



सत्यमेव जयते

OFFICE OF THE ADDITIONAL DIRECTOR GENERAL
RISK MANAGEMENT CENTRE FOR CUSTOMS
DIRECTORATE GENERAL OF ANALYTICS & RISK MANAGEMENT
CENTRAL BOARD OF EXCISE & CUSTOMS
13, SIR VITHALDAS THACKERSEY MARG, OPP PATKAR HALL, NEW MARINE LINES,
MUMBAI – 400 020

Tel Nos.: 2206 1003, 2206 1006, 2219 5100, 2219 5101

FAX No.: 2206 1014

F. No.I (21)/75/2017 RMCC

Dated: 27.12.2017

Notice No: 02/2017

NOTICE INVITING TENDER FOR HIRING OF 7 VEHICLES

Tenders are invited for hiring of the following vehicles along with drivers on monthly basis by the Office of the Additional Director General, Risk Management Centre for Customs at 13, Sir Vithaldas Thackersey Marg, New Marine Lines, Mumbai 400 020 from the service providers having their registered office located in Mumbai, Navi Mumbai and Thane districts of Maharashtra only.

The requirement of vehicles is as per the schedule given hereunder.

SCHEDULE

S.N.	Category	Make and Model of Vehicle	No. of vehicles required	Cost ceiling	Remarks
1	I	Make: Maruti Swift Dzire/ Hyundai Xcent/ Honda Amaze/Maruti Ertiga Model: 2017/ 2016/ 2015 (Veh should have been manufactured later than January, 2015) <u>[Operational Vehicles]</u>	6	Rs. 40,000/-	To be used for any 26 days of the month (including Sundays and other holidays) subject to a maximum of 2000 km per vehicle in a month
2	II	Make: Toyota Innova/ Honda City/ Hyundai Verna/ Maruti Ciaz Model: 2017/ 2016/ 2015 (Veh should have been manufactured later than January, 2015) <u>[Staff Car]</u>	1	No ceiling	To be used for all 30/31 days of the month (including Sundays and other holidays) subject to a maximum of 2500 km in a month

2. The details can be downloaded from the CPP Portal (URL: <http://eprocure.gov.in>).

Period of hiring:

**One year
(From 01.02.2018 to 31.01.2019)**

Date of publishing the tender on CPP portal:	27.12.2017
Last date& time of uploading the Bid:	17.01.2018 by 15.00 hrs
Date & time of opening of Technical Bids:	18.01.2018 by 15.00 hrs
Date & time of opening of Financial Bids:	22.01.2018 by 15.00 hrs

3. The interested agencies/vehicle providers who fulfill the technical conditions and are also willing to comply with the other terms and conditions annexed to this notice may submit their tenders on CPP portal, which will be e-processed by the department. The interested agencies should upload their technical bid in the form of Annexure 'A' and financial bids (BOQ) on CPP portal.

4. The participant bidders may remain present on **18.01.2018 by 15.00 hrs** in the Office Of The Risk Management Centre for Customs, at 13, Sir Vithaldas Thackersey Marg, Opp. Patkar Hall, New Marine Lines, Mumbai – 400 020 to witness technical bid opening.

5. The Financial bids of only those who qualify in the Technical bid will be opened and processed through CPP portal. The bidders who qualify on technical evaluation may remain present on **22.01.2018 at 15.00 hours** in the Office Of The Risk Management Centre for Customs at 13, Sir Vithaldas Thackersey Marg, Opp. Patkar Hall, New Marine Lines, Mumbai – 400 020 to witness the financial bid opening.

6. The contractors/ service providers, prior to the awarding of the contract, shall be required to produce the vehicles offered in the bid for physical inspection by tender inviting authority.

7. The Additional Director General (RMCC) reserves the right to accept or reject any or all tenders without assigning any reason. In case of any dispute of any kind and in any respect whatsoever, the decision of Additional Director General (RMCC) shall be final and binding.

Assistant Director (Admn)

TERMS AND CONDITIONS

A. Technical Bid:

1. Service provider / bidder shall have their registered office located in Mumbai, Navi Mumbai and Thane districts of Maharashtra and vehicle to be supplied should be registered in RTO office of these jurisdictions accordingly.
2. The Tenderer should possess a PAN and Service Tax Registration Number.
3. The Tenderer should have experience in supplying vehicles to Government Departments.
4. The services provided by the Tenderer earlier to this office or any other Government organization should not have been terminated prematurely due to unsatisfactory services.
5. The vehicles offered for hiring should be in good running condition and should not have been manufactured prior to the month and year specified in the Schedule.

