



**GOVERNMENT OF INDIA**

**COMMISSIONERATE OF CUSTOMS ( PREVENTIVE), BHUBANESWAR,  
C.R . BUILDING, RAJASWA VIHAR, BHUBANESWAR-751007**

F.No. III(20)2/Cus(P)/Admn/BBSR/2015

Dated: 05/10/2017

**NOTICE INVITING QUOTATIONS FOR HIRING OF VEHICLES**

Sealed quotations are invited from reputed service providers under two bid system for hiring of 06(Six) cars for official use by the Office of the Commissioner, Customs(Preventive) Commissionerate, C.R. Building, Rajaswa Vihar, Bhubanseswar-751007 with effect from 01.11.2017 for a period of one year as per terms & conditions mentioned in the Schedule. The details of vehicle requirement/period covered are as under:

Particulars	Specification, if any	Requirement for number of days/month	Maximum of Kms/month running	Model/type of the vehicle(As per operational requirement of duties)	Maximum cost ceiling per month (Exclusive of GST)
Hiring of 06(Six) Vehicles	(A) One no of mid-size car & Model of the year- 2015 or later	30/31 Days	2000 Km/Month	Scorpio/Innova/Duster	Rs.40000/- per month
	(B) Two nos of mid-size car & Model of the year- 2015 or later	30/31 Days	2000 Km/Month	Honda City/ Volkswagen Vento/ Skoda Rapid/ Maruti CIAZ	Rs.40000/- per month
	(C) Three nos of small- size car & Model of the year- 2015 or later	30/31 Days	2000 Km/Month	Maruti Swift D'zire/Maruti Baleno/Honda Amaze/Toyota Etios	Rs.30000/- per month

**\*Tender will be awarded to the lowest bidder(subject to qualifying on technical bid criteria).**

Interested parties are required to submit their bids for all category of vehicle above(A,B&C above) as per two bid systems i.e. Technical bid and Financial bid separately in two different

sealed envelopes in the prescribed proforma. These envelopes shall be superscribed "FINANCIAL BID" and "TECHNICAL BID" and put inside a bigger sealed envelope which shall be superscribed with the words, " TENDER FOR HIRING OF VEHICLES" and should be addressed to:

**"The Asstt. Commissioner (P&V), Customs(Preventive) Commissionerate, C.R. Building, Rajaswa Vihar, Bhubaneswar-751007."**

Interested parties can submit their quotations in sealed envelope **up to 05.00 p.m. on or before 25.10.2017** in the sealed tender box kept for this purpose in Room No. 310(Third Floor) , Chamber of the Asst. Commissioner(P&V), Customs(Preventive) Commissionerate, C.R. Building, Rajaswa Vihar, Bhubaneswar-751007. The tender box shall be sealed just after 05:00 PM on **25.10.2016** and tenders received after the above said scheduled date and time will not be considered. Quotation/Tenders can also be sent by Speed/Registered Post/Courier, provided the same is received in this office within the prescribed date and time. No tender by FAX, E-Mail or any other means of electronic communications will be entertained. The said sealed tender box and sealed envelopes of technical bids therein shall be **opened in the office of the Joint Commissioner(P&V), Customs(Preventive) Commissionerate, C.R. Building, Rajaswa Vihar, Bhubaneswar-751007 by the Tender Committee constituted by this office on 25.10.2017 at 05.15 P.M..** The Technical bids will be evaluated by the Tender Committee on **25.10.2017**. The Financial Bids of only those bidders shall be opened, whose Technical Bids are qualified. The Financial Bids will be opened on **the next working day at 10.30 AM in the office of the Joint Commissioner(P&V), Customs(Preventive) Commissionerate, C.R. Building, Rajaswa Vihar, Bhubaneswar-751007. The tender will be awarded to the party who quotes the lowest quoted price of all six vehicles taken together.**

The bidders who wish to be present at the time of opening of the Tenders may represent themselves or authorize their representatives with an authority letter for the said purpose. The bidders also, if required, may be requested to produce the vehicle on any working day after opening of Financial Bids for inspection as required by the Tender Committee.

The format of the Technical Bid and Financial Bid are enclosed as Annexure A and Annexure B.

**NOTE :** Annexure "A" & "B" are to be filled for each vehicle being offered in separate envelopes. Complete copy of RC Book indicating date of manufacture & registration is to be submitted with Annexure "A", failing which the bid will be disqualified.

