



भारत सरकार

Government of India

वित्त मंत्रालय, राजास्व विभाग

Ministry of Finance, Department of Revenue

सीमा शुल्क आयुक्त (निवारक) का कार्यालय

Office of the Commissioner of Customs (Preventive)

110, महात्मा गांधी रोड, पूर्वोत्तर क्षेत्र, शिलांग 793001-, मेघालय

110, Mahatma Gandhi Road, NER, Shillong - 793001, Meghalaya

फोन/Phone: 0364-2222597/2225325/2229005/2210103. फैक्स/Fax: 0364-2223440/2229007. email: cusshg@gmail.com

NOTICE INVITING TENDER FOR HIRING OF VEHICLE

Sealed tenders are invited 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	Vehicle to be used up to 30-31 days subject to maximum of 2500 Km in a month. For the period of one year, from 01.09.2019 to 31.08.2020 (<i>Mid Size vehicle Not more than 3 yrs old.</i>)	Two

Details of the Tender are published in the official website www.shillongcustoms.gov.in. 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 as per schedule as given in the DATA SHEET as under:

Start Date & Time for downloading Tender Document	09.08.2019 from 10:00 hrs onwards
Last Date and Time for Submission of Bid	30.08.2019 up to 12:00 hrs.
Bids Opening Date and Time	30.08.2019 at 14:00 hrs.

TERMS & CONDITIONS.

The interested parties must be capable of providing vehicles on their own on the following terms and conditions: -

1. The bidder should be a Proprietorship/Partnership, registered Firm/Company having sufficient number of latest models of taxi cars for hiring. List of vehicles owned by the bidders and the detail of the vehicle to be provided to this office must be attached along with the Technical Bids. Also the bidder should have registered under GST, valid PAN card.

2. Earnest Money Deposit/Bid Security of Rs. 5000/- (Rupees Five thousand only) refundable, in the form of Demand Draft payable to the Chief Accounts Officers (CAO), Shillong Customs (P) Commissionerate must accompany the tender. Tenders without Earnest Money Deposit and in any other form i.e., cheque, cash etc. will not be considered. The envelope should be super-scribed with the words, "EARNEST MONEY DEPOSIT, TENDER FOR HIRING OF VEHICLES" on the top of the sealed cover.

3. The details of the vehicles required are as under:

S.No.	Category of the vehicle	Number of Vehicles required	Number of days vehicle is to be provided per month	Maximum distance in Kilometres per month
OPERATIONAL VEHICLE				
1	Mid Size Car (SUV vehicle Innova, Marazzo etc. will be preferred)	02 (two)	30/31 days	2500 Kms per month

4. The Contract for the above vehicles will be for a period of one year, from **01st September, 2019 to 31st August, 2020**. The vehicle shall be required to operate/travel mainly in North East India for official purpose and necessary permit etc. for the same and all requisite taxes should be paid by the Service Provider.

5. The Technical and Financial bids should be submitted separately by each Firm/Agency. Submission of bids should be as per two bid system i.e., Technical and Financial bid separately.

6. The Commissioner of Customs (P), Shillong, reserves the right to reject all or any of the bids without assigning any reason thereof and the decision of this office shall be final and binding.

7. The bidder should be duly registered with concerned Central / State Govt. authorities and should be a well-established Taxi agency / Firm (hereinafter referred to as the Service Provider). Such Service Providers should also submit details of other such Govt. Organizations to which they have extended similar service in the recent past as well as the present.

8. The Service Provider should have prior experience of at least 2 years (satisfactory track record) in serving any State/Central Government organisations. Proof to that extent should be enclosed.

9. The vehicles should be provided with fuel and driver. The vehicles should be as per Registration Certificates already submitted by the Service Provider to the Department. Alternative suitable vehicles should be provided in case of breakdown of the car so provided. In case, if any of the condition of vehicles is found not satisfactory or in case of breakdown of any vehicle, it shall be the responsibility of the Service Provider to provide a substitute which is of similar make as replacement immediately. In case of non-replacement 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 Service Provider.

