



GOVERNMENT OF INDIA
MINISTRY OF FINANCE
DEPARTMENT OF REVENUE

OFFICE OF THE COMMISSIONER OF CUSTOMS (SEA PORT)
CUSTOMS HOUSE, NO.60, RAJAJI SALAI, CHENNAI-600 001.

Fax: 044-25263651

Phone: 044-25254412

F.NO. S31A/01/2006- Veh. (Sea)

Dated: 9-7-2012

To

NOTICE INVITING TENDERS FOR HIRING OF VEHICLE

Sealed Tenders are invited for hiring of vehicles from the vehicle providers as per the requirement mentioned below in the schedule for the Office of the Commissioner of Customs, Chennai – 1. This service will be required for a period from July 2012 to March 2013.

SCHEDULE

SL NO.	Category (Any one of the below sedan /cars)	No.of Vehicles Requirement
1	Tata Indigo XL Tata Manza Maheindra Logan Ford Fiesta Toyota Etios	1
2	Tata Indica Tata Indigo XL Tata Manza Maheindra Logan Ford Fiesta Toyota Etios	2

1. You are requested to submit the bid in two bid systems ie. Technical bid and financial bid separately. The Tender documents considering of terms and conditions are attached herewith.
2. The sealed tenders should be addressed to the undersigned and received upto 16.07.2012 upto 17.00 hrs.
3. The Customs Commissionerate reserves the right to accept or reject any Tender wholly or partly without assigning any reasons thereof.

Encl: As above


(B. SURESH BABU)

Additional Commissioner (Prev. General)
Custom House, Chennai-1

Copy to

1. The Superintendent, CHS

✓ 2. Notice Board.

TERMS AND CONDITIONS FOR HIRING OF VEHICLES

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

- 1) The bidder should have a registered and well established Taxi Agency/Firm having sufficient number of latest models of taxi cars for hiring. The Bidder should own minimum two vehicles either in his own name or in the name of his firm and they should furnish self certified R.C. Books of vehicles evidencing ownership must be enclosed along with the Bid. He should also be registered with the Service Tax Department. He should also enclose the copy of Service Tax Registration Certificate.
- 2) The bidder should have past experience of providing vehicles on hire basis to the Government Departments like Income Tax, Service Tax, Customs, Central Excise etc.
- 3) 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 rate.
- 4) The Taxi cars will be kept neat and clean and in perfect running condition with shining body and clean interior with good upholstery/white towels. The cars should be new.
- 5) In case condition of taxies 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 a vehicle from the market and the additional cost incurred by this Office will be borne by the Contractor.
- 6) 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.
- 7) 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 duties & 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.
- 8) The rates quoted should specifically mention the Service Tax component. No service tax will be paid if the operator fails to provide proof of payment of Service Tax.

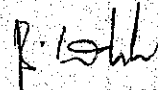
- 9) This Office reserves the right to accept or reject the quotation wholly or partly without assigning any reasons thereof or accept more than one offer.
- 10) The billing will be done on monthly basis; bill preferably typed and in triplicate, in connection with the service shall be submitted to this Office through General Service Officer (GSO) in the 1st week of every month. The payment will be made as per the availability of fund.
- 11) Once the hiring of cars commences from a particular operator, the driver should not be changed unless requested by the Office. The vehicle must be available at any time on any day as desired by the Officers concerned.
- 12) The Customs Commissionerate shall be liable to pay the hiring charges only. Hiring charges are inclusive of monthly charges of driver, maintenance of vehicles, petrol/diesel oil and any other incidental expenses relating to the hired vehicles. The Department reserves the right to increase or decrease the number of hired vehicles at any time during the period of agreement between the Department and the service provider.
- 13) 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 Department 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.
- 14) The vehicles provided by service provider on contract to this office and drivers deployed on such vehicles should abide by the law and these vehicles must not be used / involved anywhere in any illegal or unlawful activities. Contract may be terminated without notice in case of involvement of the hired vehicles in any such activities.
- 15) The vehicle should have the comprehensive insurance as per the law applicable to cover the risk during the contract period. In case of any accident, all the claims arising out of it shall be on the Contractor/service provider.
- 16) In case of any dispute of any kind and in any respect whatsoever, the decision of the Customs, Vehicles (Sea) Department shall be final and binding.
- 17) The vehicle may be available/running in the Chennai State as and when the Customs, Vehicles (Sea) Department, Chennai / related Offices so desire. Usually the vehicles will be utilized during the period from 09.00 hrs. to 21.00 hrs. However, the vehicle will be utilized for preventive work or in any case of an emergency without bringing to the knowledge of transport operator. *at any time*
- 18) As regards vehicle timings, the transport operator will not pass on the instructions directly to the driver concerned. All the instructions should be routed through the Vehicle Officer of Customs, Vehicles(Sea) Section, Custom House, Chennai-1.

19) Vehicle should be kept ready with sufficient 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.

20) A declaration regarding acceptance of the above mentioned terms and conditions is to be submitted along with the tender.

21) The Contract may be renewed for a further period of one year as mutually agreed upon, subject to satisfactory performance.

22) If any of the terms & conditions shown above at Sl. No. (1) to (21) is not found fulfilled during the work contract, the Chennai Customs Commissionerate, Vehicles (Sea) reserves the right to discontinue the contract without assigning any reason thereof.



(B. SURESH BABU)
Additional Commissioner (PG)
Custom House, Chennai -1.

FORMAT OF TENDER DOCUMENT

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)

Sl. NO.	Category	No. of vehicle requirement	Rate (in Rupees)
01			

5. Name(s) of the existing customer(s),
If any :

Name and signature of
the Authorized signatory with Stamp