



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

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## NOTICE INVITING TENDER FOR HIRING OF VEHICLES FROM 01.04.2020 TO 31.03.2021

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	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. (Mid Size vehicle) suitable for hilly terrain. Not more than 3 yrs old.	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. (Small Size vehicle) suitable for hilly terrain. Not more than 3 yrs old.	01.04.2020 to 31.03.2021. One small size vehicle

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 DATE SHEET as under:

Last Date and Time for Submission of Bid	30.03.2020 up to 17:00 hrs.
Bids Opening Date and Time	31.03.2020 at 11:00 hrs.

### TERMS & CONDITIONS.

1. The vehicles should be as per Registration Certificates 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. 01.04.2020 to 31.03.2021.
3. In case, if any of the vehicle(s) condition of vehicles found not satisfactory condition or in breakdown condition, it/they shall be immediately replaced. In case of non-replacement provided in time, the department will have the right to hire vehicle(s) 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 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. 2500 kms. up-to 30/31 days per month for mid size vehicle and max. 2000 kms. up-to 25/26 days per month for small size vehicle 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 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.
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 shall 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, O/o the Commissioner of Customs (P), N.E.R., 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. 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, not less than Rs. 1,667/- per day subject to a maximum of Rs.50,000/- for mid size vehicle and Rs. 1600/- per day subject to a maximum of Rs 40,000/- for small size vehicle or as fixed by the Commissioner of Customs (P), Shillong.
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. 1,667/- per day subject to a maximum of Rs.50,000/- for mid size vehicle and Rs. 1600/- per day subject to a maximum of Rs 40,000/- for small size vehicle 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 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.

25. Rates/Quotations should be submitted and signed by the firm with its current business address.
26. 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.
27. **THE LAST DATE FOR SUBMISSION OF TENDER IS 30.03.2020 TILL 17:00 HRS.** This office reserves the right to reject any tender, even the lowest one, without assigning any reasons thereof.
28. The tenders will be opened on **31.03.2020 at 11:00 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.
29. 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.
30. 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.
31. The Department reserves the right to accept/reject any tender or all tenders without giving any reason.

G. Palmt  
(Tarun R Gangireddy) 17/3/2020  
Deputy Commissioner  
Customs (HQRS), Shillong.

C.No. II(35)02/CUS/Hqrs./Hire-Veh/PRO/SH/2017/18515-19(A)  
Copy forwarded to

Dated: 17 MAR 2020

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 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.

G. Palmt  
Tarun R Gangireddy 17/3/2020  
Deputy Commissioner  
Customs (HQRS), Shillong.

## (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 of the Supplier or Firm / with Seal

**(FINANCIAL BID)**

Vehicle type / Model	Rate for 30/31 days maximum 2500 Kms (Excluding GST)	Rate per KM beyond 2500 Kms (Excluding GST)
Mid size vehicle		

Vehicle type / Model	Rate for 25/26 days maximum 2000 Kms (Excluding GST)	Rate per KM beyond 2000 Kms (Excluding GST)
Small size vehicle		

Signature of the Supplier or Firm / with Seal