10. The Service Provider should ensure that the drivers employed have valid driving license and clean driving track record. The driver of the vehicle provided must follow traffic rules and all other regulations prescribed by the Government from time to time. The papers related to the vehicles including proper insurance papers of the vehicle should be available / kept in the vehicle. The vehicle should have a comprehensive insurance to cover all risks during the contract period. In case of any accident, all the claims arising out of it shall be met by the Service Provider.

11. The Service Provider should have sufficient number of the vehicles and drivers with them. In case of breakdown of vehicle or non-availability of driver at any time, the firm shall provide substitute vehicle / driver as the case may be. The drivers employed along with the vehicle should satisfy the following conditions:

- (a) The Service Provider shall provide Name & Address of the Drivers. The Drivers provided by the Service Provider should not have any Police Records/Criminal Cases against them. Service Provider should make adequate enquiries about the Drivers before deputing them for serving this Office.
- (b) The Drivers provided by the Service provider should be well conversant with roads and routes of Shillong, Guwahati and the North East.

- (c) The Drivers provided by the Service Provider should always remain with the Vehicle during the entire period of duty. In case of any need, they should seek permission of the concerned Officer.
- (d) Drivers should have minimum 5 years of experience of driving supported by driving license. They should have vehicle transport licenses for driving passenger vehicles.
- (c) Once the driver has been allotted to a particular vehicle, he should not ordinarily be changed throughout the contract period without prior approval or unless requested by this Office. Any change in the designated driver should be intimated to the concerned officer 24 hours before such change is affected.
- (d) The Drivers shall observe all the etiquette and protocol while performing duty. Drivers should carry a mobile phone in working condition at all times, for which, no separate payment shall be made by this office.
- (f) Car should be kept clean and odour free, suitable for official use.
- (g) The vehicle should be of latest model (not older than 3 years) and in good running condition.

12. Billing will be done on monthly basis and bills are to be submitted in triplicate by the 5th of the succeeding month. The terms of rental charge, as offered by the Service Provider will be accepted by way of payment of rental charges for the said hired vehicles subject to max. 2500 kms/month or 10 to 12 hours/day up-to 30-31 days per month whichever will be higher; for additional mileage/hours/day, if any required by the department will be paid in extra. The claims in bill regarding Employees State Insurance, Provident fund and Service Tax etc. should necessarily be accompanied with documentary proof pertaining to the concerned monthly bill.

13. The rates quoted should be exclusive of the GST component. GST will be reimbursed on production of proof of its payment by the Service Provider. 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 other incidental expenses and Tax liabilities i.e. monthly charges of driver, repair and maintenance of vehicle, insurance, petrol/ diesel, oil Road-Tax, Service Tax, Insurance etc. will be borne by the Service Provider.

14. A daily record indicating time and mileage for each vehicle shall be maintained by the driver in a log book in the prescribed format as per Government's instructions and this log book shall be submitted to the concerned officer in the Commissionerate regularly for scrutiny.

15. The Service Provider shall not engage any sub-contractor or transfer the contract to any other person. The vehicles must be fitted with Fire extinguisher in proper working condition at all times and the driver should be trained to use them.

17. There should be at least two sets of white seat covers, towels and napkins. It should be changed every week. There should be an air spray in every car. The 5 items mentioned shall be made available at the cost of the owner of the Service Provider.

18. A penalty of Rs.1,000/- per day per vehicle will be levied in case of unapproved change of vehicle / driver, non-satisfactory performance or lack of proper upkeep of the vehicle or non-observance of any term or condition prescribed above. However, in case of frequent violations of the terms or conditions, the contract can be cancelled forthwith without any notice.

19. The vehicle 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 Service Provider should have adequate number of telephones for contact round the clock. Vehicles should have pollution clearance certificate issued by the competent authority.

20. The vehicle should have necessary permits from the transport department/authority. This office will not be responsible for any challans, loss, damage and accident to the vehicle or any other vehicle or injury to anybody. In case of any accident, all the claims arising out of it shall be met by the Service Provider.

21. The vehicle shall be provided on all days including Saturday, Sunday and Holidays, if required by the Hirer i.e. Department.

22. It is obligatory for the Service Provider that drivers are paid not less than minimum wages prescribed under Minimum Wages Act and other statutory levies as fixed by the Government from time to time.

