



सीमा शुल्क के सहायक आयुक्त का कार्यालय, रत्नागिरी मंडल
OFFICE OF THE ASSISTANT COMMISSIONER OF CUSTOMS DIVISION RATNAGIRI
केंद्रीय राजस्व भवन, जेल रोड, रत्नागिरी - ४१५६१२
CENTRAL REVENUE BUILDING, JAIL ROAD, RATNAGIRI - 415 612
दूरभाष /Ph. 02352- 222705/ 869 फैक्स Fax -02352-234156 E-Mail- customsratnagiri@yahoo.co.in

NOTICE INVITING TENDER

Subject:- Hiring of vehicles for formations falling under jurisdictions of Sindhudurg Customs Divisions monthly rental basis – reg.

Sealed Tenders are invited for hire vehicle on per month basis on contract for the period 01/05/2017 to 30/09/2017, to be stationed at Malvan and Kankawall Customs offices situated at Sindhudurg Division.

Category of Vehicles	No. of Vehicles	Days/per month	EMD (in Rs)	Maximum Km./Pm.
Non Air Conditional vehicle like Tata Sumo Gold, Tata Spacio, Bolero, Scorpio, Tavera	02	20/25 days	10,000/-	2000 Kms.

Instructions to the tenderers :

Tenders will be in two bid system i.e. (i) Technical Bid and (ii) Financial Bid. Format for the same is attached as Annexure 'A' and Annexure 'B' to this notice. A separate envelope for technical bid shall contain full information as required in Annexure-'A' and be super scribed as such. Second envelope for Financial Bid shall contain full information as required in Annexure-'B' and shall be super scribed as such. Both bids shall be put into third envelope super scribed as "QUOTATIONS for hire of vehicles for **Malvan and Kankawali** Customs offices under & Sindhudurg Districts. The sealed envelopes must reach at above office address up to **17.00** hrs on or before **28.04.2017**. The sealed technical bid will be opened on **01.05.2017** at **11.00** Hrs. The 'Financial Bid' will be evaluated by tender committee, on **02.05.2017** at **11.00** in respect of only that bidder who qualify in their 'Technical Bid'. Non qualifying bidder have no rights whatsoever, for evaluation of their 'Financial Bid' and the decision of the tender committee will be final and binding. The applicant who wish to be present at the time of opening of the Tender may represent themselves or through their authorized representatives.

2. **Period of Contract:**

The contract will be for the period starting from 01/05/2017 to 30/09/2017.

3. **Scope of Work:**

- The said vehicles will be utilized **24x7** for the Customs Preventive work during the contract period subject to maximum of 2000 kms. In a month.
- Rates for hiring of above vehicle should be quoted for each vehicle separately and should be excluding service tax. The rate per Kilometer in excess of 2000 kms pm and other charges if any, as the case may be should also be quoted separately.
- The vehicle with the Driver shall be placed at the disposal of this office at any time of the day including Saturday, Sunday and Holidays, as and when required by the Department for performing Customs Preventive Work. This office would be free to use the hired vehicle in any manner for carrying out official duties etc. as per its requirements and the firm should not have any objection to it.

Contd.....2/-

4. Eligibility Criteria:

- i) The firm(s)/service provider intending to submit the quotation should have at least 3 years of experience in the tour and travel business in providing vehicles to the Government/Semi-Government/ Public Sector Units.
- ii) Service providers owning and/or in possession of the requisite number of eligible vehicles (six) on the date of submission of tender only are eligible to submit their quotations i.e. those service providers who possess less than six eligible vehicles may not be eligible to place tender under this Invitation;
- iii) The firm shall submit proof of having Service Tax Registration TIN and PAN while submitting tender.

5. Earnest Money Deposit (E.M.D.):

An Earnest Money Deposit of Rs. 10,000/- (Rs. Ten Thousand only) shall be submitted along with the bid in the form of D.D. drawn in favour of Asstt. Commissioner of Customs, Division Ratnagiri, which is precondition for qualifying for financial Bids. The E.M.D. amount will be returned to the unsuccessful bidders immediately.

