



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

C. No. VIII(NCH)Gen/HQ/Hiring of Vehicles/18/2015/ ¹⁵⁴⁵⁹ _{12/05/16} Dated:12.05.2016

Tender Notice No. ⁰³/2016 dated ¹².05.2015

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

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

SCHEDULE

S. No.	Category	No. of Vehicles required	Period	Remarks
1.	Non-AC Taxi (Mid Size) with Driver	01	01/06/2016 to 31/05/2017	Taxi to be used 31/31 days and to a maximum of 3000 Kms in a month.

2. Interested parties should submit their sealed quotations to the Assistant Commissioner (Admn), General Commissionerate, New Custom House, New Delhi -110037 latest by **27.05.2016 up to 02.00 PM. Tenders will be opened on 27.05.2016 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 under sealed envelope superscribing **“Bids for Hiring of 01 Mid Size Vehicles”** addressed to Office of the Assistant Commissioner of Customs (Admn.), General Commissionerate, New Custom House, New Delhi -110037. **Mid Size cars would mean Maruti Ciaz/Maruti SX4/ Toyota Etios/ Hyundai Verna/ Ford Fiesta etc..**

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.



(TAMANNA ALAM)
Deputy Commissioner (Admn.),
General 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 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 Commissioner of Customs (General), 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 01.06.2016 to 31.05.2017** and for a further period if required and as mutually agreed subject satisfactory performance.
4. **All taxes, fee, levy, insurance charges 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 2013.
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 of Customs, General Commissionerate would have a right to hire a vehicle from the market and the additional cost incurred by the Commissioner of Customs will be borne by the agency/firm.
7. The agency/firm would ensure that the driver employed 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 protocol 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 telephones for contract round the clock.

10. All taxes, fee, levy, insurance charges etc. other than Service Tax would be borne by the Agency/Firm.
11. The Commissioner of Customs (General) reserves the right to reject all or any of the offers without assigning any reason thereof and the decision of this office shall be final and binding.
12. 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.
13. A daily record indicating time and mileage for each vehicle shall be maintained by the driver in a long book in format as per Govt. instructions and log book shall be submitted to the concerned office in General Commissionerate regularly for scrutiny. The time and mileage shall be taken account from the reporting/reliving point.
14. Once the hiring vehicles commences from a particular agency/firm, the vehicles and the driver should not be changed unless so requested. The vehicles must be available at any time of day as desired by the Commissioner of Customs (General).
15. On awarding of the contract, the agency/firm has to furnish to the Commissioner of Customs (General) 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.
16. The Commissioner of Customs (General) 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.
17. 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.
18. The contractor must ensure that the desired number of vehicles should remain available during the said working hours. He must also make alternate arrangements in case of non-availability of any vehicle due to breakdown or for any other reason.
19. In case any vehicle does not report on time/does not report at all, the Commissioner of Customs (General) would have a right to hire a vehicle from the market and the additional cost incurred by Commissioner of Customs (General) will be borne by the agency/firm.
20. A penalty of Rs. 2000/- per day vehicle may be levied if any vehicle or driver or agency/firm fails to meet above terms & conditions on any day.

21. In case of any accident, all the claims arising out of this, it shall be met by the agency/firm.
22. The liability of the Commissioner of Customs (General) will be limited to the hiring charges agreed in the contract.
23. The contract between the Commissioner of Customs (General) 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.
24. 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 (General) and his decision shall be final and conclusive.
25. No additional terms & conditions over and above the conditions stipulated above shall be entertained by the Commissioner of Customs (General).
26. In case of any dispute of any kind and in any respect whatever, the decision of Commissioner of Customs, General Commissionerate.


(TAMANNA ALAM)
Dy. Commissioner (Admn.),
General Commissionerate,
NCH, New Delhi.

Copy to:-

1.  The Dy. Commissioner (EDI), NCH for uploading it on the official website.
2. Administrative Officer, General Commissionerate, NCH, New Delhi.
3. Notice Board, General Commissionerate, NCH, New Delhi.
4. Office copy


Superintendent (Hqrs.)
General Commissionerate,
NCH, New Delhi

Annexure 'B'

**Format of bid for providing vehicles to The Commissioner of Customs (General),
New Custom House, 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 vehicle to be attached.
 - (a) Make/Type of vehicle.
 - (b) Model/Year of manufacture.
 - (c) Registration No of vehicle.

Description	Rate (All inclusive) in INR
Rate for hiring of Mid Size vehicle for 3000 kms of logged mileage per month	

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-----

Telephone No:

Office:

Fax No:

Residence:

Email: