



**DIRECTORATE GENERAL OF SAFEGUARDS
CUSTOMS AND CENTRAL EXCISE
2ND FLOOR, BHAI VIR SINGH SAHITYA SADAN,
BHAI VIR SINGH MARG, GOLE MARKET
NEW DELHI-110001
Telefax: 91-11-23741542, 23741537
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F.No. 19011/03/2011/Pt./175

Date :- 28/02/2012

TENDER NOTICE

Sealed tenders are invited from reputed parties/agencies supplying vehicles on hire basis for official use of Directorate General of Safeguards , 2nd Floor, Bhai Vir Singh Sahitya Sadan , Bhai Vir Singh Marg, Gole Market, New Delhi - 110001. Interested parties/ agencies with experience of at least 2(two) Years of supplying vehicle to Govt. offices are to submit their bids as per two bid system i.e. Technical and Financial bid separately in two different sealed envelopes. These envelopes shall be superscribed "FINANCIAL BID" and "TECHNICAL BID" and put inside a bigger sealed envelope which shall be superscribed with the words "TENDER FOR HIRING OF CARS" and addressed to the Assistant Commissioner, HOO Directorate General of Safeguards, 2nd floor, Bhai Vir Singh Sahitya Sadan, Bhai Vir Singh Marg, Gole Market, New Delhi – 110001.

Details of quotation are also available on the CBEC website (www.cbec.gov.in).
The Details of vehicles required are as under:-

Sl. No.	Category	No. of vehicle required	Remarks
1	SX-4/ Manja or Similar car (AC) preferably white	01 (one)	To be used 30-31 days subject to maximum of 2500 km. in a month.
2	Indigo or Similar Car (Non. AC) preferably white	01 (one)	To be used upto 25 days subject to maximum of 2000 km. in a month.
3	Indigo or Similar Car (Non. AC) preferably white	01 (one)	To be used upto 25 days subject to maximum of 2000 km. in a month.

3. Details for tender:-

Period of hiring :- 01-04-2012 to 31-03-2013

Format for Technical bid (Annexure A) enclosed (to be submitted by tenderer)

Format for Financial bid (Annexure B) enclosed (to be submitted by tenderer)

Last date for submission of Tenders :-16-03-2012 at 12.00 hours

Date & time for opening of Tenders :-16-03-2012 at 15.00 hours

(Manish Kumar)
Assistant Commissioner(HOO)

Terms and Conditions of the Tender

While quoting, every person tendering should specifically note that:-

- a Rate quoted should be for a commercially registered car that is new or maximum 2 (two) years old for serial no 1 & 2 and 5 (five) years for serial no 3 (without any accident history) and in excellent condition with neat exterior & interior and in running condition which they shall also so maintain during the period of hire.
- b Zero based mileage i.e. mileage from starting and ending at/from duty or drop off location shall be adopted for the purpose of calculating the kilometers .
- c The tenderer should be the owner of the car. All the cars should be duly registered with appropriate authority.
- d The tenderer should be registered with Service Tax Department and should be holder of PAN. Service Tax would be paid over and above rates quoted, if the Service Provider produces proof of payment of Service Tax in respect of the car (s) provided to this office.
- e The vehicle should be available for running in Delhi/NCR as and when desired by the officers of Directorate General of Safeguards . Usually , the vehicles would be utilized during the period from 09.00 hrs. to 19.30 hrs. However, the vehicle may be utilized for office work at any time on any day as desired by the vehicle officer i.e. Superintendent (Admn.) / DDO.
- f Vehicle should be kept in ready condition with full fuel every day . However, in case of any emergency, if an officer refuels on payment from his pocket , the same would be reimbursed by the service provider on production of the bill within there working days .
- g The bill will be submitted on monthly basis to Superintendent (Admn.) /DDO in triplicate by the 5th of the succeeding month.
- h The car (s) provided should comply with all relevant laws for the time being in-force , in India.
- i The driver should be well conversant with roads & routes of Delhi/NCR and should have good sight, devoid of bad habits. He should always carry his proper valid driving license and should be in proper uniform while driving the vehicles. The driver should observe etiquettes and protocol while performing office duty and should carry mobile phone in working condition for which no separate payment shall be made by the department. The driver should always remain with the vehicle during entire period of duty. In case of any urgency, the driver should seek permission from the concerned officer.
- j The drivers /service provider shall maintain log – books for each of the vehicles separately indicating day to day running mileage. The service provider shall submit certified photocopies of the vehicle registration & comprehensive insurance policy papers and driving licences of the drivers driving the vehicles (para 8 of technical bid, Annexure ‘A’) to the Superintendent (Admn.) / DDO of this office within 10 days of the order awarding the tender. The vehicles must conform to pollution control regulations framed by Govt of India and/or state government.

