



OFFICE OF THE COMMISSIONER OF CUSTOMS (PREVENTIVE)
NORTH EASTERN REGION: SHILLONG
110 Mahatma Gandhi Road, Shillong – 793001, Meghalaya
Tel: 0364-2222597/2503003/2229005/Fax: 0364-2211295/2229007

NOTICE INVITING TENDER FOR HIRING OF VEHICLE

Sealed tenders are invited urgently from the service providers of vehicles for hiring of vehicles on monthly basis as per requirements mentioned below in the schedule for the Office of the Commissioner of Customs (Preventive), N.E.R. Shillong.

Sl. No.	Name of the office with address	Description of the vehicle	No. of vehicle required.
1	O/o the Commissioner of Customs (Preventive), N.E.R, 110 M.G. Road, Shillong	Swift Dzire LX/ Hundai-Accent/ Verna / Honda City/TATA Indigo or comparable vehicle to be used up to 30-31 days subject to a maximum of 2500 km in a month	01 No. & may increase as required
2	O/o the Assistant Commissioner of Customs, Shillong Customs Division; Crescens Building, 110 M.G. Road, Shillong	Bolero/TATA Sumo Grand/TATA Sumo Victa or comparable vehicle to be used up to 20-25 days subject to a maximum of 2000 km in a month	01 No. & may increase as required

The interested parties who are willing to comply with the terms and conditions may submit their bids in sealed covers to the **Tender Box of the Office of the Commissioner of Customs (Preventive), N.E.R, 110 M.G. Road, Shillong on or before 12.05.2014 by 1500hrs.** The vehicles so hired must be operative from **16.05.2014.**

The terms and conditions of the bid are as follows:-

1. The Contract is for the period from **16.05.2014 to 31.03.2015**
2. The bidder should have a registered and well established Agency/Firm having latest models of vehicles for hiring.
3. The rates should be furnished in kms basis / day basis.
4. The vehicle should be in good condition, preferable new model and not more than 3 – 4 years old for which tenderer should submit a list of vehicle details with make, model, type of vehicle, year of manufacture and registration number of the vehicle to be supplied to this office.
5. The vehicle should be in proper running conditions and well furnished.
6. The vehicles should be provided with fuel and drivers.
7. The driver should have valid license and the vehicle should be registered with the Competent Authorities of Central Govt. and State Govt. Any violation would be attended pro rata deduction of charges.
8. Traffic Rules and other regulations as prescribed by the Govt. Authorities should be strictly followed by the drivers.
9. The Department is not responsible for any repair and maintenance of the vehicles. No other charge will be borne by the Department.
10. The vehicles should be maintained properly and should be done every day.
11. The driver must observe discipline, etiquette and protocol while performing the duty.

12. The driver should always remain with the vehicles during the entire period of duty. In case of urgency, the driver may seek permission of the concerned officer/authorized officer.
13. The vendors and driver should carry out the instructions of the Department as well as the officers assigned to the vehicles.
14. All tax liabilities i.e. Road Tax, Service Tax etc. will be borne by the Firm.
15. In case of any accident the service provider shall meet all the claims and damages arising out of such situation.
16. Alternative suitable vehicles should be provided in case of breakdown of the car so provided. In case of failure to provide alternative suitable vehicles, hire charges of pro rata basis should be deducted from the monthly hire charges.
17. The Department reserves the right to accept/reject any tender or all tenders without giving any reason.
18. The Department reserves the right to increase or decrease the requirements.
19. In case of any doubt or need of any enquiry the tenderer may contact the undersigned on any of the working days.
20. A daily record indicating time and mileage of each vehicle shall be maintained in a log book and log book shall be submitted to the concerned officer regularly for scrutiny.
21. The calculation of mileage shall be from the reporting point to the relieving point and will not be calculated on garage to garage basis.
22. Regarding the vehicle timings, the vehicle provider will not pass on the instructions directly to the driver concerned. All the instructions should be routed through the Superintendent/ Public Relation Officer.
23. The vehicle will be utilized for preventive work or in case of an emergency without bringing to the knowledge of the vehicle provider.
24. Vehicle should be kept with sufficient stock of fuel. However, in case of any emergency, if any officer refuels on payment, from his pocket, the same should be reimbursed by the service provider on production of the bill immediately.
25. The vehicle provider should never approach the officer to whom the vehicle would be attached. If the vehicle provider requires contacting for any reason he should contact the PRO only.
26. If any of the above mentioned terms & conditions is violated during the work contract, the Commissioner of Customs (Preventive), N.E.R, Shillong reserves the right to discontinue the contract without assigning any reasons thereof.
27. Vehicles should report normally by 9:00 A.M. for duty and in case of delay by more than 10 minutes half a day will be deducted for each delay.
28. Successful bidder will have to abide by all the terms and conditions.

Sdt

(R. Hungyo)

Superintendent (Hqrs.)

C. No. II(35)01/Admn/CUS/Hqrs./Hire-Veh/SH/2009-10/

Dated:

Copy forwarded to:-

1. The AC of Shillong Customs Divisions with a request to put the Notice at the Notice Board of the Division.
2. The Superintendent (Computer Cell). He is directed to put the Notice in the Departmental website.
3. Notice Board, Customs House, 110 M.G. Road, Shillong.
4. Notice Board, GPO, Shillong, East Khasi Hills, Shillong.
5. Notice Board, DC office, East Khasi Hills, Shillong.

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07 MAY 2014