

Directorate General of Performance Management
Customs, Central Excise & Service Tax
5th Floor, Drum Shape Building,
I.P.Bhawan, I.P.Estate,
New Delhi

F.No.1024/05/2017

Dated 08.05.2018

NOTICE INVITING TENDER

Sealed Tenders are invited from the agencies / vehicle providers supplying vehicles (Taxies) with drivers on hire on monthly basis in sealed envelope by the OFFICE OF THE DIRECTOR GENERAL OF PERFORMANCE MANAGEMENT, CUSTOMS, CENTRAL EXCISE & SERVICE TAX, 5TH FLOOR, I.P.BHAWAN, I.P.ESTATE, NEW DELHI, working under the Central Board of Excise & Customs, Department of Revenue, Ministry of Finance, Government of India,.

*There should be two separate sealed covers for each bidder: one containing **Technical Bid** and the other containing **Financial bid**. Technical Bids should contain documents evidencing (1) Year of manufacture of the Cars, (2) Previous experience of Govt. agencies served, (3) Whether the Vehicle Registered for commercial purpose as per Motor Vehicle Act. (4) Service Tax Registration No. (5)Tax Return or Audited profit and loss statement. The Financial Bids will be taken up only if the technical specifications are satisfactory otherwise the Tender will be straight way rejected.*

Details of quotation are also available in the CBEC website www.cbec.gov.in. The details of vehicles to be hired are as under:-

Sr. No.	Category	Type of Vehicle	No of Vehicles Required	Remarks
1.	Staff Car	Maruti Ciaz /Honda City/ Toyota Etios	7	Vehicles to be used on monthly rental basis subject to maximum limit of 2500 KM and 30-31 days in a month
2.	Midsized Vehicle	Honda City/Maruti Ciaz/ Toyota Etios	4	Vehicles to be used on monthly rental basis subject to maximum limit of 2500 KM and 30-31 days in a month
3.	Small Sized Vehicle	Swift Dzire/Honda Amaze	3	Vehicles to be used on monthly rental basis subject to maximum limit of 2000 KM and 25 days in a month

2. The “Scope of Work” is enclosed with this tender as Annex-A. The interested agencies / vehicle providers who comply with the “Terms and Conditions” annexed to this notice as Annex-B should submit their bids in a sealed envelope, super-scribing on the envelope “Tenders for hiring of vehicles”, addressed to:

ADDITIONAL DIRECTOR (Administration),

Office of the Director General of Performance Management, Customs, Central Excise & Service Tax

5TH Floor, I. P. Bhavan, I.P. Estate,
New Delhi.

3. The quotations may be sent by post or hand delivered till 20.05.2018 - 13.00 Hrs. Quotations received late will not be entertained. **Technical bids will be opened on 25/05/2018 at 04:00 PM in the Conference Room (5th Floor), in the presence of the parties or their authorized representatives who wish to remain present at the time of opening of the quotations, The Bidders who will qualify the technical bid's terms & conditions, their financial bids will be opened. The date of opening of financial bids shall be communicate to successful bidders of technical bids.**

4. Office of the Director General of Performance Management, Customs, Central Excise & Service Tax, 5TH Floor, I. P. Bhavan, I.P. Estate, New Delhi reserves its right to accept or reject any / all the quotations without assigning any reason whatsoever.