6. The bidders should note that prices must not be indicated in the technical bid. If indicated, the bid shall be liable to be rejected.
7. The bidders should upload technical bid as per Annexure 'A' to this document. All specified details including make and month and year of manufacture of all vehicles must be mentioned by the bidder in the technical bid failing which the bid shall be summarily rejected.
8. Service provider willing to provide vehicles on hire necessarily has to offer bids for all the four categories mentioned in the scheduled to this tender notice. The financial bids (BOQ) received only for one category of vehicles would be summarily rejected.

B. Financial Bid:

1. **The financial Bids will be taken up only if the tenderer fulfills the conditions of the technical bids. Otherwise the tender will be out rightly rejected.**
2. Monthly charges for providing one (01) vehicle under category No. II will have no cost ceiling and the vehicle would be used for 30/31 days (including Sundays and other holidays) subject to a maximum of 2500 kms. per month. **The Bidder should quote their charges per month keeping in mind that there is no Cost ceiling (GST excluded).**
- 2.a. Monthly charges for providing six (06) vehicles under category No. I will have a cost ceiling of Rs. 40,000/- and the vehicle would be used for 26 days (including Sundays and other holidays) subject to a maximum of 2000 kms. per month. However, if any contracted vehicle is utilized for more than 2000 kms, the extra km will be adjusted against the shortfall of other contracted vehicle/ vehicles. **The Bidder should quote their charges per month keeping in mind that there is a ceiling of Rs. 40,000/- (Rs Thirty Thousands only) exclusive of GST.**
3. The validity of the contract is for 12 (twelve) months from the date of awarding the contract. However, in case the quality of service by the contracted agency is found unsatisfactory, the Additional Director General, RMCC may terminate the contract after giving **one week notice**. If the deficiency of service is found to be of very serious nature, the contract may be terminated with 24 hours' notice.
4. The vehicle should be of Mumbai / Navi Mumbai / Thane district RTO registration.
5. The order for providing vehicle on monthly basis will be given to the agency which has quoted the lowest rates while meeting all the terms and conditions given in the tender document.
6. The copy of financial bid of the tender should be furnished in 'BOQ' only.
7. Please note that financial bid should indicate prices as per pro-forma in BOQ.

C. Other Conditions:

1. The vehicles should be properly and comprehensively insured and should carry necessary permits/clearance from the Transport Authority or any other concerned authority including pollution under control (PUC) certificate. The Service Provider shall comply with all statutory enactments/provisions in relation to services offered by them.
2. The driver deputed on duty should not be involved in any case of negligent driving. The firm would ensure that the drivers engaged should carry a mobile phone and have valid driving license, and should be free from vices. The driver

should be polite, well-behaved, neatly dressed. The driver so engaged should have a minimum experience of 5 years. The service provider shall also certify the credentials and antecedents of drivers so engaged and also provide latest Police Verification Report of the Driver.

3. This office shall not be responsible for any challan, loss, damage due to 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/ contractor.
4. Pre-receipted bill shall be submitted by the service provider/contractor in triplicate duly supported by the copy of Logbook. The billing should be done on monthly basis and preferably typed. It shall be submitted to the department during the 1st week of each month for payment.
5. The vehicles shall be kept neat and clean and in perfect running condition with shining body and clean interiors with good upholstery.
6. The exteriors and interiors of vehicles shall be devoid of any advertisements, signs, slogans, names, sayings, religious symbols, icons or any such depiction.
7. The calculation of mileage shall be from the reporting point to the relieving point and will not be calculated on garage to garage basis.
8. The tenderer shall also certify that he has read and understood the terms and conditions of the tender. He should sign the terms & conditions. The bids which are not accompanied by the requisite documents shall be rejected outright.
9. The service provider/contractor shall ensure that the odometer of vehicles supplied are properly sealed so that no tampering is done with a view to inflate distance travelled.
10. The authorized officer of the Additional Director General (RMCC), Mumbai may make surprise checks of the odometer of the vehicle supplied from any authorized workshop and cost thereof will be borne by the agency.
11. In case of any breakdown of vehicle on duty, the agency shall make arrangement for providing another vehicle within the shortest possible time. In such a case, mileage from garage to the point of breakdown would not be paid. To meet unforeseen expenditure, the service provider/contractor shall keep a contingency fund of Rs.1000/- with the driver at any given point of time.
12. The normal working hours will be from 9.00 AM to 9.00 PM. However, at times the vehicle may have to report earlier than 9.00 AM or may be relieved after 9.00 PM.
13. The driver should be well conversant with roads and routes of Mumbai and surrounding areas. The operation and functions of the Driver shall be governed as per Motor Vehicle Act and Rules.
14. The driver should always remain with the vehicle during entire period of duty. In case of any urgency the driver may seek permission of the officers concerned.
15. Vehicle shall be made available on all days including Saturday, Sunday & Holidays, in case required. The vehicle and driver on contract with this office shall not be used or given on hire for any other purpose.

