

**Office of the Deputy Commissioner, Customs (P) Division,  
S.S. Tower, Rohilkhand Medical College Road, Pilibhit By-Pass, Bareilly**  
CNo.II(25)45-admn/2015 dt.06.10.2017

**OFFLINE**

**TENDER NOTICE FOR HIRING VEHICLE**

**(Vehicle Against Condemnation)**

Sealed Tenders are invited from the reputed agencies/registered service providers for providing the following vehicle on monthly basis for 31.3.2018 from the award of contract along with driver and fuel for discharging day to day official duty for the office of the Custom Division, Bareilly (U.P)

Sr. No.	Type of vehicle	Specifications	Place of requirement
1	Mid-size vehicle	2015 to 2017 Model Preferably New in Any color	Office of the Superintendent, , Customs CMPU Pilibhit/ Khatima
2	Small size Vehicle		

**TENDER PROCESS**

(a) Tender is invited in two parts i.e. (1) Technical Bid and (2) Financial Bid separately

The proforma for Technical Bid and Financial Bid are prescribed in Annexure – A and Annexure – B to this notice respectively. The Technical Bid and Financial Bid duly filled in and complete in all respect shall be submitted in two separate sealed covers. These envelopes shall be super-scribed as **'FINANCIAL BID'** and **"TECHNICAL BID"** and put inside a bigger sealed envelope which shall be super-scribed with the words, **"Tender For Hiring Vehicle"** addressed to the Dy. Commissioner Office of the Dy. Commissioner of Customs Division, S.S. Tower, R. K. Medical College Road Bareilly. All the three envelopes must contain bidder's name, address, contact person's name & Mobile/Telephone number/s. The said sealed envelope should either be sent through by R.P.Ad./Speed Post/Courier or be handed over personally to the Personal Assistant to the Deputy Commissioner Office of the Dy. Commissioner of Custom Division Bareilly on or **before 11.10.2017 till 15:00 Hrs.** The Technical/Financial Bids will be **opened on 11-10-2017 at 16.00 pm** in the presence of bidders who choose to be present at the above said office. Late submission of tenders shall not be accepted in any case. The technical bid and Financial Bid complete in all respect shall only be taken into consideration. Incomplete bid documents shall be rejected without assigning any reason. The bidder shall abide by the Terms & Conditions as specified in this notice. The maximum upper limit for quoting bid amount should not exceed Rs. 30,000/- (Rs. thirty thousand only) per month in any case for Mid-Sized/SUV and Rs.30,000/ (Rs. Thirty Thousand Only) per month for small sized vehicle respectively.

- (b) If the tenders are sent by post/courier, it should be ensured that the envelope should be temper proof and reach this office in intact condition without any damage or loss. Department is not responsible for the delay or tempered condition of the envelope containing tender during transit through postal/courier service such tenders shall out rightly be rejected.
- (c) The valid Technical bids shall be scrutinized by the department to short list the eligible bidders. The financial bids of the short listed (qualified) bidders will be opened later.
- (d) The short listed tender along with the documents will be submitted to the **'Competent Authority'** and upon approval by the **'competent authority'** the successful bidders will be intimated about the award of contract.

The Deputy. Commissioner, Custom Division Bareilly reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever.

### **TERMS AND CONDITIONS**

1. The vehicle to be provided must have been commercially registered with the concerned competent government authority. The bidder should have in their names of firm's name or on lease sufficient vehicles (at least two vehicles) of model not older than 2015, registered as commercial vehicles. The proof of ownership should be produced along with the Technical (qualifying) bid documents. If vehicle is not commercially registered, approved supplier, shall get the contract and submit the proof to that effect, otherwise the contract shall be terminated.
2. The vehicle must be duly insured during the period of agreement.
3. There will not be any limitation of minimum or maximum running KMs of vehicle on day-to-day basis. The maximum 2000 KMs in respect of Small & Mid-Size Vehicle and 2000 KMs for SUV can be utilized in any manner on monthly basis. However, KMs not used during a particular month shall be carried over to the next month and extra KMs if any travelled during next month will be adjusted against these unused KMs. The monthly KMs slab for the small size vehicle will of 2000KM.
4. This office shall be liable to pay the hiring charges only including GST (If applicable) as per the agreement. Hiring charges include monthly charges of driver, repair and maintenance of vehicle, insurance, petrol/diesel, various oil, road tax, RTO charges, Municipal tax if any, work contact tax if any license fee, registration charges etc, and any other incidental expenses.
5. Agreed Rate as per agreement will not be revised during the currency of agreement.
6. The vehicle should be kept neat and clean and in perfect running condition with shining body and clean interior with fully upholstered.
7. In case vehicle provided, at any time during the currency of agreement, is not found satisfactory, the same shall be returned for immediate replacement. In case no replacement is provided in time, this office would have a right to hire a vehicle from

the market and the additional cost incurred by this office will be borne by the contractor.

