



भारत सरकार / GOVERNMENT OF INDIA
OFFICE OF THE ASSISTANT COMMISSIONER OF CUSTOMS
सीमा शुल्क मंडल / CUSTOMS DIVISION

D.No.70-3-48/4, ABC, रमण पेटा, वैद्य नगर, काकिनाडा – 533 004

D.No.70-3-48/4, ABC, RAMANAYYA PETA, VAIDYA NAGAR, KAKINADA – 533 004

फोन नं.0884-2375546

फैक्स नं.0884-2375546

C.No.I/22/02/2017-Admn.CPD.

Dated: 02.02.2018.

**NOTICE FOR INVITING TENDER FOR HIRING OF MOTOR VEHICLE FOR
CUSTOMS DIVISION, KAKINADA**

Sealed quotations are invited for hiring of 1 (ONE only) Motor-vehicle i.e., **MID** size vehicle along with driver for use by the Office of the Assistant Commissioner of Customs, Customs Division, Kakinada on monthly hiring basis for a period upto 31st March, 2018 from the date of awarding this contract. The vehicle hired should not be older than 3 years and shall be in good running condition.

Interested travel agencies / firms may submit their bids in a sealed condition to the Office of the Assistant Commissioner of Customs, Customs Division, Kakinada at the aforementioned address on or before **12.02.2018**. Submission of bids should be as per two bid system i.e., Technical and Financial Bid separately in two different sealed envelopes. These envelopes should be super scribed “Financial Bid” and “Technical Bid” and put inside a bigger envelope which shall be super scribed with the words, “TENDER FOR HIRING OF VEHICLES” on the top of the sealed cover. The nature of service to be provided and the conditions are placed in the Official website of www.cbec.gov.in & www.e-procurementgov.in.

THE LAST DATE FOR RECEIPT OF SEALED TENDERS is 12.02.2018 TILL 17.30 Hrs. The sealed tenders should be dropped in the Tender Box available in the Office of the Assistant Commissioner of Customs, Customs Division, Kakinada at the aforementioned address. *The tenders will be opened on 13.02.2018 at 12.00 Hrs.*

It is to inform that the Commissioner of Customs, Office of the Commissioner of Customs (Preventive), Vijayawada 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.

Terms & Conditions:

- a) The contract of hiring of vehicle will be for a period upto 31st March, 2018 from the date of awarding of this contract.
- b) The vehicle hired should not be older than 3 years and shall be in good condition.
- c) The firms / agencies would ensure that the drivers employed have valid driving licence and clean driving record. The driver of the vehicle provided must follow traffic rules and all other regulations prescribed by the Government from time to time. The driver shall observe all the etiquette and protocol while performing the duty and shall be neatly dressed in proper uniform.
- d) The vehicle shall be provided on any day including Saturday, Sunday and Holidays if required by the Hirer i.e., Department.
- 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 delay, a penalty will be levied as deemed fit on day to day basis and the Commissioner has a right to hire a vehicle from the market and the cost incurred has to be borne by the agency/firm.
- f) The firm/agencies should have prior experience of at least 2 years in serving any State/Central Government Organizations. Proof of that extent should be enclosed.
- g) The billing will be done on monthly basis and bills to be submitted in triplicate by the 1st of the succeeding month.
- h) The rates quoted should be exclusive of the GST component. No GST will be paid if the operator fails to provide proof of valid GST registration. All taxes, fee, levy, insurance charges etc., other than GST would be borne by the Agency/firm.
- i) A daily record indicating time and mileage for each vehicle shall be maintained by the driver in a log book in prescribed format as per Government's instructions and this log book shall be submitted to the Assistant Commissioner of Customs, Customs Division, Kakinada regularly for scrutiny.
- j) Financial Bids of only those agency/firm would be opened, who qualify the technical requirements.
- k) Commissioner of Customs (Preventive), Vijayawada shall be liable to pay the hiring charges only. Any other charges, including monthly charges of driver, repair and maintenance of vehicles, insurance, petrol / diesel oil and any other incidental expenses shall be borne by agency/firm.

- l) The contractor shall not engage any sub-contractor or transfer the contract to any other person.
- m) The vehicles must be fitted with Fire Extinguishers in proper working condition at all time and the driver should be trained to use them.
- n) There should be atleast two sets of white 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 firm.
- o) The vehicles 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 contract round the clock. Vehicles should be comprehensively insured with pollution control certificate.
- p) The vehicle should have necessary permits from the transport department Authority. This office will not be responsible for any Challan, loss, damage and accident to the vehicle or any other vehicle or injury to anybody.
- q) In case of accident, all the claims arising out of it, shall be met by the agency / firm.
- r) It is obligatory for the agency / firm that drivers are paid at least minimum wages according to minimum wages fixed by the Government from time to time.
- s) If any of the terms and conditions above, is not found fulfilled during the currency of contract, the Commissioner of Customs (Preventive), Vijayawada 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.
- t) No additional terms & conditions over and above the conditions stipulated above shall be entertained by this office.
- u) Before issue of the tender bids, the tender committee may verify the following documents.
1. Vehicle registration papers, 2.Vehicle insurance papers, 3. Life tax/ payments particulars, 4.Pollution control certificate of the vehicle, 5. PAN card of the vehicle owner, 6. Driver license validity, 7.Background of any civil / criminal cases against driver, 8.Residence proof of driver.
- v) In case of any dispute, the decision of the Commissioner shall be final and binding.

(RABI SANKAR MITRA)
ASSISTANT COMMISSIONER
CUSTOMS DIVISION
KAKINADA

1. Submitted the Commissioner of Customs,CCP, Vijayawada for information.
2. Copy to Notice Board.

TECHNICAL BID (QUALIFYING BID DOCUMENT)

1	Name, Address & Telephone No. of agency / firm (with telephone nos are to be provided)	
2	Name of owner of agency / firm Address (with Tel. No. & FAX No.)	
3	GST Registration No.	
4	Make, Model, Mileage and Registration Number of vehicle to be provided (must be filled in) [Self attested copies of Registration Certificate to be attached]	
5	List of the Government Organization where the Vehicles have been provided	
6	Name of the driver along with copy of the driving license	
7	Permanent Account Number (PAN)	
8	Type of Vehicle	

DECLARATION

I hereby certify that the information furnished above is true and correct to be best of my / our knowledge. I understand that in case, any deviation is found in the above statement at any stage, I / We will be blacklisted and will not have any dealing with the Department in future.

(Signature of Authorized Signatory with date)

FINANCIAL BID DOCUMENT

1. Name of the party
2. Address
(With Tel. No. & FAX No.)
3. Name & Address of the Proprietor /
Partners / Directors
(With Mobile Numbers)

Sl.No.	Type of Vehicle	Monthly charges (in Rs.)
		2000 kms per month

Add: Any other charges if required

Sub Total:

Add: GST:

Grand Total:

DECLARATION

I hereby certify that the information furnished above is true and correct to be best of my / our knowledge. I understand that in case, any deviation is found in the above statement at any stage, I / We will be blacklisted and will not have any dealing with the Department in future.

(Signature of Authorized Signatory with date)