

TENDER NOTICE NO.25 /2013

OFFICE OF THE COMMISSIONER OF CUSTOMS (EXPORT)

JAWAHARLAL NEHRU CUSTOM HOUSE,

TAL:- URAN, DIST:- RAIGAD, MAHARASHTRA:-400 707

F.No. S/43-228/12-13-MTO. JNCH

Date :17.10.2013

LIMITED TENDER NOTICE NO.25/2013

Sealed tenders are invited for the hiring of vehicles with driver by the Office of the Commissioner of Customs (Export), Jawaharlal Nehru Custom House, Nhava Sheva, on a monthly hire basis from 01.11.2013. to 31.10.2014.

The requirements of vehicles are as per the schedule given below:

Sr. No.	Type of Vehicle	^ No.Of Vehicles required.	Terms of Use
1.	Toyota Innova/Maruti Ertiga/Mahindra Scorpio	01	1)^ 30-31 days a month @ 12 Hrs. per day,Maximum of 2500Kms (Including Sunday and other holidays) ^ 2). 25 days a month @ 12Hrs.per day, maximum of 2000 Kms (Including Sunday and other holidays)
2.	Nissan Sunny/Toyota Etios/TataManza/Maruti SX4	01	1)^ 30-31 days a month @ 12 Hrs. per day,Maximum of 2500Kms (Including Sunday and other holidays) ^ 2). 25 days a month @ 12Hrs.per day, maximum of 2000 Kms (Including Sunday and other holidays)

Eligibility Criteria: –

1. The service provider should be having adequate experience minimum of five (05) years in the field. He should provide a experience certificate or contract letters of the Corporate & Government organizations. He should also have a minimum turnover of Rs. 35 Lakhs per annum in the past three years.
2. He should be a registered service provider having a Shop & Establishment Licence, Service Tax Registration & PAN.
3. The tenders shall be accompanied by EMD of Rs. 10,000/- only per vehicle in the form of Demand Daft/Pay Order (only of Nationalised Bank) drawn in favour of 'RBI A/c Commissioner of Customs (Export) Mumbai'. Tenders without EMD will not be considered. Cooperative Bank cheque/ Demand Daft/Pay Order will not be accepted. The EMD of the successful tenderer will be converted into Security Deposit. EMD of unsuccessful tenderer's will be returned as early as possible.
4. He should have the capacity to provide all the vehicles mentioned in this Tender Notice.

Terms & Conditions:-

- a. The monthly charges payable shall be all inclusive, i.e. driver, fuel, maintenance, cleanliness, repairs, insurance etc. and any other incidental expenses but shall be inclusive of Service Tax.
- b. On acceptance of quotation, the copy of the registration certificate of the vehicle and the particulars of drivers shall be submitted to this office.
- c. The contractor shall not employ any person who has not completed eighteen years of age. The contractor shall comply with all the statutory provisions as laid down under various Labour Laws/Acts/Rules like Minimum Wages, Provident Funds, ESI, Bonus, Gratuity, Contract Labour Act and other Labour Laws/Acts/Rules in force from time to time at his own cost. In case of violation of any such statutory provisions under Labour Laws or any other law applicable by the Contractor, there will not be any liability on the Department.
- d. The driver should have valid driving licence without any adverse records and with clear antecedents. Driver should be conversant with the routes in and around JNCH.
- e. Driver should be readily available during working hours and should be provided with a cell phone.
- f. A log book specifying daily reporting and relieving time as well as daily opening and closing meter reading shall be maintained for the vehicle. The service provider shall provide a copy of logbook along with the remarks, if any of the officers/departments to whom the vehicle has been assigned along with the bill.
- g. In case of break down, alternate arrangements have to be provided by the operator immediately.
- h. 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.
- i. Interested tour operators/tour and travel agencies should submit details of Govt., Semi-Govt., and other organizations to which they have extended similar services in the recent past as well as at present.
- j. They should provide their Service Tax Registration Certificate Number/receipts for payments of service tax for last two years, PAN Card, Shop & Establishment License.
- k. He shall submit CA Certificate and/or audited copies of Balance Sheet and Profit & Loss Account for the past three years.
- l. The vehicle should preferably new and in no case more than one year old. However, preference will be accorded to the service providers deploying new/latest vehicle.
- m. The vehicles should be complete upholstery including clean and tidy seat covers and other necessary comforts and facilities. The interior & exterior of the vehicles should be well maintained and cleaned properly on daily basis. In case the condition of the vehicles is found not to be satisfactory, they shall be returned for immediate replacement.
- n. One month prior notice should be given by the service provider for termination of contract. Discontinuation of service by the service provider will result in forfeiture of security deposit.
- o. This office reserves the rights to terminate the contract without giving any notice/reasons.
- p. 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.

- q. Work discipline should be maintained by staff of the service provider.
- r. Failure to provide suitable alternate vehicle under any circumstances shall result in a penalty Charge of Rs. 2000/- per day in addition to non- payment of the day's charges for non-providing of alternative vehicle.
- s. On receipt of complaint from the user regarding misbehaviour, discourtesy, wastage of time in finding out the route to any destination, unsatisfactory condition of the vehicle, and/or repeated delay in reaching the reporting point, a penalty of Rs. 1000/- shall be levied on the service provider for each such violation. Repeated complaints of the driver will result in the termination of the contract along with forfeiture of deposit.
- t. The calculation of mileage shall be from the reporting point to the relieving point and will not be calculated on garage to garage basis.
- u. In case if any vehicle is utilized below 2000 Kms / 2500 Kms in a month balance Km. shall be carry forward for next three months and will be adjusted against extra mileage.
- v. No garage facility will be provided by the department.
- w. The service provider should be a registered service provider of the department.
- x. The vehicles should conform to the Pollution norms prescribed, if any, by the Transport Department of Government of Maharashtra. Operation and function of vehicles and Drivers shall be governed by Motor Vehicles Act/Motor Vehicles Rules and these shall be the responsibility of the contractor. The Department will be under no legal obligation to provide employment to any of the personnel of the contractor after expiry of agreement period and the Department recognizes no employer-employee relationship between the Department and the personnel deployed by the contractor/agency.
- y. The department will have the sole discretion to extend the period of Contract beyond one year or terminate the contract prematurely in case of unsatisfactory service.
- z. The contract will be awarded to the lowest bidder subject to the fulfillment of all the terms & conditions given in this notice and physical inspection of the vehicle intended to deploy on the day of opening of the tender.

Vehicles provided by the Department should bear commercial Taxi Cab Registration Numbers and should have comprehensive insurance and Drivers so provided with the vehicles shall have commercial LMV Driving Licence and Badges.

Mode of Submission of bids:

Quotations in sealed envelopes superimposed with words 'QUOTATION FOR HIRING OF VEHICLE' addressed to the Assistant Commissioner of Customs, Preventive (General), 7th Floor, Jawaharlal Nehru Custom House, Nhava Sheva. Shall be submitted by 31 Oct. 2013, before 13.00 hrs. The bid should be accompanied with the true copies of registration certificate, insurance certificate, PUC and RTO documents of the vehicle intended to be deployed by the service provider.

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. Any enquiry/details

regarding the work and terms and conditions can be obtained from CHS/MTO Department, 1st Floor, Jawaharlal Nehru Custom House, Nhava Sheva.

The Tenders/Quotations received after the due date i.e. 30.10.2013 at 13.00 hrs will not be entertained under any circumstances. The Tender will be opened on 31 .10.2013 at 16.00 hrs. in the Office of the Assistant Commissioner of Customs, Preventive (General), 7th Floor, Jawaharlal Nehru Custom House, Nhava Sheva. The parties who wish to be present at the time of opening of tenders may present themselves or their authorized representative with an authority letter for the said purpose.

**(RAJIV K. SINGH)
Assistant Commissioner of Customs (P)/G
JNCH.**

Copy to :

1. Notice Board
2. To be uploaded on official website of JNCH.