.
6. The vehicle shall be provided for the exclusive use of this office and shall not be used by the contracted agency for any other purpose.
7. In case of any mishap/accident, all the claims arising there from shall be met by the vehicle provider.
8. The vehicle provided for hire should be of latest model (Not older than 2-3 years (and also in good running condition and should not have run more than 40000 kms as on date of submission of tender. The service provider should mention the year or manufacture of the vehicles in the Annexure-‘A’.
9. The vehicles should be kept in neat, clean and in perfect running condition with clean interiors and proper upholstery. The vehicle should not have any accident history. Vehicle must be provided with a dedicated driver, who must be well behaved and possessing driving experience of not less than 4 years.
10. Road worthiness of the vehicles shall be ensured at all times by the vehicle provider.
   The service provider will conduct fortnightly cleaning & washing as well as servicing (as and when due) of the vehicles.
11. The driver of the vehicle provided shall observe proper etiquette, politeness and protocol while performing his duty and shall be neatly and properly dressed. He/She must carry a mobile phone in proper working condition, for the usage of which no separate payment shall be made by this office.
12. The service provider shall ensure compliance with all labor laws in force.
13. The service provider must submit an undertaking that neither he nor his form has been blacklisted by any organization/Govt. Department for any reason as on the date of submission of the bid.

14. The service provider shall ensure that the odometer of the vehicle provided is properly sealed so that no tampering is done with unnecessarily to inflate the distance travelled. Reading of mileage & duty time shall be counted from the reporting point to the relieving point.

15. The contract for hiring the vehicle shall be initially for a period of one year.

16. The service provider must provide the name and address of the driver and a police verification report along with an attested copy of the driver’s license clearly indication the license number while submitting the agency’s acceptance offer. Once the hiring commences, the driver deployed with the vehicle will be changed/retained only on the recommendation of this office.

17. LPG Cylinders must not be used as fuel for running the vehicle in any cases.

18. The Service provider shall maintain a record of journeys performed by the hired vehicle in a log book system which shall be verified by an officer in charge of hired vehicles in the Office of the Deputy Commissioner, Customs (P) Division Gorakhpur.

19. The service providers shall provide or arrange to provide alternate vehicle/ies in case of any shortfall or breakdown of the operational vehicle/s.

20. In case of non-reporting of vehicle/driver due to breakdown or any other reasons or if the 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 service provider. In addition to above, a penalty of Rs. 2000/- per day, per vehicle shall be deducted from the amount payable to the agency.

21. In case of misbehavior of the driver or its failure to meet any of the agreed/accepted terms and conditions a penalty of Rs. 500/- per instance shall be charged on the contracted agency/vehicle provider.

22. Toll tax and parking charges shall be reimbursed by this office to the contracted agency upon submission of necessary documentary evidence for payment of the same.

23. In the event of any unsatisfactory performance, either of the vehicle/s or of the driver and/or non compliance with the terms & conditions of the contract, the contract shall be terminated without assigning any reasons whatsoever.

24. The bill for payment of the hiring charges shall be submitted to this office by the contracted agency at the beginning of the following month, duly certified by the officer in charge of hired vehicles in this office. No payment in advance shall be made to the contracted agency/vehicle provider by this office.

25. The service provider shall provide a self attested copy of the proprietor’s Pan card, Service Tax Registration No. & copy of Income Tax return filed for the previous two years. Service Tax shall not be reimbursed by this office to the contracted agency/vehicle provider in case of failure of providing proof of payment of the tax to the proper office and filing of service Tax return by the stipulated date.

26. The service provider shall be required to provide a self attested copy of the registration document of all the hired vehicles with the concerned State Transport Authority.
27. In case of any dispute concerning the hiring of the vehicles by this office from the service provider/vehicle provider, the decision of the office of the Deputy Commissioner Customs (P) Division Gorakhpur. Shall be final and binding. The right to secure the fulfillment of other conditions, not expressly mentioned here in which are otherwise consistent and necessary with the use of the hired vehicles.

28. The service provider shall undertake to indemnify by this office against all damages/charges arising on account of or connected with the negligence of the service provider/contracted agency or its staff or any person under his control whether concerning public or any person in general while executing the contracted work or otherwise and against all claims and demand thereof.

29. The vehicle shall be physically inspected after approval of Technical bids and before approval of the Financial Bids.

(Rakesh Srivastava)
Deputy Commissioner Customs (P) Division Gorakhpur

Copy to:

1. Notice Board.
2. Web Manager, Directorate General of System & Data management, EC/EDI Gateway Project, Central Revenue Building, I.P. Estate, new Delhi-110002 for wide publicity through departmental website.
Annexure 'A'

TECHNICAL BID

<table>
<thead>
<tr>
<th>Name Address &amp; Telephone</th>
</tr>
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<tbody>
<tr>
<td>No. of the Tenderer</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name and Address of the Service Provider/Partner/Director</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>PAN Card No. (attach copy)</th>
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</thead>
<tbody>
<tr>
<td>Service Tax Registration (attach copy)</td>
</tr>
</tbody>
</table>

**Qualifying Criteria for Technical Bid**

| 1. | The vehicle is owned by us | Yes/No |
| 2. | The vehicle is registered as commercial vehicle | Yes/No |
| 3. | We have attached certified copy of R.C. Book of the vehicle offered | Yes/No |

**Additional Evaluation Criteria**

| 1. | Total number of commercially registered cars owned by us |
| 2. | The Registration No. & year of make, model & type of the vehicle intended to supply to the Division |
| 3. | In the year 2015-16, we have provided cars on hire for over one year to Central Govt./State Govt./PSUs |
| 4. | We have the requisite experience of providing vehicles to Central Govt./State Govt./PSUs |
| 5. | If reply to 3 & 4 above is Yes, then provide name & address of such offices |

(Signature of Authorized Signatory with date & stamp)

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Annexure 'A'

Financial Bid

Name, address and Telephone No. of the Tender:

Name and address of the Proprietor/Partner/Directors:

Service Tax Registration Number (if applicable) Rate per vehicle (exclusive of Service Tax)

<table>
<thead>
<tr>
<th>Category of Vehicle</th>
<th>Rate in Rs. (Inclusive of Service Tax)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Honda Amaze/Swift Dzire/Hyundai Verna to be used up to 2000 KMs in a month</td>
<td></td>
</tr>
<tr>
<td>Extra KM charges i.e. for use beyond 2000 KMs in a month</td>
<td></td>
</tr>
</tbody>
</table>

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

(Signature of Authorized Signatory with date & stamp)
Declaration

I hereby certify that the information furnished in Annexure-‘A’ and Annexure-‘B’ is true and correct to the best of my/our knowledge. I understand that in case, any deviation is found in the above statement at any stage, I/we will be blacklisted and will not have any dealing with the Department in future.

(Signature of Authorized Signatory with date & stamp)