



सीमा शुल्क (निवारक) के आयुक्त का कार्यालय

OFFICE OF THE COMMISSIONER OF CUSTOMS (PREVENTIVE)

55-17-3 , सी -14 , 2 तल , औद्योगिक एस्टेट, ऑटो नगर , विजयवाड़ा - 520,007

फोन: 0866-2551261 फैक्स: 0866-2551156

55-17-3, C-14, 2nd Floor, Industrial Estate, Autonagar, Vijayawada – 520007
Phone : 0866-2551261 Fax : 0866-2551156

C.No. I/22/01/2020-Admn

Date: 06.08.2020

**NOTICE INVITING TENDER FOR HIRING OF MOTOR VEHICLES FOR
HQRS OFFICE AND ALL OTHER FORMATIONS UNDER CUSTOMS
COMMISSIONERATE (PREVENTIVE), VIJAYAWADA**

Sealed quotations are invited for hiring of 15 (Fifteen) Motor-Vehicles including Staff Car and Operational Vehicles of Mid-Sized along with drivers for use by the Hqrs. Office and all other formations under Customs Commissionerate (Preventive), Vijayawada on monthly hiring basis from 01.09.2020 to 31.08.2021.

Tender invitations, Terms and conditions for Tender along with proforma for Technical bid and Financial bid, may be down loaded from the websites of www.cbic.gov.in; www.apcustoms.gov.in ; www.eprocure.gov.in; and www.gem.gov.in (GeM Portal)

The tenders should consist of Technical Bid and Financial Bid separately (in separate sealed covers) and shall reach this office on or before 17.00 hrs. on 19.08.2020. Technical Bids will be opened at 11.00 hrs on 20.08.2020 and Financial Bids of successful Technical Bidders will be opened at 15.00 hrs on 20.08.2020.

V. N. > w
6/8/2020
(V.NAGENDRA RAO)
ADDITIONAL COMMISSIONER

Copy to:

1. Superintendent (Computers) for circulation in e-procurement, CBIC, CC(P) Commissionerate websites.
2. In charge of Vehicles of Commissioner of Customs (Preventive), Vijayawada.
3. The File.
4. The Notice Board



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HQRS. OFFICE AND ALL OTHER FORMATIONS UNDER CUSTOMS
COMMISSIONERATE (PREVENTIVE), VIJAYAWADA**

For and on behalf of President of India, online Tenders are invited for hiring of 15 (Fifteen only) Motor-Vehicles including Staff Car and Operational Vehicles of Mid-Sized along with drivers for use by the Offices under the Customs Commissionerate (Preventive), Vijayawada, on monthly hiring basis till 31st August, 2021 from the date of awarding this contract.

2. The detailed terms and conditions are enclosed herewith in Annexures to this tender notice. In case of any difficulty, you may contact the **Additional Commissioner, Administration, Office of the Commissioner of Customs (Preventive), 55-17-3, C-14, 2nd Floor, Industrial Estate, Autonagar, Vijayawada – 520007** on any working day during office hours on or before **18.08.2020**.

3. **Bid Security/Earnest Money Deposit: EMD of Rs. 10,000/- per vehicle** in the form of Demand Draft/Banker's Cheque in favour of **"Pay and Accounts Officer, CBIC, Guntur"** shall be accompanied with the tender while submitting the tender to the Office of the Commissioner of Customs (Preventive), Vijayawada.. Technical bids/Qualifying bids without Earnest Money Deposit will be rejected. Bid Security (also known as Earnest Money) is to be submitted by the bidders except Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) or the MSMEs which are registered with the Central Purchase Organisation MSMEs should submit the copy of a Certificate issued by Department of Micro, Small and Medium Enterprises (MSME) or the concerned Ministry or Department for claiming of this exemption. EMD will be returned to all the unsuccessful bidders after completion of the selection process. However, the EMD shall be forfeited in case the successful bidder withdraws or the details furnished in Annexures are found to be incorrect or false during the tender selection process. No interest shall be paid on the Earnest Money Deposit and EMD of selected bidder will be returned on furnishing **"Performance Guarantee"** as detailed.

