

OFFICE OF THE PRINCIPAL COMMISSIONER OF CUSTOMS (PREVENTIVE)
NEW CUSTOM HOUSE, BALLARD ESTATE, MUMBAI-400 001

F.No. SD/INT/MTO/04/2019 R&I

Date: 23.01.2020

E-TENDER NOTICE

The Pr.Commissioner of Customs (Preventive), R&I, New Custom House, Ballard Estate, Mumbai, Maharashtra-400 001, for and on behalf of President of India invites E-tenders **UNDER TWO BID SYSTEMS** for the hiring of 05 Drivers of Operational departmental Vehicles on a monthly hire basis for the period of one year starting from the date of awarding of the contract. The last date of submission of online Technical & Financial Bids is **13.02.2020** till **18.00** Hrs. The technical/qualifying bids will be open on **17.02.2020** at **3.00** p.m. and after completion / finalisation of Technical Bids qualifying process, the financial bids will be opened on **17.02.2020** at **3.00** p.m. at 11th floor, Admn. Section, R&I Div., New Custom House, Ballard Estate, Mumbai-400001.

The requirement of Drivers is as per the schedule given below:

Sr. no.	Type of Driver	No.of Drivers	Category/Terms of use
1	LMV	05	25 days a month @ 12 hrs per day (Day/Night) on a monthly basis (Reckoned from place of reporting to place of release excluding Sundays & other holidays). The salaries paid to the drivers shall be as per the minimum larger, prescribed for central government offices.
Total no. of drivers		05	

The detailed terms and conditions and other details including the proforma in which the application is to be made, is enclosed as Annexure-A, B & C and is available on the official website of the Department <http://ccpmumbai.gov.in>, <http://www.cbic.gov.in> & Central Public Procurement Portal <http://eprocure.gov.in>.

Enquiry/details regarding the work, terms and conditions if any, can be obtained from MTO, Ground Floor, R&I Div., New Custom House, Annex bldg., Ballard Estate, Mumbai-400 001, Ph.- 022-22757670 on any working day during office hours on or before **13.02.2020**.

The interested bidders may submit their documents of technical bids and financial bids in the prescribed proforma duly signed and stamped on E-procurement Portal, in the name of Deputy Commissioner of Customs, MTO Section, R&I Div., Ground Floor, New Custom House, Annex bldg., Ballard Estate, Mumbai-400 001 on or before **7.02.2020 at 18:00 Hrs.**

The tenders/quotations received unsigned/incomplete and/or filed after the said due date shall be summarily rejected. The bidders who wish to be present at the time of opening of Tender/Quotation may represent themselves or authorize their representatives with an authority letter. The Office of the Commissioner of Customs (P), Mumbai reserves the right to accept or reject any or all tenders/quotations without assigning any reasons thereof.


(R.P.SRIVASTAVA)

ASSTT.COMMISSIONER OF CUSTOMS (P),
RUMMAGGING & INTELLIGENCE,
NEW CUSTOM HOUSE, MUMBAI - I.

Encl.: Annexure - A, B & C.

Copy to:

1. The Deputy Commissioner of Customs (EDI), NCH, Mumbai, for uploading the Tender Notice on Mumbai Customs, CPPP & CBIC websites.
2. Notice Board.

ANNEXURE - A

Eligibility Criteria: -

1. The tenders shall enclosed an EMD amount of Rs. 5000/- per driver from Nationalized Bank/Scheduled Bank in the form of Account Payee Demand Draft/Fixed Deposit Receipts/Banker's Cheques or Bank Guarantee drawn in favour of 'RBI A/c Commissioner of Customs (P)'. Tender without EMD will not be processed further. The EMD must be sent to the address:- The Deputy Commissioner of Customs, MTO Section, R&I Div., Ground Floor, Ballard Estate, New Custom House, Mumbai - 400 001 on or before the last date of submission of bids. The EMD of unsuccessful bidders will be returned as early as possible. If the party fails to provide drivers within a stipulated time, the Demand Draft/Bank Guarantee will be forfeited and the contract will be awarded to the next successful bidder who has quoted the next lower bid.
2. On acceptance of bid, the service provider will have to submit performance guarantee of an amount equivalent to 5%, of the value of the entire period of the contract in the form of Bank Guarantee from a nationalized Bank drawn in favours of 'RBI A/c Commissioner of Customs (P), in the favour of A/c payee Demand Draft.
3. He should possess a Shop & Establishment Certificate, G.S.T. and Income-tax Registration Certificate & PAN Card.
4. The firm should have adequate number of uniform drivers having experience of driving in Mumbai city/ Maharashtra State and any change in vehicle and/or driver should be made only in very exceptional circumstances. Replacement of the driver should be provided in the event of a non-availability of driver. The Commissioner (Preventive), R&I Div, New Custom House, would have a right to hire a driver from the market if the contract bidder is not able to provide any driver and the cost incurred will be borne by the said contract bidder.
5. In case of any expenses incurred by the controlling officer/any representative of the Department for the purpose of fuel/penalty or for violation of any law by the driver for non compliance of rules/stipulations by driver, they shall be reimbursed by the contractor within 5 (five) days of such payment. Failure to do so shall attract a penalty at the rate of Rs. 500/- per day beginning from the 6th day of such payment.
6. In case of non compliance of above terms and conditions of the contract, penalty may be levied on the basis of the certificate signed by the controlling officer. The penalty for some of the defaulters are as under:

Sr. No.	Nature of Default	Penalty (Rs.)
1.	Late Reporting	100/- per instance
2.	Not Reporting	500/- per instance
3.	Refusal of Duties	500/- per instance
4.	Change in Driver without prior Information	200/- per instance

7. The drivers deployed along with the Departmental vehicle should satisfy the following conditions:

- a) Drivers should have minimum three years experience of driving.

