



सीमाशुल्क आयुक्त का कार्यालय (II)

OFFICE OF THE COMMISSIONER OF CUSTOMS (II)

(विमानपतन विशेष माल आयुक्तालय) (AIRPORT SPECIAL CARGO COMMISSIONERATE)

प्रशासन, 5वीं मंजिल, आवास कॉर्पोरेट प्वाइंट, (ADMIN., 5th Floor, AVAS CORPORATE POINT,)

मकवाना लेन, अंधेरी-कुर्ला रोड, अंधेरी (पू), मुम्बई - 400 059

MAKWANA LANE, ANDHERI-KURLA ROAD, ANDHERI (E), MUMBAI - 400 059

फा सं: Air SCC/03-06/2017-18 CHS

दिनांक: .07.2018

TENDER NOTICE

Sealed quotations are invited from reputed service providers for the hiring of **04 Non-AC** (Small Size Vehicle like Swift, Hyundai i20, Indica or its equivalent) not older than 3 years, to be used by the office of the Commissioner of Customs **AIRPORT SPECIAL CARGO, Mumbai** for the period 01.09.2018 to 31.08.2019 (or shorter period as may be decided by the Hirer). Interested parties are to submit their bids as per two bid system i.e. technical bid and financial bid separately in two different sealed envelopes. These envelopes shall be super-scribed as "**TECHNICAL BID**" and '**FINANCIAL BID**' and put inside a bigger sealed envelope which shall be super-scribed with the words, "**TENDER FOR HIRING OF VEHICLES**" and addressed to the Assistant Commissioner of Customs (MTO), Office of the Commissioner of Customs **AIRPORT SPECIAL CARGO, Mumbai-400059**.

The said sealed envelope can be deposited up to 03.00 p.m. on or before 07.08.2018 in the sealed tender box kept for this purpose at the following address:

**The Assistant Commissioner of Customs,
Admin Section, 5th Floor,
AWAS corporate Point,
Makwana Lane, Andheri-Kurla Road,
Marol, Andheri (E), 400 059**

The said sealed tender box and sealed envelopes therein shall be opened by the committee consisting of three members appointed by the Commissioner of Customs, APSC to witness the opening of the sealed tender on 10.08.2018 at 3.00 p.m. The applicants who wish to be present at the time of opening of the tenders may remain present themselves or authorize their representative with an authority letter for the said purpose. The Financial Bids of those only shall be opened, whose Technical Bids are qualified. The formats of the technical bid and financial bid are enclosed herewith as Annexure "A" and Annexure "B" respectively.

2. Terms and Conditions of the tender:

While quoting, every person who wishes to participate in tendering should specifically note that:

- i. Four relatively new (not older than three years) Non-AC car (Small Size Vehicle like Swift, Hyundai 20, Indica or its equivalent) in good condition are required.
- ii. The service providers should be the actual owners of the car.
- iii. Service providers owning and/or being in possession of the requisite number of vehicle on the date of submission of tender are only eligible to submit their quotation.
- iv. The hiring of vehicle shall be for the period from 01.09.2018 to 31.08.2019.
- v. The vehicle will be required for a minimum of 12 hours per day.
- vi. Four Non-AC Cars (Small Size Vehicle like Swift, Hyundai i20, Indica or its equivalent.) shall be hired for 25 days every month subject to maximum of 2000 Kms per month for each vehicle.
- vii. 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 kilometres.
- viii. The billing will be done on monthly basis and bills to be submitted in triplicate by the 5th of the succeeding month.
- ix. GST will be paid to the service provider as per actual tax paid. GST will not be reimbursed, if the Service provider fails to produce proof of payment of tax.
- x. The successful bidder has to provide 04 vehicles. Quotation should indicate the no. of cars, bid along with the minimum quote.
- xi. The vehicle provided should comply with laws in force in India.
- xii. Drivers should have valid driving license and act to comply with laws in force and they are adequately experienced and required to be operated in restricted areas also. So, in case a driver is changed in less than 3 months, a penalty for obtaining the relevant permission for drivers repeatedly shall be imposed.

- xiii. Drivers should be equipped with functional mobile phone at their cost, for contact purpose. Drivers should also be well versed with the routes and locations of entire Mumbai and its suburban areas. Driver/service provider shall maintain log-book with vehicle indicating the day to day running mileage.
- xiv. Once hired, the vehicles should not be used for other purposes, and the vehicles and drivers will be under the overall supervision of the department.
- xv. In order to ensure the functionality of hirer, once hired, service provider shall not keep changing or rotating vehicles and drivers, except under intimation to the Department.
- xvi. Any person who is in government service or an employee of the department cannot be a partner, directly or indirectly, with the services provider.
- xvii. The successful bidder has to comply with labour laws in force and all liabilities in this connection will be on the bidder.
- xviii. The successful bidder shall provide the department the complete details of vehicles, certified copies of the RC Book, comprehensive insurance policies, PUC as well as full details of deployed drivers, their residential addresses, copies of their driving licenses.
- xix. The department will not be under any obligation, legal or otherwise, to provide employment to any of the personnel of the service provider during or after the expiry of the hire period. The department recognizes no employer-employee relationship between the department and the personnel deployed by the service provider. The department shall not be responsible financially or otherwise for any injury to the vehicle or driver or person deployed by the service provider during the course of hire.
- xx. In case of any accident, any and all the claims and damages arising there from shall be met by the service provider. In case of any toll charges, penalty, fine charged during journey by State/RT0/Highway authority or any other authority shall be borne by service provider.
- xxi. The service provider shall undertake to indemnify the department against all damage/charges arising on account of or connected with the negligence of the service provider or his staff or any 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.