6. Performance Guarantee (Security Deposit)

The successful bidder shall give performance security in the form of Bank Guarantee from a scheduled commercial bank amounting to Rs. 10,000/- in favour of Asstt. Commr. of Customs, Division Ratnagiri. Performance Security shall be retained for a period of Sixty Days beyond the date of completion of all contractual obligations of the contractor and will be refunded only after the expiry of the contract. The deposit is liable to be forfeited, if the services of the contract are found to be unsatisfactory in any respect, and/or if any of the conditions of the contract is contravened/breached, and/or towards any damage caused due to negligence of the contractor or his employees during the period of contract. This forfeiture will be in addition to any action by the Department that the contractor firm may invite upon themselves due to any of the reasons specified above.

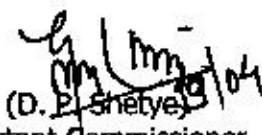
7. Terms and Conditions:-

1. Rate(s) quoted should be for a registered vehicle, not registered before 01-01-2013 only and shall be in excellent and neat exterior, interior and running condition without any accident history. The same shall also be so maintained during the period of hire contract.
2. The hiring charges shall be on the basis of zero based mileage i.e. mileage starting/ending from/at the Office of the Deputy/Assistant Commissioner of Customs, Ratnagiri Customs Division-415612.
3. The vehicle shall be provided on all days including Saturday, Sunday and Holidays, if required by the Hirer. The vehicles are required for 24x7 hrs.
4. Service tax will be paid to Service Provider on actual basis. If the service provider is exempt from service tax, the same should be clearly certified on the quotation with available exemption details. No service tax will be paid if the service provider fails to provide proof of valid service tax registration and payment details;
5. The log book should be maintained in line with the log book system for the departmental vehicles;
6. The billing will be done on monthly basis and bills to be submitted in triplicate by the 5th of the succeeding month to the respective Vehicle In-Charge and no advance payment will be made;
7. Department shall be liable to pay the hiring charges and service tax only. Vehicle provided to the Department should be duly insured for the period till the end of the contract period. In case of any mishap/accident, all the claims arising out of it shall be met by the vehicle provider. In any case, Department is not liable to pay any other charges in addition to hiring charges and Service Tax;
8. The service provider should ensure that the driver(s) employed possess a valid driving license, are well experienced, well behaved, and properly dressed in uniform. The driver has to be provided a Cell Phone for keeping contact by the Service Provider at his own cost and the number of the same to be provided to the Department. Driver shall be well versed with the routes and locations of the Customs jurisdiction and they should not have any criminal case pending against them.

