

**OFFICE OF THE COMMISSIONER OF CUSTOMS (II) AIRPORT SPECIAL  
CARGO, 6<sup>th</sup> FLOOR, AVAS CORPORATE POINT,  
MAKWANA ROAD, ANDHERI KURLA ROAD, BEHIND S.M.CENTRE,  
ANDHERI (EAST), MUMBAI-400059.**

**TENDER NOTICE**

**F.No. Air SCC/05-03/2015-16**

**Date: 10.01.2018**

Sealed quotations are invited from reputed service providers for the hiring of **01 Non – Ac** (mid segment like Scorpio, Innova, Tavera, Ertiga etc.) not older than 2 years, to be used by the office of the Commissioner of Customs **AIRPORT SPECIAL CARGO Mumbai** for the period 01.02.2018 to 31.01.2019 (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 ‘**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 (Admn/MTO), Office of the Commissioner of Customs **AIRPORT SPECIAL CARGO Mumbai 400059**.

The said sealed envelope box and sealed envelopes can be deposited upto 03.00 p.m. on or before 22.01.2018 in the sealed tender box kept for this purpose at the following address:-

**The Assistant Commissioner of customs,  
CHS Section 5<sup>th</sup> Floor,  
AWAS corporate Point,  
Makwana Lane, Andheri Kurla Road,  
Marol, Andheri (E),**

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, to witness the opening of the sealed tender on 22.01.2018 at 4.30 p.m. The applicants who wish to be present at the time of opening of the tenders may present themselves or authorize their representative with an authority letter for the said purpose. The Financial Bids of only those shall be opened, whose Technical Bids are qualified. The format of the technical bid and financial bid are enclosed Annexure “A” Annexure “B”.

**2. Terms and Conditions of the tender:**

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

- i. One relatively new (not older than two years) Non-Ac car (mid segment like Scorpio, Innova, Tavera, Ertiga etc.) in good condition not more than two year old.
- ii. Service providers owing 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.
- iii. The hiring of vehicle shall be from 01.02.2018 to 31.01.2019.
- iv. The vehicle will be required for a minimum of 12 hours daily.
- v. One Non-Ac car (mid segment like scorpio, Innova, tavera, ertiga etc.) shall be hired for 25 days every month subject to maximum of 2000 Kms. In one month.
- vi. 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 kilometers.
- vii. The billing will be done on monthly basis and bills to be submitted in triplicate by the 5<sup>th</sup> of the succeeding month.

- viii. GST will be paid to the service provider as per actual GST paid. GST will not be reimbursed, if the Service provider fails to produce proof of payment of GST.
- ix. The successful bidder has to provide 01 vehicle. Quotation should indicate the no. of cars, bid along with the minimum quote.
- x. The vehicle provided should comply with laws in force in India.
- xi. Drivers should have valid driving license and act to comply with laws in force and they are adequately experienced, and maintain proposed 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.
- xii. 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.
- xiii. 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.
- Xiv In order to ensure to functionality of hirer, once hired, service provider shall not keep changing or rotating vehicles and drivers, except under intimation to the Department.
- xv. Any person who is in government service or an employee of the department cannot be a partner, directly or indirectly, with the services provider.
- xvi. The successful bidder has to comply with labour laws in force and all liabilities in this connection will be on the bidder.
- xvii. 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.
- xviii. 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.
- xix. In case of any accident, any and all the claims and damages arising there from shall be met by the service provider.
- xx. 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.
- xxi. 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.
- xxii. The department reserves the right to charge penalty Rs.500/- per hour of delay for non-provision of vehicle in 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 on and every month.

- xxvi. The Commissioner of Customs, AIRPORT SPECIAL CARGO Mumbai 400059 reserves the right to require fulfillment 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.25000/-(Twenty five thousand only) in the form of Account payee Demand Draft in favor 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,400059 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).

Sd/- 10.01.2018

**(Ashiquzzaman)**

Deputy Commissioner of Customs(APSC),  
Mumbai, Zone-III.

Copy to:

1. EDI for uploading on ACC website.
2. Admn Tech for uploading on APSC website.
3. Notice Board
4. Office copy.

## **ANNEXURE 'A'**

### **TECHNICAL BID**

1. Name, Address and telephone/mobile no.of tenderer:

2. Name and address of the 3 Proprietor/Partner/Director:

3. Qualifying criteria for technical bid:

- |  |        |
|--|--------|
| 1. We can provide two commercially registered cars     | Yes/No |
| 2. We have attached photocopy of RC Books of such cars | Yes/No |
| 3. We have valid Service Tax registration              | Yes/No |
| 4. We have attached copy of Service Tax Registration   | Yes/No |
| 5. We have valid PAN                                   | Yes/No |
| 6. We have attached copy of PAN                        | Yes/No |

5. Additional evaluation criteria.

7. Total number of commercially registered cars owned:  
(Please state the numbers opposite)

8. In 2015-16, whether provided cars on hire for over 6 months  
To any Central/State Government/Public Sector offices:

Yes/No

9. 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. Service Tax Registration Number and PAN no.
4. Rate per Car on monthly basis (Exclusive of Service Tax):

Category of Vehicle	Rate in Rs(exclusive of GST) per month	Extra Km. charge in Rs.
One Non AC Car Mid segment i.e. Scorpio, Innova, Tavera, Ertiga etc. for upto 25 days subject to a maximum of 2000 Kms in a month (Ceiling Rs. 40,000/-)		

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

Signature  
Name of the Authorised Signatory  
Seal/Stamp