



**OFFICE OF THE PRINCIPAL COMMISSIONER OF CUSTOMS PREVENTIVE  
NEW CUSTOMS HOUSE, NEAR IGI AIRPORT, NEW DELHI-110037.**

**कार्यालय प्रमुख आयुक्त, सीमा शुल्क (निवारक), नवीन सीमा शुल्क भवन,  
नई दिल्ली 110037.**

C.No:VIII(Cus Prev)Hqrs/Hiring of Vehicle/NIT/22/2017

Dated:

**NOTICE INVITING TENDER**

**(Hiring of vehicles)**

Office of the Principal Commissioner of Customs (Preventive), New Custom House, New Delhi invites sealed tenders from reputed taxi operators for providing taxis on contract basis upto the period ending **31.12.2018**, from the date of awarding the contract.

Interested parties should submit their sealed quotations to the Additional Commissioner of Customs (Hqrs) Customs Preventive Commissionerate, New Custom House, New Delhi latest by **27.12.2017** upto 15.00 Hrs. Tenders will be opened on **28.12.2017** at 15.00 Hrs. in the office of the Additional Commissioner of Customs (Hqrs), Room No.239 in the presence of the bidders. This office will not be responsible for any delay in transit or damage or loss of tender documents sent through post. This office reserves the right to accept the tender or reject any of the tenders without assigning any reasons.

**TERMS AND CONDITIONS**

**(FOR CONTRACT FOR HIRING OF 02 MID SIZE CARS)**

1. Office of the Commissioner of Customs (Preventive), Delhi, invites sealed quotation from the reputed taxi operators for providing taxis on contract basis for hiring of 02 Mid Size Cars for a period **from 01<sup>ST</sup> January, 2018 to 31<sup>ST</sup> December, 2018**. The cost ceiling of vehicle should not exceed Rs. 40,000/- per month, exclusive of Goods and Service Tax. No extra kilometer charges will be paid. The period of the contract may be extended further subject to approval of the Government.
2. Interested parties should submit their sealed quotations to the Additional Commissioner (Hqrs), Commissionerate of Customs (Preventive) Room No. 239, New Customs House, Delhi -110037 latest by **27.12.2017 up to 15.00 Hrs. Tenders will be opened on 28.12.2017 at 15.00 Hrs in Room No. 239**, in the presence of local purchase/tender committee and the bidders or their authorized representative who intend to be present at that time. This office will not be responsible for any delay in transit or damage or loss of tender documents sent through post. This office reserves

the right to accept the tender or reject any of the tenders without assigning any reasons.

3. The bids are invited under two bids system i.e. Technical and Financial Bid. The agencies are advised to submit two separate sealed envelopes superscribing "Technical Bid for providing Hiring of 02 (Two) Mid Size Cars" and "Financial Bid for Hiring of 02 (Two) Mid Size Cars". Both sealed envelopes should be kept in a third sealed envelope superscribing "Bids for Hiring of 02 Mid Size Cars" addressed to the Additional Commissioner (Hqrs), Commissionerate of Customs (Preventive) New Customs House , Delhi -110037. **Mid Size car would mean Maruti SX4, Ciaz, Hyundai Verna, Ford Fiesta, Honda City etc.**
4. The Agency/Service Provider should submit the technical bid and financial bid in the prescribed format enclosed herewith. **The sealed quotations should be sent through speed post.** Quotations received by hand shall not be accepted. No bids would be received / allowed after expiry of last date and time mentioned in the notice inviting bids.
5. The envelope containing Technical Bid shall be opened first on the scheduled date and time in the presence of the bidder or their authorized representative who wish to be present at that time. Technical bids shall be evaluated by the Tender Committee nominated by the **PRINCIPAL COMMISSIONER OF CUSTOMS, CUSTOMS PREVENTIVE COMMISSIONERATE, DELHI.** Financial Bids of the technically qualified, eligible bidders meeting all the requisite criteria only shall be opened and **L 1 bidder** would be arrived at after considering the price/rate quoted for 2500 Kms per vehicle per month in the financial bid.
6. The bidder is required to make and Earnest Money Deposit (EMD) of 10,000/- (Rupees ten Thousand Only), refundable (without interest), accompanied with the Technical Bid in the form of Demand Draft/Pay Order from any of the Scheduled Banks drawn in the favour of DDO, Commissioner of Customs, Customs Preventive Commissionerate, Delhi, payable at New Delhi valid for a period of 90 days. **Bids not accompanied by earnest money of the requisite amount or without proper validity will be summarily rejected.**
7. The rates shall be valid for the duration of the contract and is extendable for a further period, if decided to do so by the competent authority.
8. The bidder should have PAN Number and Goods and Service Tax Registration Number and attach a photocopy of the same with the technical bid.
9. The model of the vehicle should not be earlier than April 2015. The vehicle should be registered in NCR of Delhi.
10. The vehicle should be in good running condition and provided with clean seat covers.

