

OFFICE OF THE COMMISSIONER OF CUSTOMS
AIR CARGO EXPORTS, NEW CUSTOM HOUSE, NEW DELHI

C.No. VIII(12)ACE/Admn./Hqrs./Vehicle/17/2013 ¹⁵⁹⁸³ ₂₉₋₈₋₁₄ Dated:-

Tender Notice No. 2/2014 dated 29.08.2014

**NOTICE FOR INVITING TENDER FOR HIRING OF VEHICLE IN AIR CARGO EXPORT, NEW
CUSTOM HOUSE, NEW DELHI**

For and on behalf of President of India, sealed tenders are invited for the hiring of two vehicles along with drivers for the office of the Commissioner of Customs, Air Cargo Export, New Custom House, New Delhi. The details terms and conditions are given below. **The last date for submission of bids is 05.09.2014 upto 4.00 PM** by submitting the sealed envelopes in room No. 230-B to the Administrative Officer (Admn.). The bids will be opened in the Room No. 140 at 11.00 AM on 08.09.2014 in the presence of tender opening committee and available tenderers. The lowest bid shall be awarded for contract.

TERMS AND CONDITIONS

1. Sealed financial bids should be kept in a single sealed envelope and super-scribed with **"Tender for Hiring of Vehicles"**.
2. The tender will be opened on 08.09.2014 At 11.00 AM before the tender opening committee and tenderers, if available.
3. Type of the vehicles required to be supplied:

S.No.	Category	Type of Vehicle	No. of Vehicles Required
1	Non-AC vehicles to be used upto 25 days in a month for maximum of 2000 Kms. & 200 hours in a month and provision of extra payment for hours beyond 200 hrs.	Tata Indica / Indigo or any other	02

4. The contract for the above vehicles shall be valid for an initial period of one year starting from 15.09.2014.
5. The agency/firm should have sufficient numbers of the vehicles with them.
6. In case the condition of the 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, Air Cargo Export would have a right to hire a vehicle from the market and the additional cost incurred by the Commissioner of Customs, Air Cargo Export will be borne by the agency/firm.
7. The agency/firm would ensure that the drivers employed have valid driving licence 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. The rates quoted should be exclusive of the service tax component. No service tax will be paid if the operator fails to provide proof of valid service tax registration. All taxes, fee, levy, insurance charges etc. other than Service Tax would be borne by the Agency/Firm.

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11. The Commissioner of Customs, Air Cargo Export 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 log book in format as per Govt. instructions and log book shall be submitted to the concerned officer in Air Cargo Export regularly for scrutiny. **The time and mileage shall be taken into account from the reporting point.**
14. Once the hiring of vehicles commences from a particular agency/firm, the vehicles and the drivers should not be changed unless so requested. The vehicles must be available at any time of day as desired by the Commissioner of Customs, Air Cargo Export.
15. On awarding of the contract, the agency/firm has to furnish to the Commissioner of Customs, 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.
16. The Commissioner of Customs, Air Cargo Export 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. In case any vehicle does not report on time/does not report at all, the Commissioner of Customs, Air Cargo Export would have a right to hire a vehicle from the market and the additional cost incurred by Commissioner of Customs, Air Cargo Export will be borne by the agency/firm.
19. A penalty of Rs. 500/- per day vehicle may be levied if any vehicle or driver or agency/firm fails to meet above terms & conditions on any day.
20. In case of any accident, all the claims arising out of it shall be met by the agency/firm.
21. The liability of the Commissioner of Customs, Air Cargo Export will be limited to the hiring charges agreed in the contract.
22. The contract between the Commissioner of Customs, Air Cargo Export and the service provider can be canceled after a prior notice of one month from either side, in the event of poor service or violation of any of the conditions stipulated.
23. 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, Air Cargo Export whose decision shall be final and conclusive.
24. No additional terms & conditions over and above the conditions stipulated above shall be entertained by the Commissioner of Customs, Air Cargo Export.
25. In Case of any dispute of any kind and in any respect whatsoever, the decision of Commissioner of Customs, Air Cargo Export shall be final and binding.


28/2/14
Deputy Commissioner (Hqrs.)