9. In order to ensure day to day smooth functioning, the service provider shall not change the vehicle once hired. Similarly, the drivers provided on the said vehicles should not be changed until and unless there is an emergency and that too may be done with the prior intimation/permission. In case, wherein a regular vehicle could not be provided for any reason including repairs, servicing etc., the replacement vehicle should be provided in place of the regular vehicle of the similar make and specifications. The Department will be at liberty to hire other vehicle and the cost incurred on account of such hiring shall be at the expense of the service provider.
10. The vehicle provided should comply with laws in force in India.
11. The bidder / service provider will comply with labour laws in force and all liabilities in this connection will be his responsibility.
12. The service provider should keep the above vehicle in the custody of Department along with the driver. The department reserves the right to charge penalty of Rs. 500/- per hour of delay for non-provision of vehicle in time, and Rs. 500/- for every instance of misbehavior of Vehicle owner/driver.
13. The service provider should ensure to make available minimum accessories and amenities in the vehicle like, Tissue Box, Duty slip folder, driver code of ethics, Chauffer card, Guest feedback card, music system with MP3 & USB, large size umbrella, fire extinguisher, Car perfume, first aid kit, news paper, fresh drinking water etc.
14. Once the contract is awarded, service provider should provide to the department the complete details of vehicles, certified copies of the RC books along with the copy of the valid comprehensive insurance policies as well as full details of deployed driver, his address, copy of his driving license. Further, the service provider should ensure that, the comprehensive insurance policy for the vehicles is in-force during the entire period of contract;
15. The department will not be under any obligation, legal or otherwise, to provide employment to any of the personnel of the service provider during or after the expiry of the hire period. The department recognizes no employer-employee relationship between the department and the personnel deployed by the service provider. The department shall not be responsible financially or otherwise for any damage to the vehicle or injury to the driver or person deployed by the service provider during the course of contract;
16. The department reserves the right to terminate the contract, if the terms and conditions are violated and/or without assigning any reason;
17. During the period of the contract, the vehicle or the driver shall not be employed by the service provider for providing any service to any person other than the Department;
18. Once hired, the vehicle will not be put to use for other purposes, and the vehicles and drivers will work under the overall supervision of the Department for which they will do all as is necessary;
19. Any person who is in government service or any employee of the department should not be a partner directly or indirectly with the service provider;
20. Inspection of the vehicles will be done before finalizing the contract and also periodically by Superintendent/Inspector in-charge of Motor Vehicles;
21. The Commissioner of Customs, 41/A, I.C.E. House, Sassoon Road, Pune - 411001, reserves the right to require fulfillment of other conditions, not expressly mentioned which are consistent with use of vehicles on hire with this office and to reject any or all tenders without assigning any reason there for;
22. In case of dispute the decision of the Commissioner of Customs, 41/A, I.C.E. House, Sassoon Road, Pune - 411 001, shall be final and binding.

The last date of submission of quotation is **28.04.2017** upto **17.00** Hrs. Late bids will not be considered. Tenders, Technical Bid will be opened on **01.05.2017** at **11.00** hrs and Financial Bids on **02.05.2017** at **11.00** Hrs. at above Office address. This office reserves the rights for cancelling all / any quotation or to accept any quotation without assigning any reason thereof.

F.No. I/Adm/Veh-01/Hiring/15-16
Ratnagiri, the 19/05/2017.


 (D. P. Shetye)
 Assistant Commissioner
 Customs Division Ratnagiri

Copy Submitted to:-

1. The Commissioner, Customs (I/c Supdt. Vehicles) Pune for information please.
2. The Notice Board, Customs Division Ratnagiri for wide publicity.
3. EDP Section, Customs Hdqrs. Pune for Web publication.

ANNEXURE-'A'

TECHNICAL BID

1. Name of firm/Company/Agency :
(Copy of Shop Act/Company
Registration Certificate should
be enclosed)

2. Complete Address :
& Contact Number

3. Number of years' experience
in providing vehicles :
in Government/Semi-
Government/Public Sector
Undertakings.

4. Name and Address of the : -
Departments in respect of
Sl.No. 3 above.

5. PAN Number (with proof) :

6. Service Tax Registration No :
(with proof)

7. Details of the vehicles available :
for providing on hire
(With Make Model and Year
Along with the copy of
Registration Certificate
of each of the vehicle.)

The eligible vehicles details only should be included

Signature
Name of the Authorized Signatory

ANNEXURE-'B'

FINANCIAL BID

1. Name, Address and Telephone number :-
2. PAN No of Bidder :-
3. Name and address of the Proprietor/Partner/Directors :-
4. And their PAN No, Mobile NO.

Category of Vehicle	Rate per month Rs. (Exclusive of Service Tax)	Extra Km. and Extra hours charge in Rs.
One Non Air-conditioned vehicles like Tata Sumo Gold /Spacio, Mahindra Bolero, Mahindra Scorpio shall be hired for 20-25 days subject to maximum of 2000 kms. in a month		

I have read the terms and conditions of the Tender Notice, and I agree to and undertake to abide by the same.

Signature
Name of the Authorized Signatory
Seal/Stamp

- *The prices quoted should be fully typed, no handwritten quotation shall be accepted.*