

CUSTOMS MARINE HEADQUARTERS

4TH FLOOR, TRANSPORT HOUSE, POONA STREET, MASJID (EAST), MUMBAI - 400 009.
Telefax: 23775438, Tele: 23713505, 23782396

F.No. CSY/42/Vol. II/2016-17/07

May 2016.


NOTICE INVITING TENDERS FOR HIRING OF VEHICLE FOR ASSISTANT DIRECTOR (MARINE), CUSTOMS MARINE HEADQUARTERS, MASJID (EAST), MUMBAI.

Sealed Tenders are invited from the reputed taxi operator/service providers for hiring one taxi along with driver for the office of The Assistant Director (Marine), Customs Marine Headquarters, Transport House, 4th Floor, Masjid (East), Mumbai 400 009, working under the Central Board of Excise & Customs, Department of Revenue, Ministry of Finance, Government of India, for the period of one year from the date of acceptance of bid/ tender as per the terms and conditions mentioned in the schedule.

The details of vehicle requirement in the below mentioned scheduled:-

Sr. No.	Category of Vehicle	No. of Vehicles Required
1.	TATA - Indigo, Swift 'D' zire or equivalent (non-AC) vehicle of similar specification, vehicle to be used for 20-25 days in a month for maximum of 2000 Kms in a month.	One

The interested parties/vehicle providers who comply with the terms and conditions of this tender notice should submit their bids in the prescribed Quotation forms duly signed and stamped in sealed envelopes super scribing on the envelope "**TENDERS FOR HIRING OF VEHICLES**", addressed to The Assistant Director (Marine), Customs Marine Headquarters, Customs & Central Excise, Transport House, 4th Floor, Masjid (East), Mumbai - 400 009 and may be sent by post or hand delivered till **15.06.2016 up to 15.00 Hrs.** to the above addressee. The sealed financial quotations will be opened **on 16.06.2016 at 14.00 hrs** in room of the Assistant Director-(Marine), in the presence of the parties or their authorized representatives who wish to be present at the time of opening of the quotations.


(V.S. MISHRA) 16/5/2016
ASSISTANT DIRECTOR (MARINE)

Copy to:

1. The Addl. Director (Marine), New Delhi - with a request to kindly post it on official website of the DOL.
New Delhi.
2. Notice Board.
3. Custom House, Mumbai, Notice Board.
- ✓ 4. Office copy.

TERMS AND CONDITIONS

[1] Separate sealed Technical and Financial Bids in the different envelopes should be kept together in a single sealed envelope and super-scribed with "Tender for Hiring of Vehicle on Monthly Basis". The Separate technical and financial bids should be clearly marked "Technical Bid" and "Financial Bid", strictly in the enclosed proforma as the case may be.

[2] Tender will be opened on 16.06.2016 at 15.00 hours in the Asstt. Director (Marine), Customs Marine Head Quarter, 4th floor, Transport House, Poona Street, Masjid (East), Mumbai- 400009, before the tender committee and tenders, if available.

[3] The contract shall be valid for an one year starting from date of approval.

[4] There will not be any limitation of minimum or maximum running Km of vehicle on day-to-day basis. The maximum Km can be utilized in any manner on monthly basis by Asstt. Director (Marine), Customs Marine Head Quarter, 4th floor, Transport House, Poona Street, Masjid (East), Mumbai- 400009.

[5] Asstt. Director (Marine), Customs Marine Head Quarter, 4th floor, Transport House, Poona Street, Masjid (East), Mumbai- 400009, shall be liable to pay the hiring charges as per the agreement only. Contract charges include monthly charges of driver, repair and maintenance of vehicle, insurance, petrol, diesel, oil, road tax, RTO charges, Municipal tax, work contract tax, license fee, registration charges, etc. [except Service tax] and any other incidental expenses.

[6] Agreed Rate as per agreement will not revise during the agreement period.

[7] The vehicle will be kept neat and clean and in perfect running condition with shining body and clean interior with good upholstery by the transport operator.

[8] In case vehicle provided is not found satisfactory, the same shall be returned for immediate replacement. In case no replacement is provided in time, Asstt. Director (Marine), Customs Marine Head Quarter, 4th floor, Transport House, Poona Street, Masjid (East), Mumbai- 400009 would have a right to hire a vehicle from the market and the additional cost incurred by this office will be borne by the Transport Operator.

[9] Generally, Vehicle should be utilized during the period from 08:00 hours to 20:00 hours; however or in case of urgency, continuously without any time limit. The vehicle must be available at any time on any day as desired by the officers of Asstt. Director (Marine), Customs Marine Head Quarter, 4th floor, Transport House, Poona Street, Masjid (East), Mumbai. The vehicle and the driver should not be changed unless requested by the Asstt. Director (Marine), Customs Marine Head Quarter, 4th floor, Transport House, Poona Street, Masjid (East), Mumbai.

[10] The Transport Operator would ensure that the drivers employed have valid driving license. The vehicle should be registered with the concerned authority of Central/State Govt. The Transport operator shall provide a certificate to this effect. The driver of the vehicle provided must follow traffic rules and other regulations prescribed by the Govt. from time to time.