23. No garage facility will be provided by the department.

24. Any breach of service rendered on the part of the either Service Provider will tantamount to serious lapse and as such the party will be held liable for compensation whatsoever, not less than Rs. 1,000/- per day as fixed by the Commissioner of Customs (P), Shillong.

25. In case the Service Provider wish to terminate the contract, the Service Provider should intimate in writing to the office 30 (thirty) days before withdrawal. In case of termination of the service by the Service Provider with less than 30 days intimation, the Service Provider 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.

25. The service providers are required to submit the complete rates/quotations only after satisfying each and every condition laid down in the terms and conditions. All the rates must be mentioned both in figures and words. In case of discrepancy between the words and figures the rates indicated in figures shall prevail.

26. If any of the terms and conditions above, is not found fulfilled during the currency of contract, the Commissioner of Customs (P), Shillong 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 either side. The liability of the Commissioner of Customs (P), Shillong will be limited to the hiring charges agreed in the contract.

27. No Additional terms and Conditions over and above the conditions stipulated above shall be entertained by this Office.

28. In case of any dispute, the decision of the Commissioner of Customs (P), Shillong shall be final and binding. Contract can be cancelled after a prior notice of one month from either side, in the event of poor service or violation of any of the conditions stipulated and any matter not specifically covered by this agreement shall be decided by the Commissioner of Customs (P), Shillong.

29. TDS under Section 51 of GST Act, 2017 and Section 194-i of Income Tax Act, 1961 will be deducted every month if applicable.

30. In case of any clarification is required please contact the Superintendent (Headquarters) (Ph no. 0364-2224534), Shillong - 793001.

Encl: As Above

sd/
(Wazim Mustafa)
Assistant Commissioner

C. No. II(35)02/CUS/Hqrs/Hire-Veh/PRO/SH/2017/6832-36 A Dated: 8 AUG 2019

Copy forwarded to

1. The Assistant 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 up 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, D.C. Office, East Khasi Hills, Shillong.
- 6.

Wazim
09/08/19
(Wazim Mustafa)
Assistant Commissioner

ANNEXURE-'B' (TECHNICAL BID)**Operational Vehicle**

1	Name, address and telephone/mobile no. of the bidder i.e the Applicant Contractor	
2	Particulars of Earnest Money Deposit (Refundable)	Amount :
		DD No. :
		Date. :
		Drawn on :
3	PAN No. (Attach a self attested copy)	
4	GST registration No. (if available) (Attach a self attested copy)	
5	No. of years (atleast 02 years) of experience of running a fleet of vehicles on hiring basis with Government Organisations (Attach a copy of satisfactory work experience)	
6	Model and year of manufacture of Vehicle (Attach a self attested copy of RC)	
7	Approximate KMs run by the vehicle upto date of filing of tender	
8	No. of Drivers available with the bidder & their years of experience along with License Numbers	
9	Are there any criminal cases pending against the driver(s) (YES/NO) , if YES, provide details	
10	Are there any pending challans or cases against the vehicles intended to provide. (YES/NO), if YES, provide details	

DECLARATION

I/We hereby certify that information furnished above is true and correct to the best of my/our knowledge. I/We understand that if any deviation is of and in above statement at any state I/We shall be blacklisted and will not have any dealing with the department in future.

I hereby confirm that I am authorized to sign the Tender Document.

Signature of the Authorized signatory :

Name of the Authorized signatory :

Seal / Stamp :

ANNEXURE-'C' (FINANCIAL BID)

Operational Vehicle

1. Name of the bidder :

2. Address and telephone/mobile no. of :

the bidder

Mid Size Car (preferably SUV)

Sl.No	Model and make of the Vehicle	Quoted bid rate in Rs. (exclusive of taxes) per month for each vehicle
<u>1</u>		

We hereby certify that information furnished above is true and correct to the best of my/our knowledge. I/We understand that if any deviation is of and in above statement at any state I/We shall be blacklisted and will not have any dealing with the department in future.

I hereby confirm that I am authorized to sign the Tender Document.

Signature of the Authorized signatory :

Name of the Authorized signatory :

Seal / Stamp :