4. **Performance Guarantee:** The Successful bidder has to submit a Performance Guarantee either by way of Fixed Deposit or Bank Guarantee **equivalent to 10% the value of the contract** within 4 days from the award of contract. It will remain **valid for a period of sixty days beyond the date of completion of all contractual obligations**. No interest will be paid on this deposit.

5. The interested Service Providers are requested to submit their Tender documents in the prescribed form duly signed and stamped, in a sealed cover to the **Commissioner of Customs (Preventive), 55-17-3, C-14, 2nd Floor, Industrial Estate, Autonagar, Vijayawada – 520007**. The tenders can also be sent by Registered Post with Ack. Due.

The last date for submission of Tender : **19.08.2020** before 17.00 hrs.
Technical Bid opening date : **20.08.2020** at 11.00 hrs.
Financial Bid opening date : **20.08.2020** at 15.00 hrs.

6. The tenders received incomplete, without appropriate EMD and/or filed after the due date (before 17.00 hrs.) shall be summarily rejected. The parties who wish to be present at the time of opening of Tender may represent themselves or authorize their representatives with an authority letter. Vehicles offered for services may also be required to be shown for Inspection to find out the actual condition thereof after opening of Technical bid and Financial Bid. The Commissioner of Customs (Preventive), Vijayawada reserves the right to accept or reject the selected bidder if the vehicles shown are not satisfactory. Then the tender goes to second lowest bidder. Similar process will be carried out until the selection of the bidder. Further, the Commissioner of Customs (Preventive), Vijayawada reserves the right to accept or reject any or all tenders also without assigning any reasons.

Encl: Annexure-A - Terms and conditions
Annexure-B - Proforma for Technical Bid
Annexure-C - Proforma for Financial Bid

V. N. S. M. 6/8/2020
(V.NAGENDRA RAO)
ADDITIONAL COMMISSIONER

Copy to:

1. Superintendent (Computers) for circulation in e-procurement, CBIC, Commissionerate websites.
2. Superintendent in charge of Vehicles of Commissioner of Customs (Preventive), Vijayawada.
3. The File.
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ANNEXURE-'A'

TERMS AND CONDITIONS FOR PROVIDING VEHICLE

1. Earnest Money Deposit/Bid Security of Rs. 10,000/- per each vehicle refundable, in the form of Demand Draft/Bankers Cheque in favour of "Pay and Accounts Officer , CBIC, Guntur" must accompany the tender. Tenders without Earnest Money Deposit and in any other form i.e., cheque, cash etc. will not be considered.
2. Technical bids and Financial bids should be sealed in separate envelopes and thereafter put in another sealed envelope and super-scribed with "Tender for hiring of Vehicles for the offices under Customs Commissionerate (Preventive), Vijayawada". Tender will be opened on 20.08.2020 at 11.00 hours.

Types of Vehicles.

As per the classification used by the Society of Indian Automobile Manufacturers (SIAM) and norms prevailing.

Purpose	Type of Vehicle
Staff car	A-3 Segment (Mid-size)
Operational Vehicles	A-2 Small Cars, Zen, Swift, Wagon R etc
	B-1 Van, Omni etc Small Vehicles
	A-3 Segment (Mid-size) or
	B-2 Segment (MUV/MPV)

Cost ceiling of the Vehicles

(i) For CNG Vehicles

Sl. No	Type of Vehicle	Cost Ceiling (Exclusive of taxes) (in Rs.)
1	Small sized	35,000/- per month
2	Mid-sized and SUV vehicles	45,000/- per month

(ii) For Petrol/Diesel Vehicles

Sl.No	Type of Vehicle	Cost Ceiling (Exclusive of taxes) (in Rs.)
1	Small sized	40,000/- per month
2	Mid-sized and SUV vehicles	50,000/- per month

(iii) The details of the vehicles required are as under:

Sl.No	Category of the Vehicle	Preferable vehicle	Number of Vehicles required	Number of days vehicle is to be provided per month	Maximum distance in Kilometres per month	Earnest Money Deposit (Refundable)	Cost Ceiling per month (Exclusive of GST)	Location where the vehicle is to be deployed
1	Staff Car	(Dzire/City) A-3 Segment	1 No.	30/31 days	2500 Kms per month	Rs.10,000/- per each vehicle	Rs.50,000/-	CC(P), Vijayawada
2	Operational Vehicle	Innova/Swift Dzire B-2 Segment (MUV/MPV)	5 No.	30/31 days	2000 Kms per month	Rs.10,000/- per each vehicle	Rs.50,000/-	CC(P), Vijayawada