[11] The Transport Operator should have an adequate number of telephones or contact numbers round the clock. The driver shall be neatly dressed, shall observe all the etiquette

and protocol while performing the duty and, should must carry a mobile phone in working condition for which, no separate payment shall be made.

[12] The Vehicle should be kept with sufficient stock of fuel. However, in case of any emergency, if any officer pays for refuel, the same should be reimbursed by the Transport Operator on production of the bill.

[13] As regard vehicle timings, the Transport Operator will not pass on the instructions directly to the driver concerned. All the instructions should be routed through the officer of the Asstt. Director (Marine), Customs Marine Head Quarter, 4th floor, Transport House, Poona Street, Masjid (East), Mumbai- 400009.

[14] A daily record indicating time and mileage of vehicle shall be maintained in a log book and log book shall be submitted to the Officer of Asstt. Director (Marine), Customs Marine Head Quarter, 4th floor, Transport House, Poona Street, Masjid (East), Mumbai- 400009, regularly for scrutiny.

[15] In case of breakdown of the vehicle during official duty, it shall be the responsibility of the Transport Operator to provide a substitute vehicle immediately. In case, the substitute vehicle does not report on time/does not report at all, Asstt. Director (Marine), Customs Marine Head Quarter, 4th floor, Transport House, Poona Street, Masjid (East), Mumbai would have the right to hire a vehicle form the market and the additional cost incurred by the customer will be borne by the Transport Operator.

[16] The contract shall not save with the previous consent in writing of the Department sublet/sub-contract-transfer or assign the contract or any part thereof in any manner whatsoever. However, such consent shall not relieve the contract from any obligations, duty or responsibility under the contract and contractor shall be fully responsible for the services hereunder and for the executions and performance of the contract.

[17] In case of failure of the contractor in providing/making available of vehicle on account of any defect/fault/breakdown/not reporting, liquidated damages/ compensations or alternative arrangement with prior permission shall be made, not by way of penalty, shall be imposed and recovered from the contractor's bill without any notice as under.

[18] The vehicle should be available/ may be used for running in Mumbai/ Maharashtra State/ outside of Maharashtra State as and when the Asstt. Director (Marine), Customs Marine Head Quarter, 4th floor, Transport House, Poona Street, Masjid (East), Mumbai so desires.

[19] The billing will be done on monthly basis. Bills preferably should be typed and in triplicate, and should be submitted to this office in the 1st week of the following month.

[20] In case of any accident, all the claims arising out of it shall be met by the Transport Operator.

[21] The Transport Operator should approach the Officer of Asstt. Director (Marine), Customs Marine Head Quarter, 4th floor, Transport House, Poona Street, Masjid (East), Mumbai in case of any assistance or difficulty.

[22] In case of any dispute of any kind and in any respect whatsoever, the decision of the Asstt. Director (Marine), Customs Marine Head Quarter, 4th floor, Transport House, Poona Street, Masjid (East), shall be final and binding on Transport Operator.

[23] If any of the terms & conditions (1) to (22) above is not found fulfilled during the period of agreement, Asstt. Director (Marine), Customs Marine Head Quarter, 4th floor, Transport House, Poona Street, Masjid (East), Mumbai reserve the right to discontinue the contract without assigning any reasons thereof.

[24] TDS and other Taxes shall be deducted as per statutory compliance.



(V.S. MISHRA) 16/5/2016

ASSISTANT DIRECTOR (MARINE)

ANNEXURE 'A'

(TECHNICAL BID)

To be submitted in a separate sealed envelope subscribing "Technical Bid" Pre-qualification requirements for award of contract for „Hiring of Vehicles“

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	
3	PAN No. of the Firm as allocated by the Income Tax Department.	
4	List of Government Organizations where the Service Provider is currently providing services may also be indicated. (Please attach the job order/service certificate from Govt. Office / Public Sector)	
5	The Contractor should also submit Copies of Registration Certificate obtained from Service Tax Department (Ministry of Finance)	
6	Total Nos. of Taxis/Vehicles available with Service Provider together with make/Model.	
7	Vehicle to be provided by the Contractor should have the comprehensive insurance to cover all risks as per the Motor Vehicle Act and relevant rules and regulations of the State Government and Central Government	
8	Any other information to be considered	

UNDERTAKING

1. I/We undertake that I/We have carefully studied all the terms and conditions of contract as indicated in Annexure and understood the parameters of the proposed work and shall abide by them.
2. I/We hereby certify that none of my relative (s) is/are employed in the Asstt. Director (Marine), Customs Marine Head Quarter, Transport House, Masjid (East), Mumbai.
3. I/We further undertake that the information given in this tender are true and correct in all respect.

Signature of Authorized person with date:

Name & full address with Telephone No:

Office:

Residence:

Fax No:

Email:

ANNEXURE 'B'

(FINANCIAL BID)

1. One vehicle Tata Indigo, Swift 'D' zire or equivalent (non A.C.) to be used for 20-25 days or a maximum of 2000 kms in a month.

RATE IN RUPEES PER MONTH BASIS	
EXTRA KMS. CHARGE	
VEHICLE MAKE AND REGISTRATION NUMBER	

Signature of Authorized person with date: _____

Name & full address: _____

Telephone No:

Office:

Fax No:

Residence:

Email:

Seal _____