OFFICE OF THE COMMISSIONER OF CUSTOM EXPORT COMMISSIONERATE  
NEW CUSTOM HOUSE: NEW DELHI

C. No. VIII(B)40/2588/2017-18  
Dated:  
Tender Notice No...  
dated...  

NOTICE FOR INVITING TENDER FOR HIRING OF VEHICLE IN EXPORT COMMISSIONERATE, NEW CUSTOM HOUSE, NEW DELHI

Office of the Commissioner of Customs (Export), New Custom House, New Delhi invites sealed tenders from reputed taxi operators for providing Commercial Vehicle as per the requirement mentioned below in schedule on contract basis for the period as mentioned below:

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Category</th>
<th>No. of Vehicles required</th>
<th>Cost Ceiling (Excluding of GST)</th>
<th>Period</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Commercial vehicle (Mid Size) with Drive</td>
<td>01</td>
<td>40000</td>
<td>01.09.2018 to 31.08.2019</td>
<td>Taxi to be used 30/31 days and to a maximum of 2500Kms in a month.</td>
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<tr>
<td>2.</td>
<td>Commercial vehicle (Small Size) with Driver</td>
<td>02</td>
<td>30000</td>
<td>01.09.2018 to 31.08.2019</td>
<td>Taxi to be used 20/25 days and to a maximum of 2000Kms in a month.</td>
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</tbody>
</table>

2. Bidders should submit their sealed quotations to the Assistant Commissioner (HQ), Export Commissionerate, New Custom House, New Delhi -110037 latest by 30.08.2018 up to 02.00 PM. Tenders will be opened on 31.08.2018 at 03.00 PM in the presence of the bidders or their authorized representative who wish to be present at that time.

3. The bids are invited both in Technical and Financial format as enclosed under sealed envelope superscribing Bids for Hiring of 01 Mid Size Vehicles like Maruti Ciaz/Maruti SX4/ Honda City/ Toyota Etios etc. and 02 Small Size Vehicles like Maruti Dzire/Swift/I-20/Baleno/ Honda Amaze/ Etios Liva etc. addressed to Office of the Assistant Commissioner (HQ), Export Commissionerate, New Custom House, New Delhi -110037.

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 its right to accept 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.

Assistant Commissioner (HQ.),  
Export Commissionerate.
TERMS AND CONDITIONS
(FOR CONTRACT FOR HIRING OF 03 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 of submission mentioned in the notice inviting bids. i.e. 30.08.2018.

2. The envelope containing Bid should contain technical and financial bids (format enclosed). The financial bids will be opened once technical bid satisfies the conditions so prescribed. The same 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 Commissioner of Customs (Export), New Custom House, New Delhi-110037. 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 Contract for the above vehicles shall be effective for a period of one year effecting from 01.09.2018 to 31.08.2019 subject to satisfactory performance.

4. All fee, levy, insurance charges, toll etc. would be borne by the Agency/Firm.

5. The agency/firm should have sufficient numbers of the vehicles with them. The model of the vehicle should not be earlier than August 2015.

6. In case the condition of vehicles is not found to be satisfactory, they shall be returned for immediate replacement. In case no replacement is provided on time, the Commissioner, Air Cargo Export Commissionerate reserves its right to hire a vehicle from the market and the additional cost incurred by this office will be borne by the agency/firm.

7. The agency/firm would ensure that the driver deployed have valid driving license and clean driving record. The driver of the vehicle provided must follow traffic Rules and all other regulations prescribed by the Govt. from time to time. The driver shall observe all the etiquette and protocols while performing the duty & shall be neatly dressed in proper uniform.

8. The vehicles must be fitted with Fire Extinguishers properly in working conditions all the time.
9. The agency/firm should have adequate number of mobile/telephone number for contact round the clock.

10. The Commissioner Air Cargo Export reserves the right to reject all or partial services offered, without assigning any reason thereof and the decision of this office shall be final and binding.

