



GOVERNMENT OF INDIA  
MINISTRY OF FINANCE, DEPARTMENT OF REVENUE

**OFFICE OF THE DEPUTY COMMISSIONER OF CUSTOMS  
GUWAHATI CUSTOMS DIVISION**

NILAMONI PHUKAN PATH, CHRISTIANBASTI, GUWAHATI-781005

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**NOTICE INVITING TENDER**

Sealed Tenders are invited from vehicle providers for hiring of vehicle for the Office of the Deputy Commissioner, Guwahati Customs Division, Nilamoni Phukan Path, Christian Basti, Guwahati – 5 as per requirement and terms and conditions mentioned in the schedule below.

**SCHEDULE**

Sl. No.	Category	No. of vehicles required
1.	Non-AC Vehicles to be used upto 20-25 days subject to maximum of 2000 kms. in a month ( preference will be given to tenderer offering New Vehicle)	01

Such vehicle providers may also submit details of their other such organisation to whom they have extended similar service in the recent past as well as present. The vehicle providers should give Service Tax Registration No. in their tender documents. Tender Document may be obtained by downloading from the website (<http://shillongcustoms.nic.in/>) or [www.cbec.gov.in](http://www.cbec.gov.in).

The interested parties are requested to submit their bids mentioning therein the price to be charged by them. The tender documents are to be submitted to the Office of the Assistant Commissioner of Customs, Nilamoni Phukan Path, Christian Basti, Guwahati – 5.

Last date for submission of tenders is 28.03.2018 upto 13.30 hrs. and which will be opened on the same day at 14.30 hrs in presence of the parties or their authorised representative who wish to be present at the time of opening the tender. The Deputy Commissioner, customs Division, Guwahati reserves the right to accept or reject any or all tenders without assigning any reason thereof.

(Annu Darin)  
Deputy Commissioner

C. No. II(39)1/Misc/PRO/Cus/Ghy/2017/

Date: 06/3/18

Copy forwarded for information and necessary action to:-

1. The Commissioner of Customs (Preventive), N.E.R., 110, M. G. Road, Shillong.
2. Supdt. (Comp. & Trg.), Customs Hqrs. Office, Shillong with a request to upload the Tender in the Departmental Websites.
3. Office Notice Board.

(Annu Darin)  
Deputy Commissioner

## TERMS AND CONDITIONS

The Tenderer should have a registered and well established Taxi agency / Firm having sufficient number of latest models of taxi cars for hiring. List of vehicles owned by the tenderer and the details of the vehicle to be provided to this office must be attached along with the tender documents.

1. The vehicles will be kept in neat and clean and in perfect running condition with shining body and clean interior with good upholstery.
2. The bid/tender will consist of two parts – Technical bid and Financial bid. Each of the bids are to be placed in two separate sealed envelopes clearly super scribing "Technical bid" or "Financial bid" which in turn are to be placed in one sealed cover clearly super scribing "Tender for Hiring Vehicle." The name of the Agency/Firm must be mentioned on each envelope.
3. In case condition of vehicle is not found to be satisfactory, they shall be returned for immediate replacement. In case no replacement is provided on time, the department would have a right to hire a vehicle from the market and the additional cost incurred by the department will be borne by the transport operator.
4. The firm would ensure that the driver(s) employed should have valid driving license & the vehicle should be registered with the concerned authority of Central / State Govt. The Transport operator shall provide a certificate to this effect. The driver of the vehicle provided must follow traffic Rules and other regulations prescribed by the Govt. from time to time.
5. 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 the department.
6. In case if vehicle is utilized below 2000 kms. in a month, balance km. shall be carried forward for next three months and will be adjusted against extra mileage. if any, without any extra cost to the Assistant Commissioner of Customs, Guwahati Division, Nilamoni Phukan Path, Christian Basti, Guwahati – 781005.
7. The rates quoted should specifically mention the service tax component. No service tax will be paid if the operator fails to provide proof of valid service tax registration.
8. The Deputy Commissioner, Customs Division, Guwahati reserves the right to reject all or any of the offers or accept more than one offer.
9. The billing will be done on monthly basis, bills preferably typed and in triplicate, in connection with the service shall be submitted to the office of the Assistant Commissioner of Customs, Guwahati Division, Nilamoni Phukan Path, Christian Basti, Guwahati – 781005 in the first week of each month.
10. A daily record indicating time and mileage for the vehicle shall be maintained in a log book and the log book shall be submitted to the concerned officer in the office of the Assistant Commissioner of Customs, Guwahati Division, Nilamoni Phukan Path, Christian Basti, Guwahati – 781005 regularly for scrutiny.
11. The contract may be considered for extension by mutual agreement for such further period(s) as may be agreed upon.

