



**OFFICE OF THE PRINCIPAL COMMISSIONER OF CUSTOMS  
CUSTOM HOUSE, NAVRANGPURA, AHMEDABAD - 380009**

**Phone No. (079) 27545741**

**Fax No. (079) 27541542**

F.No.1/22-22/2016/Hiring of Vehicles/Cus-ADM

Date:-15.09.2016

**NOTICE INVITING TENDER FOR HIRING OF VEHICLES**

Sealed Tenders are invited from the vehicle providers in sealed covers for hiring of vehicles as per the requirements mentioned below in the schedule for the Office of the Principal Commissioner of Customs, Ahmedabad and Office of the Deputy Commissioner of Customs, Custom Division, Paldi, Ahmedabad.

Sr.No.	Category	No. of vehicles required
01	Non-AC Taxi Car mid-sized vehicle likes Indigo or similar vehicle to be used up-to 30-31 days subject to maximum of 2500 Kms in a month for Customs HQ, Ahmedabad.	01 Vehicle
02	Non-AC Taxi Car small-sized vehicle to be used up-to 20-25 days subject to maximum of 2000 Kms in a month for Customs Division, Paldi, Ahmedabad.	01 Vehicle

The interested parties are requested to submit their bids in two bid systems i.e. Technical bid and Financial bid separately. The tender documents containing Terms & Conditions can be obtained from the Administrative Officer (Adm), Customs Ahmedabad in the Office of the Principal Commissioner of Customs, Second Floor, Customs House, Navrangpura, Ahmedabad – 380 009 or can be downloaded from the **Website** : [www.ahmedabadcustoms.gov.in](http://www.ahmedabadcustoms.gov.in) & [www.cbec.gov.in](http://www.cbec.gov.in) . Last date for submission of Sealed Tenders is **14.10.2016 upto 15:00 Hrs.** The interested parties should send their quotations / bids in two separate sealed covers (Technical bid and Financial bid) addressed to the Additional Commissioner (P&V), Custom House, Near Akashwani, Navrangpura, Ahmedabad – 380 009 and the main envelope should be superscribed as **“Tender for Hiring of Vehicles”**.

**ADDITIONAL COMMISSIONER (P&V)**

**CUSTOMS, AHMEDABAD**

## TENDER DOCUMENT

**Subject:- Hiring of vehicles by the Customs Commissionerate, Ahmedabad for Customs, HQ Office, Ahmedabad and Office of the Deputy Commissioner of Customs, Custom Division, Paldi, Ahmedabad.**

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Principal Commissioner of Customs, Ahmedabad Commissionerate invites quotations in sealed covers from reputed parties latest by **15:00 Hrs. on 14.10.2016** for hiring of One (01) non-AC Taxi car mid-sized vehicle likes Indigo or similar vehicle class for Customs HQ Office, Ahmedabad to be used upto 30-31 days subject to maximum of 2500 Kms in a month and One (01) non-AC Taxi car small-sized vehicle class for Customs Division, Paldi office to be used upto 20-25 days subject to maximum of 2000 kms in a month for the period of one year. The monthly hiring charges for the vehicles shown at Sr. No. 1 at pre-page should not be more than Rs. 40,000/- (Exclusive of Service Tax) and for vehicle shown at Sr. No. 2 at pre-page should not be more than Rs. 30,000/- (Exclusive of Service Tax).

The bid shall consist of two parts – Technical bid and financial bid. Both the bids are to be placed in two separate sealed envelopes which in turn are to be placed in one sealed cover. The Bids of all the parties whose financial bid is not in a separate sealed cover or the rates quoted by them find mention in their Technical Bid shall be rejected forthwith. The Financial Bids of only those parties shall be opened whose Technical Bids are found to be eligible while the disqualified bidders' financial bid shall be returned unopened. Last date for submission of Tenders is **14.10.2016 upto 15:00 Hrs.**

## **TERMS AND CONDITIONS**

The interested parties must be capable of providing vehicles on their own on the following terms and conditions: -

1. **The Contract is for the period of one year**
2. The bidder should have a registered and well-established Taxi Agency/ Firm having sufficient number of latest models of taxi cars for hiring. List of vehicles owned by the bidders and the details of the vehicles to be provided to the Customs Headquarters office / Divisional office must be attached along with the Technical Bids.
3. The bidder should preferably have past experience of providing minimum four vehicles on hire to at least one government organization/PSU/ a prominent private sector entity.
4. The successful bidder shall have to provide the desired number of vehicles. However, in case the successful bidder expresses his inability to supply the total number of vehicles required, the option shall be given to the next lowest bidder to supply remaining number of vehicles at the lowest quoted rates.
5. The Taxi cars will be kept neat and clean and in perfect running condition with shining body and clean interior with good upholstery.
6. In case condition of taxis is not found to be satisfactory, they shall be returned for immediate replacement. In case no replacement is provided on time, this office would have a right to hire vehicles from the market and the additional cost incurred by this office will be borne by the Contractor.
7. The Firm 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.
8. The Firm 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 the customer.
9. The rates quoted should specifically mention the service tax component. No service tax will be paid if the operator fails to provide proof of valid Service Tax registration. No extra charges will be paid except Service Tax if applicable.
10. The Principal Commissioner of Customs, Ahmedabad reserves the right to accept or reject the quotation wholly or partly without assigning any reasons thereof or accept more than one offer.
11. The billing will be done on monthly basis; bill preferably typed and in triplicate, in connection with the service shall be submitted to Customs Headquarter/ Divisional offices through Superintendent (HQ), Customs, Ahmedabad in the 1<sup>st</sup> week of each month. The payment will be made as per availability of fund.
12. A daily record indicating time and mileage for each vehicle shall be maintained in a log book and log book shall be submitted to Superintendent (HQ), Customs, Ahmedabad in Customs Headquarters office/ Divisional Office concerned, regularly for scrutiny.
13. Once the hiring of cars commences from a particular operator, the driver should not be changed unless requested by the Divisional Office. The vehicle must be available at any time on any day as desired by the officers concerned.
14. The Custom Headquarter office / Divisional Offices shall be liable to pay the hiring charges only. Hiring charges include monthly charges of driver, maintenance of vehicles, petrol/diesel oil and any others.