11. The vehicle should be properly and comprehensively insured and should carry necessary permits/clearance from the transport authority or any other concerned authority including pollution certificates.
12. The office of the Commissioner Of Customs Preventive Commissionerate, Delhi shall not be responsible for any Challan, loss, damage or any accident of the vehicle or to any other vehicles or for the injury to the driver or to any other third party. The loss or damage or legal expenses on this account shall be borne by the contracted agency.
13. The time and mileage is to be calculated from the time and place of reporting to the time and place of release of vehicle and will not be calculated on garage to garage basis.
14. Vehicles shall be made available on all days including Saturday, Sunday and Holidays as per requirement.
15. Toll Tax and parking charges shall be reimbursed by the Commissioner of Customs, Customs Preventive Commissionerate, Delhi against the production of proper documentary evidence.
16. In case of any breakdown of vehicle on duty, the contracting agency shall make arrangement for providing another vehicle in shortest possible time. In case vehicle does not report within a reasonable time or does not report at all, the Department would have the right to hire a vehicle from the market and the additional cost incurred by the Department will be borne by the Contractor. In case, neither a substitute vehicle is provided nor a vehicle is hired by the Department, proportionate contract charges are liable to be deducted from the contract charges payable.
17. The drivers deputed on duty should not be involved in more than two punch or Challan for negligent driving. The contracting agency would ensure that the drivers employed have valid driving license.
18. The drivers should be well conversant with roads and routes of Delhi and NCR. The operation and functions of the driver shall be governed as per Motor Vehicles Act and Rules.
19. The drivers must observe all the etiquette and protocol while performing the duty. He must be neatly dressed, should wear proper uniform and must carry a mobile phone in working condition, for which, no separate payment shall be made by Commissioner of Customs, Customs Preventive Commissionerate, Delhi.
20. The drivers should always remain with the vehicle during entire period of duty. In case of urgency, the driver may seek permission of the concerned officers.
21. The drivers should have minimum 5 years of experience of driving. They should have vehicle Transport Licenses for driving passenger vehicles on hire.
22. The drivers should wear the prescribed uniform i.e. Light blue shirt with navy blue trousers and black shoes.
23. The drivers should be well versed with the roads and the places of Delhi and NCR and should have experience in city driving.

24. Once a driver has been allotted to a particular vehicle, he should remain with the same vehicle for a period of at least one year. Any change in the designated driver should be intimated to the concerned officer 24 hours before such change is affected.
25. In case of an accident, any and all the claims and damages arising there from shall be met by the service provider. 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 demands thereof.
26. The Department will not be under any obligation, legal or otherwise, to provide any employment to any of the personnel of the service provider during or after the expiry of the hire period. The Department recognizes no employer-employee relationship between the Department and the personnel deployed by the service provider. The Department shall not be responsible financially or otherwise for nay injury to the vehicle or driver or person deployed by the service provider during the course of hire.
27. A daily record indicating time and mileage for each vehicle shall be maintained in a log book.
28. All records, documents under various statutory provisions maintained by the Tenderer and vehicle officered for hiring shall be open to inspection by an authorized representative of Commissioner of Customs, Customs Preventive Commissionerate, Delhi and Tenderer shall produce the same as and when required for inspection.
29. The contracting agency should have an adequate number of telephones/mobile phones for establishing contact round the clock.
30. Contract charges include monthly charges of driver, repairs and maintenance of vehicle, insurance, petrol/diesel, oil and consumables and also any other incidental expenses.
31. Payment shall be processed on presentation of bill at the end of every month.
32. Commissioner of Customs, Customs Preventive Commissionerate, Delhi shall not be responsible for payment of wages or any other emoluments to the Drivers of the Tenderer so deployed by the Tenderer to work and it shall be the sole responsibility of the Tenderer to make payment of the said Drivers in time.
33. A penalty of Rs. 2000/- per day per vehicle may be levied if any vehicle fails to meet the terms and conditions prescribed herein on any day.
34. Dedicated Vehicles & Drivers must be provided and changes will be allowed only in exceptional circumstances or unless requested by the office of Commissioner of Customs, Customs Preventive Commissionerate, Delhi.

35. In the event of the award of the tender and prior to execution of the contract, the contracting agency would be required to produce the vehicles in the Office of Commissioner of Customs, Customs Preventive Commissionerate, Delhi for physical verification/inspection.
36. In case quality of service by the contracted agency is found wanting, the Commissioner of Customs, Customs Preventive Commissionerate, Delhi may terminate the contract after giving 15 days notice.
37. The successful bidder shall have to provide the desired number of vehicles. However, in case the successful bidder expresses his inability to supply remaining number of vehicles at the lowest quoted rates, option shall be given to the next lowest bidder to supply remaining number of vehicles at the lowest quoted rates.

The tender notice can be downloaded from Customs websites [www.cbec.gov.in](http://www.cbec.gov.in).

Additional Commissioner

C.No:VIII(Cus Prev)Hqrs/Hiring of Vehicle/NIT/22/2017

Date :-

Copy to:

1. Notice Board
2. Web Manager, Directorate General of System & Data Management, 4<sup>th</sup> & 5<sup>th</sup> Floor, Samarat Hotel, Chankyapuri, New Delhi -110021 For wide publicity Department website.
3. Administrative officer (Admin) Customs Preventive NCH, New Delhi.

Additional Commissioner

**Format of technical bid for providing vehicles to Principal Commissioner of Customs  
(Preventive), Delhi New Customs House, New Delhi-110037.**

1. Name of the bidder:
2. Complete address and contact Nos (including mobile Nos):
3. Income Tax Assessment particulars (Copy of PAN card and copy of the latest return of Income filed to be attached).
4. Goods and Service Tax Registration No. along with copy of the Registration Certificate to be attached.
5. Details of vehicles along with copies of the registration paper of vehicle to be attached.
  - (a) Make/Type of vehicle.
  - (b) Model/Year of manufacture.
  - (c) Registration No of vehicle.
6. Details of vehicles given on hire in the past to government/government undertaking/government body:-
  - (a) Name and address of the parties to whom vehicles were given on hire.
  - (b) Period for which the vehicles were hired.
  - (c) Number of vehicles given on hire.
7. Details of Demand Draft/ Pay Order:

**Format for supply of Financial bid for providing vehicles to Principal Commissioner of Customs  
(Preventive), Delhi New Customs House, New Delhi-110037.**

<b>Sl. No.</b>	<b>Description</b>	<b>Rate (Excluding Service Tax) in INR</b>
1.	Rate for hiring of vehicles for 2500kms of logged mileage per month	