



**OFFICE OF THE ADDITIONAL DIRECTOR GENERAL
DIRECTORATE GENERAL OF VIGILANCE
CUSTOMS, CENTRAL EXCISE & SERVICE TAX
HYDERABAD ZONAL UNIT
H.No.1-11-251/10,
BEGUMPET :: HYDERABAD-500 016**

C.No.I/22/1/2016-Admn-DGV.HZU

Date: 31.01.2018

**NOTICE FOR INVITING TENDER FOR HIRING OF MOTOR
VEHICLE AS STAFF CAR FOR DIRECTORATE GENERAL OF
VIGILANCE, HYDERABAD ZONAL UNIT**

For and on behalf of President of India, sealed Tenders are hereby invited for hiring of "Staff Car" along with drivers for the Office of the Directorate General of Vigilance, Customs, Central Excise & Service Tax, Hyderabad Zonal Unit, Hyderabad.

2. The detailed terms and conditions are enclosed herewith in Annexures enclosed to this tender notice. In case of any difficulty, the **Assistant Commissioner (Admn), Directorate General of Vigilance, Customs, Central Excise & Service Tax, Hyderabad Zonal Unit, H.No.1-11-251/10, Begumpet, Hyderabad** may be contracted on any working day during office hours **on or before 23.02.2018.**

3. The interested Service Providers are requested to submit their Tender documents in the prescribed Quotation form duly signed and stamped, in a sealed cover in the Drop Box kept in the room of the Assistant Commissioner (Admn), Office of the Additional Director General, Directorate General of Vigilance, Customs, Central Excise and Service tax, Hyderabad Zonal Unit, H.No.1-11-251/10, Begumpet, Hyderabad. The tenders can also be sent by Registered Post/AD.

4. The last date for submission of tender is upto 1700 hrs on 23.02.2018. The bid shall be opened at 1200 hrs on 26.02.2018. In case, any holiday is declared by the Government on the date of opening, the bid/quotation will be opened on the next working day at the same time.

5. The tenders/quotations received incomplete and/or filed after the due date 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. Vehicles offered for services may also be required to be shown for Inspection to find out the actual condition thereof after opening of Technical bid. The Additional Director General, Directorate General of Vigilance, Customs, Central Excise & Service Tax, Hyderabad Zonal Unit, Hyderabad reserves the right to accept or reject any or all tenders without assigning any reasons.

Encl: Annexure-A – Terms and conditions
Annexure-B- Proforma for Technical BID
Annexure-C- Proforma for Financial BID

Sd/-
(P.S. RAJASEKHAR)
ASSISTANT COMMISSIONER

Copy submitted to the Director General, Directorate General of Systems and Data Management, New Delhi – with a request to upload the tender notice on website

2. The Notice Board.

ANNEXURE-‘A’

TERMS AND CONDITIONS FOR PROVIDING VEHICLE

1. Technical bids and Financial bids should be sealed in separate envelopes and thereafter both the envelopes should be put in another sealed envelope and super-scribed with “Tender for Hiring of Mid-Sized” vehicle. Tender will be opened on **26.02.2018 at 12.00 hrs.**

The details of the vehicles required are as under:

Sl.No	Category of the Vehicle	Number of Vehicles required	Number of days vehicle is to be provided per month	Maximum distance in Kilometers per m.onth
1	Mid-Sized vehicle	1 No.	31 days	2500 Kms per month

The Contract of hiring of Vehicle will be initially for a period of one year i.e. starting from the date of awarding this contract. The vehicle shall be in good condition and should not be more than three years old. The vehicle may be required to operate/travel anywhere in India for official purpose and necessary permit etc. shall be necessary.

3. The Technical and Financial bids should be submitted separately for each category of vehicle by each firm/agency. Submission of bids should be as per two bid system i.e., Technical and Financial bid separately in two different sealed envelopes. These envelopes shall be super scribed “FINANCIAL BID” and “TECHNICAL BID” along with the category of the vehicle i.e., Mid-Sized Vehicles and put inside another bigger sealed envelope which shall be super scribed with the words, “TENDER FOR HIRING OF MID-SIZED VEHICLES”.

4. The last date for receipt of sealed tenders is up to 1700 Hrs on **23.02.2018**. The sealed tenders should be submitted to the office of the Additional Director General, Directorate General Vigilance, Customs, Central Excise & Service Tax, Hyderabad Zonal Unit, H.No.1-11-251/10, Beside Shoppers Stop Lane, Begumpet, Hyderabad – 500 016, between 10:00 hrs to 17:00 hrs on all working days.

5. Financial bids of only those agencies/firms would be opened, whose technical bid qualifies for the tender and final approval will be given only after actual inspection of the vehicle. The format of the Technical bid and the financial bids are enclosed as Annexure-B and Annexure-C respectively.

6. The Additional Director General, Customs, Central Excise and Service Tax, Hyderabad Zonal Unit, Hyderabad 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.

7. The terms and conditions of the tender are as under:

a) The Contract of hiring of Vehicle will be initially for a period of one year i.e. starting from the date of awarding this contract.

(b) The tenderer should be duly registered with concerned Central / State Govt. authorities and 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.

c) The agency / firm would ensure that the drivers employed have valid driving license and clean driving record including track record of not indulging in any major accident in the past three years. The vehicle or driver should not have indulged in any serious accident in the past three years and a proof of the same in the form of non-claiming of insurance amount from the insurer shall be submitted. The driver of the vehicle provided must follow traffic rules and all other regulations prescribed by the Government from time to time. The papers related to the vehicles including proper insurance papers of the vehicle should be available / kept in the vehicle.

