



OFFICE OF THE ASISTANT COMMISSIONER OF CUSTOMS (PREVENTIVE)
BASSEIN DIVISION, M&P WING, KILLABUNDER, VASAI (W)
DISTT. PALGHAR - 401 201

([Tel:0250-2320001](tel:0250-2320001)/[Fax-0250-2322562](tel:0250-2322562))

F. No. VIII/CUS/BSN/16/Hire-Veh/2017-18

Dated August, 2017

**NOTICE INVITING E-TENDER THROUGH E-PROCUREMENT
FOR HIRING OF VEHICLES**

Online e- tenders are invited for and on behalf of the Assistant Commissioner of Customs (Preventive) Marine & Preventive Wing, Bassein Division, Killa Bunder, Vasai(West)for hiring of **SEVEN** vehicles for use by the office of the Assistant Commissioner of Customs (Preventive), Bassein Division and its Circle formations as listed below, for the period mentioned against the respective formations. The bids are invited in a two-bid system (Technical and Financial) from reputed service providers. The concerns fulfilling the requirements as specified under eligibility conditions of this document shall be eligible to apply. 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.

The address of the M & P Circle officesunder Bassein Division where the vehicles are required and the requirement period are as under :

SR. NO.	ADDRESS OF CIRCLES WHERE VEHICLES ARE REQUIRED	VEHICLES REQUIRED	PERIOD COVERED
1	Office of the Assistant Commissioner of Customs (Preventive) Bassein Division. Killa Bunder, Vasai (West) Dist. Palghar 401201	01	01.10.2017 to 30.09.2018
2	Office of the Superintendent of Customs(Preventive), Tarapur Circle, Near Tarapur Fort, Village, Dist. Palghar 401502	01	01.10.2017 to 30.09.2018
3	Office of the Superintendent of Customs(Preventive), Arnala Circle, Arnala, Dist. Palghar-401 302	01	01.10.2017 to 30.09.2018
4	Office of Superintendent of Customs(P), Uttan circle, Uttan, Bhayandar (West)	01	01.10.2017 to 30.09.2018
5	Office of Superintendent of Customs(P), Satpati Circle, Palghar 401 504	01	01.10.2017 to 30.09.2018
6	Office of the Superintendent of Thane Circle, Girnar CHS, Makhmali Talao, Thane (West)	01	01.10.2017 to 30.09.2018
7	Office of the Superintendent of Customs(P) Nr. Fort, Tehsildar Office, Dahanu Dist. Palghar-401601,	01	01.10.2017 to 30.09.2018

2. Mode of Tendering: Interested bidders may download the tender enquiry documents (TED) and submit their tenders online at Central Public Procurement Portal website: <https://eprocure.gov.in/eprocure/app> and bid online through the portal www.eprocure.gov.in. The Tender should be addressed to the Assistant Commissioner of Customs (Preventive), Marine and Preventive Wing, Bassein Division, Killa Bunder, Vasai (West) 401 201, with words "Bid for Hiring of Vehicles". The bids are invited in a two-bid system (Technical and Financial) from reputed firms and are required to be submitted in two parts, namely, (1) Technical Bid and (2) Price Bid. The Price bid should be valid for the concerned period from the date of opening of the Tender.

3. The Tender enquiry documents will be available on official website (www.cbec.gov.in) and on <https://eprocure.gov.in> from 05/09/2017.

4. Bidders submitting their bids online should ensure that Earnest Money Deposit (EMD) of Rs 10,000/- (Rs Ten Thousand only) in the form of Demand Draft/Banker's Cheque, drawn on a Scheduled Commercial Bank in India, in favour of Principal Commissioner of Customs (Preventive) payable at Mumbai must reach the address at: Assistant Commissioner of Customs (Preventive), Bassein Division, M&P Wing, Killa Bunder, Vasai (West), Dist. Palghar - 401 201 by 18:00Hrs on 25.09.2017.

5. Tenders will be treated as non-responsive and will be rejected, at the initial stage itself "as Tenders received without EMD" in absence of EMD.

