



**OFFICE OF THE PRINCIPAL COMMISSIONER OF CUSTOMS (GENERAL)  
JAWAHARLAL NEHRU CUSTOM HOUSE, NHAVA SHEVA  
TAL-URAN, DISTT. – RAIGAD, MAHARASHTRA-400707, TEL: 022-27241816**

F. No. S/43-358/2015-16 MTO JNCH

Date: 10.02.16

**E- TENDER NOTICE**

The Principal Commissioner of Customs (General), Jawaharlal Nehru Custom House, Nhava- Sheva, Maharashtra-400 707, for and on behalf of President of India invites e-tender under two-bid system for hiring of two (02) vehicles along with drivers on a monthly hire basis from 01.03.2016 to 28.02.2017.

The detailed terms and conditions is enclosed as **Annexure – “A”** to this tender notice. In case of any query, you may contact to the Assistant Commissioner of Customs, Preventive (G) II, having office at second floor, Jawaharlal Nehru Custom House, Nhava-Sheva, Tel: 022-27241816 on any working day during office hours on or before **18.02.2016**. The tender details can be downloaded from the official website of the department <http://jawaharcustoms.gov.in> & <http://cbec.gov.in>. The same is also available on Central Public Procurement Portal <http://eprocure.gov.in>.

**E-Tendering process:**

The tender is invited in two covers i.e. 1) Technical bid/Qualifying bid and 2) Financial bid. The e-tender form for technical and financial bid as prescribed in Annexure-B and Annexure-C (item rate BOQ) respectively, duly completed in all respect shall be submitted online on [www.eprocure.gov.in](http://www.eprocure.gov.in) on or before 19.02.2016 (1800 hrs) in two separate files addressed to the Assistant Commissioner of Customs, P/(G) II, JNCH, NhavaSheva, Raigad-400 707. The Technical/Qualifying bid shall be opened by the e-Tender Committee on scheduled date.

**Submission of Bids:**

Bids have to be submitted online through e-tender website portal i.e. [www.eprocure.gov.in](http://www.eprocure.gov.in) before the schedule date & time. Bidders should submit the Technical as well as Financial Bids through e-tendering portal only. Scanned copies of all relevant documents should be attached with the bid. Bids submitted by Courier/Post/in-person shall not be accepted in this tender.

**Earnest Money Deposit:**

Earnest Money Deposit (EMD) in the form of demand draft/Pay Order of requisite amount of Nationalized Bank in favour of “RBI A/c Commissioner of Customs (G), JNCH, NhavaSheva” in original should reach this office along with bid documents in sealed envelope prior to the end date of the submission of the tender.

The interested bidders may submit all relevant documents duly signed and stamped, in a sealed cover super scribed on the envelopes **”Tender For hiring vehicles”** addressed to the Assistant Commissioner of Customs(Preventive General) II, 2<sup>nd</sup> Floor, Jawaharlal Nehru Custom House, NhavaSheva Tal. – Uran, Distt. – Raigad, Maharashtra- 400407 prior to the end date of the submission of the e-tender. 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” is enclosed as **Annexure “B”**. The said format is available on the official website of the department <http://jawaharcustoms.gov.in> & <http://cbec.gov.in>. The same is also available on Central Public Procurement Portal <http://eprocure.gov.in>.

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. In case of any dispute of any kind and in any respect whatsoever, the decision of the Pr. Commissioner of Customs (G), NhavaSheva shall be final and binding.

--Sd--

**(S P Pabalkar)**

Asstt. Commissioner of Customs Prev. (G)  
JNCH

**Encl.:** Annex.-A &B

**Copy to:**

1. Notice Board JNCH for wide publicity.
2. Dy. Commissioner of Customs (EDI), JNCH, NhavaSheva: for uploading the Tender Notice on official website of JNCH, CBEC and CPPP website.

**ANNEXURE – “A”**

**ELIGIBILITY CRITERIA:**

1. The bidders should be having adequate experience preferably of five (05) years in this field. He should provide experience certificate or contract letters of the Corporate & Government/Semi Govt. Organizations of at least 05 years. He should also have a minimum turnover of Rs.50 Lakhs per annum in the past three years.
2. He should be registered under a Shop & Establishment License, Service Tax & PAN.
3. The tender shall be enclosed by EMD of Rs.10, 000/- only of a nationalized bank in the form of demand draft/pay order drawn in favour of 'RBI A/c Commissioner of Customs (G), NhavaSheva'. Tender without EMD will not be processed further. The EMD of successful bidder will be converted into Security Deposit. EMD of unsuccessful bidders will be returned as early as possible.
4. The vehicles should be in very good condition and should preferably not more than two years old. However, preference will be accorded to the bidders deploying new/latest vehicle.
5. He should have the capacity to provide all the vehicles mentioned in the Tender Notice.

