



GOVERNMENT OF INDIA
MINISTRY OF FINANCE
OFFICE OF THE DEPUTY COMMISSIONER OF CUSTOMS
CUSTOMS DIVISION, NO. 60, MOHAN SINGH STREET, CUDDALORE - 607 003.
Telephone No. : 04142-237124 Fax No. : 04142-238498 Email: cusdncud@gmail.com

C. No. VIII/48/30/16-DPU

Dated: 04.10.2018

NOTICE INVITING LIMITED TENDER FOR HIRING OF OPERATIONAL VEHICLE FOR THE CUSTOMS DIVISIONAL OFFICE, CUDDALORE O.T

SUB: Vehicles - Hiring of Operational Vehicles for the Customs Divisional office, Cuddalore O.T. for the financial year 2018-19 -Reg.

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The sealed limited Tenders is invited by the Assistant Commissioner of Customs Division, Cuddalore O.T, from all eligible and experienced/reputed service providers/ agencies, hereinafter termed as "bidder", engaged in Tours & Travels for hiring One vehicle (Mid size) for the Customs Divisional Office, located in Cuddalore O.T. for the year 2018-19(1.11.2018 to 31-03-2019).

2. The tender documents can be downloaded from the website www.eprocure.gov.in/www.customstrichy.gov.in

SCHEDULE

Sl.No.	Category	Number of vehicle required
	Providing & maintaining of 1 No. of Mid- size sedan type A/C Car viz., Hyundai Verna/Honda City/Maruti Ciaz A3 Segment) for the Divisional offices of Customs located at Cuddalore OT including Salary / Bata of Drivers, Diesel/Petrol, etc. on hire basis for 20/25 days subject to a maximum of 2000 Kms. per month.	01 (One)

3. The bidders who comply with the terms and conditions of this tender notice should submit their bids in the prescribed Quotation form and sign each page of tender including its including the annexures as a token of acceptance of having read and understood all the terms and conditions contained therein and submit all documents attested by the authorized person along with the bid.

4. The limited bid documents for Technical Bid in the proforma prescribed in Annexure-B and for the Financial Bid, in the proforma prescribed in Annexure-C should be completed in all aspects and are to be submitted in **two separate sealed cover by Registered Post, Courier or in person** on or before 25.10.2018 by 5.45 p.m., addressed to **the Assistant Commissioner of Customs, Customs Division, No.60, Mohan Singh Street, Cuddalore O-T-607 003.** Incomplete bid documents shall be rejected. The valid bids shall be scrutinized by the tender evaluation committee to shortlist the eligible bidders. Thereafter, the financial bids of the short listed bidders shall be opened on 26.10.2018 at 04.00 pm by the e-tender evaluation committee.. The bidders should clarify any doubts/queries regarding the specification/brand from the Inspector/Superintendent of Customs(DPU),Cuddalore before 17.10.2018, on any day between 11.00hrs to 5.00 PM.

PERIOD OF CONTRACT : 01/11/2018 to 31/03/2019
LAST DATE AND TIME FOR SUBMISSION OF BID / TENDER : 25 -10-2018 (05.45p.m)
DATE & TIME FOR OPENING TECHNICAL / QUALIFYING BID : 26 .10.2018 (11.00 A.M)
DATE & TIME FOR OPENING FINANCIAL BID : 26.04.2018 (04.00 P.M)



(K.RAMESH)
ASSISTANT COMMISSIONER

Copy to :Notice Board

The Assistant Commissioner of Customs, (Computer Section) / IAD section Tiruchirappalli.
-with a request to upload this Tender Notice in the CPP Portal and Departmental website of Tiruchirappalli Customs Commissionerate to give wide publicity.

