



GOVERNMENT OF INDIA: MINISTRY OF FINANCE
OFFICE OF THE ASSISTANT COMMISSIONER OF CUSTOMS, CUSTOMS DIVISION,
NO. 60, MOHAN SINGH STREET, CUDDALORE - 607003.
☎/ FAX: 04142-238498 & 237 003 // E-MAIL: cusdncud@gmail.com

C.NO. VIII/48/25/2014- DPU

DATE: 21.08.2015

NOTICE FOR QUOTATION

Sealed quotations are invited for hiring of vehicles from the vehicle providers as per the requirement mentioned below in schedule, for the Office of the Assistant Commissioner of Customs, Customs Division, Cuddalore, No. 60, Mohan Singh Street, Cuddalore- 607 003 for the year 2015-16.

SCHEDULE

Sl. No	CATEGORY	No of vehicles required
1.	Non-AC small size / Chevrolet Tavera or similar type of vehicle to be used up to 30 days subject to a maximum of 2000 Kilometers in a month (preferably white in colour) with Driver	ONE (01)

The prescribed tender documents with the Terms & Conditions can be obtained in person from the Superintendent (Prev.), Office of the Assistant Commissioner of Customs, Customs Division, Cuddalore between 9.30 a.m. and 05.00 p.m. on all working days till 21.09.2015.

The interested travel agencies/vendors, who comply with all the following technical conditions and other terms and conditions are requested to submit their quotations in sealed envelope addressed to the Office of the Assistant Commissioner of Customs, Customs Division, Cuddalore on or before 22.09.2015 till 11.00 hrs. The tender will be opened on 23.09.2015 at 12.00 Hrs at the office premises, in the presence of the parties or their representatives who wish to be present at the time of opening the quotation. The Assistant Commissioner of Customs, Customs Division, Cuddalore reserves the right to accept or reject the offer of any or all vendors without assigning any reason. Terms and conditions for submitting the quotation/tender is also annexed with this notice.


(S. PALANIPPAN)
ASSISTANT COMMISSIONER
Customs Division, Cuddalore

Copy forwarded for display at the:

1. Notice Board of Customs Divisional Office, Cuddalore.
2. All formations of this Division.
3. The Assistant Commissioner of Customs, Customs Division, Trichy / Ramnad / Tuticorin / Nagapattinam.

Copy submitted to : (1) The Commissioner of Customs, Trichy

Terms & Conditions for submitting the quotation / tender can also be obtained in person from the Superintendent (Prev.), office of the Assistant Commissioner of Customs, Customs Division, Cuddalore.

TERMS AND CONDITIONS

A. Technical conditions:-

1. The tenderer should have the PAN and should attach a photocopy of the same.
2. The tenderer should have experience in supplying taxis/cabs to the Government Departments/PSUs for which the service provider should submit the name of the organizations to whom services is being provided. The vendor should also provide list of vehicles owned / offered by him and the details of the vehicles along with documents like insurance policy and Registration Certificate, Xerox-copy of driving license of the driver to the Customs Division, Cuddalore along with the quotation/tender documents.
3. The vehicles should not be more than two years old, for which the tendered should submit the details of vehicle viz., Make/Type of the vehicle, Model/year of manufacture and the Registration Number of the vehicle.

B. Commercial Conditions:-

1. Quotation should be submitted for minimum lump-sum charges per month per vehicle as below:-

Description	Type of vehicle for which quotation is required
Providing & maintaining of Non-A/C vehicles including Driver's salary, Diesel/Petrol etc., upto 30 days subject to maximum of 2000 kms per month.	Non-AC small size / Chevrolet Tavera or similar type of vehicle (One vehicles required, - preferably in white colour) with Driver.

Quotations should be submitted separately for each type of vehicle mentioned in the above schedule. The cover should be superscribed as "Quotation for supply of - _____ (mention the category and Name of vehicle name).

2. The rates quoted should specifically mention the service tax component. No service tax will be paid if the operator fails to provide proof of valid Service Tax registration.

OTHER TERMS AND CONDITIONS


1. The order for providing taxi/cab on monthly basis will be given to the agency which has quoted the lowest rates while meeting all the terms and conditions given in the tender document. However, to safeguard against failure by the agency to provide the desired quality service, the Assistant Commissioner of Customs, Customs Division, Cuddalore may empanel other tenders who have quoted lowest rates as per the same terms and conditions as that of the first lowest bidder.
2. In case the quality of service provided by the contracted agency is found not upto the standard, the Assistant Commissioner of Customs, Customs Division, Cuddalore may terminate the contract agreement after giving 15 days notice. In case of termination, services of the agencies from the panel will be utilized.
3. The vehicle must be properly and comprehensively insured and should carry necessary permits/clearances from the Transport Authority or any other concerned authority including pollution certificate.
4. The vehicle shall be for the exclusive use of this Authority and will not be used by the contractor for any other purpose.
5. The driver deputed on duty should have clean driving record. He should be conversant with the roads and routes of Cuddalore and surroundings. He should always remain with the vehicle during duty time. In case of any emergency, he should seek permission of the concerned office, before leaving.
6. The hiring charges shall be on the basis of zero based mileage i.e., mileage starting / ending from / at the office / residence of the officers, as the case may be.
7. The Department shall be liable to pay the hiring charges only. Other liabilities like monthly wages & allowances to the drivers, repair and maintenance of the vehicles, insurance, petrol/diesel, oil and any other incidental expenses etc. shall be borne by the vehicle provider.
8. The vehicles should be provided with fuel and drivers. The vehicles should be maintained properly and cleaning should be done every day.
9. All Tax liabilities i.e., Road-Tax, Service Tax, Insurance, Pollution control certificates etc. will be borne by the service provider. **However, service tax will be reimbursed by this office on actual basis.**
10. Road worthiness of the vehicles is to be ensured at all times by the vehicle provider.
11. Alternative suitable vehicles should be provided in case of breakdown of the car so provided. In case of failure to provide alternative suitable vehicles, this office would have a right to hire a vehicle from the market and the additional cost incurred by this Office will be borne by the vendor. **Gas kits are not to be allowed as a fuel in any car.**
12. Planned / Preventive maintenance should be done only on Sundays / holidays.