3	Operational Vehicle	Innova/Swift Dzire B-2 Segment (MUV/MPV)	1 No.	30/31 days	2000 Kms per month	Rs.10,000/- per each vehicle	Rs.50,000/-	Custom House Kakinada
4	Operational Vehicle	Innova/Swift Dzire B-2 Segment (MUV/MPV)	1 No.	30/31 days	2000 Kms per month	Rs.10,000/- per each vehicle	Rs.50,000/-	Customs Division Visakhapatnam
5	Operational Vehicle	Innova/Swift Dzire B-2 Segment (MUV/MPV)	1 No.	30/31 days	2000 Kms per month	Rs.10,000/- per each vehicle	Rs.50,000/-	Customs Division Kakinada
6	Operational Vehicle	Innova/Swift Dzire B-2 Segment (MUV/MPV)	1 No.	30/31 days	2000 Kms per month	Rs.10,000/- per each vehicle	Rs.50,000/-	Customs Division Tirupati
7	Operational Vehicle	Swift A-2 Segment	1 No.	30/31 days	2000 Kms per month	Rs.10,000/- per each vehicle	Rs.40,000/-	CPU Srikakulam
8	Operational Vehicle	Swift A-2 Segment	1 No.	30/31 days	2000 Kms per month	Rs.10,000/- per each vehicle	Rs.40,000/-	CPU Narsapur
9	Operational Vehicle	Swift A-2 Segment	1 No.	30/31 days	2000 Kms per month	Rs.10,000/- per each vehicle	Rs.40,000/-	CPU Ongole
10	Operational Vehicle	Swift A-2 Segment	1 No.	30/31 days	2000 Kms per month	Rs.10,000/- per each vehicle	Rs.40,000/-	CPU Nellore
11	Operational Vehicle	Swift A-2 Segment	1 No.	30/31 days	2000 Kms per month	Rs.10,000/- per each vehicle	Rs.40,000/-	CPU Kurnool

3. Contract for the above vehicles will be for a period starting from the date of awarding this contract upto **31.08.2021**. The vehicle shall be required to operate/travel anywhere in India for official purpose and necessary permit etc. shall be necessary.

4. The Technical and Financial bids should be submitted separately for each category of vehicle by each firm/agency. Submission of bids should be as per two bid system i.e., Technical and Financial bid separately in two different sealed envelopes. These envelopes shall be super scribed "FINANCIAL BID" and "TECHNICAL BID" along with the category of the vehicle i.e., Staff Car and Operational Vehicle and put inside another bigger sealed envelope which shall be super scribed with the words, "Tender for hiring of Vehicles for the offices under Customs Commissionerate (Preventive), Vijayawada"

5. The last date for receipt of sealed tenders is up to 17.00 hrs on 19.08.2020. The sealed tenders can be dropped in the Tender Box available in the Room No.214, **Administrative Officer, Commissioner of Customs (Preventive), 55-17-3, C-14, 2nd Floor, Industrial Estate, Autonagar, Vijayawada – 520007** between 10:00 hrs to 17:00 hrs on all working days till 19.08.2020.

6. Financial bids of only those agencies/firms would be opened, whose technical bid qualifies for the tender and final approval will be given only after actual inspection of the vehicle. The format of the Technical bid and the financial bids are enclosed as Annexure-A and Annexure-B respectively.

7. The Commissioner of Customs (Preventive), Vijayawada reserves the right to reject all or any of the offers without assigning any reason thereof and the decision of this office shall be final and binding.

