

**OFFICE OF THE PRINCIPAL COMMISSIONER OF CUSTOMS (GENERAL)
JAWAHARLAL NEHRU CUSTOM HOUSE, NHAVA SHEVA
TAL-URAN, DISTT. – RAIGAD, MAHARASHTRA-400707**

F. No. S/43-228/2015 JNCH MTO

Date: 21.12.15

TENDER NOTICE NO. 32/2015

**NOTICE FOR INVITING TENDER FOR HIRING OF VEHICLES IN
COMMISSIONERATE FOR THE CURRENT FINANCIAL YEAR 2015-16 (UPTO FEB. 2016)**

For and on behalf of President of India, sealed Tenders are invited for the hiring of four (04) vehicles along with drivers for the Offices of the Principal Commissioner of Customs (General), Jawaharlal Nehru Custom House, Nhava Sheva:

The detailed terms and conditions is enclosed as **Annexure – “A”** to this tender notice. In case of any query, you may contact the Assistant Commissioner of Customs, Preventive (G) II, having office at 2nd floor, Jawaharlal Nehru Custom House, Nhava-Sheva, Tel: 022-27241816 on any working day during office hours on or before 14.01.2016. The tender form can be downloaded from the official website www.jawaharcustoms.gov.in

The interested parties / vehicle providers who comply with the terms and condition of this tender notice should submit their bids in the prescribed quotation form duly signed and stamped, in the sealed envelopes, super scribing on the envelopes **“TENDER FOR HIRING OF VEHICLES FOR THE FINANCIAL YEAR 2015-16”** addressed to the Assistant Commissioner of Customs Preventive (G) II, Jawaharlal Nehru Customs House, Nhava Sheva, Tal – Uran, Distt. – Raigad, Maharashtra- 400407.

The last date for receipt of Tender: **14 .01.2016upto 1200 hrs.**
Tenders shall be opened on: **15 .01.2016(1500 hrs.)**

The tenders / quotations received unsigned / incomplete and / or filed after the due date shall be summarily rejected. The parties who wish to be present at the time of opening of Tender / Quotation may represent themselves or authorize their representatives with an authority letter. **Vehicles offered for services may also be required to be shown to find out condition thereof after opening of Technical bid.** The financial bids of only those bidders shall be opened whose technical bids are qualified. The format of the “Technical Bid” and “Financial Bids” are enclosed as **Annexure “B”** and **Annexure “C”**.

The Principal Commissioner of Customs (General), Jawaharlal Nehru Custom House, reserves the right to accept or reject any or all tenders without assigning any reasons thereof.

--Sd--

(S P Pabalkar)

Asstt. Commissioner of Customs Prev. (G) II
JNCH

Encl.: Annex.-A, B & C

Copy To:

1. Notice Board JNCH for wide publicity.
2. Superintendent, EDI, JNCH with a request to upload the tender details on the website www.jawaharcustoms.gov.in

ANNEXURE – “A”
TERMS AND CONDITIONS

1. Separate sealed Technical and Financial Bids should be kept in a single sealed envelope and super-scribed with “**Tender for Hiring of Vehicles**”. The separate technical and financial bids should be clearly marked “Technical Bid” or “Financial Bid” on the respective envelopes. The tender will be opened on **15.01.2016 at 1500 hours** in the chamber of the Assistant Commissioner of Customs Prev. (G) - II, at 2nd Floor, Jawaharlal Nehru Custom House, NhavaSheva, before a Tender Evaluation Committee and Tenders present, if any.
2. Type of the vehicles required to be supplied:

Sr.No.	Category	No.of vehicles required	Cost Ceiling	Type of vehicles
1.	Vehicle to be used for 30/31 days in a month for maximum of 2500 Kms in a month	Four (04)	Rs.35,000/- per month inclusive of Service Tax.	Mid-size vehicles

3. The contract for the above vehicles shall be valid for the financial year 2015-2016 upto February, 2016 from date of signing of the contract, subject to clause (25) of these terms & conditions.
4. The service provider should be duly registered with concerned Central/State Govt. authorities and should be a well-established Taxi agency/firm (hereinafter referred to as the “agency/firm”). Such vehicle providers should also submit details of other such Govt. Organizations to which they have extended similar service in the recent past as well as the present.
5. The service provider should have sufficient numbers of the vehicles and drivers with them. In case of break-down of vehicle or non-availability of driver at any time, the firm shall provide substitute vehicle/ driver or the case may be. Vehicles to be provided should be registered in the name of service Provider.
6. The rate quoted should be for a commercially registered vehicle and the vehicles to be provided should be in excellent working condition and not be of make older than 2013 and should not have run more than 50,000 Kms. As on date of submission of tender. The service provider should mention the year of manufacture of the vehicles. The vehicles should be kept in neat, clean and in perfect running condition with clean interiors and proper upholstery. The vehicle should not have had any accident history.
7. The service provider shall provide dedicated vehicles and drivers and any change in vehicle and/or driver should be made only in very exceptional circumstances. Replacement of the vehicle/driver should be provided in the event of break-down of vehicle/non-availability of driver. The driver should be having Transport License, with a minimum of 5 years’ experience and their antecedents should be duly verified by Police authorities, at the instance of the service provider.
8. 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 Principal

Commissioner of Customs (General), Nhava Sheva, to whom the vehicle has been provided, would have a right to hire a vehicle from the market and the additional cost incurred by the Principal Commissioner of Customs (General), Nhava Sheva will be borne by the service provider.

9. The service provider would ensure that the drivers 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 etiquettes and protocol while performing his duty & shall be neatly dressed in proper uniform.
10. The drivers employed along with the vehicle should satisfy the following conditions:
 - i) Drivers should have minimum 5 years of experience of driving. They should have vehicle Transport Licenses for driving passenger vehicles on hire.
 - ii) Driver should wear the prescribed uniform i.e. Light blue shirt with navy blue trousers and black shoes.
 - iii) Drivers should be well versed with the roads and the places in Mumbai City and should have experience in city driving.
 - iv) Once a 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 24 hours before such change is effected.
 - v) Driver should be provided with a mobile phone.
 - vi) Driver should be decent and well behaved and should not have any criminal cases against him and should not have any past history of accidents.
 - vii) Car should be kept clean and odor free, and suitable for official use.
11. In case of vehicle breakdown, a substitute vehicle shall be provided by the service provider immediately. In case vehicle does not report within a reasonable time or does not report at all, the Department would have the right to hire a vehicle from the market and the additional cost incurred by the Department will be borne by the Contractor. In case, neither a substitute vehicle is provided nor a vehicle is hired by the Department, proportionate contract charges are liable to be deducted from the contract charges payable.
12. The vehicle should be registered with the concerned authority of Central/State Govt. The agency/firm should have adequate number of telephones of contact round the clock.
13. The Principal Commissioner of Customs (General), Nhava Sheva 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.
14. The billing will be done on monthly basis to the Principal Commissioner of Customs (General), JNCH to whom the vehicle has been hired and the bills will be submitted in triplicate by the 10th of the succeeding month along-with copy of the ECS mandate form duly certified by the Bank.
15. A daily record indicating time and mileage for each vehicle shall be maintained by the driver in a log book in format as per the Government's instructions. The log book shall be submitted to the MTO in the office of the Principal Commissioner of Customs (General), Nhava Sheva, regularly for scrutiny in respect of the vehicles. The time and mileage shall be taken into account from the reporting point.

16. Financial bids of only those service providers would be opened, who have qualified in respect of the technical bids.
17. Once the hiring of vehicles commences from a particular service provider, the vehicles and the drivers should not be changed unless so requested by the Principal Commissioners of Customs (General), Nhava Sheva to whom the vehicle has been hired. The vehicle must be available at any time of the day as desired by the Principal Commissioners of Customs (General), Nhava Sheva.
18. On awarding of the contract, the service provider has to furnish to the Principal Commissioner of Customs (General), Nhava Sheva. The certified copies of RC books in respect of the vehicles hired to them.
19. The Principal Commissioner of Customs (General), Nhava Sheva, shall be liable to pay the hiring charges only in respect of the Vehicles hired. 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 service provider.
20. A penalty of Rs.500/- per day per vehicle may be levied if any vehicle or driver or service provider fails to meet above terms & conditions on any day.
21. In case of an accident, any and all the claims and damages arising there-from shall be met by the service provider. 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.
22. The service provider will comply with the labour Laws in force and all liabilities in this connection will be theirs.
23. The Department will not be under any obligation, legal or otherwise, to provide any employment to any of the personnel of the service provider during or after the expiry of the hire 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.
24. The contract between the Principal Commissioner of Customs (General), Nhava Sheva and the service provider can be cancelled after a prior notice of one month from either side, in the event of poor service or violation of any of the conditions stipulated.
25. Any matter during the period of this agreement, which has not been specifically covered by this agreement, shall be decided by the Principal Commissioner of Customs (General), Nhava Sheva, whose decision shall be final and conclusive.
26. No additional terms & conditions over and above the conditions stipulated above shall be entertained by the Principal Commissioner of Customs (General), Nhava Sheva, Mumbai.
27. In case of any dispute of any kind and in any respect whatsoever, the decision of Principal Commissioner of Customs (General), Nhava Sheva, shall be final and binding.

ANNEXURE "B"

TECHNICAL BID

1. Name, address & telephone number of the service provider :
2. Name and address of the Proprietor / Partner / Director.

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 copy of RC book offered in this Tender | : | YES/NO |
| 4. We have valid Service Tax registration | : | YES/NO |
| 5. We have attached copy of Service Tax registration certificate | : | YES/No |
| 6. We have valid PAN | : | YES/No |
| 7. We have attached copy of PAN | : | YES/NO |
| 8. Bombay shop & establishment Number | : | YES/NO |

ADDITIONAL EVALUATION CRITERIA:

9. Total number of commercially registered vehicles owned :
10. In 2014-15 whether provided vehicles on hire for over six months
to Central Government / State Government / Public Sector Offices YES/NO
11. If reply to (10) above is yes, then provide names of the offices.

I have read the terms and conditions of the Tender Notice along with its Annexures.

Signature
Name of the authorized Signatory
Seal / Stamp

ANNEXURE "C"

FINANCIAL BID

1. Name, address & telephone number of the service provider :
2. Name and address of the Proprietor / Partner / Director:
3. Service Tax Registration Number:

Rate of car (inclusive of Service Tax)

1. Four Vehicle for the category up to 30/31 days subject to a maximum of 2500 kms.
Rate in Rupees per month:
Extra Km .charge:
Vehicle make and registration number:

Tender Notice along with its Annexures.

Signature
Name of the authorized Signatory
Seal / Stamp