Annex A – Scope of Work

1. The vehicle provided should be properly and comprehensively insured and should carry necessary permits / clearance from the transport authority or any other concerned authority including pollution certificate. In case of any accident or theft etc., all the claims arising out of it will be met by the service provider and this Department (Hirer) shall not be liable in any matter whatsoever.
2. The vehicle should be in excellent working condition and should be daily sent only after checking battery, coolant, oil, air tyre pressure etc. The vehicle should invariably reach at the appointed time and place when called and should be dispatched with full fuel tank and clean outer and interior condition.
3. In case of any breakdown of vehicle on duty, the agency shall make arrangement for providing another vehicle. In such a case, mileage from garage to the point of breakdown would not be paid.
4. The normal working time will be from 9.00 a.m. to 7.00 p.m. However, occasionally the vehicle may have to report earlier than 9.00 a.m. or may be relieved after 7.00 p.m.
5. **The bidders are requested to submit bid for all 14 vehicles.** The agency / firm situated / located within 10 Kms radius of ITO will only be considered.
6. The driver deputed on duty should not be involved in or challaned for negligent driving. The firm would ensure that the drivers employed should carry a mobile phone and have valid driving license and should be free from vices. The driver so employed should have a minimum experience of 5 years. **Pan, Gutka, Khaini chewing drivers are not acceptable. During duty hours smoking or consumption of alcohol will be prohibited.** The driver will report for duty in proper uniform.
7. The driver should be well conversant with roads and routes of NCT-Delhi. The operation and functions of the driver shall be governed as per Motor Vehicle Act and Rules.
8. The driver should always remain with the vehicle during the entire period of duty. In case of any urgency the driver may seek permission of the concerned officers.
9. Vehicle shall be normally available on all working days. Vehicle may be provided on other days on need basis.

10. The agency / vehicle provider shall provide names, addresses, mobile number, copies of police verification report and driving license of the driver while submitting acceptance of offer.
11. The agency / vehicle provider should have an adequate number of telephones for contact round the clock. The driver shall observe all the etiquette and protocol while performing the duty & shall be neatly dressed, should wear proper uniform & must carry a mobile phone in working condition, for which, no separate payment shall be made by this office.
12. A daily record indicating time and mileage of the vehicle shall be maintained in a log book and log book shall be submitted to the vehicle in charge of this office for verification & scrutiny every day. On duty drivers of the vehicle shall report to Insp. (Hqrs.) for day to day operational control.
13. It is preferred if daily printed receipt could be generated indicating time & Kms reading each at start point & at end point. This receipt shall be submitted with the bill for payment purpose.

Annex B – Terms & Conditions

01. Quotations shall be made in Rupees per month for a vehicle quoting the vehicle category. This shall include cost of driver, fuel & general maintenance of the vehicle. Bidders may also quote prices in case the driver is provided by this office.
02. The vehicle should not be more than two years old (i.e. manufactured 2015 onwards & not done more than 20000 KM and in good working condition for which the bidder should submit a list of vehicles giving details with Make / Type of vehicle, Model / Year of manufacture and the Registration No. of the vehicle along with the bids.
03. Only factory fitted CNG cylinder vehicle shall be provided.
04. The agency shall submit a bill in triplicate along with details of the vehicles deployed and Bills should indicate PAN No. And Service Tax No. And Name & Address of the agency and amount claimed in the bill should be written in figures and words both and Revenue stamp duly affixed and signed by the authorized signatory of the company and should complete in all respects and submitted by 5th of succeeding month and shall be paid after due verification, well in time and delay beyond the control of the department. Necessary TDS charges shall be recovered from the amount to be paid as per Government rates/ rules.
05. Kms consumed less than 2500 Kms/2000 Kms shall be rolled over & would be valid till the continuation of the contract. Such rollover of Kms would be adjusted against any excess Kms in a given month. The rate per km in excess of 2500 Kms/2000 Kms (as the case may be) and the overtime rate per hour / per day beyond the stipulated usage should be quoted clearly in the financial bid to be submitted.
06. The bidding company should have recorded an annual turnover of minimum Rs. 10 Lakh. This should be supported by financial documents like tax returns or audited profit and loss statement.
07. The vehicles should be registered in NCT-Delhi.
08. No dead mileage would be payable from garage / office of the transporter to the starting point and end point to garage / office. The starting / end point shall be generally office of the Directorate General of Performance Management & may change based on operational requirements. This would be communicated by Inspector (Hqrs.).
09. Actual parking charges, toll taxes / inter-state taxes for journeys will be reimbursed along with the hiring charges bill on production of the same.
10. Pre-receipted bill shall be submitted by the agency / vehicle provider in duplicate duly supported by the copy of Logbook. The billing should be done on monthly basis and shall be submitted to the department in the 1st week of the following month for payment.
11. The agency shall ensure that speedometer of car supplied is properly sealed so that no tampering is done with a view to inflate distance traveled.