**SCHEDULE  
TERMS AND CONDITIONS**

1. The tenders shall be enclosed by EMD of Rs. 5,000/- from Nationalized Bank/Scheduled Bank in the form of Account Payee Demand Draft/Fixed Deposit Receipts/Banker's Cheques or Bank Guarantee drawn in favour of "Assistant Chief Accounts Officer, Customs(Preventive) Commissionerate, Bhubaneswar". Tender without EMD will not be processed further. The EMD of unsuccessful bidders will be returned as early as possible. If the party fails to provide vehicles within a stipulated time, the Demand Draft/Bank Guarantee will be forfeited and the contract will be awarded to the next successful bidder who has quoted the lower price.
2. On acceptance of bid, the service provider will have to submit performance guarantee of an amount equivalent to **5%** of the value of the entire period of the contract in the form of Bank Guarantee from a nationalized Bank drawn in favour of 'Assistant Chief Accounts Officer, Customs(Preventive) Commissionerate, Bhubaneswar'. The EMD will be returned to successful bidder after producing Bank Guarantee.
3. The contract shall be **valid for a period of one year w.e.f. 01.11.2017**. The Department, however, reserves the right to curtail or to extend the validity of contract on the same rates and terms and conditions at the discretion of the Department.
4. The bidder should have the experience of similar works in any of the Departments/Autonomous Institutions/Universities/Public Sector Undertakings of the Government of India. The bidder who is having previous experience of working with the offices of CBEC will be preferred.
5. The service provider should give an undertaking that he or his firm has not been black listed by any Organization/Government department as on the date of submission of the bid.
6. The service provider must be in possession of GST registration number and must be a regular GST tax payer. They should also provide the copy of PAN Card and Aadhar Card.
7. The service provider should furnish the details of the vehicles viz. i) Year of the manufacture ii)Registration number of the vehicles iii) mileage run iv) condition of the vehicles etc, as per Annexure-A.

8. The party/service provider should be able to provide all six vehicles(as per type/specification). Anybody not quoting for all six vehicles will not be considered.
9. The 'service provider' should provide Vehicles in a very good condition with shining body and clean interior with good upholstery. The Vehicles should not be more than 3 years old.
10. The vehicle(s) provided should comply with laws in force in India. The vehicle should carry necessary permits/clearance from the Transport Authority or any other concerned authority, including pollution certificates.
11. The vehicle shall be provided on any day including Saturday, Sunday and Holidays, if required, by the hirer on 24x7 basis.
12. The service provider would ensure that the drivers employed have valid driving license and shall furnish the name and address of the drivers provided for the vehicles. The drivers should be adequately experienced and maintain decency, politeness, neat dress and good habits. They should not have any criminal record and should not be convicted for any offence.
13. The service provider/driver should have a mobile telephone for contact round the clock.
14. The drivers should be well versed with the routes and locations in entire Odisha region. The driver/service provider shall maintain log-book with vehicle indicating the day to day running mileage. The drivers should be fluent in Hindi & Odia languages.
15. Zero based mileage i.e. mileage starting and ending at/from duty or drop off location shall be adopted for the purposes of calculating the kilo meters.
16. Once hired, the vehicle will not be put to use for other purposes, and the vehicles and drivers will work under the overall supervision of the department for which they will do all as is necessary.
17. In order to ensure day to day functionality of hirer, once hired, service provider shall not keep changing or rotating vehicles and drivers, except if the hirer so indicates in the case of eventuality or unsuitability.
18. The billing will be done on monthly basis and bills to be submitted in triplicate by the 5th of the succeeding month. A log book for the car in proper format, for each of the journey

performed, duly signed by the officer, would be maintained and submitted by the contractor with the bill and duty slips.

19. Any person, who is in Government service or an employee of the Department should not be a partner, directly or indirectly, with the service provider.

20. They will comply with labour laws in force and all liabilities in this connection will be theirs.

**21. The service provider should ensure that the vehicles which would be provided to the Department must be registered as 'Commercial Vehicle' (having yellow number plate) as per Motor Vehicles Act and the registration documents to that effect must be submitted along with the tender application. The technical bids submitted without the said registration documents will be immediately rejected.**

22. If the contract is awarded, they will have to provide the department the complete details of vehicles, certified copies of the RC books, comprehensive insurance policies as well as full details of deployed drivers, their addresses, copies of their driving licenses.

***23. It is clarified that the engagement of service provider for providing vehicle on contract basis does not in any manner confer any right on the service provider or any other person/driver may be deployed by her/him in this office to claim any regular employment in this office or any government office. The owner/service provider will be solely responsible for all wages/dues to the driver and to follow all the rules/provisions as per the law. This Office/Department shall not be responsible for any dispute/liability whatsoever in this regard.***

24. In case of any accident, any and all the claims and damages arising there from shall be met by the service provider. The department shall not have any liability/Responsibility in this regard either for the driver, commuter vehicle or the third party.

25. 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.

26. In the event of the hired vehicle developing snags the service provider will ensure that a replacement vehicle is provided on priority and in case of failure to make alternative

arrangement, the Department will be at liberty to hire other vehicle and the cost incurred on account of such hiring shall be at the expense of the service provider.

27. The Department reserves the right to charge penalty, Rs.100 per hour of delay for non provision of vehicle in time and Rs.500 per instance of mis-behaviour of driver.