11. The billing will be done on monthly basis. Bills preferably typed and in triplicate in connection with the service shall be submitted within the first week of each successive month above to the Assistant Commissioner (Admn.), Air Cargo Export, New Delhi.

12. A daily record indicating time and mileage for each vehicle shall be maintained by the driver in a log book in format as per Govt. instructions and log book shall be submitted to the Assistant Commissioner (Hqrs.) in Export Commissionerate regularly for scrutiny. The time and mileage shall be taken account from the reporting/relieving point.

13. Once the hiring vehicles commences from a particular agency/firm, the vehicles and the driver should not be changed unless so requested by the office. The vehicles must be available at any time of day as desired by this office.

14. On awarding of the contract, the agency/firm has to furnish to the Assistant Commissioner, Air Cargo Export the certified copies of RC books of the vehicle to be provided and the same vehicles are to get inspected by the officers of this office nominated for the purpose.

15. This office shall be liable to pay the hiring charges only. Any other charges, including monthly charges of driver, repair and maintenance of vehicle, insurance, petrol/diesel, oil and any other incidental expenses shall be borne by agency/firm.

16. In case of breakdown of any vehicle during official duty, it shall be the responsibility of the firm to provide a substitute vehicle which is of similar make as replacement immediately.

17. The contractor must ensure that the desired number of vehicles should remain available in the office during the working hours. He must also make alternate arrangements in case of non-availability of any vehicle due to breakdown or for any other reason.

18. A penalty of Rs. 2000/- per day vehicle will be levied if any vehicle or driver or Service provider fails to meet above terms & conditions on any day.

19. In case of any accident, all the claims arising out of this shall be met by the Service provider only.
20. The contract between the Assistant Commissioner of Customs (Export) and the service provider can be cancelled after a prior notice of 15 days from either side, in the event of poor service or violation of any of the conditions stipulated.

21. Any matter during the period of this agreement, which has not been specifically covered by this agreement, shall be decided by the Commissioner of Customs (Export) and his decision shall be final.

22. In case of any dispute of any kind and in any respect whatever, the decision of Commissioner of Customs, Export Commissionerate shall be final & trading upon all the concerned.

Assistant Commissioner (HQ.),
Export Commissionerate,
NCH, New Delhi.

Copy to:-
1. The Dy. Commissioner (EDI), NCH for uploading it on the official website.
2. Administrative Officer, Export Commissionerate, NCH, New Delhi.
4. Office copy

Superintendent(Hqrs.)
Export Commissionerate,
NCH, New Delhi.
Format of technical bid for providing vehicles to Air Cargo Export Commissionerate, Delhi
New Customs House, New Delhi-110037.

1. Name of the bidder:

2. Complete address and contact Nos (including mobile Noc):

3. Income Tax Assessment particulars (Copy of PAN card and copy of the latest return of income filed to be attached).

4. GST Registration No. along with copy of the Registration Certificate to attached.

5. Detail of vehicles along with copies of the registration paper of vehicles to be attached.
   
   (a) Make / Type of vehicles.
   
   (b) Model / Year of manufacture.
   
   (c) Registration No of vehicles.

6. Details of vehicles given on hire in the past to government/government undertaking/government body (if any).

   (a) Name and address of the parties to whom vehicle were given on hire.
   
   (b) Period for which the vehicles were hired.
   
   (c) Number of vehicles given on hire.
Format of Financial bid for providing vehicles to Air Cargo Export Commissionerate, Delhi
New Customs House, New Delhi-110037.

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Description</th>
<th>Cost Ceiling (Excluding of GST)</th>
<th>Rate (Excluding GST) in INR</th>
</tr>
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<tbody>
<tr>
<td>1.</td>
<td>Rate for hiring of Mid Size vehicles for 2500kms of logged mileage per month</td>
<td>40000</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Rate for hiring of Small Size vehicles for 2000kms of logged mileage per month</td>
<td>30000</td>
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