OFFICE OF THE COMMISSIONER OF CUSTOM (GENERAL)
NEW CUSTOM HOUSE; NEW DELHI

C.No. VIII (NCH) Gen/HQ/Hiring of Bus/ /2018/ Dated: /01/2018

TENDER NOTICE NO. 01 /2018 DATED

NOTICE FOR INVITING TENDER FOR HIRING OF BUSES IN GENERAL COMMISSIONERATE,
NEW CUSTOM HOUSE, NEW DELHI

For and on behalf of President of India, sealed tenders are invited for the hiring of
Two Buses along with drivers for the office of the Commissioner of Customs, General
Commissionerate, New Custom House, New Delhi for 2 years as per terms and
conditions mentioned in Annexure-I to this notice. While submitting quotations, they
must submit the proforma duly filled and signed for having accepted the general terms
and conditions as per Annexure-I and pre qualification (Annexure-II) in one envelope
and financial bid (Annexure-III) in another envelope. Both the sealed envelopes should
be placed in another sealed cover super scribing it “Quotation for hiring of 2 buses for
Commissioner of Customs (General)” and addressed to the Joint Commissioner of
Customs (HQ), General Commissionerate, New Custom House, New Delhi-110 037. The
last date for submission of bids is 25.01.2018 at 11.30 AM by submitting the sealed
envelopes in Room No.133 of the Joint Commissioner (Hqrs.). The bids will be opened in
the Room No. 133 at 11.00 AM on 29.01.2018 in the presence of tender committee and
available tenders and lowest bids shall be awarded for contract.

ANNEXURE – I
TERMS & CONDITIONS

1. Sealed financial bids should be kept in a single sealed envelope and super-scribed
with “Tender for Hiring of Vehicles (Buses)”.
2. The tender will be opened on 29.01.2018 at 11.00 AM before the tender committee
and tenderers, if available.
3. Type of the vehicles required to be supplied:

<table>
<thead>
<tr>
<th>S. No</th>
<th>Category</th>
<th>Type of Vehicle</th>
<th>No. of Vehicles Required</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Non-AC CNG Buses required ferrying the Customs staff on two different routes i.e. (i) From Karnal Bye Pass to New Customs House and back (ii) From ISBT to New Customs House and back having an approximate daily</td>
<td>Bus for carrying 47 passengers</td>
<td>02</td>
</tr>
</tbody>
</table>
4. The contract for the above vehicles shall be valid for an initial period of two year starting from 01.02.2018, Subject to fulfillment of the terms & conditions of this tender notice and submission of Undertaking by the tenderers.

5. The vehicle should be of latest model (not older than one year) and in good running condition and comprehensively insured. The vehicle should comply with all the norms prescribed for vehicles such as pollution norms and should have pollution control certificate required as per law. New seat covers/towels/freshener and fan at the rear seat will have to be provided by the owner. No diesel vehicle should be provided. Only CNG vehicle to be provided.

6. If the party fails to provide vehicle within a stipulated time contract will be awarded to the next lowest bidder.

7. On approval of quotation, the vehicle must be supplied within 03 days period.

8. Driver of the vehicle should be well conversant with roads/routes of Delhi NCR and State of Haryana.

9. The service provider must have 24 hours working telephone system so that he can be telephonically contacted at short notice/at odd hours/on holidays in case of requirement of vehicle and should declare all the contact number in the quotation. It would also be essential for the driver to have a mobile phone so that he could be contacted for duty.

10. Each driver shall observe all the etiquettes and protocol while performing the duty & shall be neatly dressed.

11. No dead mileage would be payable from contractor's premises to starting point and vice versa. A log book for the vehicle in the format prescribed by the Ministry, for each of the journey performed, duly signed by the officer (utilizing the said vehicle) would be maintained and submitted by the contractor along with the bills and duty slips.

12. It will be solely the discretion of the Department to use the said hired vehicle for any official purpose including Saturday, Sunday and Holidays where & whenever necessary.