(d) The agency/firm should have sufficient numbers of the vehicles and drivers with them. In case of breakdown of vehicle or non-availability of driver at any time, the firm shall provide substitute vehicle / driver as the case may be. The drivers employed along with the vehicle should satisfy the following conditions:

- (i) Drivers should have minimum 5 years of experience of driving. They should have vehicle transport licenses for driving passenger vehicles.
- (ii) Drivers should be well versed with the roads and the places in Hyderabad City and should have experience in city driving.
- (iii) Once the 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.

- (iv) Driver should be provided with a mobile phone in operation at all times.
- (v) 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.
- (vi) Car should be kept clean and odour free, suitable for official use
- (vii) Driver should wear the prescribed uniform i.e., white shirt with white trousers (Light blue shirt with navy blue trousers) and black shoes.

e) The vehicle should be of latest model (not older than 3 years) and in good running condition. 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 or any other day, a penalty will be levied as deemed fit on day to day basis and the Additional Director General has right to hire a vehicle from the market and the cost incurred has to be borne by the agency/firm.

f) The billing will be done on monthly basis and bills to be submitted in triplicate by the 5th of the succeeding month.

g) The rates quoted should be exclusive of the Service tax component. Due Service tax should be paid by the Agency/Firm of the vehicle. All other taxes, toll fee, levy, insurance charges etc., would be also borne by the Agency/Firm.

h) A daily record indicating time and mileage for each vehicle shall be maintained by the driver in a log book in the prescribed format as per Government's instructions and this log book shall be submitted to the concerned officer in the Zonal Unit regularly for scrutiny.

i) Additional Director General, Directorate General of Vigilance, Hyderabad Zonal Unit shall be liable to pay the hiring charges only. The Service Tax amount, if any should be borne by the service provider only. 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 the agency/firm.

j) The contractor (agency/firm) shall not engage any sub-contractor or transfer the contract to any other person. The vehicles must be fitted with

Fire extinguisher in proper working condition at all times and the driver should be trained to use them.

k) There should be at least two sets of white seat covers, towels and napkins. It should be changed every week. There should be an air spray in every car. A fan at the rear seat will have to be provided by the owner. The items mentioned shall be made available at the cost of the owner of the agency/firm.

(l) A penalty of Rs.1,000/- per day per vehicle may be levied in case of unapproved change of vehicle / driver, non-satisfactory performance or lack of proper upkeep of the vehicle or non-observance of any term or condition prescribed above. The number of days will be calculated on the basis of period during which the default continues or on the occasions of occurrence of the concerned events as applicable. However, in case of frequent violations of the terms or conditions, the contract can be cancelled forthwith without any notice.

(m) The vehicle should be registered in the name of the agency /firm with the concerned authority of Central/State Government. Self-attested photocopies of Registration Certificate should be attached with the Technical Bid. The agency/firm should have adequate number of telephones for contact round the clock. Vehicles should have pollution clearance certificate issued by the competent authority.

(n) The vehicle should have necessary permits from the transport department/authority. This office will not be responsible for any challans, loss, damage and accident to the vehicle or any other vehicle or injury to anybody. In case of any accident, all the claims arising out of it shall be met by the agency/firm.

(o) The vehicle should display at a conspicuous place the following: "In case of irresponsible/rash driving or exceeding speed limit prescribed on a particular stretch of road, you may complain to the owner of the vehicle (Name of the owner, Telephone and Mobile No. should be displayed)." All such complaints should be probed into by the owner of the vehicle and action taken against the erring Driver, if found guilty, under intimation to the Department.

(p) The vehicle shall be provided on any day including Saturday, Sunday and Holidays, if required by the Hirer i.e. Department.

(q) It is obligatory for the agency/firm that drivers are paid not less than minimum wages prescribed under Minimum Wages Act fixed by the Government from time to time.

(r) If any of the terms and conditions above, is not found fulfilled during the currency of contract, the Additional Director General, Directorate General of Vigilance, Customs, Central Excise and Service Tax, Hyderabad Zonal Unit reserves the right to terminate the contract without assigning any reasons thereof. However, this contract can be terminated with a notice period of one month by the either side. The liability of Additional Director General, Customs, Central Excise and Service Tax, Hyderabad Zonal Unit will be limited to the hiring charges agreed in the contract.

(s) No additional terms and conditions over and above the conditions stipulated above shall be entertained by this Office.

(t) In case of any dispute, the decision of the Additional Director General, Directorate General of Vigilance, Customs, Central Excise and Service Tax, Hyderabad Zonal Unit shall be final and binding. Contract 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 and any matter not specifically covered by this agreement shall be decided by the Additional Director General, Hyderabad Zonal Unit.

ANNEXURE-‘B’ (TECHNICAL BID)

1	Name, address and telephone/mobile no. of the tenderer i.e the Applicant Contractor	
2	PAN No.	
3	Service Tax registration	
4	No. of years of experience of running a fleet of vehicles on hiring basis	
5	Model and year of manufacture of Vehicle	
6	Approximate KMs run by vehicle upto date of filing of tender	
7	No. of drivers available with the tenderer & their years of experience along with License Numbers	
8	Certification that no criminal case is pending against the drivers	

Signature along with Stamp

ANNEXURE-‘C’ (FINANCIAL BID)

The following details to be submitted separately for each vehicle quoted by the bidder.

Sl.No	Vehicle Type and model	Year of manufacture	Quoted bid rate per month of all charges	Rate per extra running (for more than 2500 kms per month)
		GST		
		Total		

Signature along with Stamp