8. The terms and conditions of the tender are as under:

- a) The Contract of hiring of Vehicle will be initially from the date of awarding this contract up to 31.08.2021 and may be extended for a further period.
- b) The tenderer should be duly registered with concerned Central / State Govt. authorities and should be a well-established Taxi agency / firm (hereinafter referred to as the agency/firm). Such vehicle providers should also submit details of other such Govt. Organizations to which they have extended similar service in the recent past as well as the present.
- c) The agency / firm having prior experience of atleast 2 years (satisfactory track record) in serving any State /Central Government organisations will be given preference. Proof to that extent should be enclosed.
- d) The agency / firm would ensure that the drivers employed have valid driving license and clean driving record including track record of not indulging in any major accident in the past three years. The vehicle or driver should not have indulged in any serious accident in the past three years and a proof of the same in the form of non-claiming of insurance amount from the insurer shall be submitted.
- e) The driver of the vehicle provided must follow traffic rules and all other regulations prescribed by the Government from time to time. The papers related to the vehicles including proper insurance papers of the vehicle should be available / kept in the vehicle.
- f) The agency/firm should have sufficient numbers of the vehicles and drivers with them. In case of breakdown of vehicle or non-availability of driver at any time, the firm shall provide substitute vehicle / driver as the case may be. The drivers employed along with the vehicle should satisfy the following conditions:
 - (i) Drivers should have minimum 5 years of experience of driving. They should have vehicle transport licenses for driving passenger vehicles.
 - (ii) Drivers should be well versed with the roads and the places in Vijayawada City and other cities as mentioned in the tender, should have experience in city driving.
 - (iii) Once the driver has been allotted to a particular vehicle, he should remain with the same vehicle for a period of at least one year. Any change in the designated driver should be intimated to the concerned officer 24 hours before such change is affected.
 - (iv) Driver should be provided with a mobile phone in operation at all times.
 - (v) Driver should be decent and well behaved and should not have any criminal cases against him and should not have any past history of accidents.
 - (vi) Car should be kept clean and odour free, suitable for official use.
 - (vii) Driver should wear the prescribed uniform i.e., white shirt with white trousers or Light blue shirt with navy blue trousers and black shoes and should wear masks.

- g) The vehicle should be of latest model (not older than 3 years) and in good running condition. In case, the condition of the vehicle is not found to be satisfactory, they shall be returned for immediate replacement. In case, no replacement is provided on time or any other day, a penalty will be levied as deemed fit on day to day basis and the Commissioner has right to hire a vehicle from the market and the cost incurred has to be borne by the agency/firm.
- h) The billing will be done on monthly basis and bills to be submitted in triplicate by the 5th of the succeeding month.
- i) The rates quoted should be exclusive of the GST component. Due GST should be paid and evidence of which to be produced after which the Department will pay the equivalent amount to the service provider. All other taxes, toll fee, insurance charges etc., other than GST would be borne by the Agency/Firm.
- j) A daily record indicating time and mileage for each vehicle shall be maintained by the driver in a log book in the prescribed format as per Government's instructions and this log book shall be submitted to the concerned officer in the Commissionerate regularly for scrutiny.
- k) Commissioner of Customs (Preventive), Vijayawada shall be liable to pay the hiring charges and GST (if found eligible) only. Any other charges, including monthly charges of driver, repair and maintenance of vehicle, insurance, petrol/ diesel, oil and any other incidental expenses shall be borne by the agency/firm.
- l) The contractor (agency/firm) shall not engage any sub-contractor or transfer the contract to any other person. The vehicles must be fitted with Fire extinguisher in proper working condition at all times and the driver should be trained to use them.
- m) There should be at least two sets of white seat covers, towels and napkins. They should be changed every week. There should be an air spray in every car. A fan at the rear seat will have to be provided by the owner. The items mentioned shall be made available at the cost of the owner of the agency/firm.
- n) The vehicle should be sanitized properly on daily basis in view of the pandemic of COVID-19. A penalty of Rs.1,000/- per day per vehicle may be levied in case of unapproved change of vehicle / driver, non-satisfactory performance or lack of proper upkeep of the vehicle or non-observance of any term or condition prescribed above. The number of days will be calculated on the basis of period during which the default continues or on the occasions of occurrence of the concerned events as applicable. However, in case of frequent violations of the terms or conditions, the contract can be cancelled forthwith without any notice.
- o) The vehicle should be registered in the name of the agency /firm with the concerned authority of Central/State Government.
- p) Self attested photocopies of Registration Certificate should be attached to the Technical Bid. The agency/firm should have adequate number of telephones for contact round the clock. Vehicles should have pollution clearance certificate issued by the competent authority from time to time.