- xxii. In the event of 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 vehicles and the cost incurred on account of such hiring shall be at the expense of the service provider.
- xxiii. The department reserves the right to charge penalty Rs. 500/- per hour of delay for not providing of vehicle on time, and Rs. 500/- per instance of misbehavior of driver.
- xxiv. The MTO of department shall maintain record of journey undertaken in line with log book system for departmental vehicles.
- xxv. Department shall not make any advance payments and payment shall be made only on the basis of monthly bills submitted every month.
- xxvi. The Commissioner of Customs, Airport Special Cargo, Mumbai 400059 reserves the right to require fulfilment of other conditions, which are consistent, not expressly mentioned, which are consistent with use of vehicles on hire with this office, and to reject any or all tenders without assigning any reason thereof.
- xxvii. In case of any dispute, the decision of the Commissioner of Customs, Airport Special Cargo, Mumbai 400059 shall be final and binding.
- xxviii. Earnest money Rs.50,000/- (Rupees Fifty Thousand only) in the form of Account payee Demand Draft in favour of the Commissioner of Customs, Airport Special Cargo, Mumbai, should be deposited with the quotation and the vendor should write clearly in the quotation that EMD has been enclosed. The quotation received without EMD will be rejected.
- xxix. The aforesaid earnest money shall not bear any interest and shall be refunded, if this office does not accept the quotation.
- xxx. The successful vendor shall furnish Performance Security to the Department, which shall be equal to 5% of the principle amount of the contract in the form of Bank Guarantee or Fixed Deposit from a nationalized bank within 15 days after the receipt of the work order. *The acting through the Commissioner of Customs, Airport Special Cargo, Mumbai* and it shall be the responsibility of the vendor to keep this bank guarantee/Fixed Deposit valid until all the obligations on the vendor under the contract are discharged to the mutual consent of the department and vender.

xxxi. The performance Security should remain valid for a period of 60 days (sixty days) beyond the date of completion of all contractual obligations of the suppliers including warranty obligation.

This issues with the approval of Commissioner of Customs (APSC).

19/07/18

(K.D. Gohel)

Asstt. Commissioner of Customs
Admin, APSC, Mumbai, Zone-III.

Copy to:

1. Copy to EDI, ACC for uploading on ACC, Mumbai Customs Zone-III website.
2. Notice Board
3. Office copy

ANNEXURE 'A'

TECHNICAL BID

1. Name, Address and telephone/mobile no. of bidder:
2. Name and address of the Proprietor/Partner/Director:
3. Qualifying criteria for technical bid:
 - i. We are the actual owners of the Vehicle Yes/No
 - ii. We can provide four commercially registered cars Yes/No
 - iii. We have attached photocopy of RC Books of such cars Yes/No
 - iv. We have valid GST registration Yes/No
 - v. We have attached copy of GST Registration Yes/No
 - vi. We have valid PAN Yes/No
 - vii. We have attached copy of PAN Yes/No
4. Additional evaluation criteria:
 - i. Total number of commercially registered cars owned: _____
(Please state the numbers opposite)
 - ii. In 2017-18 or 2018-19, whether provided cars on hire for over 6 months to any Central/State Government/Public Sector offices: Yes/No
If yes, then provide the names of offices:

"I have read the terms & conditions of the Tender Notice"

Signature

Name of Authorised Signatory

Seal/Stamp

ANNEXURE 'B'

FINANCIAL BID

1. Name, Address and Telephone/Mobile no. of bidder:
2. Name and Office address of the Proprietor/Partner/Directors:
3. GST Registration Number and PAN no.
4. Rate per Car on monthly basis (Exclusive of GST):

Category of Vehicle	Rate in Rs (exclusive of GST) per month	Extra Km. charge in Rs.
Four Non AC Car Small Size Vehicle like Swift, Hyundai i-20, Indica or its equivalent for upto 25 days subject to a maximum of 2000 Kms in a month (Ceiling Rs. 30,000/-) for each vehicle.		

"I have read the terms and conditions of the Tender Notice"

Signature

Name of the Authorised Signatory

Seal/Stamp