



**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), NER, 110, MG Road, Shillong	Swift Desire LX/Hyundai-Accent/Verna/Honda City/Tata Indigo or comparable vehicle to be used up to 30-31 days subject to maximum of 2500 Km in a month. <i>(Mid Size vehicle)</i> <i>Not more than 3 yrs old.</i>	01 No & may increased as when required.
2	O/o The Deputy Commissioner of Customs, Shillong Customs Division, Crescents Building, 110, MG Road, Shillong.	Beat/ Swift/ Sail H/B or comparable vehicle to be used up to 20-25 days subject to a maximum of 2000 Km in a month. <i>(Small size vehicle)</i> <i>Not more than 3 yrs old.</i>	01 No & may increased as when required.

N.B: Preference will be given to Tenderer offering Brand New Vehicles.

The interested parties who are willing to comply with the terms and conditions may submit their bids in single sealed cover enclosing **Technical Bid & Financial Bid** to the Tender Box of the Office of the Commissioner of Customs (Preventive), NER, 110 MG Road, Shillong on or before 24.03.2017 by 1100 hrs. The tender will be opened on the same day at 1500 hrs.

TERMS & CONDITIONS.

- 1) The vehicles should be as per Registration Certificates already submitted by the vendor to the Department. The vehicles will also be kept neat and clean and in perfect running condition with shining body and clear interior with good upholstery.
- 2) This contract will be valid for one year w.e.f **01.04.2017.**
- 3) In case, if any of the vehicle(s) condition of vehicles found not satisfactory condition or in breakdown condition, it/they will be immediately replaced. In case of non-replacement provided in time, the department will have the right to hire vehicle from the market and the additional cost, if any, incurred by the department will be borne by the vendor.

- 4) The vehicle should be provided with fuel and driver. Alternative suitable vehicles should be provided in case of breakdown of the car so provided.
- 5) The terms of rental charge, as offered by the vendor will be accepted by way of payment of rental charges for the said hired vehicles subject to max.2000 km. or 10 to 12 hours/day up- to 30/31 days per month whichever will be higher for additional mileage/hours/day.
- 6) The vendor will maintain adequate number of telephones for establishing contact round the clock. The driver shall observe all the etiquette and protocol while performing the duty and shall be neatly dressed and must carry a mobile phone in working condition for which no separate payment shall be made by the department.
- 7) The drivers should have valid license and the vehicles should be registered with the Competent Authorities of Central Govt. or State Govt. Any violation would be attended by pro-rata deduction of rental charges.
- 8) The drivers should strictly follow traffic Rules and other regulations. Any fine/penalty due no negligence/fault of the drivers/vehicles will be borne by the vendor.
- 9) The Department is not responsible for any repair and maintenance and fuel of the vehicles. No other charge will be borne by the Department. All Tax liabilities i.e. Road-Tax, Service Tax, Insurance etc. will be borne by the vendor. On awarding the contract, the Contractor has to furnish certified copy of RC Books and Insurance Policies to the Customs Office, Shillong.
- 10) The vendor and driver should carry out the instructions of the Department as well as the Officers assigned to the vehicles and will maintain all sorts of courtesy and discipline.
- 11) In case of any accident, all claims arising out of such accident shall be borne by the vendor. He would also indemnify the department for any departmental loss, damage of property of life arising out of negligence/fault of the driver or the vehicle.
- 12) 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.
- 13) A daily record indicating time and mileage for each vehicle should be maintained in a logbook in the prescribed form and must be certified by the officer using the vehicle. The duly certified logbook should be accompanied with bill for rental charge to be submitted by the vendor monthly against each vehicle.
- 14) The designated vehicles and drivers must be provided and should not be changed unless requested by this office. The vehicle must be available at any time of any day as desired by the concerned officer including Saturdays, Sundays and holidays.
- 15) The bills for hiring of cars along with the logbooks complete in all respects for every month must be submitted in triplicate to this office by 1st week of the subsequent month positively, after getting the bills verified/checked & certified by the concerned officer.
- 16) In case of any dispute whatsoever, the decision of the department shall be final, conclusive and binding.

17) The contract may be considered for extension by mutual agreement for such further period(s) as may be agreed upon by the competent authority subject to satisfactory performance of the vendor.

18) A daily record indicating time and mileage for each vehicle shall be maintained in a logbook which should be produced regularly for scrutiny to any other officer nominated by the department.

19) The vendor will not utilize the vehicle for any purpose whatsoever even if the vehicle is not being used by the Departmental Officers.

20) During the period, any matter of this agreement which has not been specifically covered therein shall be decided by the Department which shall be final and conclusive.

21) No garage facility will be provided by the department.

22) Any breach of service rendered on the part of the either vendor will tantamount to serious lapse and as such the party will be held liable for compensation whatsoever.

23) In case the vendor wish to terminate the contract, the vendor should intimate in writing to the office 30(thirty) days before withdrawal. In case of termination of the service by the vendor with less than 30 days intimation, the vendor must compensate the department at Rs. 1,000/- per day subject to a maximum of Rs.30,000/- for the number of days that he has failed to intimate the termination. The department reserves the right to cancel the agreement without any reason by giving 15(fifteen) days' notice.

24) The rates are to be quoted both for hiring on daily basis (hours and kms) and for hiring for monthly basis. Within the above-mentioned categories, the rates have to be quote separately in kms. and hours both. It shall be the sole prerogative of the competent authority to choose any one rate slab for a combination of rate slabs in case of vehicle is hired on daily hiring charge basis. The contract would be awarded to those vehicle owner/agency which fulfills the requisite criteria as per the tender documents and quotes the lowest rate.

25) Any matter during the period of this agreement, which has not been specifically covered by this agreement, shall be decided by the Commissioner, Customs (Prev), NER, Shillong whose decision shall be final and conclusive. Those vehicle owner/agency should also comply the TDS i.e @ 2% or 1% as the case may be.

26) In case of any dispute of any kind and in any respect whatsoever, the decision of the Commissioner, Customs (Prev), NER, Shillong whose decision shall be final and binding.

27) The Department reserves the right to accept/reject any tender or all tenders without giving any reason.

Sd/-
(I.R. Kharkongor)
Deputy Commissioner (Preventive)
Customs (HQRS), Shillong.

C.No. I(5)03/CUS/PRO/NIT-VEH/HQRS/SH/17/

4975-79 (A)

Dated:

3 MAR 2017

Copy forwarded to:-

1. The Deputy Commissioner, Shillong Customs Division with a request to put the Notices 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.

3/3/17

(Bharat Roy)

Superintendent (Hqrs.)

**ANNEXURE-“B”
(TECHNICAL BID)**

1	Name, address and telephone / mobile no. of the tenderer i.e. the Applicant Contractor	
2	Permanent Account No. (PAN) (copy of the PAN to be submitted)	
3	Service Tax Registration No. (Copy of the Certificate to be submitted)	
4	No. of years of experience of running a fleet of vehicles on hiring basis	
5	Model and Year of manufacture of Vehicle	
6	No. of Drivers available with the tenderer & their years of experience along with License Numbers	
7	Self-certification that no criminal case is pending against the driver	

Signature with Stamp

**ANNEXURE – “C”
(FINANCIAL BID)**

Vehicle type / Model	Rate for 30/31 days maximum 2500 Kms	Rate per KM beyond 2500 Kms
Mid size vehicle		
Small size vehicle		

Signature of the Supplier or Firm / with Seal