



	GOVERNMENT OF INDIA OFFICE OF THE COMMISSIONER OF CUSTOMS, GST & CX, SILIGURI COMMISSIONERATE C.R.BUILDING, HAREN MUKHERJEE ROAD, HAKIMPARA, SILIGURI Email:- siliguri@nic.in , Ph. (0353) 2520427, Fax:- (0353)2523146
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C. No. I (20)9/VEH/HQ/SLG COM/2015/Part-2/

Dated: 11.12.2017

NOTICE INVITING QUOTATIONS FOR HIRING OF VEHICLES

Sealed quotations are invited from reputed service providers under two bid system for hiring of 01(One) Car for official use by the Office of the Commissioner, Siliguri Customs, GST & CX Commissionerate, Central Revenue Building, 24 Haren Mukherjee Road, Hakimpura Siliguri with effect from **01.01.2018** for a period of one year, as per the terms and conditions mentioned in the Schedule. The details of vehicle requirement/period covered are as under:

Name of the item	Specification, if any Cost
1	2
Hiring of 01(One) Vehicle	(01) Mid- size car (New model)

Interested parties are required to submit their bids for each vehicle separately as per two bid systems i.e. Technical and Financial bid separately in two different sealed envelopes in the prescribed proforma. These envelopes shall be super-scribed “**FINANCIAL BID**” and “**TECHNICAL BID**” and put inside a bigger sealed envelope which shall be super-scribed with the words, “**TENDER FOR HIRING OF VEHICLES**” and addressed to “The Assistant Commissioner (Estt.), Office of the Commissioner, Siliguri Customs, GST & CX Commissionerate, Siliguri, Central Revenue Building, 24 Haren Mukherjee Road, Hakimpura Siliguri -734001

Interested parties can deposit their quotations in sealed envelope up to 05.00 p.m. on or before 22.12.2017 to the Assistant Commissioner (Estt.), Office of the Commissioner, Siliguri Customs, GST & CX Commissionerate, Central Revenue Building, 24 Haren Mukherjee Road, Hakimpura Siliguri -734001. The tenders received after the above said scheduled date and time will not be considered. No tender by FAX, E-Mail or any other means of electronic communications will be entertained. The said sealed tender box and sealed envelopes of technical bids therein shall be opened in the chamber of the Assistant Commissioner (Estt.), Office of the Commissioner, Siliguri Customs, GST & CX Commissionerate, Central Revenue Building, 24 Haren Mukherjee Road, Hakimpura, Siliguri by the Tender Committee constituted by this office on **22.11.2017** at 05.30 pm. The Technical bids will be evaluated by the Tender Committee on 26.12.2017. The Financial Bids of only those bidders shall be opened, whose Technical Bids are qualified. The Financial Bids will be opened on the next working day at 11:00 AM in the office of the Assistant Commissioner (Estt.), Office of the Commissioner, Siliguri Customs, GST & CX Commissionerate, Central Revenue Building, 24 Haren Mukherjee Road, Hakimpura, Siliguri.

The bidders who wish to be present at the time of opening of the Tenders may represent themselves or authorize their representatives with an authority letter for the said purpose. The bidders also, if required, may be requested to produce the vehicle on any working day after opening of Financial Bids for inspection as required by the Tender Committee. The format of the Technical Bid and Financial Bid is enclosed as Annexure A and Annexure B.

NOTE: Annexure “A” & “B” are to be filled for each vehicle being offered in separate envelopes. Complete copy of RC Book indicating date of manufacture & registration is to be submitted with Annexure “A”, failing which the bid will be disqualified.

SCHEDULE TERMS AND CONDITIONS

1. The contract shall be valid for a period of one year w.e.f. **01.01.2018**. The Department reserves the right to curtail or to extend the validity of contract on the same rates and terms and conditions at the discretion of the Department.
2. The bidder should have the experience of similar works in any of the Departments/Autonomous Institutions/Universities/Public Sector Undertakings of the Government of India. The bidder who is having previous experience of working with the offices of CBEC will be preferred.
3. The service provider should give an undertaking that he or his firm has not been black listed by any Organization/Government department as on the date of submission of the bid.
4. The service provider must be in possession of GST registration number and must be a regular GST tax payer. They should also provide the copy of PAN Card and Aadhar Card.
5. The service provider should furnish the details of the vehicles viz. i) Year of the manufacture ii) Registration number of the vehicles iii) mileage run iv) condition of the vehicles etc, as per Annexure-A.
6. The ‘service provider’ should provide Vehicles in a very good condition with shining body and clean interior with good upholstery.
7. The vehicle(s) provided should comply with laws in force in India. The vehicle should carry necessary permits/clearance from the Transport Authority or any other concerned authority, including pollution certificates.
8. The vehicle shall be provided on any day including Saturday, Sunday and Holidays, if required by the hirer.
9. The service provider would ensure that the drivers employed have valid driving license and shall furnish the name and address of the drivers provided for the vehicles. The drivers should be adequately experienced and maintain decency, politeness, neat dress and good habits. They should not have any criminal record and should not be convicted for any offence.
10. The service provider/driver should have a mobile telephone for contact round the clock.
11. The drivers should be well versed with the routes and locations in entire North Bengal Region. The driver/service provider shall maintain log-book with vehicle indicating the day to day running mileage. The drivers should be fluent in Hindi & Bengali languages.
12. Zero based mileage i.e. mileage starting and ending at/from duty or drop off location shall be adopted for the purposes of calculating the kilo meters.
13. Once hired, the vehicle will not be put to use for other purposes, and the vehicles and drivers will work under the overall supervision of the department for which they will do all as is necessary.
14. In order to ensure day to day functionality of hirer, once hired, service provider shall not keep changing or rotating vehicles and drivers, except if the hirer so indicates in the case of eventuality or unsuitability.
15. The billing will be done on monthly basis and bills to be submitted in triplicate by the 5th of the succeeding month. A log book for the car in proper format, for each of the journey performed, duly signed by the officer, would be maintained and submitted by the contractor with the bill and duty slips.
16. Any person, who is in government service or an employee of the Department, should not be a partner, directly or indirectly, with the service provider.
17. They will comply with labour laws in force and all liabilities in this connection will be theirs.