6. The Bidder should clarify any doubt/query regarding the specification from Inspector/Superintendent of Customs, at Bassein Division, Killa Bunder, Vasai (West) 401 201 on any working day between 11.00 am to 5.30 pm.

7. The technical bid will be opened first in the presence of the Tender Committee Members and Bidders. Financial bids of only technically qualified bidders shall be opened in the presence of the Tender Committee Members and bidders. The Bidders, if they wish, can remain present.

8. Last date and time for submission of Bid/Tender is: 25/09/2017 **upto 15:30 hrs.**

Opening of Bids:

Technical Bid: - on 26/09/2017 **at 11.30 am**

Financial Bid: after finalization of technical bid

9. In the event of any of the above mentioned date being subsequently declared as a holiday/closed day for this office, the tenders will be opened on the next working day at the scheduled time.

10. TERMS OF PAYMENT

i) The contractor will submit the monthly bill in duplicate for reimbursement to the officer-in charge of the Circle. The bill will be paid after making recovery, if any.

ii) The contractor shall make regular and full payment to its personnel as per the law and furnish necessary proof in this regard as and when required.

iii) In case of any complaint of non-fulfillment of any obligation under contract, this office reserves the right to deduct the amount due from the contract from monthly bills as well termination of the contract.

11. PENALTIES

i) The Contractor shall attract penalty of an amount of Rs.500/- per day in case a person fails to carry out the services due to his absence or any other reason which shall be recovered from the bills or otherwise.

ii) The contractor would ensure that all its personnel deployed with this office behave courteously and decently with the employees/ officers of this office.

Sd/-

Assistant Commissioner of Customs
Bassein Division
Marine and Preventive Wing,
Killa Bunder, Vasai (West)

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ANNEXURE-A

Terms and Conditions of the Tender

While quoting, every person tendering should specifically note that -

- a) Rate quoted is for a commercially registered vehicle that is new or up to 2 years old and without any accident history, in excellent and neat exterior, interior and running condition which they shall also so maintain during period of hire.
- b) The vehicle shall be provided on all days including Saturday, Sunday and Holidays, as required by the Hirer. "All types of other expenses Viz, charges for driver, fuel, maintenance and all the types of taxes viz GST etc, will be borne by the vehicle provider". The other Conditions are:-
 - a) Monthly running :- 2000 kms
 - b) Monthly running :- (Days) 30 Days
 - c) Daily Working Hrs :- 12 hrs
 - d) Extra km rate over 2000 km Rs. 8 per km
- c) Zero based mileage i.e. mileage starting and ending at/from duty or drop off location shall be adopted for the purposes of calculating the kilo meters.
- d) They have arrangements for establishing contact and round the clock service.
- e) He should be the owner of the vehicle. All the vehicles should be commercially registered.
- f) He should be registered with the GST Department if applicable and hold PAN. GST will not be reimbursed, if the Service Provider fails to produce proof of payment of GST.
- g) The billing will be done on monthly basis and bills to be submitted in triplicate by the 5th of the succeeding month.
- h) The vehicle(s) provided should comply with laws in force in India.
- i) Their drivers have valid driving license and comply with laws in force, are adequately experienced, maintain decency, politeness and are neatly dressed.
- j) Their drivers are equipped with functional mobile phone at their cost, for contact purposes. Their drivers are well versed with the routes and locations in entire Mumbai and its suburban areas. Their driver/service provider shall maintain log-book with vehicle indicating the day to day running mileage.
- k) Once hired, the vehicle will not be put to use for any other purposes, and the vehicles and drivers will work under the overall supervision of the department.
- l) In order to ensure day to day functionality of hirer, once hired, service provider shall not keep changing or rotating vehicles and drivers, except if the hirer so indicates in the case of eventuality or unsuitability.
- m) Any person who is in government service or an employee of the department is not a partner, directly or indirectly, with the service provider.
- n) They will comply with labour laws in force and all liabilities in this connection will be theirs.

