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OFFICE OF THE PRINCIPAL ADDITIONAL DIRECTOR GENERAL
DIRECTORATE GENERAL OF PERFORMANCE MANAGEMENT
CUSTOMS, CENTRAL GOODS & SERVICE TAX, WEST REGIONAL UNIT, MUMBAI
4TH FLOOR, TRANSPORT HOUSE, POONA STREET, MASJID (EAST), MUMBAI – 400 009
TEL. 022-23720614 FAX. 022-23710443

F. No. III/20-04/INS/Vehicle/WRU/16-17/1120
Dated 15th June, 2018

NOTICE INVITING TENDER

Sealed Tenders are invited from the agencies supplying vehicles (Taxies) with drivers on hire on monthly basis in sealed envelope by the OFFICE OF THE PRINCIPAL ADDITIONAL DIRECTOR GENERAL OF PERFORMANCE MANAGEMENT, CUSTOMS, CENTRAL GOODS & SERVICE TAX, WEST REGIONAL UNIT, TRANSPORT HOUSE, 4TH FLOOR, MASJID (EAST), MUMBAI 400 009 working under the Central Board of Indirect Taxes & Customs, Department of Revenue, Ministry of Finance, Government of India, as per the requirement detailed in the below mentioned schedule.

Sr. No	Category of Vehicle	No. of Vehicles Required
1.	SUV or equivalent upto 2500 Kms per month-12 hours duty per day (to be used for 30/31 days in a month)	One
2.	Mid Size (non-AC) upto 2000 Kms per month – 12 hours duty per day. (to be used for 25/26 days in a month).	One
3.	Small size (non-AC) upto 2000 Kms per month-12 hours duty per day (to be used for 25/26 days in a month)	One

The interested agencies/vehicle providers who comply with the following terms and conditions annexed to this notice should submit their bids in sealed envelope, super scribing on the envelope "Tenders for hiring of vehicles", addressed to:

Assistant Director - Administration,
Office of the Principal Additional Director General of Performance Management
Customs, Central Goods & Service Tax, West Regional Unit,
4th Floor, Transport House, Poona Street, Masjid (East) Mumbai-400009.

The quotations may be sent by post or hand delivered till 06.07.2018 upto 15.00 hrs. The sealed financial quotations will be opened on 09.07.2018 at 15.00 hrs in room of the Assistant Director-Administration. If the parties or their authorized representatives wish to be present at the time of opening of the quotations, they may remain present.

SCOPE OF WORK

- The vehicle provided should be properly and comprehensively insured and should carry necessary permits/clearance from the Transport authority or any other concerned authority including pollution certificate. In case of any accident or theft etc. all the claims arising out of it will be met by the service provider and this Department (Hirer) shall not be liable in any matter whatsoever.
- The vehicle should be in excellent working condition and should be daily sent only after checking battery, coolant, oil, air tyre pressure etc. The vehicle should invariably reach at the appointed time and place when called and should be dispatched with full fuel tank and clean outer and interior condition
- In case of any breakdown of vehicle on duty, the agency shall make arrangement for providing another vehicle. In such a case, mileage from garage to the point of breakdown would not be paid.
- The normal working time will be from 8.00 a.m. to 8.00 p.m. for the vehicle hired for 12 hrs. However, occasionally the vehicle may have to report earlier or may be relieved later than the timing mentioned above.

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5. The driver deputed on duty should not be involved in or challenged for negligent driving. The firm would ensure that the drivers employed should carry a mobile phone and have valid driving license, and should be free from vices. The driver so employed should have a minimum experience of 5 years. **Pan, Gutka, Khaini chewing drivers are not acceptable. During duty hours smoking or consumption of alcohol will be prohibited.** The driver will report for duty in proper uniform.
6. The driver should be well conversant with roads and routes of Mumbai. The operation and functions of the Driver shall be governed as per Motor Vehicle Act and Rules.
7. The driver should always remain with the vehicle during entire period of duty.
8. The agency shall provide names & addresses of the driver and police verification report along with their driving license number and copies thereof while submitting acceptance of offer.
9. The agency/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 this office.
10. A daily record indicating time and mileage of the vehicle shall be maintained in a log book and log book shall be submitted to the vehicle in charge of this office for verification & scrutiny every day. On duty drivers of the vehicle shall report to SIO (MTO) for day to day operational control.