13. The drivers should have valid license and the vehicles should be registered with the Competent Authorities of Central Govt. and State Govt. Any violation would attract pro-rata deduction of charges.
14. The drivers should strictly follow traffic Rules and other regulations as prescribed by the Govt. Authorities. They should be provided with mobile phone on their own cost for contact purposes.
15. The driver must observe discipline, etiquette and protocol while performing the duty. They should wear proper uniform and must carry a mobile phone in working condition. He should know to speak and understand English/Hindi in addition to local language. For this no separate charge will be borne by the Department. As these vehicles are to be used by Officers of the Department, the firms should ensure all the necessary documents (Registration Certificate, Valid Insurance, Permit, Pollution Control Certificate etc.,) are in the personal custody of the licensed drivers.
16. The vendor and driver should carry out the instructions of the Department as well as the Officers assigned to the vehicles. The vehicles will be generally utilized during the period from 0800 hrs to 2000 hrs, however the vehicles may be utilized for preventive work or in case of an emergency without prior knowledge of the transport operator beyond the stipulated timings.
17. In case of accident, all claims arising out of such accident shall be made by the vendor. He would also indemnify the Department for any loss, damage of property or life arising out of negligence of driver or poor maintenance of vehicles.
18. A daily record indicating time and mileage for each vehicle should be maintained in a logbook in the prescribed form and the same must be placed before the Officer in charge of Vehicles and get it certified by the officer.
19. The designated vehicles and drivers, which are approved after inspection of vehicles at the time of awarding the Contract, will only be put into operation and any changes in the vehicle or Driver will be allowed only under exceptional circumstances. The vehicle must be available at any time of any day as desired by the concerned officer.
20. The bills for hiring of vehicles along with the logbooks, complete in all respects for every month must be submitted to this office before the 10th of the subsequent month positively.
21. The contract shall be for a period of one year (2015-16) and extendable for another year on mutual agreement, subject to approval from Ministry.
22. It will be solely the discretion of the department to use the said hired vehicles for any official purpose including Saturdays, Sundays and holidays wherever & whenever necessary.
23. If services are not provided on any day or days the service charges will be reduced on pro-rata basis from the monthly bill. In addition, a penalty of Rs. 500/- per day shall also

be levied if any vehicle/agency fails to meet any of the above terms and conditions on any day. If the driver is unable to adhere to the stipulated official prescribed time schedule the vehicle provider will further be liable to pay Rs. 500/- per day.

24. In case, condition of vehicles(s) is/are not found to be satisfactory, they shall be returned for immediate replacement. In case no replacement is provided on time, this office has the right to hire a vehicle from the market and the additional cost incurred by the office will be borne by the vehicle provider (service provider), and claim amount will be deducted from the sum payable to the service provider.
25. Any matter during the period of this agreement which has not been specifically covered by this agreement shall be decided by the Department whose decision shall be final and conclusive.
26. The vehicles accepted for hiring are to be parked in the Office premises of Office of the Assistant Commissioner of Customs, No.60, Mohan Singh Street, Cuddalore OT – 607 003. The Competent Authority, namely the Assistant Commissioner of Customs, Cuddalore reserves the right to reject any application/quotation/contract without assigning any reason whatsoever.
27. The Competent Authority, the Assistant Commissioner of Customs, Cuddalore reserves the right to accept or reject the quotation wholly or partly without assigning any reasons thereof or accept more than one offer.
28. The vendors while quoting should give a written undertaking that they would abide by the tender conditions mentioned under 'Terms & conditions'.
29. The successful bidders should be able to provide the vehicles with effect from **01.00.2015**.

The bids of only those agencies who qualify in the Technical conditions will be opened. **The quotations will be opened on 23.09.2015 at 12.00 hrs** in the presence of the Tender Committee and in the presence of the parties or their authorized representatives if any, who wish to participate in the Office of the Assistant Commissioner of Customs, No.60, Mohan Singh Street, Customs Division, Cuddalore. The Assistant Commissioner of Customs, Cuddalore reserves the right to postpone or extend the date of receipt/ opening of quotations or to accept or reject any or all tenders without assigning any reason thereof.


31/8/15

(S. PALANIPPAN)
ASSISTANT COMMISSIONER
Customs Division, Cuddalore

Copy forwarded for display at the:

1. Notice Board of Customs Divisional Office, Cuddalore.
2. All formations of this Division.
3. The Assistant Commissioner of Customs, Customs Division,
Trichy / Ramnad / Tuticorin / Nagapattinam.

Copy submitted to : (1) The Commissioner of Customs, Trichy