



सीमा शुल्क के प्रमुख आयुक्त का कार्यालय

OFFICE OF THE PRINCIPAL COMMISSIONER OF CUSTOMS

सीमा शुल्क सदन :: पत्तन क्षेत्र :: विशाखपट्टनम - 530 035

CUSTOM HOUSE :: PORT AREA :: VISAKHAPATNAM – 530035

फोन/ PHONE :: (0891) 2564552 :: फ़ैक्स/ FAX :: (0891) 2562613

**NOTICE FOR INVITING TENDER FOR HIRING OF VEHICLE IN
CUSTOMS COMMISSIONERATE, VISAKHAPATNAM FOR THE
YEAR 2016-17**

For and on behalf of President of India, sealed Tenders are invited from reputed taxi operator / service providers for hiring of **01 (One)** vehicle along with Drivers for the Office of the Principal Commissioner of Customs, Visakhapatnam having office at:
Custom House, Port Area,
Visakhapatnam-530035

The detailed tender process and terms and conditions are enclosed as **Annexure - "A"** to this tender notice. In case of any query, the Assistant Commissioner (P), Office of the Principal Commissioner of Customs, Custom House, Port Area, Visakhapatnam-530035 may be contacted on any working day during office hours on or before **16.09.2016**. The tender form can be downloaded from the website www.cbec.gov.in, eprocure.gov.in or www.vizagcustoms.gov.in.

The interested parties/ vehicle providers who comply with the terms and conditions of this tender notice should submit their bids in the prescribed Quotation Form duly signed and stamped, in the sealed envelopes, super scribing on the envelopes **"TENDER FOR HIRING OF VEHICLES"** addressed to the Assistant Commissioner (P), Office of the Principal Commissioner of Customs, Custom House , Port Area, Visakhapatnam-530035.

The last date for receipt of Tender: **21-09-2016 upto 12.00 Hrs.**

Tenders shall be opened on : **21-09-2016 at 16.00 Hrs.**

The tenders/quotations received unsigned /incomplete and filed after the due date and time shall be summarily rejected. The parties who wish to be present at the time of opening of Tender/ Quotation may represent themselves or authorize their representatives with an authority letter. **Vehicle offered for services may also be required to be shown to find out condition thereof after opening of Technical bid.** The financial bids of only those bidders shall be opened whose technical bids are qualified. The format of the "Technical Bid" and "Financial Bids" are enclosed as **Annexure 'B'** and **Annexure 'C'**.

The Principal Commissioner of Customs, Visakhapatnam reserves the right to accept or reject any or all tenders without assigning any reasons thereof.

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(S. K. DUTTA)

ASSISTANT COMMISSIONER (P)

Encl. Annexure A, B & C.
F.No.S6/8/2007-RI&I

Copy to

1. Notice Board at Customs House, Visakhapatnam, for wide publicity.

2. Superintendent (EDI), Customs House, Visakhapatnam to upload the tender and its documents in the official website: www.vizagcustoms.gov.in and also take necessary action to upload in the website: www.cbec.gov.in and www.eprocure.gov.in



ANNEXURE 'A'
TERMS AND CONDITIONS

1. Separate sealed Technical and financial bids should be kept in a single sealed envelope and super-scribed with "**Tender for Hiring of Vehicle**". The separate technical and financial bids should be clearly marked "Technical Bid" or "Financial Bid" on the respective envelopes. The tender will be opened on 21.09.2016 in the chamber (Room No.103) of the Assistant Commissioner (P), Customs House, Visakhapatnam at 1st Floor, Custom House, Port Area, Visakhapatnam-530035 before a Tender Evaluation Committee and Tenderers present, if any.

2. The Service provider should be able to provide the vehicles as requisitioned. Type and number of Vehicles:

Sr. No.	Category	No. of Vehicles required	Type of Vehicle
1	Operational Vehicle to be used for 25/26 days in a month subject to a maximum of 2000 KMs in a month	1	Swift Dzire, Tata Indigo, Toyota Etios, Amaze

3. The contract for the above vehicle shall be valid for an initial period upto 31.03.2017 starting from date of signing of the contract, subject to clause (27) of these terms & conditions.