ANNEXURE- A

ELIGIBILITY CRITERIA /TERMS & CONDITIONS

- (a) The vehicle hired out should conform to the relevant Motor Vehicles Act/ Rules and be in perfect running condition. The vehicle should be properly and comprehensively insured and should comply with all the norms/ possess necessary permits / clearance from the Transport authorities including pollution clearance/ or any other certificate required as per law. The bidder should ensure that all the mandatory documents such as Registration Certificate, Insurance Papers, Pollution Control Certificate etc., relating to the hired vehicle are in the personal custody of the licensed drivers. In case of any default no charges will be paid by this office.
- (b). Financial Bids of only those firms/agency who have fulfilled all the technical requirements will be opened and final approval will be given only after actual inspection of the vehicle.
- (c) The vehicle hired should **not be more than three years old** and should be in A-3 segment (Mid-size) sedan type A/C car viz., Hyundai Verna/Honda City/Maruti Ciaz (1 no.) (The segmentation is as per Society of Indian Automobile Manufacturers (SIAM) norms.) and should be registered as taxi and should be provided with complete upholstery including clean and tidy seat covers and other essential comforts and facilities. The interior & exterior of the vehicles should be well maintained and cleaned properly on daily basis. In case the condition of the vehicle is found not to be satisfactory, they shall be returned for immediate replacement. The bidder would have to provide the registration number of the vehicle along with the copy thereof.
- (d) The time and distance in respect of hired vehicles will commence and terminate from the Office to which it is being assigned. **The vehicle would be normally required for 25/26 days subject to a maximum of 2000 kms. per month.** However on exigencies vehicle must be provided on holidays or any day at any time on demand. The vehicles would be normally utilized during the period from **09.00 hrs to 19.00 hrs**, however depending on the exigency of official work; utilization may extend beyond the period without any notice to the bidder.
- (e) The bidder should have at least three years of experience in the tour & travel business and should possess adequate vehicle with capacity to provide/replace vehicle at short notice. The bidder should have the capacity of repairing their vehicle without unnecessary detention in case of contingency. The vehicle deployed should not be changed ordinarily and in exceptional circumstances change of the vehicle could be made with prior consent. The bidder shall be available on his own direct telephone (office as well as residence) and also on mobile phone so as to call in emergent cases.
- (f) The driver should possess valid driving license and **should be well conversant with the road routes of Tamilnadu and pondicherry. The drivers should be in proper and clean uniform and be available on mobile phones provided by the bidder at all times during vehicle deployment.** The drivers should adhere to the instructions of the Officer in-charge of the vehicles as well the Officer assigned with the vehicles. **The service provider shall ensure that the personnel deployed by him do not have any criminal antecedents.**
- (g) The service provider must have 24 hour working telephone system so that he can be telephonically contacted at short notice/ at odd hours/ on holidays in case of requirement of vehicles and should declare all the contact numbers in the quotation. It should be essential for the driver to have a mobile phone so that he can be contacted for duty.
- (h) The bidder has to submit the certified copies of R.C. books and the comprehensive insurance policies for the vehicles to be provided at the time of acceptance of the terms and conditions of the tender along with the copy of the driving license and details of experience of the drivers to be deployed. In case of any accident, all claims arising out of such accident shall be met by the bidder and also would indemnify the Department for any loss, damages of property or life arising out of negligence of the driver for poor maintenance of vehicle.
- (i) **The bidder should be registered under GST which is PAN based and State specific and should have been registered in the State or Union territory from where he effects supply and should possess the 15-digit GST identification number called "GSTIN". The rates quoted should specifically be**

exclusive of the GST component. Once the rates are finalized, no increase would be considered in the rates quoted by the bidder for whatever reason during the continuance of the contract. All the statutory liabilities shall be borne by the service provider and the service provider shall submit the proof of payment of GST and other statutory liabilities along with the bill. **GST payment shall be made by the Department only upon the submission of proof of payment.** TDS and other taxes as applicable as warranted will be deducted from each bill.

(j) Pre-receipted typed bills shall be submitted in duplicate by the bidder to this office during the 1st week of every month for the service rendered during the previous month for settlement. A daily record indicating the duration, mileage and destination of the vehicle shall be maintained and submitted to the Officer in-charge of the vehicles along with the bills. **The service provider shall undertake to remit back any excess payment made to him at any time and that the same shall be deducted from their payments. The Department is liable to pay the hiring charges only.**

(k) **It will be solely the discretion of the Department to use the said hired vehicle for any official purpose including Saturday, Sunday and Holidays where and whenever necessary.**

(m) The hired vehicle should not be used for any other commercial/personal purpose by the service provider. **The vehicle should always remain at the disposal of the Assistant Commissioner of Customs., Cuddalore OT during the entire period of contract.** In case of non-availability of the vehicle due to any unavoidable circumstance, the service provider will have to make alternate arrangement and inform the department accordingly in advance.

