

CUSTOMS MARINE HEADQUARTERS

**4TH FLOOR, TRANSPORT HOUSE, POONA STREET, MASJID (EAST), MUMBAI – 400 009.
Telefax: 23775438, Tele: 23713505, 23782396**

F.No. CSY/42/Vol. II/2020-21

Date: 18.09.2020

NOTICE INVITING e-TENDER

SUB: CALLING E-TENDERS FOR HIRING OF VEHICLE FOR ASSISTANT DIRECTOR (MARINE), CUSTOMS MARINE HEADQUARTERS, MASJID EAST, MUMBAI – REG.

Online e-tenders are invited from the experienced and reputed vehicle (taxi) operator/ service provider for hiring one taxi along with driver for the office of the Assistant Director (Marine), Customs Marine Headquarters, Transport House, 4th floor, Poona Street, Masjid East, Mumbai. Details of the service required and other terms & Conditions relating to award contract are given in Annexure I. Interested parties, who meet the qualification criteria laid down in Annexure I, are to submit their bids as per two bid system i.e. Technical and Financial bid separately as per Annexure – ‘I’ and Annexure – ‘II’. Details of the services required and other terms and conditions relating to the award of contract are given in the Annexure – I.

The enclosed e-Tender should be submitted in the prescribed e-Tender Form only. The Contractor should go through the details and sign each and every page of e-tender including its enclosures as a token of acceptance of the terms and conditions of the e-tender.

The e-tender form for qualifying bid prescribed in Annexure –I and the e-tender form for the financial bid prescribed in Annexure – II complete in all respects shall be submitted on-line on or before 07.08.2019.

All prospective bidders are invited to submit their bids under Two Bid Systems for the subject work as detailed below in accordance with the tender documents enclosed.

| | |
|---|--|
| MODE OF TENDERING | : e-Tendering through our portal www.eprocure.gov.in |
| PRE BID MEETING (PBM) | : 25.09.2020 at 11.30 a.m. |
| VENUE FOR PBM | : Office of Asst. Director (Marine), Customs Marine Headquarters, 4 th floor, Transport House, Poona Street, Masjid (East), Mumbai - 400 009 |
| LAST DATE AND TIME FOR SUBMISSION OF BID / TENDER | : 05.10.2020 (17.00 P.M) |
| DATE & TIME FOR OPENING TECHNICAL / QUALIFYING BID | : 06.10.2020 (11.00 A.M) |
| DATE & TIME FOR OPENING FINANCIAL BID | : 07.10.2020 (11.00 A.M) |

Contd. 2...

Interested bidders may download the Notice Inviting e-Tender from the portal www.eprocure.gov.in . The tender enquiry documents will be available on official website on <http://www.eprocure.gov.in> from **09.09.2020**. In the event of any of the above mentioned dates 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.

The e-Tenders should be submitted on-line on the website www.e-procure.gov.in complete in all respects on or before **05.10.2020** (17.00 P.M) in two separate files addressed to the **Principal Commissioner of Customs (G)**, New Custom House, Ballard Estate, Mumbai -400001. The technical/qualifying bid shall be opened by the e-Tender Evaluation Committee on **06.10.2020** at 11.00 A.M. Incomplete bid documents shall be rejected. The valid bids shall be scrutinized by the e-tender evaluation committee to short list the eligible bidders. Thereafter, the financial bids of the short listed bidders shall be opened on **07.10.2020** at 11.00 AM by the e-tender evaluation Committee.

Bidders shall submit the technical as well as the financial bid through e-tendering portal only. Bids submitted by courier/post/in person shall not be accepted in this tender.