4. The service provider should be a well established Taxi agency/firm (hereinafter referred to as the "agency/firm"). Such vehicle providers should also submit details of other such Govt. Organizations to which they have extended similar service in the recent past as well as the present.

5. The service provider should have sufficient number of the vehicles and drivers with them. In case of break-down of vehicle or non availability of driver as any time, the firm shall provide substitute vehicle / driver or the case may be.

6. The rate quoted should be for a vehicle registered under the MV Act of Andhra Pradesh and the vehicle to be provided should be in excellent working condition and not be of make older than **01.06.2014** as on date of submission of tender. The service provider should mention the year of manufacture of the vehicle. The vehicle should be kept in neat, clean and in perfect running condition with clean interiors and proper upholstery. The vehicle should not have had any accident history.

7. The service provider shall provide dedicated vehicle and driver and any change in vehicle and / or driver should be made only in very exceptional circumstances, Replacement of the vehicle/driver should be provided in the event of break-down of vehicle/non-availability of driver. The driver should be having Transport License, with a minimum of 5 years experience and their antecedents should be duly verified by Police authorities, at the instance of the service provider.

8. The vehicle must be available at any time of any day on 24 x 7 basis subject to maximum number of days per month for which the vehicle is hired, as desired by the Department. Also in case of breakdown of any vehicle, substitute vehicle shall be provided in time failing which the Department shall have right to hire a vehicle from the market and cost incurred to this will be borne by the agency / firm.

9. 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, the Office of the Principal Commissioner of Customs, Visakhapatnam, to whom the vehicle has been provided, would have a right to hire a vehicle from the market

and the additional cost incurred by the Office of the Principal Commissioner of Customs, Visakhapatnam shall be borne by the service provider.

10. The service provider would ensure that the driver employed have valid driving license and clean driving record. The driver of the vehicle provided must follow traffic rules and all other regulations prescribed by the Govt. from time to time. The driver shall observe all the etiquettes and protocol while performing his duty and he shall be neatly dressed in proper uniform.

11. The driver employed along with the vehicle should satisfy the following conditions:

- i) Driver should have minimum 5 years of experience of driving. They should have vehicle Transport Licenses for driving passenger vehicles on hire.
- ii) Driver should wear the prescribed uniform i.e. Light blue Shirt with navy blue trousers and black shoes.
- iii) Driver should be well versed with the roads and the places in Visakhapatnam City and should have experience in city driving.
- iv) 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 effected.
- v) Driver should be provided with a mobile phone.
- vi) Driver should be decent and well behaved and should not have any criminal cases against him and should not have any past history of accidents.
- vii) Car should be kept clean and odour free, and suitable for official use.

12. In case of vehicle breakdown, a substitute vehicle shall be provided by the service provider immediately. 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.

13. The vehicle should be registered with the concerned authority of Central/State Govt. The agency/firm should have adequate number of telephones for contact round the clock.

14. Rates :-

(i) Rate/bid/offer must be without any condition, assumption, qualification, reservation or variation. Rate/bid/offer must be mentioned in prescribed proforma in figures and in words in respect of each vehicle separately. In case of any discrepancy, rates quoted in words will prevail. Conditional tender offer or offer at variance from prescribed specification would be ineligible to compete for the tender. Prices and price components shall be fixed and shall not be subject to any price variation or adjustment on account of any price escalations throughout the execution of the contract.

(ii) The vehicle provider should be registered with service tax Department as provided by the law. All taxes, fees, levies, insurance charges etc. Including Service Tax would be borne by the service provider.

(iii) The lowest tender will be arrived based on sum of the quoted rate for the various types of vehicles per month. The tender getting lowest consolidated rate will be declared as successful bidder.

15. The Principal Commissioner of Customs, Visakhapatnam reserves the right to reject all or any of the offers without assigning any reason thereof and the decision of this office shall be final and binding.

16. The billing will be done on monthly basis to the Office of the Principal Commissioner of Customs, Custom House, Port Area, Visakhapatnam-530035 to whom the vehicle has been hired and the bills will be submitted in triplicate by the 10th of the succeeding

month along-with copy of the ECS mandate form duly certified by the Bank.