They should have valid driving licenses for driving of vehicles. Copy of the same should be submitted on joining of duty.

- b) Drivers should be well versed with the roads and the places in Mumbai and should have experience in Mumbai city driving.
- c) Once the driver has been allotted to a particular vehicle, he should remain with the same vehicle for a period of at least one year. Any change in the designated driver should be intimated to the concerned officer before 24 hours of such change is affected.
- d) Driver should be provided with a mobile phone with a working contact number wherein GPRS System should be activated in mobile & vehicle.
- e) Drivers should be decent in uniform and well behaved, reasonably educated, having communication skill in local and Hindi/ English and should not have any criminal cases against him and should not have any past history of accidents.
- f) Drivers should not be addicted of any kind of psychotropic substances/ alcohol.

8. The Rates once finalized will be valid for a period of one year. .

Terms & Conditions:-

1. A log book specifying daily reporting and relieving time. The bidders shall provide a photo copy of logbook along with the remarks, if any, of the officers/departments to whom the vehicle has been assigned along with the bill.
2. Payment shall be made only on monthly basis and on receipt of the bill after rendering satisfactory service. The payment will be released within a period of 30 - 45 days from the date of submission of bill.
3. The Service provider shall submit CA Certificate and/or audited copies of Balance Sheet and Profit & Loss Account for the last three years.
4. One month prior notice should be given by the service provider for termination of contract & discontinuation of service failing which will result in forfeiture of security deposit.
5. This office reserves the rights to terminate the contract or if required this office can discontinue after giving one month's notice.
6. This department shall not be responsible for any challan, loss, damage due to any accident of the vehicle or to any other vehicle or for the injury to the driver or to any third party. The loss or damage or legal expenses on this account shall be borne by the service provider/contractor.
7. Work discipline and etiquettes should be maintained by staff of the Service Provider.
8. On receipt of complaint from the user regarding misbehaviour, discourtesy, wastage of time in finding out the route to any destination or repeated delay in reaching the reporting point, a penalty of Rs. 500/- shall be levied on the service

provider. Repeated complaints of the driver will result in the termination of the contract.

9. The department will have the sole discretion to extend the period of contract beyond contract period or terminate the contract prematurely wholly or partially.

10. Technical Bid shall not mention any financial matters such as amount quoted per month etc. Upon observance of any such mention in the Technical Bid documents, the Tender will be summarily rejected.

11. The Financial Bid will be opened only if the Technical Bid is found to be satisfactory and complying all terms and conditions.

12. The contract will be awarded to the lowest bidder subject to the fulfilment of all the terms & conditions given in this notice.

13. This office reserves the right to accept or reject any tender, even the lowest one, without assigning any reasons thereof. Further, this office reserves the right to scrap the entire tender process at any stage without assigning any reasons thereof.

14. The liability of the Commissioner of Customs (Preventive), NCH, Mumbai will be limited to the hiring charges agreed, in the contract.

15. In any matter during the period of this contract, which has not been specifically covered by this contract, the decision of the Commissioner of Customs (Preventive), NCH, Mumbai will be final.

16. No additional terms & Conditions except stipulated above will be entertained by the Commissioner of Customs (Preventive), NCH, Mumbai.

17. In case of dispute of any kind and in respect whosoever, the decision of the Commissioner of Customs (Preventive), NCH, Mumbai shall be final and binding to all.

18. The Commissioner of Customs (Preventive), NCH, Mumbai reserves the right to amend, rectify, alter or relax any conditions, referred above for this tender, without assigning any reasons.

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ANNEXURE - B

**TECHNICAL BID FORM FOR TENDER OF HIRING OF DRIVERS FOR THE
OFFICE OF THE COMMISSIONER OF CUSTOMS (P), NEW CUSTOMS HOUSE,
MUMBAI-400 001.**

1.	Name, address & telephone no. of the service provider	
2.	Name and address of the Proprietor/Partner/Director	
<u>QUALIFYING CRITERIA FOR TECHNICAL BID</u>		
3.	Valid Goods & Service Tax Registration	Yes/No
4.	Attached copy of PAN	Yes/No
5.	Details of annual turnover of previous three Financial years (along with copy of profit & loss a/c, balance sheet, Audit report and Income Tax Returns for last three years.)	Yes/No
6.	Any employee of the O/o Commissioner of Customs on your Board or share holder in contractor's entity. (If yes, please provide details)	Yes/No
7.	Has any director/partner/entrepreneur of the service provider convicted under any law. (If yes, please provide details)	Yes/No
8.	Has firm/company black listed at any time in past by any organisation. (If yes, please provide details)	Yes/No
9.	Any other information, contractor may like to furnish (may be furnished in separate enclosure)	Yes/No

DECLARATION

I/we hereby certify that information furnished above is true and correct to the best of my/our knowledge. I/we understand that if any deviation is of and in above statement at any state, I/we shall be blacklisted and will not have any dealing with department in future.

I hereby confirm that I am authorized to sign the Tender Document.

Signature
Name of the authorised signatory
Seal/Stamp

ANNEXURE - C

**FINANCIAL BID FORM FOR TENDER OF HIRING OF DRIVERS FOR THE
OFFICE OF THE COMMISSIONER OF CUSTOMS (P), NEW CUSTOMS HOUSE,
MUMBAI-400 001.**

1.	Name, address & telephone no. of the service provider	
2.	Name and address of the Proprietor/Partner/Director	
3.	GST Service Tax Registration Number	
Rate of Driver (Exclusive of Service Tax)		
4	Rate in Rs. per month (per Driver)	

This is to certify that I/we before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them and all it is included in cost.

Signature
Name of the authorised signatory
Seal/Stamp