- o) If the contract is awarded, they are to provide the department the complete details of vehicles, certified copies of the RC books, comprehensive insurance policies as well as full details of deployed drivers, their addresses, copies of their driving licenses.
- p) The department will not be under any obligation, legal or otherwise, to provide employment to any of the personnel of the service provider during or after the expiry of the hired period. The department recognizes no employer-employee relationship between the department and the personnel deployed by the service provider. The department shall not be responsible financially or otherwise for any injury to the vehicle or driver or person deployed by the service provider during the course of hire.
- q) In case of any accident, any and all the claims and damages arising there from shall be met by the service provider.
- r) The service provider shall undertake to indemnify the department against all damages/charges arising on account of or connected with the negligence of the service provider or his staff or any person under his control whether in respect of accident/injury to the person or damages to the property of any member of the public or any person or in executing the work or otherwise and against all claims and demand thereof.
- s) In the event of the hired vehicle developing snags the service provider will ensure that a replacement vehicle is provided on priority and in case of failure to make alternative arrangement, the Department will be at liberty to hire other vehicle and the cost incurred on account of such hiring shall be at the expense of the service provider.
- t) The department reserves the right to charge penalty of Rs.500 per hour of delay for non provision of vehicle in time, and Rs.500 per instance of misbehavior of driver.
- u) The department reserves the right to terminate the contract without assigning any reason by giving two days notice. The department reserves its right to extend the contract for a further period from the date of termination of contract (i.e. 30.08.2018) for a period of One year on the existing terms and conditions as mutually agreed by the Service Provider and Department.
- v) The service provider should give a months' notice with sufficient reasons before going out of the contract.
- w) The MTO of department shall maintain record of journeys undertaken in line with log book system for departmental vehicles.
- x) Department shall not make any advance payments and payments shall be made only on the basis of monthly bills submitted every month.
- y) The Assistant Commissioner of Customs (P), Marine & Preventive Wing, Bassein Division, Killa Bunder, Bassein, Palghar-401201 reserves the right to require fulfillment of other conditions, not expressly mentioned, which are consistent with use of vehicles on hire with this office, and to reject any or all tenders without assigning any reason there for.
- z) In case of dispute, the decision of the Assistant Commissioner of Customs (P), Marine & Preventive Wing, Bassein Division, Killa Bunder, Bassein Palghar-401201 shall be final and binding.

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**ANNEXURE- B
FORMAT OF TECHNICAL BID**

TECHNICAL BID

Name, Address and Telephone no of Tenderer:

Name and address of the Proprietor /Partner/ Directors:

Qualifying criteria for Technical Bid

- | | |
|---|----------|
| 1. We own the vehicle | Yes / No |
| 2. The vehicle is registered as commercial vehicle | Yes / No |
| 3. We have attached photocopy of RC Book offered in this tender | Yes / No |
| 4. We have valid Goods and Service Tax Registration | Yes / No |
| 5. We have attached copy of Goods and Service Tax Registration | Yes / No |
| 6. We have valid PAN | Yes / No |
| 7. We have attached copy of PAN | Yes / No |

Additional evaluation criteria

- | | |
|---|----------|
| 8. Total number of commercially registered vehicles owned
(Please fill number opposite) | _____ |
| 9. In 2016-17 provided vehicles on hire for over 6 months
to Central/State Government /Public Sector offices | Yes / No |
| 10. If reply to 9 above is yes, then provide names of the offices | _____ |

“I have read the terms & conditions of the Tender Notice.”

Signature
Name of Authorized Signatory
Seal/Stamp

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ANNEXURE- C

FINANCIAL BID

Name, Address and Telephone no of Tenderer:

Name and address of the Proprietor/Partner/Directors

Service Tax Registration Number

Rate per car/Jeep (Exclusive of Service Tax)

Category of car	Rate in Rs. (exclusive of Goods and Service Tax)	Extra KM. Charge in Rs.
Non AC Vehicle for up to 25 days subject to a maximum of 2000 km in a month.		
Non AC Vehicle for up to 30/31 days subject to a maximum of 2500 km in a month.		

“I have read the terms & conditions of the Tender Notice.”

Signature
Name of Authorized Signatory
Seal/Stamp