



**OFFICE OF THE COMMISSIONER OF CUSTOMS, DELHI (AIRPORT) , TERMINAL -3,  
IGI AIRPORT, NEW DELHI -37**

C.No:I/Air-Cus/PRO(G/V)/MV/2015

Dated: 17.06.2015

**TENDER NOTICE**

Office of the Commissioner of Customs, Delhi (Airport), IGI Airport, Terminal -3, IGI Airport, New Delhi invites sealed tenders from reputed taxi operators for providing taxis as per the requirement mentioned below in schedule on contract basis up to the period of one year from the date of awarding the contract:

**SCHEDULE**

| S.No. | Category                              | No. of Vehicles required | Remarks  |
|-------|---------------------------------------|--------------------------|--|
| 1.    | Non-AC Taxi (Mid Size) with Driver    | 01                       | Taxi to be used for 25/26 days and for 12 hours subject to a maximum of 2500 Kms in a month. |
| 2.    | Non- AC Taxi (small size) with Driver | 01                       | Taxi to be used for 25/26 days and for 12 hours subject to a maximum of 2000 Kms in a month. |

2. Interested parties should submit their sealed quotations to the Assistant Commissioner of Customs (Admn), IGI Airport, Terminal-3, New Delhi -110037 latest by **28.06.2105 up to 4 P.M. Tenders will be opened on 29.06.14 at 3 P.M.** in the presence of the bidders or their authorized representative who wish to be present at that time.

3. The bids are invited under sealed envelope marked "Bids for Hiring of one Mid Size and one small size Car" addressed to the Assistant Commissioner of Customs (Admn.), IGI Airport, Terminal-3, New Delhi - 110037. **Mid Size car would mean Maruti SX4, Ciaz, Hyundai Verna, Swift Dzire, Toyota Etios, Ford Fiesta, Honda City etc. Small size car would mean Maruti Eco Van or any other similar Van.**

4. This Office will not be responsible for any delay in transit or damage or loss of tender documents sent through post/by hand. This Office reserves the right to accept the tender or reject any or all of the tenders without assigning any reasons. "Terms and Conditions", format of Bid for submitting the quotation/tender and undertaking are also annexed as Annexure 'A', 'B' and 'C' with this notice.

**(K.K.Jain)**  
**Assistant Commissioner (Admn.),**  
**IGI Airport, T-3, New Delhi.**

**TERMS AND CONDITIONS**  
**(FOR CONTRACT FOR HIRING OF 02 TAXIS)**

1. The Agency/Service Provider should submit the bid in the prescribed format enclosed herewith. **The sealed quotations should be sent through speed post/by hand.** No bids would be received / allowed after expiry of last date and time mentioned in the notice inviting bids.
2. The envelope containing Bid shall be opened on the scheduled date and time in the presence of the bidder or their authorized representative, who wish to be present at that time. Bids shall be evaluated by the Tender Committee nominated by **The Additional Commissioner of Customs, IGI Airport, Terminal-3, New Delhi.** Bids of the eligible bidders meeting all the requisite criteria only shall be considered and L 1 bidder would be arrived at after considering the price/rate quoted in the bid.
3. The rates for the Mid Size Car shall be valid for three years from the date of contract. The rates for Small Size Car ( Van) shall be valid till 31.03.2016 and will be extendable for further period, if decided to do so by the competent authority.
4. The bidder should have PAN Number and Service Tax Registration Number and attach a photocopy of the same with the bid.
5. **The model of the vehicle should not be earlier than 2012. The vehicle should be registered in NCR of Delhi.**
6. The vehicle should be in good running condition and provided with clean seat covers.
7. The vehicle should be properly and comprehensively insured and should carry necessary permits/clearance from the transport authority or any other concerned authority including pollution certificates.
8. The office of the Commissioner of Customs, IGIA, Terminal 3, New Delhi shall not be responsible for any Challan, loss, damage or any accident of the vehicle or to any other vehicles or for the injury to the driver or to any other third party. The loss or damage or legal expenses on this account shall be borne by the contracted agency.
9. The time and mileage is to be calculated from the time reported at IGIA and till the release of vehicle at IGIA and will not be calculated on garage to garage basis.