**TERMS AND CONDITIONS:**

1. Technical and Financial Bids should be kept in a separate sealed envelope and super-scribed with “**Tender for Hiring of Vehicles**”. The separate technical and financial bids should be clearly marked as “Technical Bid” or “Financial Bid” on their respective envelopes. The Technical bid will be opened on 22.02.2016(1100 hrs) and after qualifying in the technical bid, the Financial bids of successful bidders will be opened on 22.02.2016(1300 hrs) before a Tender Evaluation Committee and Tenders present, if any. The bid should be enclosed with self-attested copies of Registration Certificate, Insurance Certificate, PUC and RTO documents of the vehicles intended to be engaged by the bidders. Scanned copies of all relevant documents should also be submitted during e-tendering process.
2. Type of the vehicles required to be supplied:

<b>Sr. No.</b>	<b>Make/Model of the Vehicle</b>	<b>No. of vehicles required</b>	<b>Requirement/ Condition</b>	<b>Remarks</b>
1.	Mid-Size Vehicles	Two(02)	Journey per 8Hrs/120 Kms per day (Min. 25/26 Days per month)	Limit/Cap of Rs.35,000/- per vehicle per month

**(Rates to be Exclusive of all taxes)**

3. The contract for the above vehicles shall be valid for the year 2016-2017 upto February, 2017 from date of signing of the contract, subject to clause (26) 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/semi Govt. Organization 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 hired should not be oldest, more than 2 years and shall be in proper running condition. 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), NhavaSheva, 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), NhavaSheva 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), NhavaSheva 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 10<sup>th</sup> 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), NhavaSheva, 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), NhavaSheva 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), NhavaSheva.
18. On awarding of the contract, the service provider has to furnish to the Principal Commissioner of Customs (General), NhavaSheva. The certified copies of RC books in respect of the vehicles hired to them.
19. The Principal Commissioner of Customs (General), NhavaSheva, 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. They should provide their Service Tax Registration Certificate number/receipts for payments of service tax for last two years, PAN card and Shop & Establishment License. He should also submit CA certificate and/or audited copies of Balance sheet and profit & loss account for the past three years.
21. 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.
22. 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.
23. The service provider will comply with the labour Laws in force and all liabilities in this connection will be theirs.
24. 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.
25. The contract between the Principal Commissioner of Customs (General), NhavaSheva 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.
26. 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), NhavaSheva, whose decision shall be final and conclusive.
27. No additional terms & conditions over and above the conditions stipulated above shall be entertained by the Principal Commissioner of Customs (General), NhavaSheva, Mumbai.

28. In case of any dispute of any kind and in any respect whatsoever, the decision of Principal Commissioner of Customs (General), NhavaSheva, shall be final and binding.
29. 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, the tender will be summarily rejected.
30. This office reserves the right to accept or reject any tender, even the lowest one, without assigning any reason thereof. Further, this office reserves the right to scrap the entire tender process at any stage without assigning any reasons thereof.

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**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 vehicles : YES/NO
2. The vehicles are 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. Shop & establishment Number :
9. We have attached copy of shop & establishment no. : YES/NO
10. Annual turnover of previous three financial year details :  
(Along with copy of profit & loss a/c, balance- sheet,  
Audit- report and Income tax return for last three years should be attached)

**ADDITIONAL EVALUATION CRITERIA:**

11. Total number of commercially registered vehicles owned :
12. In 2015-16 whether provided vehicles on hire for over six months  
to the Central Government /State Government/Public Sector Office: YES/NO
13. If reply to (11) above is yes, then provide names of the offices :
14. Any employee of the O/o the Pr. Commissioner of Customs(G) on your  
Board or shareholder in contractor's entity  
(If yes, please provide details) : YES/NO
15. Have your firm/company black listed at any time in past by any : YES/NO  
Organization?
16. Have your any director/partner/entrepreneur  
convicted under any law? : YES/NO

**DECLARATION:**

I/We hereby certify that information furnished above is true and 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/We have read the terms and conditions of the Tender Notice along with its Annexures.

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

Signature & Name of the authorized Signatory  
Seal / Stamp

Date:  
Place: