



भारत सरकार  
GOVERNMENT OF INDIA  
वित्त मंत्रालय, राजस्व विभाग  
Ministry of Finance, Department of Revenue  
सीमा शुल्क आयुक्त का कार्यालय (निवारक)  
Office of the Commissioner of Customs (Preventive)  
पूर्वोत्तर क्षेत्र, North Eastern Region  
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C.No. II(35)02/CUS/PRO/HQRS/TENDER/SH/2020

Dated:

**NOTICE INVITING E-TENDER FOR HIRING OF VEHICLE  
FROM 01.10.2020 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.

SI 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>	01.10.2020 to 31.03.2021. <b>03 (Three)</b> mid size vehicles
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>	01.10.2020 to 31.03.2021. <b>01 (One)</b> small size vehicle

The interested bidders may download the Tender Documents 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	<b>03.09.2020</b>
Start Date & Time for downloading Tender Document	<b>03.09.2020 from 16:00 hrs onwards</b>
Last Date and Time for Submission of Online Bid	<b>17.09.2020 up to 16:00 hrs.</b>
Bids Opening Date and Time	<b>18.09.2020 at 16:00 hrs.</b>
Period of Hiring	<b>01.10.2020 to 31.03.2021</b>
Type of Vehicle	<b>03 (Three) Mid size vehicles and 01 (One) Small size vehicle.</b>

## **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 17.09.2020 TILL 1600 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 **18.09.2020 at 1600 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 **w.e.f. 01.10.2020 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 for medium sized vehicle and small sized vehicles 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 no 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. 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 provided should not be changed unilaterally by the vendor 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. The vendor will not utilize the vehicle for any purpose whatsoever even if the vehicle is not being used by the Departmental Officers.
19. No garage facility will be provided by the Department.
20. Any breach of service rendered on the part of the vendor will tantamount to serious lapse and as such the party shall be held liable for compensation whatsoever.
21. 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 (i) Rs. 1667/- per day subject to a maximum of Rs 50,000/- per month for medium size vehicle (ii) Rs. 1,334/- per day subject to a maximum of Rs. 40,000/- per month for small size vehicle respectively, for the number of days that he has failed to intimate the termination. The department reserves the right to cancel/terminate the agreement without citing any reason by giving 15 (fifteen) days' notice.
22. 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.
23. In case of any dispute of any kind and in any respect whatsoever, the decision of the Commissioner, Customs (Prev), NER, Shillong shall be final and binding.
24. The Department reserves the right to accept/reject any tender or all tenders without giving any reason.

*Jitesh Jain*  
27/08/2020  
Deputy Commissioner  
Customs (HQRS), Shillong