The Bidder should clarify any doubts/queries regarding the specification of the vehicle services to be provided at the stipulated site from the Asst. Director (Marine), on any working day between 11.00 AM to 5.00 PM before **05.10.2020**. Any deviation in the above schedule shall be intimated in due course. The pre-bid meeting has been scheduled for **22.10.2020** at the Office of the Asstt. Director (Marine), bidders interested may do so in coordination with the Asst. Director (Marine), Customs Marine Headquarters, Transport House, 4th floor, Poona Street, Masjid East, Mumbai as per schedule. The Bidder should fulfill pre-qualification conditions of the e-Tender and should sign each and every page of the e-tender including the Annexures as a token of acceptance of having read and understood all the terms and conditions contained therein and submit all documents attested by the authorized person along with the bid. The e-tender form shall be rejected if it is not complete in all respects.

Sd/- dated 18.09.2020
(V.S. MISHRA)
ASST. DIRECTOR (MARINE)
CMHQ, MUMBAI.

Copy to:

- i. Notice Board
- ii. EDI for posting on Customs website/e-procurement portal.

TERMS AND CONDITIONS

[1] Separate Technical and Financial Bids strictly in the enclosed Performa as per Annexure – ‘I’ and Annexure – ‘II’ as the case may be for hire of vehicles for Assistant Director (Marine), Customs Marine Headquarters, Masjid (East), Mumbai on monthly basis”.

[2] E-Tender will be opened on **06.10.2020** at 11.00 hours before the e-tender committee.

[3] The contract shall be valid for a one year starting from date of approval.

[4] There will not be any limitation of minimum or maximum running Km of vehicle on day-to-day basis. The maximum Km can be utilized in any manner on monthly basis by Asstt. Director (Marine), Customs Marine Headquarter, Mumbai- 400009.

[5] The Asstt. Director (Marine), Customs Marine Headquarter, Mumbai- 400009, shall be liable to pay the hiring charges as per the agreement only. Contract charges include monthly charges except GST Taxes.

[6] Agreed Rate as per agreement will not revise during the agreement period.

[7] The vehicle will be kept neat and clean and in perfect running condition with shining body and clean interior with good upholstery by the transport operator.

[8] In case vehicle provided is not found satisfactory, the same shall be returned for immediate replacement. In case no replacement is provided in time, department would have a right to hire a vehicle from the market and the additional cost incurred by this office will be borne by the Transport Operator.

[9] Generally, Vehicle should be utilized during the period from 08:00 hours to 20:00 hours; however, or in case of urgency, continuously without any time limit. The vehicle must be available at any time on any day as desired by the officers of department. The vehicle and the driver should not be changed unless requested by the Department.

[10] The Transport Operator would ensure that the drivers employed have valid driving license. The driver of the vehicle provided must follow traffic rules and other regulations prescribed by the Govt. from time to time.

[11] The Transport Operator should have an adequate number of telephones or contact numbers round the clock. The driver shall be neatly dressed, shall observe all the etiquette and protocol while performing the duty and should must carry a mobile phone in working condition for which, no separate payment shall be made.

[12] The Vehicle should be kept with sufficient stock of fuel. However, in case of any emergency, if any officer pays for refuel, the same should be reimbursed by the Transport Operator on production of the bill.

[13] As regard vehicle timings, the Transport Operator will not pass on the instructions directly to the driver concerned. All the instructions should be routed through the officer of the Asstt. Director (Marine), Customs Marine Head Quarter, Mumbai- 400009.

[14] A daily record indicating time and mileage of vehicle shall be maintained in a log book and log book shall be submitted to the Officer of Asstt. Director (Marine), Customs Marine Head Quarter, Mumbai regularly for scrutiny.

Contd.2...

[15] In case of breakdown of the vehicle during official duty, it shall be the responsibility of the Transport Operator to provide a substitute vehicle immediately. In case, the substitute vehicle does not report on time/does not report at all, Asstt. Director (Marine), Customs Marine Head Quarter, Mumbai would have the right to hire a vehicle form the market and the additional cost incurred by the customer will be borne by the Transport Operator.