12. The authorized officer of this office may get surprise checks done of speedometer for the car supplied from any authorized workshop.
13. If the vehicle does not report for duty on any day(s) then an amount of Rs.1500/- per day shall be deducted from the monthly bill of the vehicle.
14. A penalty of Rs. 500/- per day may be levied if the driver deployed violates the agreed terms or misbehaves with the occupants of the vehicle or any official of this office.
15. Any matter, during the period of this agreement, which has not been specifically covered under this agreement, shall be decided by the Additional Director General (Administration), whose decision shall be final and conclusive.
16. As far as possible, the driver should not be changed without prior notice. In case, the car / driver is changed without prior notice and the substitute vehicle / driver is not found suitable, 50% of the charges payable for the days the new driver / taxi is deployed, would be deducted on each occasion.
17. For any clarifications regarding terms & conditions, intending bidder may seek an appointment with Superintendent (Headquarters) in Room No. 501 of this Directorate.
18. In case of any dispute of any kind and in any respect whatsoever, the decision of Additional Director General (Administration) shall be final and binding.
19. The contract may be terminated after giving 15 days notice in case of any violation of any term and condition.

(M. P. BUDGUJAR)
ASSISTANT DIRECTOR (ADMN.)

Copy to:

1. Notice Board
2. DGPM Website
3. Office copy.
4. CBEC website.

(VINOD PANDEY)
SUPERINTENDENT (H.Q.)

TECHNICAL BID

(To be enclosed in a separate sealed envelope)

For supply of vehicles on hire basis to the office of DGPM, New Delhi

1.	Name of Organization / Firm	
2.	Registered Address of the Firm/Organization	
3.	Telephone No. Fax No. Mobile No. E-mail (if any)	
4.	Name(s) of Proprietors/Partners/ Directors with address and their PAN	
5.	Registration No. of the Firm (Copy to be enclosed)	
6.	Permanent Account No. (PAN) of the Firm (Copy to be enclosed)	
7.	Registration No. of Service Tax (Copy to be enclosed)	
8.	Tax Return or Audited profit & loss statement (Copy to be enclosed)	
9.	Length of experience in the field	
10.	Details of Vehicle being offered for hiring, i.e. Make of vehicle, Vehicle number, Year, etc. (Copy of RC Book should be attached)	

** Note: All columns should be filled up properly.

Date:

Signature of authorized person

Place:

Seal:

Full Name :-

ANNEXURE-II

DECLARATION

(To be submitted with the Technical Bid)

1. I, _____ Son / Daughter / Wife of Shri _____
_____ Proprietor/Director/Authorized Signatory of the agency/firm
_____, Address _____

_____ am competent to sign this
declaration and execute this tender document;

- 2 I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.
- 3 The information / documents furnished along-with the application are true and authentic to the best of my knowledge and belief. I / we, am / are well aware of the fact that furnishing of any false / misleading information / fabricated document would lead to rejection of my tender at any stage.

Date:

Place:

Seal:

Signature of authorized person

Full Name:-

ANNEXURE-III

FINANCIAL BID

(To be submitted in a separate sealed envelope)

For supply of vehicles on hire basis to the office of DGPM, New Delhi

1. Name of bidder Company/Firm/Agency:
2. Address (with Tele & Fax No.):
3. Permanent Account No. (PAN) :
4. Details of Hiring Charges (**Exclusive of Service Tax**) :-

Sr. No.	Category	Type of Vehicle	Rate (in Rs)	Rate for Extra KM/Extra Hour
1.	Staff Car	Honda City/Maruti Ciaz/ Toyota Etios Per month for running upto 2500 Kms		
2.	Midsized Vehicle	Honda City/Maruti Ciaz/ Toyota Etios Per month for running upto 2500 Kms		
3.	Small Sized Vehicle	Swift Dzire/Honda Amaze Per month for running upto 2000 Kms		

** Note: All columns should be filled up properly.

Date:

Place:

Signature of authorized person

Seal:

Full Name:-