



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

E- TENDER NOTICE DT: 14.03.2018

**NOTICE INVITING E -TENDER FOR HIRING OF VEHICLEs THROUGH E-
PROCUREMENT IN CUSTOMS COMMISSIONERATE, VISAKHAPATNAM FOR
THE YEAR 2018-19**

For and on behalf of President of India, open Tenders are invited through online from reputed taxi operator / service providers for hiring of **03 (Three) A-2 segment** taxi board vehicles for a maximum price of 30,000/- (Rs Thirty Thousand Only) and **01 (One) A-3 segment and (One) B-2 segment** taxi board vehicles for a maximum price of 40,000/- (Rs Forty Thousand Only) per month per 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 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 **04.04.2018**.

Tender Critical Date Sheet

Tender Publishing Date & Time	14.03.2018 at 1800 hrs
Bid Submission Start Date & Time	14.03.2018 at 1800 hrs
Bid Submission Closing Date & Time	04.04.2018 at 1800 hrs
Technical Bid Opening Date & Time	06.04.2018 at 1100 hrs

The interested agencies who have e-procurement registration are able to submit the ONLINE Technical and Financial bid separately in the prescribed format with all the necessary documents and with digital signature at <http://eprocure.gov.in/procure/app> on or **before bid submission closing date & time**.

The tender document containing eligibility criteria, scope of work, terms and conditions can be downloaded from www.vizagcustoms.gov.in, www.cbec.gov.in or www.eprocure.gov.in. Intending bidders are advised to visit CPPP website <https://eprocure.gov.in/eprocure/app> regularly till closing date of submission of tender for any corrigendum / addendum/ amendment.

Submission of Tender:

- (a) The tender shall be submitted online in two part, viz., Technical Bid & Price Bid .
- (b) All the pages of bid being submitted must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading.
- (c) The offers submitted by Telegram/Fax/email shall not be considered. No correspondence will be entertained in this matter.

Inspection of the Vehicle(s) will be done before finalizing the contract. The Commissioner of Customs, Visakhapatnam reserves the right to reject all / part or any of the quotations without assigning any reason thereof. No correspondence in this regard will be entertained. Any future clarification and / or corrigendum (s) shall be communicated through the Asstt. Commissioner of Customs (P), Customs House, Visakhapatnam.

The tenders/quotations received unsigned /incomplete and/or filed after the due date and time shall be summarily rejected. The tender getting lowest rate for a vehicle will be declared as successful bidder for that vehicle. The "Terms & Conditions", format of "Technical Bid", "Financial Bid" are enclosed as **Annexures-A,B &C**.

-sd/-

(G V S R Sarma)
Assistant Commissioner of Customs (P)

Encl. Annexure - A, B & C.
F.No.S6/05/2018-RI&I

Copy to:

- 1) Copy to Supdt.(EDI) to upload the Tender and its enclosures in the official website : www.vizagcustoms.gov.in, and also take necessary action to upload in the website : <http://www.cbec.gov.in/>
- 2) Copy to e-procurement committee to upload the e-tender in www.eprocure.gov.in
- 3) Copy to Notice Board.



ANNEXURE 'A'
TERMS AND CONDITIONS

1. Bidder who has downloaded the Tender from the Central Public Procurement Portal (CPPP) website <https://eprocure.gov.in/eprocure/app> shall not tamper/modify the tender form including downloaded price bid template in any manner. In case if the same is found to be tampered/ modified in any manner, tender will be completely rejected and bidder is liable to be banned.
2. Bidders are accepting that if they withdraw or modify their Bids during the period of validity, or if they are awarded the contract and they fail to sign the contract, or to submit a performance security, they will be suspended for the period of one year from being eligible to submit Bids for contracts with the Customs Commissionerate, Visakhapatnam.
3. 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	3	A-2 Segment vehicle (Small Car) Zen, Swift, Wagon R etc
2.	Operational Vehicle to be used for 25/26 days in a month subject to a maximum of 2000 KMs in a month	1	B-2 Segment (MUV/MPV)(Sumo, Innova etc)
3.	Staff Car to be used for 30/31 days in a month subject to a maximum of 2500 KMs in a month	1	A-3 Segment (Mid-size) Manza, Logan, Dzire, City, Verna, SX4 etc

The classification used by Society of Indian Automobile Manufacturers (SIAM) shall be used for fixing norms.

4. The contract for the above vehicles in Sr. No 1& 3 shall be valid for an initial period upto 31.03.2019 and for Sr.No 2 shall be valid upto 20.12.2018 starting from date of signing of the contract, subject to clause (25) of these terms & conditions.
5. 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, if any, of other such Govt. Organizations to which they have extended similar service in the recent past as well as the present.
6. The service provider should have sufficient number of the vehicles and drivers with them. In case of break-down of a vehicle or non availability of driver at any time, the firm shall provide substitute vehicle / driver as the case may be.

