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सीमा शुल्क सहायक-आयुक्त का कार्यालय सीमा शुल्क विभाग नं. 4, पहली पंक्ति समुद्रतट, नागपट्टिनम - 611 001	OFFICE OF THE ASSISTANT COMMISSIONER OF CUSTOMS CUSTOMS DIVISION No.4, First Line Beach, NAGAPATTINAM - 611 001 E.Mail: accustomsnagai@yahoo.co.in
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C. No. I/07/2013-DPU

Dated: - 07 - 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, No.4, First Line Beach, Nagapattinam for the year 2015-16 :

S. No.	CATEGORY	No of vehicles required
1	Non-AC TATA INDIGO (ECS) / Mahindra Verito / Toyota Etios, Ford Fiesta or equivalent vehicle to be used upto 30 days subject to a maximum of 2000 Kilometers in a month (preferably white in colour) with Driver	One (1)

The prescribed tender documents with the Terms & Conditions can be obtained in person from the Superintendent of Customs, Divisional Preventive Unit, Customs Division, No. 4, First Line Beach Road, Nagapattinam between 10.00 a.m. and 04.00 p.m. on all working days (Monday to Friday) till 08.07.2015 or can be downloaded.

The interested travel agencies/vendors, who comply with all the technical conditions and other terms and conditions are requested to submit their quotations in sealed envelopes addressed to the Assistant Commissioner of Customs, No.4, First Line Beach, Nagapattinam **on or before 10.07.2015 till 11.00 hrs.** The tenders received after the closing date and time, will not be accepted. The tender will be opened on 10.07.2015 at 1500 Hrs at the above address, 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, Nagapattinam 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.

(VARUN RANGASWAMY  
Assistant Commissioner  
Customs Division Nagapattinam)

Copy submitted to :

1. Commissioner of Customs (CIU), Trichy
2. Website of Trichy Cus. Commissionerate ( through Supdt. IAD Hqrs.)

Copy forwarded for display at the:

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## TERMS AND CONDITIONS

### A. Technical conditions:-

1. The tenderer should have the PAN number 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 Trichy Customs, Trichy along with the quotation/tender documents.
3. The Tenderer 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 including Driver's salary, Diesel/Petrol and all applicable taxes etc., as below:-

Description	Type of vehicle for which quotation is required
Providing & Maintaining Non-A/C vehicle for Nagapattinam Customs Division including Driver's salary, Diesel/Petrol etc. upto 30 days subject to maximum of 2000 KM per month	Non-AC TATA INDIGO (ECS) / Mahindra Verito / Toyota Etios, Ford Fiesta or equivalent vehicle with Driver

- 1 a. The tenderer should quote his rate on per month per vehicle basis. **On his bid being selected and approved, he shall provide vehicle on the approved rates only.**
2. The rate 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 the vehicle 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, Nagapattinam 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 vehicle provider is found not upto the standard, the Assistant Commissioner of Customs, Nagapattinam 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 not be involved in more than two bookings/challans for negligence driving. He should be conversant with the roads and routes of Trichy 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 vehicle 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 vehicle 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 the vehicle.**
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 as prescribed by the Govt. Authorities should strictly follow traffic Rules and other regulations. They should be provided with mobile phone.
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. 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 vehicle. 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 vehicle and driver, 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 vehicle along with the logbook, 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) only, but the contract can be extended 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 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, the condition of the vehicle is 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), a 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 vehicle accepted for hiring are to be parked in the Office premises of Office of the Assistant Commissioner of Customs, Customs Division, No. 4, First Line Beach Road, Nagapattinam.
27. Competent Authority, Assistant Commissioner of Customs, Nagapattinam reserves the right to accept or reject the quotation wholly or partly without assigning any reasons thereof or accept more than one offer.

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29. The successful bidders should be able to provide the vehicles with effect from 20.07.2015.

The Financial Bids of only those bidders who qualify in the technical conditions shall be opened. **The quotations will be opened on 10.07.2015 at 1500 Hrs in this office address mentioned above** in the presence of the Tender Committee headed by the undersigned and in the presence of the parties or their authorized representatives if any, who wish to participate. The Assistant Commissioner of Customs, Customs Division, Nagapattinam 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.

  
(VARUN RANGASWAMY  
Assistant Commissioner  
Customs Division Nagapattinam

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**PROFORMA - 'A' - FOR SUPPLY OF CARS**

1. Name of the Tour & Travel Agency/ Service Provider :
2. Address :
3. Telephone Number :
4. Mobile Number :
5. No. of vehicles operated presently :
6. Details of vehicle(s) offered. :  
(Make/Model/Year/Colour/KM run/Whether owner-driven)
7. No. of years of experience in the business :
8. Service Tax Registration Number :
9. Whether the offered vehicles are driven by the owners of the same offered vehicle :

I/ We submit our lowest quotation for supply of vehicle (1 No.) to your office

Description	Quotation in Rupees
Providing & maintaining of Non-A/C vehicle for Nagapattinam Customs office including Driver's salary, Diesel/ Petrol etc., for 30 days subject to a maximum of 2000 kms per month :	1. Rent per day _____ 2. Prescribed KM per day on normal rent _____ 3. Prescribed hours per day on normal rent _____ 4. Rate per hour beyond prescribed KM in Sl. No. 2 _____ 5. Rate per hour beyond prescribed hours in Sl. No. 3 _____ 6. Night halt charges _____
Total amount for one vehicle per month	Rs. _____ for one vehicle per month for 2000 KM maximum
Rate per KM if the KM exceed the maximum of 2000 KM in a month	Rs. _____ per KM
Colour of the vehicle	

Signature of the authorized person  
(with the Name of the authorized person)

Place :  
Date :