28. The department reserves the right to terminate the contract without assigning any reason by giving fifteen days notice.

29. Department shall not make any advance payments and payments shall be made only on the basis of monthly bills submitted on and of every month.

30. Office of the Commissioner, Customs(Preventive) Commissionerate, Bhubaneswar reserves the right to require fulfillment of other conditions, not expressly mentioned, which are consistent with use of vehicles on hire with this office, and this office has reserve the right to accept or reject any or all offers without assigning any reason.

31. In case of dispute, the decision of the Commissioner, Customs(Preventive) Commissionerate, C.R. Building, Rajaswa Vihar, Bhubanseswar-751007 shall be final and binding.

**Asstt.Commissioner(P&V)**  
**Customs(Preventive) Commissionerate**  
**C.R. Building, Rajaswa Vihar,**  
**Bhubaneswar-751007.**

Copy to :

1. Notice Board of Office of the Commissioner, Customs(Preventive), Commissionerate, C.R. Building, Rajaswa Vihar, Bhubanseswar-751007

2. The Superintendent (Systems), Central GST & Central Excise, Bhubaneswar Commissionerate for posting it on CBEC website ([www.cbec.gov.in](http://www.cbec.gov.in))

**ANNEXURE -A**

**PROFORMA OF TECHNICAL BID FOR HIRING OF VEHICLES.**

(To be enclosed in a separate sealed envelope)

For supply of vehicles on hire basis to **the office of the Commissioner, Customs(Preventive) Commissionerate, Bhubaneswar**

(To be filled separately for each vehicle)

**For Vehicle No:**

1. Name, Address and Telephone no. of Tenderer:

2. Name and address of the Proprietor /Partner/ Directors:

**Qualifying criteria for Technical Bid**

- |   |          |
|---|----------|
| 1. We own the vehicle   | Yes / No |
| 2. The vehicle is registered as commercial vehicle (Documents enclosed)                         | Yes / No |
| · The year of manufacture   | -----    |
| · The registration number of vehicle  | -----    |
| · The total mileage run   | -----    |
| · Any accident history  | -----    |
| 3. We have attached photocopy of RC Book offered in this tender                                 | Yes / No |
| 4. We have attached copy of GST Registration Certificate/acknowledgement                        | Yes / No |
| 5. We have attached copy of valid PAN   | Yes / No |
| 6. We have attached the copy of vehicle insurance   | Yes / No |
| 7. We are ready to provide all six vehicles, as per departmental requirement/specification/type | Yes/No   |

**Additional evaluation criteria**

8. Total number of vehicles owned  
(Please fill number opposite) \_\_\_\_\_

9. In 2016-17 provided vehicles on hire for over 6 months  
to Central/State Government /Public Sector offices Yes / No

10. If reply to 9 above is yes, then provide names of the offices \_\_\_\_\_

**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:

Signature of authorized person  
Full Name :-  
Place: Address:

Place:

Seal:

**ANNEXURE 'B'**

**FINANCIAL BID**



1. Name, Address and Telephone no of Tenderer:
2. Name and address of the Proprietor/Partner/Directors:
3. Telephone No./Mobile No.
4. GST Registration No.

**Rate per car (Exclusive of GST)**

Category of car (Please specify the vehicle type)	Total number of days and km/Month per vehicle	Rate in Rs. (Exclusive of GST)
(A) One no of Mid- size car & Model of the year- 2015 or later (Scorpio/ Innova / Duster)	30/31 Days & Max. 2000 Kms/Month	
(B) Two nos of Mid- size car & Model of the year- 2015 or later (Honda City/ Volkswagen Vento/ Skoda Rapid/ Maruti CIAZ)	30/31 Days & Max. 2000 Kms/Month	
(C) Three nos of Small- size car & Model of the year- 2015 or later(Maruti Swift Dzire/ Maruti Baleno/ Honda Amaze/Toyota Etios)	30/31 Days & Max. 2000 Kms/Month	

“I have read terms & conditions of the Tender Notice.”

Signature

Name of Authorized Signatory  
Seal/Stamp

## **HIRING OF VEHICLES**

Sealed quotations invited for monthly hiring of 06 nos of diesel run vehicles three mid-size and three small size to be engaged in the Office of the Commissioner, Customs(Preventive), C.R. Building, Rajaswa Vihar, Bhubaneswar-751007. Last date of the submission of quotation is **25.10.2017(upto 5 P.M.)**. Interested parties are requested to submit their bids for all category of vehicles as per two bid systems i.e. **Technical Bid** and **Financial Bid**. The details of the tendering process, terms & conditions for hiring are available in the office Notice Board(Ground Floor) as well as office website [www.cbec.gov.in](http://www.cbec.gov.in)

Sd/-(Shashi Bhushan)  
Assistant Commissioner(P&V),  
Customs(Preventive) Commissionerate  
Bhubaneswar