- k** The hired cars will not be permitted to put to use for other purposes , and the vehicle and drivers shall be under overall supervision of this office.
- l** In order to ensure day to day proper functioning of the hired vehicles , the service provider shall not change vehicles or drivers, except in cases of eventuality or unsuitability indicated by this office.
- m** The service provider will comply with labour laws in force and all liabilities in this connection will be of the service provider / successful tenderer.
- n** In case of any accident , all claims/ damages arising therefrom shall be borne by the service provider.
- o** The service provider shall undertake to indemnify the department against all damages/charges arising on account of or connected with negligence of the service provider or his drivers / staff or any person under his control whether in respect of accident / injury to the person or damages to the property of any member of the public or to any person or in executing the work or otherwise and against all claims and demand arising thereof. 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 .This office shall not be responsible financially or otherwise for any damage to the vehicle or injury to the driver or person deployed by the service provider during the course of hire.
- p** In the event of the hired car developing snag , the service provider will ensure that a suitable replacement car is provided on priority. In case of failure to make suitable alternative arrangement , this office will be at liberty to hire other car at the expense of the service provider. In case any vehicle dose not report in time on any given day , this office would impose a penalty of Rs 1000/- per day and the amount would be deducted from payment to be made to the service provider.
- q** This office reserves right to charge penalty @ Rs. 500 per instance of proved misbehavior of a driver on summary enquiry.
- r** This office reserves the right to terminate the contract without assigning any reason what-so-ever, by giving 15 days prior notice.
- s** The Superintendent(Admn.) / DDO of this office shall maintain record of journeys undertaken in line with log book system for departmental vehicles.
- t** In case the vehicles so provided attracts any octroi / tolls / taxes within Delhi/NCR, then the service provider will pay all such charges towards the said vehicle.
- u** The Director General of Safeguards reserves the right to require fulfillment of other conditions, 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 what-so-ever .
- v** The decisions of the Director General of Safeguards, 2nd Floor, Bhai Vir Singh Sahitya Sadan, Bhai Vir Singh Marg, Gole Market, New Delhi -110001. shall be final and binding.
- w** In case of any legal dispute , the jurisdiction of New Delhi courts shall apply.

(Manish Kumar)
Assistant Commissioner (HOO)

TECHNICAL BID

Name .Address and Telephone no of Tenderer:

Name and address of the Proprietor / Partner / Directors:

Qualifying criteria for Technical Bid

- | | |
|--|--------|
| 1. The vehicle is owned by us | Yes/No |
| 2. The vehicle is registered as commercial vehicle | Yes/No |
| 3. We have attached certified photocopy of RC Book of the vehicle offered in this tender | Yes/No |
| 4. We have valid Service Tax Registration | Yes/No |
| 5. We have attached certified copy of Service Tax Registration | Yes/No |
| 6. We have valid PAN | Yes/No |
| 7. We have attached certified copy of PAN | Yes/No |

Additional evaluation criteria

7. Total number of commercially registered cars owned by us
(Please fill number opposite) _____
8. The registration no. & year of make, model & type of the vehicle intended to supply to DG (S)
Para 2 (1) of tender notice:
Para 2 (2) of tender notice:
Para 2 (3) of tender notice:
9. In 2010-11 we provided cars on hire for over 6 months
to Central/State Government/Public Sector offices Yes/No
10. If reply to 8 above is yes, then provide names & addresses of such offices _____

“I have read the terms & conditions of the Tender Notice and agree.”

Signature

Name of the Authorized Signatory on behalf of the tenderer

Seal/Stamp

FINANCIAL BID

Name, Address and Telephone no of Tenderer:

Name and address of the Proprietor/ Partner/ Directors

Service Tax Registration Number

Rate per car (Exclusive of Service Tax)

Category of car	Rate in Rs. (exclusive of Service Tax)	Extra KM. Charge In Rs.
SX-4 Manja or Similar car (AC) for up to 30/31 days and maximum 2500 km in a month (new or maximum of two years old).		
Indigo/ or similar car (Non. AC) for up to 25 days and maximum 2000 km in a month (new or maximum of two years old).		
Indigo/ or similar car (Non. AC) for up to 25 days and maximum 2000 km in a month. (new or maximum of five years old, without any accident history).		

“I have read the terms & conditions of the Tender Notice and agree.”

Signature

Name of the Authorized Signatory on behalf of the tenderer

Seal/Stamp