



**भारत सरकार/ GOVT. OF INDIA**  
**सतर्कता महानिदेशालय/ DIRECTORATE GENERAL OF VIGILANCE**  
**सीमा शुल्क व केंद्रीय उत्पाद शुल्क/ CUSTOMS & CENTRAL EXCISE**  
**लखनऊ क्षेत्रीय इकाई/ LUCKNOW ZONAL UNIT**  
**7-आर, डालीबाग, लखनऊ/ 7-R, DALIBAGH, LUCKNOW-226001**  
**दूरभाष/Tel : 0522-2204411,14(EPBX); फैक्स/Fax : 0522-2204413**

II/39(Admn.)/LZU/04/2017/Veh.

Dated: 16.01.2018

**TENDER NOTICE No. 01/2018**

**SUBJECT- HIRING OF VEHICLE-reg.**

Sealed quotations are invited from reputed service providers for hiring of 01 (one) car for operational use by the office of the Additional Director General, Directorate General of Vigilance , Customs & Central Excise, Lucknow Zonal Unit, 7-R, Dalibagh, Butler Road,, Lucknow, Uttar Pradesh- 226001. Fax No. (0522)-2204413 Phone No. (0522)-2204411 for the period 01.02.2018 to 31.03.2018, as per the terms and conditions mentioned in the schedule. The details of vehicle requirement/period covered are as under:

S. No.	Category	Requirement of vehicle (in No.'s)	Earnest Money deposit (Refundable)
01.	Four wheeled Mid Size vehicles (eg. Honda City, Honda Amaze, Suzuki Dzire and similar cars) to be used for 30/31 days/month subject to maximum 2500 Kms.	01	Rs 10,000/-

Earnest Money Deposit (as mentioned above) refundable in the form of Demand Draft payable to the P.A.O., CBEC,Lucknow must accompany the tender. Tenders without Earnest Money Deposit and in any other form i.e. cheque, cash etc. will NOT be considered. The vehicle provider should give the GST registration number in the tender document and if they are not registered they should mention the same. The vehicle providers should also submit details of the other organizations to which they have extended similar service in the recent past as well as in the present. Interested parties are requested to submit their sealed offer mentioning therein the rate to be charged by them under each category.

**The last date for submission of quotations is 25.01.2018 upto 12.00 Hrs.-**

**Technical Bids will be opened on 25.01.2018 at 14.00 Hrs.**

Tender forms along with terms and conditions may be obtained from the Departmental website <http://www.cbec.gov.in/> or obtain the same from the office of the Additional Director General, Directorate General of Vigilance , Customs & Central Excise, Lucknow Zonal Unit, 7-R, Dalibagh, Butler Road,, Lucknow, located at the above mentioned address.

### **TERMS & CONDITIONS:**

- 1) The party, hereinafter called ‘ service provider’ should provide Vehicle in a very good condition with shining body and clean interior with good upholstery for a period of 01.02.2018 to 31.03.2018 . The vehicle shall not be earlier than 2016 model.
- 2) 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.
- 3) The service provider should furnish the details of vehicles viz. (i) year of the manufacture (ii) registration number of vehicle (iii) mileage run (iv) Condition of the vehicles etc.
- 4) The service provider should ensure that the vehicle complies with the norms of pollution control and obtains required Certificate from time to time from competent authority under the period of contract.
- 5) The service provider shall provide fire extinguisher in vehicle. The bid should be for monthly rental which would include all charges and will be exclusive of S. Tax. Hence all expenses relating to salary and allowances of the driver, night charges of driver(if applicable), over time payment, maintenance of vehicle, insurance charges, fuel, oil or any other expenditure related to the vehicle and the driver including outstation stay of the driver will be borne by service provider.
- 6) The hiring charges will be paid to the service provider on monthly basis. TDS and other taxes as applicable will be deducted from each bill.
- 7) The calculation of time and mileage shall be taken into account from the reporting point to the relieving point and will not be calculated on vendor’s office or garage. The agency shall ensure that speedometer of car supplied is properly sealed so that no tampering is done with a view to inflate distance travelled. **LPG Cylinders should not be used for running the vehicles in any case.**
- 8) The service provider should ensure that the vehicle is covered under comprehensive insurance during the period of contract. This office shall not be responsible for any fine charged by police of other agencies, losses, damages, any accident of the vehicle or to any other vehicles or for the injury to the driver or any other third party. All such expenses on this account shall be borne by the vendor/ supplier of the vehicle and there

will be no reimbursement from the department in this regard. Only toll tax, parking charges, if any will be paid.