(l) **In case of any accident or theft, all the claims arising there of, shall be met by the party/service provider and the department (hirer) shall not be liable in any matter whatsoever.**

(m) The contract will be awarded for the period from **01.11.2018** or from the date of signing the contract (whichever is later), to **31.03.2019** and may be considered for extension by mutual agreement for such further period as may be agreed upon. The contract awarded based on this tender would commence from the date of consent of the bidder to the specified terms and conditions. However, no sub-contracting would be allowed by the selected contractor.

(n) While the Department has a regular requirement for hiring of vehicles, it shall have the right not to utilize the services at all, or at any time, for any period, without giving any notice.

(o) The Department at any time without any notice or conveying any reason whatsoever can terminate the contract so awarded and no compensation would be payable to the contractor on this account. In case of any dispute of any kind and in any respect whatsoever, the decision of the Assistant Commissioner of Customs shall be final and binding. The Assistant Commissioner of Customs, Cuddalore OT reserves the right to reject any tender/ contract at any time without assigning any reason whatsoever.

(p) In case of dispute of any kind whatsoever, the decision of the Assistant Commissioner of Customs, Cuddalore OT shall be final and binding.

(q) **The service provider should preferably be based in Cuddalore/Puducherry or nearby districts for operational convenience.**



ANNEXURE – B

**PROFORMA FOR SUBMISSION OF TECHNICAL BID FOR HIRING OF OPERATIONAL VEHICLES FOR THE
DIVISIONAL OFFICE OF CUSTOMS LOCATED IN CUDDALORE OT FOR THE YEAR 2018-19
(from 01-11-2018 To 31.03.2019)**

1	Name of the firm	
2	Address of the firm with pin-code and e-mail address	
3	Amount of Earnest Money Deposit	
4	Particulars of Demand Draft /Banker's Cheque	
5	Telephone Number	
6	Mobile Number	
7	PAN Number (enclose a self-attested photocopy of the PAN Card)	
8	GSTIN (enclose a self-attested photocopy)	
9	No. of vehicles operated presently	
10	Details of vehicle (s) to be offered: (Make /Model/Year) (Attach copy of Registration certificate) (i) A-3 segment (Mid- size) sedan type A/C Car viz., Hyundai Verna/Honda City/Maruti Ciaz (The segmentation is as per Society of Indian Automobile Manufacturers (SIAM) norms.	
11	No. of years of experience in the business. Details of Experience (produce certificates):	
12	List of Public Sector Undertakings/Govt. organizations to which similar services have been provided during the last 3 years (Attach job order/Service certificate furnished by Govt./PSU, if any for having provided the service)	

UNDERTAKING (Part of Annexure-B)

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

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

Date:
Station:

Signature of the authorized person
(Name & Designation)

ANNEXURE – C

**PROFORMA FOR SUBMISSION OF FINANCIAL BID FOR HIRING OF OPERATIONAL VEHICLES FOR THE
DIVISIONAL OFFICES OF CUSTOMS, LOCATED IN CUDDALORE OT FOR THE YEAR 2018-19
(From 01-11-2018 To 31.03.2019)**

1	Name of the firm	
2	Address of the Service Provider with Pin code and e-mail address	
3	Name of Proprietor/Partners/Directors	
	DESCRIPTION (No. of days / KMs)	<u>QUOTATION</u> (Rate quoted per month exclusive of GST)
4	Providing & maintaining of 1 No. of Mid- size sedan type A/C Car viz., Hyundai Verna/Honda City/Maruti Ciaz A3 Segment) for the Divisional offices of Customs located at Cuddalore OT including Salary / Bata of Drivers, Diesel/Petrol, etc. on hire basis for 25/26 days subject to a maximum of 2000 Kms. per month.	Rs.

Date:

Station:

Signature of the authorized person

(Name & Designation)