13. The hired vehicle should not be used for any other commercial/personal purpose by the service provider. The vehicle should always remain at the disposal in Delhi during the whole contract period.

14. Payment of hiring charges will be made on monthly basis. The bills for the use of vehicle accompanied by the duty slips/log books will be entertained after each completed month.

15. It is the sole responsibility of the service provider to obtain all the necessary clearances and permissions from RTO and any other agencies and in case of any default; no charges will be paid by the office.

16. TDS and other taxes as applicable will be deducted from each bill.

17. The vehicle should be in excellent working condition and should be sent only after checking battery, coolant, oil, air tyre pressure & fuel.
ANNEXURE – II
TECHNICAL BID FOR HIRING OF VEHICLE

To be submitted in a separate sealed envelope subscribing "TECHNICAL BID"

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Details of the vehicle</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Name and No. of Vehicle offered</td>
</tr>
<tr>
<td>2</td>
<td>Model No.</td>
</tr>
<tr>
<td>3</td>
<td>Colour of the vehicle</td>
</tr>
<tr>
<td>4</td>
<td>Date of Manufacturing (attach copy of Registration Certificate)</td>
</tr>
</tbody>
</table>

UNDERTAKING (Part of Annexure - II)

1. I/We undertake that, I/We have carefully studied all the terms and conditions of the contract as indicated in Annexure-I and understood the parameters of the proposed work and shall abide by them.

2. I/We further undertake that the information given in this tender is true and correct in all aspects.

Signature of Authorized person with date: ______________________________

Name & Full Address: ______________________________

__________________________________________

__________________________________________
18. In case of non-availability of the vehicle due to any unavoidable circumstance, the service provider will have to make alternate arrangement and inform the Department accordingly in advance.
19. The service provider should have GST registration or submit an undertaking that he is not liable to pay GST. The rates offered shall be considered inclusive of all taxes including GST. Department will not be liable to pay any compensation.
20. The party also has to submit the proof of registration of the service provider/company or firm, if any.
21. The car shall report for duty as and when required maintaining regularity and punctuality.
22. In case of any accident or theft, all the claims arising out of it shall be met by the Party and Department (hirer) shall not be liable in any matter whatsoever.
23. Contractor shall ensure that the personnel deployed by him do not have any criminal antecedents.
24. In case of any violation for the above conditions, the Deputy Commissioner has right to repudiate the agreement immediately.
25. The drivers shall wear uniform having logo/monogram of the firm clearly visible.
26. The contractor undertakes to give back any excess payment made to him at any time and the same may also be deducted from their payment.
27. The contract conditions, if violated by the service provider at any time shall make the contract null and void.
28. All the statutory liabilities shall be borne by the service provider and service provider shall submit proof of GST payment and other statutory liabilities along-with the bills. GST payment shall be made by the Department only upon the submission of proof of payment.

Assistant Commissioner (HQ)

Copy to:
1. The Administrative Officer (Admn.), General Commissionerate for information and necessary action please.
2. Notice Board
3. Superintendent of Customs (EDI) for display on website of Delhi Customs

Assistant Commissioner (HQ)
ANNEXURE – III
FINANCIAL BID HIRING OF VEHICLE (PROFORMA FOR QUOTING RATES)

To be submitted in a separate sealed envelope subscribing "TECHNICAL BID"

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Details of the vehicle</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Name &amp; Address of the Contractor/firm/company</td>
</tr>
<tr>
<td>2</td>
<td>Name of Proprietor/Partners/Directors</td>
</tr>
<tr>
<td>3</td>
<td>Rate quoted per month (inclusive of all taxes /charges/levies including GST)</td>
</tr>
<tr>
<td>4</td>
<td>Rate quoted per kilometre for mileage excess of 2500 kms</td>
</tr>
</tbody>
</table>

Signature of Authorized person with date: ____________________________

Name & Full Address: ____________________________
__________________________
__________________________