8. Generally, the vehicle should be utilized during the 08.00 hrs to 21.00 hrs, however the vehicle will be used for preventive work also, and hence the vehicle can be utilized continuously without any time limit.
9. The vehicle must be available at any time on any day including holidays.
10. The vehicle and the driver should not be changed unless asked by this office.
11. The contractor should ensure that the driver employed has valid driving license, neatly dressed, observe all the etiquette and protocol while performing the duty, shall not violate any traffic rules and regulations prescribed by the government from time to time and shall carry with him all the time a mobile phone in working condition but for which no separate charges will be claimed by the contractor or by the driver of the vehicle.
12. The contractor should provide adequate contact numbers of telephones and mobile phones on which contractor or his authorized person should be available round the clock.
13. The vehicle should be kept with sufficient stock of fuel, however, in case of any exigency, the officer of this office requires to pay for refueling, the contractor shall reimburse the bill immediately to the concerned officer.
14. As regard vehicle timings, the contractor will not pass any instructions directly to the driver of the vehicle but intimate to the Superintendent (HQ), Customs Division Bareilly.
15. A daily record indicating time and mileage for the vehicle utilized shall be maintained in a Log Book which should be submitted to the GSO for scrutiny and verification regularly.
16. In case of breakdown of the vehicle, the contractor shall provide immediately the similar vehicle. If the contractor is not able to provide similar vehicle immediately, the Department shall have right to hire a vehicle from the market and cost incurred by the Department shall be borne by the contractor.
17. The contractor shall not sublet/sub-contract/transfer/assign the contract or any part of the contract in any person during the currency of the agreement.
18. In case of failure of the contractor in providing vehicle on account of any defect/fault/breakdown, the liquidated damages/compensations shall be recovered from the contractor's bill without any notice.
19. The vehicle should be available for use in the entire state of UP/UK if required in case of exigency, the vehicle should be made available for use outside the U.P.
20. In case of any accident, all the claims arising out of it shall be met with by the contractor only and the Department shall not be made party by the contractor or by the third party in any court of law or tribunal for companions or for any other matter.

21. The billing will be done on monthly basis, preferably should be presented within 1<sup>st</sup> week of the following month to the Superintendent CPMU Pilibhit/Khatima Superintendent (HQ)/ Admn. Officer Custom Division, Bareilly for Compliance.
22. The Contractor may approach Superintendent CPMU Pilibhit/Khatima Superintendent (HQ) /Admn. Officer Custom Division Bareilly, for any assistance or any difficulty.
23. In case of any dispute of any kind and in any respect whatsoever, the decision of the Deputy Commissioner, Custom Division, Bareilly shall be final and binding on the contractor. If any of the terms and conditions prescribed hereinabove at [1] to [22] is not found fulfilled during the period of agreement, this office reserve the right to discontinue the contract with immediate effect at any time without assigning any reasons.

**( Pradeep Singh Sengar )**  
**Deputy Commissioner**  
**Custom Division :Bareilly**

**Copy to:**

1. The Superintendent (Tech.), Custom HQ Lucknow, for information and with a request to upload this Notice on the CBEC Website as well as Commissionerate's Website.
2. Notice Board
3. New paper

## ANNEXURE-A

### TECHNICAL BID

To be submitted in a separate sealed envelope subscribing "Technical Bid" pre-qualification requirements for award of contract for "Hiring Vehicle".

Sr. No.	Particulars	
1	Name of the Organization/Firms with full address with pin code, Phone No, Fax No, email etc.	
2	Name of all the proprietor/Partners/Directors, with his/her/their residential address and telephone nos.	
3	PAN No. of the Firm as allocated by the Income Tax Department	
4	List of Government Organization where the Service Provider provided services may also be indicated. (Please attach the job order/service certificate in any from Govt. Office/Public Sector).	
5	The contractor should also submit copies of Registration Certificate, if any, obtained from Service Tax Department (Ministry of Finance)	
6	Total Nos. of Vehicles available with Service Provider together with make/Model & Registration number and copy of registration books issued by the respective registration authority.	
7	Whether the vehicle to be provided is comprehensively insured to cover all risks as per the Motor Vehicle Act and relevant rules and regulations of the State Government and Central Government. Copy of Insurance Policy be provided.	
8	Any other information the contractor would like to furnish for consideration.	

**\*\* All the information should be furnished item wise on separate sheets duly signed by the authorized person.**

1. I/We undertake that/We have carefully studied all the terms and conditions of contract as indicated in the tender and the Annexure I and understood the parameters of the proposed contract and shall abide by them
2. I/We hereby certify that none of my relative (s) is/are employed in the office of the Deputy Commissioner of Custom Division Bareilly and field formations thereof.
3. I/We further undertake that the information given in this tender are true and correct in all respect.

Signature & Seal of Authorized person with date:

Name & Full Address with Telephone & Fax No: Office, Residenc,

Email Address:

**ANNEXURE-B**  
**FINANCIAL BID**

**PROFORMA FOR QUOTING RATES**

To be submitted in a separate sealed envelope subscribing "FINANCIAL BID"

<b>Sr. No.</b>	<b>Particulars</b>	<b>Rate Per Month (In Rs.)</b>
1.	SUV/Mid-size car to be used 30-31 days a month subject to maximum 2000 KMs per month.	
2.	Small Size car to be used 20-25 days a month subject to maximum 2000KMs per month	
3.	Any other consideration the contractor would like to charge.	
Total		

Signature & Seal of Authorized person with date: \_\_\_\_\_

Name & Full address: \_\_\_\_\_

Telephone No: Office:

Residence:

Fax No. :

Email :