[16] The contract shall not have with the previous consent in writing of the Department sublet/sub-contract-transfer or assign the contract or any part thereof in any manner whatsoever. However, such consent shall not relieve the contract from any obligations, duty or responsibility under the contract and contractor shall be fully responsible for the services hereunder and for the executions and performance of the contract.

[17] In case of failure of the contractor in providing/making available of vehicle on account of any defect/fault/breakdown/not reporting, liquidated damages/compensations or alternative arrangement with prior permission shall be made, not by way of penalty, shall be imposed and recovered from the contractor's bill without any notice as under.

[18] The vehicle should be available/ may be used for running in Mumbai/ Maharashtra State/ outside of Maharashtra State as and when the Asstt. Director (Marine), Customs Marine Head Quarter, Mumbai so desires.

[19] The billing will be done on monthly basis. Bills preferably should be typed and in triplicate, and should be submitted to this office in the 1st week of the following month.

[20] In case of any accident, all the claims arising out of it shall be met by the Transport Operator.

[21] The Transport Operator should approach the Officer of Asstt. Director (Marine), Customs Marine Head Quarter, Mumbai in case of any assistance or difficulty.

[22] In case of any dispute of any kind and in any respect whatsoever, the decision of the Asstt. Director (Marine), Customs Marine Head Quarter, Mumbai shall be final and binding on Transport Operator.

[23] If any of the terms & conditions (1) to (22) above is not found fulfilled during the period of agreement, Asstt. Directors (Marine), Customs Marine Head Quarter, Mumbai reserve the right to discontinue the contract without assigning any reasons thereof.

[24] The model of the vehicle should not be earlier than 2017. The vehicle should be registered with the concerned authority of Central/State Govt.

[25] TDS and other Taxes shall be deducted as per statutory compliance.

Sd/- dated 18.09.2020
(V.S. MISHRA)
ASSISTANT DIRECTOR (MARINE)

TECHNICAL BID

To be submitted for award of contract for “Hiring of Vehicles”

| | | |
|---|--|--|
| 1 | Name of the Organization/Firms with full address with Pin code, Phone No, Fax No, email etc. | |
| 2 | Name of all the Proprietor / Partners / Directors | |
| 3 | Documents to submitted by the bidders (a) GST Registration Certificate (b) PAN of the firm/Company | |
| 4 | List of Organizations where the Service Provider is currently providing services may also be indicated. (Please attach the job order/service certificate from Govt. Office / Public Sector/ civil organization) | |
| 5 | The Contractor should also submit Copies of Registration Certificate obtained from Service Tax Department (Ministry of Finance) | |
| 6 | Total Nos. of Taxis/Vehicles available with Service Provider together with make/Model. | |
| 7 | Vehicle to be provided by the Contractor should have the comprehensive insurance to cover all risks as per the Motor Vehicle Act and relevant rules and regulations of the State Government and Central Government | |
| 8 | Any other information to be considered | |

UNDERTAKING

1. I/We undertake that I/We have carefully studied all the terms and conditions of contract as indicated in Annexure and understood the parameters of the proposed work and shall abide by them.
2. I/We hereby certify that none of my relative (s) is/are employed with the office of Asst. Director (Marine), Customs Marine Headquarter, Transport House, Masjid (East), Mumbai.
3. I/We further undertake that the information given in this tender are true and correct in all respect.

Signature of Authorized person with date:

Name & full address with Telephone No:

Office:

Residence:

Email:

FINANCIAL BID

1. One vehicle Tata Indigo, Swift 'D' Zire or equivalent (Non A.C.) to be used for 20-25 days or a maximum of 2000 Kms. in a month.

| | |
|---|--|
| RATE IN RUPEES PER MONTH BASIS | |
| EXTRA KMS. CHARGE | |
| VEHICLE MAKE AND REGISTRATION NUMBER | |

Signature of Authorized person with date: _____

Name & full address: _____

Telephone No:

Office:

Residence:

Email:

Seal _____