- 9) The service provider should ensure that the drivers employed have valid driving license and shall furnish the name and address of the drivers provided for the vehicles.
- 10) The service provider/driver should have mobile telephone for contact round the clock.
- 11) Bills preferably typed and in triplicate shall be submitted to this office in the first week of each month. The billing will be done on the monthly basis. The rate quoted should specifically mention the GST component. No GST will be paid if the operator fails to provide proof of valid GST registration.
- 12) In case, the condition of the vehicle is not found to be satisfactory or breakdown of any vehicle during official duty, it shall be the responsibility of the service provider to provide a replacement immediately.
- 13) The driver should be well conversant with Lucknow city routes and roads and suburbs. The driver should also be conversant with the road routes of entire Uttar Pradesh, in general as he may have to drive outside the city limits in case of exigencies. The operation and functions of the driver shall be governed as per the Motor Vehicles Act and Rules.
- 14) The vehicles should be properly and comprehensively insured and should carry necessary permits/ clearance from the Road Transport authorities or any other concerned authority including pollution clearance certificates.
- 15) In case of any untoward incident like any accident etc involving the vehicle hired along with the Driver, the consequent action arising thereof like attending to police proceedings, Judicial proceedings , Insurance Company procedures, etc would be dealt with , by the Service Provider only.
- 16) The Office of Additional Director General of Vigilance,LZU shall be liable to pay only the hiring charges. All other charges shall be borne by the service provider.
- 17) The contract may be considered for extension by mutual agreement for such further period as may be agreed upon not exceeding one year at a time.
- 18) The vehicle should be registered with concerned authority of State Government. The vehicle shall have valid permit to travel throughout Uttar Pradesh state.
- 19) The Directorate of Vigilance, Lucknow Zonal Unit shall not be responsible for any 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 service provider. The service provider would also indemnify the Department of any loss, damage of property or life arising out of negligence of the driver or poor maintenance of the vehicles.

- 20) The vehicle shall be made available generally between 9.00 A.M. to 9.00 PM. Further, as and when required for any exigencies the vehicles should also be made available at any other time of the day as instructed by the officer concerned to whom it is assigned or the officer in charge of the Vehicles.
- 21) The service provider and the driver shall be bound to carry out the instructions of this Office as well as the instructions issued by the Officers to whom the vehicle has been assigned.
- 22) The vehicle should report at appointed time and place and should be sent only after checking battery, coolant, oil, tyre air pressure etc.
- 23) The Additional Director General of Vigilance reserves the right to cancel the contract at any point of time by giving notice of 15 days.
- 24) The hiring charges shall be on the basis of Zero based mileage i.e. mileage starting/ending from/at the Office/residence of the officer as the case may be. The hiring charges should be inclusive of all charges except GST and GST should be shown separately.
- 25) Responsibility for payment of all taxes, including road taxes shall be on the service provider. Toll tax, parking charges and GST, if any, shall be paid by this office on actual.
- 26) The designated vehicle and driver, which were approved after inspection of Vehicle at the time of awarding the Contract, will only be put into operation and any changes in the vehicle or driver will be allowed only under exceptional circumstances.
- 27) It will be solely the discretion of the department to use the said hired vehicle for any purpose.
- 28) The service provider should be able to provide the vehicle with effect from 01.02.2018.
- 29) The engagement of the service provider does not in any way confer any right to the service provider or the driver deployed by him for such vehicle provided for claiming any regular employment in this office or any other government office.
- 30) In case of any dispute of any kind and in any respect whatsoever, the decision of the Additional Director General of Vigilance shall be final and binding.
- 31) **The service provider shall submit two different bids viz. Technical Bid and Financial Bid.**
- 32) The Technical Bid shall contain the number of years of experience of the service provider in this field, the make and model of the vehicle offered, date of manufacture, Registration Number of vehicle offered, details of permit, if any, required for hiring vehicles, Insurance details, Service Tax Registration Number & PAN Number of service provider. The self attested photocopies of these documents shall be attached with the Technical Bid. **Financial matters such as amount quoted per month etc. should not be quoted in the Technical bid.** Upon observance of any such financial matter in the Technical bid, the tender will be summarily rejected. The technical bid

should also contain a declaration by the service provider that he is agreeable to all the terms and conditions as above mentioned and the vehicle is being offered only after being satisfied with the said terms and conditions

- 33) The sealed bids superimposed as “**Quotation for Hiring of Vehicles**” should contain two separate sealed envelopes, one for **TECHNICAL BID (Annexure-‘A’ & ‘B’)** and the other containing **FINANCIAL BID (Annexure-‘C’)** should be marked as “**TECHNICAL BID**” and “**FINANCIAL BID**” and **both the sealed envelopes should be kept in a separate sealed bigger envelop quoting “ Envelop for Tender of Hiring of Vehicles”** and addressed to the Additional Director General, Directorate General of Vigilance , Customs & Central Excise, Lucknow Zonal Unit, 7-R, Dalibagh, Butler Road,, Lucknow, Utter Pradesh- 226001, should reach **before 1200 hrs. on 25.01.2018.** The Tenders received after the due date and time will not be entertained under any circumstances. **Technical bids will be opened 25.01.2018 at 1400 hrs. and Financial Bids will be opened on 25.01.2018 at 1600 hrs.**
- 34) **The service provider will have to enter into an agreement on the non-judicial stamp paper of Rs.100/- within 03 days from the date of communication of acceptance of his offer by this office.**
- 35) The party desirous to remain present at the time of opening of tenders may attend at the above mentioned place, time and date.
- 36) The Financial bid will be opened only if the Technical bid is found to be satisfactory as per the schedule given below.
- 37) The Financial Bid shall contain the amount quoted for per month hiring charges for the period of hire, in terms of the departmental requirement as in preceding paragraphs.
- 38) The authority reserves the right to cancel or postpone the tender without assigning any reason thereof. The authority's decision will be final.