16. The agency shall provide names & addresses of the drivers and police verification report along with their driving license number and copies thereof while submitting acceptance of offer.
17. Though the contract will be initially for a period of twelve months, the first month of contract will be on trial basis, which may be extended up to twelve months subject to performance during the period.
18. LPG cylinders should not be used for running the vehicles.
19. No garage facility will be provided by the department.
20. The agency/firm should have an adequate number of telephones for contact round the clock. The driver shall observe all the etiquette and protocol while performing the duty & shall be neatly dressed, should wear proper uniform & must carry a mobile phone in working condition, for which no separate payment shall be made by this office.
21. The Additional Director General will have the sole discretion to extend the period of contract beyond one year or terminate the contract prematurely in case of unsatisfactory service.
22. Once the hiring of vehicle commences from a particular operator, the vehicle and the driver should not be changed unless requested by this office.
23. The vehicle provided should be preferably in the name of the service provider or the proprietor of the service provider.
24. In case of non-reporting of vehicle /driver due to breakdown or any other reasons or if the vehicle does not report within the reasonable time or does not report at all, the Department would have a right to hire a vehicle or taxi from the market and the additional cost incurred by the department will be borne by the service provider. In addition to above a penalty of Rs.1000/- per day shall be deducted from the amount payable to the agency. In case of non-reporting the vehicle, department has the right to the penalty, whether it hires the alternate vehicle or not in case of misbehavior of the drivers or its failure to meet any of the agreed/ accepted term and conditions a penalty of Rs.1000/- per instance shall be charged on the contracted agency/ vehicle provider.
25. The successful bidder after receiving works order from the department shall enter into a contract with the department on such terms and conditions decided by the Additional Director General (RMCC) which are spelt out in this tender notice. For the interpretation of terms and conditions mentioned in this tender notice, Additional Director General's (RMCC) decision shall be final and conclusive.
26. No revision of rates other than that already agreed upon shall be entertained during the period of contract. No additional terms & conditions over and above the conditions stipulated above shall be entertained by this office.
27. During the period of contract, if the department (RMCC) requires/needs additional vehicle of the same category then the vehicle provider will have to provide vehicle/vehicles at the same rate as per existing agreement.
28. Jurisdiction for legal disputes, if any, arising during the currency of contract will be Mumbai courts only.

Assistant Director (Admn.)

Annexure 'A'

Technical Bid Form for Hiring of Vehicle

(The last date for submission is **17.01.2018 till 15.00 hours**)

Sr.No.	Required information	Particulars	
1.	Name, Address and Telephone Numbers of Agency/firm		
2.	Name and telephone numbers of the owner of the Agency/Firm		
3.	Details of Permanent Account Number (PAN)		
4.	Name, address, contact details of authorized signatory, if any.		
5.	Whether the vehicles to be offered are possessed by the agency/ service provider?		
6.	Whether the above vehicles are registered as commercial vehicle?		
7.	Whether copy of RC book of the vehicles to be offered is available with the Agency / Firm?		
8.	Service Tax Registration Number		
9.	Total No of commercially registered cars owned by the firm		
10	Make and model of vehicles to be provided (mention details)		
		Make of the Vehicle	Month and year of manufacture
	Category II Vehicle (Toyota Innova/ Honda City/ Hyundai Verna/ Maruti Ciaz) <u>with no cost ceiling, No. of vehicle- 01</u>		
	Category I Vehicle (Maruti Swift Dzire/ Hyundai Xcent/ Honda Amaze/City/Maruti Ertiga, <u>No. of Vehicles - 06</u>		
11.	No. of clients to whom the vehicles have been provided during F.Y. 2015-16		
11a.	Furnish break-up of 11 above		
	1. Central and State Govt. offices of India		
	2. Banks		
	3. Corporate offices		
	4. Others		
	TOTAL of 11a (1 to 4 above)		
12.	Have the services provided by the firm earlier to this office or		

	any other Government organization been terminated prematurely due to unsatisfactory services? State Yes or No.”*”	
13.	Has any penal action other than termination of services taken against the firm? State Yes or No. ”*”	

I Mr./Ms. _____, Prop/Partner/authorized signatory of M/s. _____ hereby certify that the above furnished information is correct. I also certify that I have read and understood the technical conditions. I understand that furnishing false information will disqualify my firm from further bidding process.

* Replies to Sr. No. 12 and 13 should strictly be either Yes or No. Any reply other than Yes or No will result in disqualification of bidder of Technical Bid evaluation round.