



भारत सरकार  
Government of India  
वित्त मंत्रालय, राजास्व विभाग  
Ministry of Finance, Department of Revenue  
सीमा शल्क 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

C.No. II(35)01/Admn/CUS/Hqrs./Hire-Veh/SH/2015/Pt-II

Dated:

**NOTICE INVITING E-TENDER FOR HIRING OF VEHICLE FROM 01.04.2020 TO 31.03.2021**

Online bids are invited from the service providers 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  | Period & No of vehicles 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. ( <i>Mid Size vehicle</i> ) suitable for hilly terrain. <i>Not more than 3 yrs old.</i>   | 01.04.2020 to 31.03.2021. One mid size vehicle   |
| 2     |   | Vehicle to be used up to 25/26 days subject to maximum of 2000 Km in a month. ( <i>Small Size vehicle</i> ) suitable for hilly terrain. <i>Not more than 3 yrs old.</i> | 01.04.2020 to 31.03.2021. One small size vehicle |

The interested bidders may download the Tender Documents from the Central Public Procurement Portal (CPPP) website [www.eprocure.gov.in/eprocure/app](http://www.eprocure.gov.in/eprocure/app) and also from [shillongcustoms.gov.in](http://shillongcustoms.gov.in) as per the schedule as given in the DATA SHEET as under:

| Item  | Description  |
|---|--|
| Tender Inviting Authority                         | O/o the Commissioner of Customs (P), N.E.R., 110, M.G. Road, Shillong, Meghalaya |
| e-Tender Name                                     | Hiring of vehicles   |
| e-Tender Publishing Date                          | 05.03.2020   |
| Start Date & Time for downloading Tender Document | 05.03.2020 from 16:00 hrs onwards  |
| Last Date and Time for Submission of Online Bid   | 15.03.2020 up to 17:00 hrs.  |
| Bids Opening Date and Time                        | 16.03.2020 at 11:00 hrs.   |
| Period of Hiring                                  | 01.04.2020 to 31.03.2021   |
| Type of Vehicle                                   | One Small size vehicle and One Mid size vehicle.                                 |

## **MODE OF SUBMISSION OF BIDS:**

1. Aspiring Bidders who have not enrolled/registered in e-procurement should enroll/register before participating through the website <http://eprocure.gov.in/eprocure/app>. Interested bidders may submit their quotation online on <http://eprocure.gov.in/eprocure/app> under two bid systems i.e. (i) Technical/Qualifying bid and (ii) Financial bid in the prescribed proforma. **All the self-attested documents in support of eligibility criteria etc. are also to be scanned and uploaded along with the tender documents. Tender sent by any other mode will not be accepted.**

2. 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 words shall prevail.

3. Rates/Quotations should be submitted and signed by the firm with its current business address.

4. The Contractors must comply with the rates/quotations, specification and all terms and conditions of contract. No deviation in the Terms & Conditions of the Contract shall be entertained unless specifically mentioned by the Service Provider in the rates/quotations and accepted by this office.

### **5. THE LAST DATE FOR SUBMISSION OF TENDER IS 03.03.2020 TILL 17 00 HRS.**

This office reserves the right to reject any tender, even the lowest one, without assigning any reasons thereof.

6. The tenders will be opened on 04.03.2020 at 1100 Hrs in the presence of the Tender Committee, at the O/o the Commissioner of Customs (Preventive), NER, Shillong, 110 M.G. Road, Shillong -793001, Meghalaya.

## **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 clean interior with good upholstery.

2. This contract will be valid for one year w.e.f 01.04.2020 to 31.03.2021.

3. In case, if any of the vehicles is found to be not satisfactory or not roadworthy condition, it/they shall be immediately replaced. In case replacement is not provided in time, the

department shall have the right to hire vehicles from the market and the additional cost, if any, incurred by the department shall 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 or otherwise 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. (i) 2500 kms up-to 30/31 days (ii) 2000 kms up-to 25/26 days per month respectively, whichever will be higher.
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 to negligence/fault of the drivers/vehicles shall 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. shall be borne by the vendor.
10. The vendor and driver should carry out the instructions of the Department as well as the Officers assigned to the vehicles and shall maintain proper 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 and/or 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, Customs Office, 110 MG Road, Shillong.
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 and should be produced regularly for scrutiny to any other officer nominated by the department.