- q) The vehicle should have necessary permits from the transport department/authority. This office will not be responsible for any challans, loss, damage and accident to the vehicle or any other vehicle or injury to anybody. In case of any accident, all the claims arising out of it shall be met by the agency/firm.
- r) The vehicle should display the following at a conspicuous place: "In case of irresponsible/rash driving or exceeding speed limit prescribed on a particular stretch of road, you may complain to the owner of the vehicle (*Name of the owner, Telephone and Mobile No. should be displayed*). All such complaints should be probed into by the owner of the vehicle and action taken against the erring Driver, if found guilty, under intimation to the Department.
- s) The vehicle shall be provided on any day including Saturday, Sunday and Holidays, if required by the Hirer i.e. Department.
- t) It is obligatory for the agency/firm that drivers are paid not less than minimum wages prescribed under Minimum Wages Act fixed by the Government from time to time.
- u) If any of the terms and conditions above, is not found fulfilled during the currency of contract, the Commissioner of Customs (Preventive), Vijayawada reserves the right to terminate the contract without assigning any reasons thereof. However, this contract can be terminated with a notice period of one month by the either side. The liability of Commissioner of Customs (Preventive), Vijayawada will be limited to the hiring charges agreed in the contract.
- v) No Additional terms and Conditions over and above the conditions stipulated above shall be entertained by this Office.
- w) In case of any dispute, the decision of the Commissioner of Customs (Preventive), Vijayawada shall be final and binding. Contract can be cancelled after a prior notice of one month from either side, in the event of poor service or violation of any of the conditions stipulated and any matter not specifically covered by this agreement shall be decided by the Commissioner of Customs (Preventive), Vijayawada.
- x) The contractor will submit the monthly bill for reimbursement in duplicate which shall be got certified by the officer-in charge of the vehicle/vehicles in the respective locations as per his satisfaction regarding the provision of services.
- y) The Contractor is responsible for payment of salaries and other statutory payment to the drivers on monthly basis as applicable to them under law. The contractor should ensure that the same are paid on time in every month without waiting for the payment of the bill by the Department.
- z) **Bid Security/Earnest Money Deposit: EMD of Rs. 10,000/- per vehicle** in the form of Demand Draft/Banker's Cheque in favour of "**Pay and Accounts Officer, CBIC, Guntur**" shall be accompanied with the tender while submitting the tender to the Office of the Commissioner of Customs (Preventive), Vijayawada. Technical bids/Qualifying bids without Earnest Money Deposit will be rejected. EMD will be returned to all the unsuccessful bidders at the end of the

selection process. However, the EMD shall be forfeited in case the successful bidder withdraws or the details furnished in Annexures are found to be incorrect or false during the tender selection process. No interest shall be paid on the Earnest Money Deposit and EMD of selected bidder will be returned on furnishing **“Performance Guarantee”** as detailed.

- aa) **Performance Guarantee:** The Successful bidder has to submit a Performance Guarantee either by way of Fixed Deposit or Bank Guarantee **equivalent to 10% the value of the contract** within 4 days from the award of contract. It will remain **valid for a period of sixty days beyond the date of completion of all contractual obligations**. No interest will be paid on this deposit.

ANNEXURE-‘B’ (TECHNICAL BID)

1	Amount of Earnest Money Deposit(Refundable)	
2	Particulars of Demand Draft	No.
		Date.
		Drawn on.
3	Name, address and telephone/mobile no. of the tenderer i.e. the Applicant Contractor	
4	PAN No.	
5	GST Registration	
6	No. of years of experience of running a fleet of vehicles on hiring basis	
7	Model and year of manufacture of Vehicle (for all vehicles)	
8	Approximate KMs run by the vehicle upto date of filing of tender	
9	Number and names of the drivers available with the tenderer & their years of experience along with License Numbers	
10	Certification that no criminal case is pending against the driver and non-claiming of insurance amount from the insurer	

Signature along with Stamp

ANNEXURE-‘C’ (FINANCIAL BID)

Sl.No	Vehicle Type	No. of vehicles	Total KMs in a month	Details of Quoted Vehicle	Quoted bid rate per month Incl. of all taxes

Signature along with Stamp