TERMS & CONDITIONS

1. Quotations shall be made in Rupees per month for a vehicle quoting the vehicle category. This shall include cost of driver, fuel & general maintenance of the vehicle.
2. The vehicle should be in good working condition for which the bidder should **submit a list of vehicles giving details with Make/Type of vehicle, Model/Year of manufacture and the Registration No. of the vehicle** along with the bids.
3. Only factory fitted CNG cylinder vehicle or Diesel/Petrol vehicles shall be provided
4. It is notified that the vehicle shall be used mainly in Mumbai and at times beyond Mumbai within the jurisdiction of this office. Any Kms consumed less than 2500/2000 Kms shall be rolled over & would be valid till the continuation of the contract. Such rollover of Kms would be adjusted against any excess Kms in a given month. The rate per km in excess of 2500/2000 Kms (as the case may be) and the overtime rate per hour/per day beyond the stipulated usage will be quoted clearly in the financial bid to be submitted. No Service Tax will be paid if the operator fails to provide proof of valid Service Tax registration.
5. The vehicles should be registered in Mumbai.
6. This office has right to terminate the contract without giving any prior notice, in case any terms of contract is violated by the vendor. However if the vendor wants to terminate the contract, he will have to give one month advance notice to this office.
7. No dead mileage would be payable from garage/office of the transporter to starting point and end point to garage/office. The starting/end point shall be generally office of Pr. ADG and may change based on operational requirements. This would be communicated by SIO (MTO).
8. Pre-receipted bill shall be submitted by the Contractor in duplicate duly supported by the copy of Logbook. The billing should be done on monthly basis and shall be submitted to the department during the 1st week of each month for payment.
9. The agency shall ensure that speedometer of car supplied is properly sealed so that no tampering is done with a view to inflate distance traveled.
10. The authorized officer of this office may get surprise checks done of speedometer for the car supplied from any authorized workshop.
11. If the vehicle does not report for duty on any day(s) then an amount of Rs.1500/-per day shall be deducted from the monthly bill of the vehicle. In case of breakdown of vehicle, immediate replacement shall be provided.

12. A penalty of Rs. 500/- per day may be levied on late reporting and if the driver deployed violates the agreed terms.

13. If the driver misbehaves with the occupants of the vehicle or any other official of this office, this office may take appropriate legal action against the driver.

14. Any matter during the period of this agreement, which has not been specifically covered by this agreement, shall be decided by the Head of Department whose decision shall be final and conclusive.

15. As far as possible, the driver should not be changed without prior notice. In case, the car/driver is changed without prior notice and the substitute vehicle/driver is not found suitable, 50% of the charges payable for the days the new driver/taxi is deployed, would be deducted on each occasion.

16. Experience Certificate from Central or State Govt. Offices/P.S.U./listed Companies for at least 2 (two) years.

17. The vehicle provided should have Commercial Registration as per Motor Vehicle Act.

18. In case of any dispute of any kind and in any respect whatsoever, the decision of Principal Additional Director General shall be final and binding.


(M. S. DHURAT)
ASSISTANT DIRECTOR (ADMN.)

Copy to:

1. The Assistant Director (Admn.), DGPM, CCE & ST, New Delhi – with a request to kindly post it on official website of the DGPM.
2. CBEC website
3. Notice Board.
4. Custom House, Mumbai, Notice Board.
5. Central Excise, Mumbai-I, Notice Board.
6. Office copy.