12. Once the hiring of cars commences from a particular operator, the cars and the driver should not be changed unless requested by the office of the Assistant Commissioner of Customs, Guwahati Division, Nilamoni Phukan Path, Christian Basti, Guwahati – 781005. The vehicle must be available at any time of any day as desired by the officers concerned.
13. On awarding the contract, the contractor has to furnish to the office of the Assistant Commissioner of Customs, Guwahati Division, Nilamoni Phukan Path, Christian Basti, Guwahati – 781005 the certified copies of RC books and the comprehensive insurance policies.
14. The office of the Assistant Commissioner of Customs, Guwahati Division, Nilamoni Phukan Path, Christian Basti, Guwahati – 781005 shall be liable to pay the hiring charges only. Contract charges include monthly charges of driver, repair and maintenance of vehicle, insurance, petrol / diesel, oil, and any other incidental expenses.
15. In case of breakdown of any vehicle during official duty, it shall be the responsibility of the firm to provide a substitute vehicle replacement immediately. In case vehicle does not report on time / does not report at all, the customer would have a right to hire a vehicle from the market and the additional cost incurred by the department will be borne by the Transport operator.
16. In case of any accident, all the claims arising out of it shall be met by the Transport Operator.
17. The contract between the Customer and the transport Operator can be cancelled with a notice period of 15 days from either side, on breach of any of the terms and conditions of the contract.
18. The Transport operator and the driver shall be bound to carry out the instructions of the Customer as well as of the Officers assigned to the vehicle.
19. A penalty of Rs. 500/- per day may be levied if the vehicle fails to meet above terms & conditions on any day.
20. The liability of the Customer is limited to the contract value only.
21. Any matter during the period of this agreement, which has not been specifically covered by this agreement, shall be decided by the Customer whose decision shall be final and conclusive.
22. No additional terms & conditions over and above the conditions stipulated above shall be entertained by the office of the Assistant Commissioner of Customs, Guwahati Division, Nilamoni Phukan Path, Christian Basti, Guwahati – 781005.
23. In case of any dispute of any kind and in respect whatsoever, the decision of the Deputy Commissioner of Customs, Guwahati Division, Nilamoni Phukan Path, Christian Basti, Guwahati – 781005 shall be final and binding.

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**TECHNICAL BID**

(To be enclosed in a separate sealed envelope)

1.	Name of Organization/Firm		
2.	Registered Address of the Firm/Organisation		
3.	Telephone No. Fax No. Mobile No. E-mail (if any)		
4.	Name(s) of Proprietors/Partners/ Directors with address and their PAN		
5.	Registration No. of the Firm, if any (Copy enclosed)		
6.	Permanent Account No. of the Firm (Copy enclosed)		
7.	Registration No. of Goods & Services Tax, if any (Copy enclosed)		
8.	Length of experience in the field		
9.	Details of Vehicle being offered for hiring, i.e., Make of vehicle, Vehicle number, Year, etc. (Copy of RC Book should be attached)		

Date:

Place:

Seal:

Signature of authorized person

Full Name \_\_\_\_\_

**DECLARATION**

(To be submitted with the Technical Bid)

1. I, \_\_\_\_\_ son/daughter/wife of  
Shri \_\_\_\_\_ Proprietor/Director/  
Authorized Signatory of the agency/firm \_\_\_\_\_,  
Address \_\_\_\_\_

\_\_\_\_\_, am competent to sign this declaration and execute the tender document.

2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.

3. The information/documents furnished alongwith the application are true and authentic to the best of my knowledge and belief. I/we, am /are well aware of the fact that furnishing of any false/misleading information/fabricated document would lead to rejection of my tender at any stage.

Date:

Place:

Seal:

Signature of authorized person

Full Name \_\_\_\_\_

**FINANCIAL BID**

(To be submitted in a separate sealed envelope)

1. Name of bidder Company/Firm/Agency:
2. Address (with Tele & Fax No.)
3. Permanent Account No. (PAN)
4. Details of Hiring Charges (Exclusive of Service Tax)

Sl.No.	Description	Rate (in Rs.)
1.	Per month for running upto 2000 kms.	
2.	Per Kilometre for running beyond 2000 kms.	
3.	Type of vehicle/name/model	

Date:

Place:

Seal:

Signature of authorized person

Full Name \_\_\_\_\_