18. The service provider should ensure that the vehicles which would be provided to the Department must be registered as Taxi/Transport purpose and the registration documents to that effect must be submitted along with the tender application. The technical bids submitted without the said registration documents will be immediately rejected.
19. If the contract is awarded, they will have to provide the department the complete details of vehicles, certified copies of the RC books, comprehensive insurance policies as well as full details of deployed drivers, their addresses, copies of their driving licenses.
20. It is clarified that the engagement of service provider for providing vehicle on contract basis does not in any manner confer any right on the service provider or any other person/driver may be deployed by her/him in this office to claim any regular employment in this office or any government office. The owner/service provider will be solely responsible for all wages/dues to the driver and to follow all the rules/provisions as per the law. This Office/Department shall not be responsible for any dispute/liability whatsoever in this regard.
21. In case of any accident, any and all the claims and damages arising there from shall be met by the service provider. The department shall not have any liability/Responsibility in this regard either for the driver, commuter vehicle or the third party.
22. The service provider shall undertake to indemnify the Department against all damages/charges arising on account of or connected with the negligence of the service provider or his staff or any person under his control whether in respect of accident/injury to the person or damages to the property of any member of the public or any person or in executing the work or otherwise and against all claims and demand thereof.
23. In the event of the hired vehicle developing snags the service provider will ensure that a replacement vehicle is provided on priority and in case of failure to make alternative arrangement, the Department will be at liberty to hire other vehicle and the cost incurred on account of such hiring shall be at the expense of the service provider.
24. The Department reserves the right to charge penalty, Rs.100 per hour of delay for non provision of vehicle in time and Rs.500 per instance of mis-behaviour of driver.
25. The department reserves the right to terminate the contract without assigning any reason by giving fifteen days notice.
26. Department shall not make any advance payments and payments shall be made only on the basis of monthly bills submitted on and of every month.
27. Office of the Commissioner, Siliguri Customs, GST & CX Commissionerate, Central Revenue Building, 24 Haren Mukherjee Road, Hakimpara Siliguri reserves the right to require fulfilment of other conditions, not expressly mentioned, which are consistent with use of vehicles on hire with this office, and this office has reserve the right to accept or reject any or all offers without assigning any reason.
28. In case of dispute, the decision of the Office of the Commissioner, Customs, GST & CX Commissionerate, Central Revenue Building, 24 Haren Mukherjee Road, Hakimpara Siliguri-734001 shall be final and binding.
29. The last date for submission of tender/quotation is 22.12.2017.

Sd/- 11.12.2017

Assistant Commissioner (Estt.)
Office of the Commissioner, Customs, GST & CX
Siliguri Commissionerate, C. R. Building
24 Haren Mukherjee Road
Hakimpara, Siliguri-734001

Copy to:

1. Notice Board of Office of the Commissioner, Customs, GST & CX Commissionerate, Central Revenue Building, 24 Haren Mukherjee Road, Hakimpara Siliguri-734001.
2. Copy through e-mail to webmaster.cbec@icegate.gov.in for posting it on CBEC website (www.cbec.gov.in)

PROFORMA OF TECHNICAL BID FOR HIRING OF VEHICLES

(To be enclosed in a separate sealed envelope)

For supply of vehicles on hire basis to the Office of the Commissioner, Siliguri Customs, GST & CX Commissionerate, Siliguri, Central Revenue Building, 24 Haren Mukherjee Road, Hakimpara Siliguri -734001. (To be filled separately for each vehicle)

For Vehicle No:

1. Name, Address and Telephone no. Of Tenderer:
2. Name and address of the Proprietor /Partner/ Directors:

Qualifying criteria for Technical Bid

- | | |
|--|----------|
| a) We own the vehicle | Yes / No |
| b) The vehicle is registered as commercial vehicle (Documents enclosed) | Yes / No |
| c) The year of manufacture ----- | |
| d) The registration number of vehicle ----- | |
| e) The total mileage run ----- | |
| f) Any accident history ----- | |
| 3. We have attached photocopy of RC Book offered in this tender | Yes / No |
| 4. We have attached copy of GST Registration Certificate/acknowledgement | Yes / No |
| 5. We have attached copy of valid PAN | Yes / No |
| 6. We have attached the copy of vehicle insurance | Yes / No |

Additional evaluation criteria

7. Total number of vehicles owned (Please fill number opposite) _____
8. In 2016-17 provided vehicles on hire for over 6 months to Central/State Government /Public Sector offices Yes / No
9. If reply to 8 above is yes, then provide names of the offices.....

ANNEXURE-B

FINANCIAL BID

Name, Address and Telephone no of Tenderer:

Name and address of the Proprietor/Partner/Directors:

GST Registration Number:

Rate per car (Exclusive of GST):

Category of car Extra Km. Charge in Rs.	Total number of days and km/Month	Rate in Rs. (Exclusive of GST)	Extra Km. Charge in Rs.
(01) Mid- size car (New Model)	30/31 Days		

“I have read terms & conditions of the Tender Notice.”

Signature Name of Authorized Signatory

Seal/Stamp