7. 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 three years** as on date of submission of tender. The service provider should mention the year of manufacture of the vehicles. The vehicles should be kept in neat, clean and in perfect running condition with clean interiors and proper upholstery. The vehicles should not have had any accident history.

8. The service provider shall provide dedicated vehicles and drivers 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 Driving License, and their antecedents should be duly verified by Police authorities, at the instance of the service provider.

9. The vehicles 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 vehicles are hired, as desired by the Department.

10. 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 the 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.

11. 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.

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

- i) Driver 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 affected.
- 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.

13. 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.

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

15. 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) All taxes, fees, levies, insurance charges etc., including Service Tax would be borne by the service provider.

(iii) The Bidders can submit the Bid either for a single vehicle or for all the Vehicles. The tender getting lowest rate for a vehicle will be declared as successful bidder for that vehicle.

16. The 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.

17. 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.

18. 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.

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 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 Commissioner of Customs, Visakhapatnam.

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

21. The 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 Commissioner of Customs, Visakhapatnam will be limited to the hiring charges agreed to in the contract.

22. 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.

23. 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.

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

25. 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.

26. The contract between the 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.

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

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

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

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

31. MODE OF SUBMISSION OF BIDS.

Online bidding only :

The bidders, **who got registered in e-procurement portal**, are required to submit two bids i.e. Technical bid and financial bid. In the Technical bid, the bidder will provide details of his PAN Number, Service Tax registration details and details about his experience in the field, the other

organizations for which he is providing such service details regarding compliance of statutory laws, **details of the vehicles proposed to be deployed** etc. In the financial bid the bidder will submit the quotation price for his charges. The service providers will be short listed on the basis of their technical competency after opening of technical bids. Financial bids of only those bidders who are shortlisted on the basis of technical bid will be opened and the bid with lowest quotation among the opened bids will normally be approved.

32. The latest date for receipt of online tenders is 1800 hrs on or before 04.04.2018. The tenders will be opened on 06.04.2018 at 1100 hrs, by the e-procurement committee. Financial bids will be opened for the bidders who qualify the technical criterion. This office reserves the right to reject any tender, even the lowest one, without assigning any reasons thereof.

33. The tender details are also available on www.eprocure.gov.in, www.vizagcustoms.gov.in and www.cbec.gov.in. For any clarification in the matter prior appointment may be made with Asst. Commissioner of customs (P.) / Superintendent(Vehicles), Custom house, Visakhapatnam. Phone (o) : 0891-2825140.

We agree to the above terms and conditions.

Signature and Name with Date _____

Name of the Firm _____



ANNEXURE - B
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 2017-18 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 and Tender Information:-

Part I:

1	Total number of commercially registered vehicles owned	
2	Whether the Vehicles are registered as Commercial (Taxi board) vehicles	YES/No

Part II:

Category	S No	Vehicle model	Year of Make and registration number of vehicle	Whether the antecedents of the driver are verified(Yes/No)	RC Book copy attached (Yes/No)	3 rd party insurance certificate attached(Yes/No)
A2 segment .To be used for 25/26 days in a month subject to a maximum of 2000 KMs in a month	1.					
	2.					
	3.					
B-2 Segment. To be used for 25/26 days in a month subject to a maximum of 2000 KMs in a month	4.					
A3 segment .To be used for 30/31 days in a month subject to a maximum of 2500 KMs in a month	5.					

Tax Related information:-

1	PAN CARD No. (Please attach copy)	
2	We have valid GST Registration No. (Please attach copy)	
3	Office Address & Phone Number	

Declaration by the tenderer:

This is to certify I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

Encl : 1. Terms & Conditions (each page must be signed and sealed)
2. Financial Bid.

(Signature of Tenderer with Seal)

Name :

Seal :

Address :

Phone No. (O) :

Date :



ANNEXURE - C
FINANCIAL BID

From: (Full name of the bidder, Name and address of the Firm)

Quote the bidding price only against the vehicle No. bidden in Annexure-B:

Sr.No	Name & make of the bidding vehicle	Registration number of vehicle	Amount quoted for A-2 category (Small Car)Vehicle for 25/26 days of hiring subject to a maximum of 2000 kms in a month
1.			
2.			
3.			

Sr.No	Name & make of the bidding vehicle	Registration number of vehicle	Amount Quoted for B-2 Segment (Mid-size) vehicle for 25/26 days of hiring subject to maximum of 2000 km. in a month
4.			

Sr.No	Name & make of the bidding vehicle	Registration number of vehicle	Amount Quoted for A-3 Segment (Mid-size) vehicle for 30/31 days of hiring subject to maximum of 2500 km. in a month
5.			

Declaration by the Tenderer:

This is to certify I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

- Note: i) No other charges would be payable by Customs, Visakhapatnam.
ii) There would be no increase in rates during the contract period.

(Signature of Tenderer)

Name :

Seal :

Address :

Phone No. (O) :

Date :