10. Vehicles shall be made available on all days including Saturday, Sunday and Holidays as per requirement.
11. Toll Tax and parking charges shall be reimbursed by the Office of Commissioner of Customs, IGIA, Terminal 3, New Delhi against the production of proper documentary evidence.
12. In case of any breakdown of vehicle on duty, the contracting agency shall make arrangement for providing another vehicle in shortest possible time. In such a case, mileage from garage to the point of breakdown would not be paid.
13. The contracting agency would ensure that the drivers employed have valid driving license.
14. The driver should be well conversant with roads and routes of Delhi and NCR. The operation and functions of the driver shall be governed as per Motor Vehicles Act and Rules.
15. The drivers must observe all the etiquette and protocol while performing the duty. He must be neatly dressed, should wear proper uniform and must carry a mobile phone in working condition, for which, no separate payment shall be made by the office of Commissioner of Customs, IGIA, Terminal 3, New Delhi.
16. The driver should always remain with the vehicle during entire period of duty. In case of urgency, the driver may seek permission of the concerned officers.
17. A daily record indicating time and mileage for each vehicle shall be maintained in a log book.
18. All records, documents under various statutory provisions maintained by the Tenderer and vehicle offered for hiring shall be open to inspection by an authorized representative of Commissioner of Customs, IGIA, Terminal 3, New Delhi and Tenderer shall produce the same as and when required for inspection.
19. The contracting agency should have an adequate number of telephones/mobile phones for establishing contact round the clock.
20. Contract charges include monthly charges of driver, repairs and maintenance of vehicle, insurance, petrol/diesel, oil and consumables and also any other incidental expenses.
21. Payment shall be processed on presentation of bill at the end of every month.

22. Commissioner of Customs( Airport) IGIA, Terminal 3, New Delhi shall not be responsible for payment of wages or any other emoluments to the Drivers of the Tenderer so deployed by the Tenderer to work and it shall be the sole responsibility of the Tenderer to make payment of the said Drivers in time.
23. A penalty of Rs. 1000/- per day per vehicle may be levied if any vehicle fails to meet the terms and conditions prescribed herein on any day.
24. Dedicated Vehicles & Drivers must be provided and changes will be allowed only in exceptional circumstances or unless requested by the office of Commissioner of Customs, IGIA, Terminal 3, New Delhi.
25. In the event of the award of the tender and prior to execution of the contract, the contracting agency would be required to produce the vehicles in the Office of Commissioner of Customs, IGIA, Terminal 3, New Delhi for physical verification/inspection.
26. In case the quality of service by the contracted agency is found non-satisfactory, the Commissioner of Customs, IGIA, Terminal 3, New Delhi may terminate the contract after giving 07 days notice.
27. The successful bidder shall have to provide the desired number of vehicles at the quoted rates.

**(K.K. JAIN)**

**Assistant Commissioner (Admn),  
IGI Airport, T-3, New Delhi.**

**Copy to:-**

- 1. The Dy. Commissioner (EDI), NCH for uploading it on the official website.**
- 2. Notice Board, IGI Airport, Terminal -3, New Delhi.**
- 3. Office copy**

**Air Customs Superintendent (PRO)**

## Annexure 'B'

### **Format of bid for providing vehicles to Commissioner of Customs, (Airport) IGI Airport, T-3, New Delhi-110037.**

1. Name of the bidder:
2. Complete address and contact Nos (including mobile Nos):
3. Income Tax Assessment particulars (Copy of PAN card and copy of the latest return of Income filed to be attached).
4. Service Tax Registration No along with copy of the Registration Certificate to be attached.
5. Details of vehicles along with copies of the registration paper of vehicles to be attached.
  - (a) Make/Type of vehicle.
  - (b) Model/Year of manufacture.
  - (c) Registration No of vehicle.

| <b>Description</b>   | <b>Rate (Excluding Service Tax) in INR</b> |
|--|--|
| Rate for hiring of vehicles for 2500 kms of logged mileage per month |  |
| Extra charges per Km beyond 2500 Kms                                 |  |
| Rate for hiring of vehicles for 2000 kms of logged mileage per month |  |
| Extra charges per km beyond 2000 kms                                 |  |

**Annexure 'C'**

**UNDERTAKING**

1. I / We undertake that I / We have carefully studied all the "Terms and Conditions" of contract as indicated in Annexure 'A' 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 are true and correct in all respects.

Signature of Authorized person with date-----

Name and full address-----

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Telephone No:

Office:  
Residence:

Fax No:

Email:

**OFFICE OF THE COMMISSIONER OF CUSTOMS: DELHI (AIRPORT)  
TERMINAL -3: IGI AIRPORT: NEW DELHI -37**

C.No: I/Air-Cus/PRO(G/V)/MV/2015

Dated: 18.06.2015

To

The Deputy Commissioner of Customs (EDI),  
New Custom House,  
New Delhi.

Sir,

**Subject:- Uploading of Tender Notice on the official website – reg.**

Please find enclosed copy of Tender Notice with Annexure 'A', 'B' and 'C' which is self explanatory issued under C.No. I/Air-Cus/PRO(G/V)/MV/2015/10010 dated 17.06.2015.

You are requested to upload above said Tender Notice on the Delhi Customs website.

Yours faithfully,

Encl: As above.

Assistant Commissioner (Admn.)  
IGI Airport, T-3, New Delhi