15. In case of breakdown of any vehicle during duty, it shall be the responsibility of the Firm to provide a substitute of the vehicle immediately. In case vehicle does not report on time/does not report at all, the customer would have a right to hire vehicle from the market and the additional cost incurred by the customer will be borne by the Transport Operator.
16. The vehicle should have a comprehensive insurance to cover the risk during the contract period. In case of any accident, all the claims arising out of it shall be met by the Contractor.
17. In case of any dispute of any kind and in any respect whatsoever, the decision of Commissioner of Customs, Ahmedabad shall be final and binding.
18. Vehicles should not have LPG/CNG gas kits as fuel.
19. There should be at least two sets of white covers, towels and napkins in the car and should be changed every week.
20. There should be an air spray in every car.
21. **Manufacturing year of the cars should be 2014 and onwards.**
22. The place of parking of the hired vehicles shall be the prerogative of the office of Commissioner of Customs Ahmedabad.
23. The vehicles may be available/running in the Gujarat State as and when the Commissioner of Customs, Ahmedabad /Divisional Offices so desires. Usually the vehicles will be utilized during the period from 09:00 hrs. to 20:00 hrs, however, the vehicle will be utilized for preventive work or in case of any emergency without bringing to the knowledge of transport operator.
24. 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 Superintendent (HQ), Customs, Ahmedabad of Customs Headquarters/Divisional offices.
25. Vehicle should be kept with sufficient stock of fuel. However, in case of any emergency, if any officer refuels on payment from his pocket, the same should be reimbursed by the Contractor on production of the bill.
26. Bids once submitted shall not allowed to be withdrawn and any default after acceptance of bid shall be deemed to be non-compliance of terms of contract and would be liable to forfeiture of security deposit and penalty levied as the case may be. The successful bidders shall provide details of all vehicles within 07 days of bid opening date and also present him for signing the agreement as and when called for. Further, the vehicles are to be provided for duty immediately after finalization of contract of successful bidders.
27. A declaration regarding acceptance of the above mentioned terms and conditions is to be submitted along with the technical bid.
28. The contract may be renewed for a further period of one year as mutually agreed upon, subject to satisfactory performance.
29. If any of the terms & conditions shown above at Sr. No (1) to (28) is not found fulfilled during the work contract, the Customs Commissionerate, Ahmedabad reserves the right to discontinue the contract without assigning any reason thereof.

**ADDITIONAL COMMISSIONER (P&V)**  
CUSTOMS, AHMEDABAD

**FORMAT OF FINANCIAL BID**

- 1) Name, address and telephone No.  
of the tenderer :
- 2) Service Tax No. :
- 3) Name & address of the Proprietor/  
Partners/Directors :
- 4) Rate per vehicle per month :
- (Exclusive of Service Tax)

Sr. No.	Category	Description	Rates (in Rs)
1	Non- AC Taxi Car-mid segment like Indigo or similar vehicle to be used up-to 30-31 days subject to maximum limit of 2500 Kms. in a month	01 Vehicles	
2	Non- AC Taxi Car - Indigo or similar vehicle to be used up-to 20-25 days subject to maximum limit of 2000 Kms in a month for Customs Division, Paldi, Ahmedabad.	01 Vehicles	
		Total	

- 5) Name(s) of the existing customer(s),  
if any

Signature :-

Name of the Authorised signatory:-

Seal/Stamp:-

**FORMAT OF TECHNICAL BID**

- 1) Name, address and telephone No.  
of the service provider :
- 2) Name and address of the Proprietor/Partner/Director :

**QUALIFYING CRITERIA FOR TECHNICAL BID (Supportive documents must be attached along with tender documents)**

1. We own the vehicle: Yes/No
2. The vehicle is 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 No.:- Yes/No
7. We have attached copy of PAN No. : - Yes/No
8. Ahmedabad Shop & Establishment Number:-

**ADDITIONAL EVALUATION CRITERIA**

9. Total Number of commercially registered vehicles owned:-
10. In 2015-16, whether provided vehicles on hire for over six months to Central / State Govt./Public Sector office:- Yes/No.
11. If reply to above 10 is yes then provide names of the Offices.

I have read the terms & conditions of the Tender Notice along with its Annexures.

Signature :-

Name of the Authorised signatory:-

Seal/Stamp:-