17. A daily record indicating time and mileage for each vehicle shall be maintained by the driver in a log book in format as per the Government's instructions. The log book shall be submitted to the Superintendent (Vehicles) in the Office of the Principal Commissioner of Customs, Visakhapatnam regularly for scrutiny in respect of the vehicles belonging to the Commissionerate. The time and mileage shall be taken into account from the reporting point.

18. Financial bids of only those service providers would be opened, who have qualified in respect of the technical bids.

19. Once the hiring of vehicles commences from a particular service provider, the vehicles and the drivers should not be changed unless so requested by the Principal Commissioner of Customs, Visakhapatnam to whom the vehicle has been hired. The vehicle must be available at any time of the day as desired by the Principal Commissioner of Customs, Visakhapatnam.

21. On awarding of the contract, the service provider has to furnish to the Principal Commissioner of Customs, Visakhapatnam the certified copies of RC books in respect of the vehicles hired to them.

22. The Principal Commissioner of Customs, Visakhapatnam shall be liable to pay the hiring charges only in respect of the Vehicles hired by the Commissionerate under his/her charge. Any other charges, including monthly charges of driver, repair and maintenance of vehicle, insurance, petrol/diesel, oil and any other incidental expenses shall be borne by service provider. The liability of the Principal Commissioner of Customs, Visakhapatnam will be limited to the hiring charges agreed to in the contract.

23. A penalty of **Rs. 1,500/- (Rupees One thousand and five hundred only)** per day per vehicle may be levied if any vehicle or

driver or service provider fails to meet above terms & conditions on any day.

24. 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 demand thereof.

25. The service provider will comply with the labour laws in force and all liabilities in this connection will be theirs.

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 any injury to the vehicle or driver or person deployed by the service provider during the course of hire.

27. The contract between the Principal Commissioner of Customs, Visakhapatnam and the service provider can be cancelled after a prior notice of one month from either side, in the event of poor service or violation of any of the conditions stipulated.

28. Any matter during the period of this agreement, which has not been specifically covered by this agreement, shall be decided by the Principal Commissioner of Customs, Visakhapatnam whose decision shall be final and conclusive.

29. No additional terms & conditions over and above the conditions stipulated above shall be entertained by Principal Commissioner of Customs, Visakhapatnam.

30. In case of any dispute of any kind and in any respect whatsoever, the decision of Principal Commissioner of Customs, Visakhapatnam shall be final and binding.

31. The successful bidder shall submit a fixed deposit of Rs10,000/- in favour of the " Principal Commissioner of Customs, Visakhapatnam" as a security deposit per vehicle.



ANNEXURE 'B'
TECHNICAL BID
QUALIFYING CRITERIA FOR TECHNICAL BID :

1	Name of the Organisation / Firm	
2	Name of the Proprietor / Partner / Directors with Mobile No.	
3	Name of the Coordination Manager /Supervisor Mobile No.	
4	Contact Customer Service & Support	
5	In 2015-16 whether provided vehicles on hire for over six months to Central Government / State Government /Public Sector Offices	Name of the Clients as below

Vehicle Information :-

1	Total number of commercially registered vehicles owned	
2	The Vehicle is registered as commercial vehicle YES/No	
3	We have attached copy of RC book offered in this tender YES/No	
4	Vehicle model and year of manufacture	

Tax Related information :-

1	PAN CARD No. (Copy Enclosed)	
2	We have valid Service Tax Registration No. (Copy enclosed)	
3	Office Address & Phone Number	

I have read the terms and conditions of the Tender Notice along with its Annexures.

Signature
Name of the Authorised Signatory
Seal/ Stamp



ANNEXURE : 'C'
FINANCIAL BID

1. Name, address & telephone number of the service provider :

2. Name & address of the Proprietor/Partner/Director :

3. Service Tax Registration Number :

4. Rate of car (inclusive of all taxes/including of Service Tax):
One Vehicles (Mid Sized Vehicle) for the category upto 25/26 days subject to a maximum of 2000 kms in a month.
Rate in Rupees per month:
Extra Km. charge:
Vehicles make and registration number:

I have read the terms and conditions of the Tender Notice along with its Annexures.

Signature
Name of the Authorised Signatory
Seal/ Stamp