#### **B.General Terms and Conditions:-**

1. Only Quotations in sealed cover in the form of Technical Bid & Financial Bid as specified in Annexure-A shall be accepted. Duly signed tenders should be submitted on the proper letter Pads of the “Service Provider”. The quotations must be signed by the proprietor or by a person who is holding power of attorney authorizing him to do so, and such person may be called for signing the agreement of acceptance. Rates may be written clearly in figures as well as in words.
2. As proof of acceptance of the terms and conditions of this office Tender Notice, each page of Tender Notice should be endorsed by the bidder and submitted along with the quotation.

## **ARBITRATIONS:**

1. In the event of any question, dispute/difference arising under this contract or in connection therewith (except as to matters the decision of which is specifically provided under this contract) the same shall be referred to the sole Arbitration to the Additional Director General (Vig.) LZU, Lucknow, or his nominee.
2. The award of the arbitration shall be final and binding on the parties. In the event of such arbitrator to whom the matter is originally referred is being transferred or vacating his office or resigning or refusing to work or neglecting his work or unable to act for any reason whatsoever, the Additional Director General (Vig.) LZU, Lucknow shall appoint another person to act as arbitrator in place of out-going arbitrator in accordance with the reference from the stage at which it was left by its predecessor.
3. The Arbitrator may from time to time, with the consent of all the parties enlarge the time for making and publishing the award.
4. The Arbitrator may give interim award (s) and/or directions, as may be required.
5. Subject to the aforesaid provisions. The Arbitration Act, 1940 and the Rules made there under and any modification thereof from the time being in force shall be deemed to apply to the arbitration proceedings under this clause.
6. The venue of the arbitration shall be Lucknow.

**Only those service providers should apply who agree to unconditionally abide by the above terms and conditions. Conditional acceptance or proposing modification of any condition(s) will invalidate the tender.**

Sd/-

**Vigilance Officer ( Admin.)  
(Rajeev Kumar Rai)**

Copy to: (1) Notice Board.  
(2) CBEC Website.

**ANNEXURE-‘A’**  
**TECHNICAL BID**

**(To be submitted in a separate sealed envelope super scribed as ‘Technical Bid’)**

1.	Name of firm/Company/Agency (Copy of Shop Act/Company Registration Certificate should be enclosed)	
2.	Complete Address & Contact Number	
3.	PAN Card No. (attach copy)	
4.	Service Tax Registration (attach copy)	
5.	Number of Years experience of providing vehicles in Government/Semi-Government/ Public Sector Govt. Undertakings.	
6.	Name & Address of the Departments in respect of S. No. 5 above	
7.	Details of the vehicles owning/in Possession for providing on hire (With Make, Model and Year alongwith the copy of Registration Certificate of each of the vehicle).	
8.	The vehicle is registered as commercial vehicle (mention Yes or No)	
9.	The vehicle is owned (mention Yes or No)	

(Signature of Authorized Signatory with date & stamp)

**ANNEXURE 'B'**

**DECLARATION**

1. I, \_\_\_\_\_ (Son / Daughter /  
Wife of Shri \_\_\_\_\_ &  
Proprietor / Director/ Authorized Signatory of the (Agency / Firm)  
\_\_\_\_\_ am competent to  
sign this declaration and execute this tender document;
2. I have carefully read and understood all the terms & conditions of the tender and undertake  
to abide by them;
3. My Agency / Firm/ Company has not been black listed by any of the organization /govt.  
department as on the date of submission of the bid/ Tender.
4. The information / documents furnished along with the application are true and authentic to  
the best of my knowledge and belief. I am fully aware of the fact that furnishing of any  
false/misleading information/fabricated document would lead to rejection of my tender at  
any stage.

Date :

Place :

Signature of the authorized person

Full Name (with seal) \_\_\_\_\_



**ANNEXURE 'C'**  
**FINANCIAL BID**

**(To be submitted in a separate sealed envelope superscribed as 'Financial Bid')**

1. Name, Address and Telephone number of Bidder:-
  
2. Name and address of the Proprietor/Partner/Directors:-

<b>Category of Vehicle</b>	<b>Rate per month Rs. (Exclusive of Service Tax and inclusive of all charges)</b>	<b>Extra Km. charges (in Rs.)</b>
Four wheeled Mid Size vehicles to be used for 30-31 days / month subject to maximum 2500 Kms. (including Saturdays/Sundays/Holidays)	Vehicle Make and Model & Reg. details:-  Rate Per Month:-	

I have read the terms and conditions of the Tender Notice, and I agree to and undertake to abide by the same.

(Signature of Authorized Signatory with date & stamp)