

OFFICE OF THE COMMISSIONER OF CUSTOMS (PREV.)
APRATYAKSH KAR BHAWAN, 7TH FLOOR, VIBHUTI KHAND, GOMTI NAGAR,
LUCKNOW-226010

TENDER FOR HIRING OF TWO (02) "A-3 SEGMENT MID SIZE VEHICLES"
and FOUR (04) "A-2 SMALL SIZE VEHICLES" ON MONTHLY HIRE BASIS FOR
THE OFFICE OF THE COMMISSIONER OF CUSTOMS (Prev.),
COMMISSIONERATE, APRATYAKSH KAR BHAWAN, 7TH FLOOR, VIBHUTI
KHAND, GOMTI NAGAR, LUCKNOW.

NOTICE INVITING BIDS

NOTICE INVITING BIDS THROUGH GEM PORTAL FOR PROVIDING TWO (02) A-3 SEGMENT MID SIZE VEHICLES AND FOUR (04) (A-2 SMALL SIZE VEHICLES) FOR THE OFFICE OF THE COMMISSIONER OF CUSTOMS (PREV.), APRATYAKSH KAR BHAWAN, 7TH FLOOR, VIBHUTI KHAND, GOMTI NAGAR, LUCKNOW CONTRACT FROM 01.06.2025 TO 31.05.2026.

The Customs (Prev.) Commissionerate, Lucknow proposes to hire six (06) vehicles on monthly hire basis on annual contract basis, as per following details :-

SL. No.	Type of Vehicle	No. of vehicles required	No. of working days in a month for hire	Maximum Kms. Per month	Category
1	Innova Crysta / Innova Hycross / Fortuner	01	30-31 days (including Saturdays/Sundays/Holidays)	2500	Staff Car
2	Innova Crysta / Innova Hycross / Fortuner	01	25-26 days (including Saturdays/Sundays/Holidays)	2000	Operational Vehicle
3	Small Size/Sedan (Dezire/Ciaz/Honda City/Etios)	04	25-26 days (including Saturdays/Sundays/Holidays)	2000	Operational Vehicle

Eligibility Criteria :

- Bids are invited from Lucknow based vendors specifying rates for aforesaid hiring and rates for additional hours and per kilometer charge for run of vehicle mentioned at **S.No.1 - 2500 Kms and S. No. 2 & 3 - 2000 Kms** of above table. The bids should be submitted by eligible, experienced and reputed service providers.
- The service provider should be having adequate experience in the field and he should be registered with the GST Department.
- Service Providers have to follow the "terms and conditions" provided in Annexure-I, "Requirements of Bidder for Online Bid Submission" i.e. Technical/Financial Bids" provided in the Annexure-II for online submission of

bids and submit an undertaking as prescribed under Annexure-III and tender acceptance letter as prescribed under Annexure-IV. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

4. The bids shall be submitted online in two parts viz. technical bid and financial bid. All the pages of bid being submitted must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading. The offers submitted by Telegram/Fax/email etc. shall not be considered. No correspondence will be entertained in this matter.
5. Bid Security Deposit (EMD) – 2% of the estimated bid value shall be submitted by bidders in the form of Demand Draft drawn in favour of the **PAO, CBEC, Lucknow**. The Hard Copy of original documents in respect of Bid Security, must be delivered to the Superintendent (HQ), Customs (P) Commissionerate, Lucknow, on or before closing date/time of Bid. Bids will be treated as non-responsive and will be rejected, at the initial stage itself, if hard copy of EMD is not received on or before closing date/time of Bid.
6. Not more than one bid shall be submitted by one contractor or contractors having business relationship. Under no circumstance will father and his son(s) or other close relations who have business relationship with one another (i.e. when one or more partner(s)/director(s) are common) be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable to rejection.
7. In the event of any of the above-mentioned date being subsequently declared as a holiday /closed day for this office, the tenders will be opened on the next working day at the scheduled time.

Signed by
Gaurav Chandel
Date: 29-04-2025 17:15:27
Additional Commissioner (P&V)
Customs (Prev. Commissionerate,
Lucknow

Annexure-I

Terms & Conditions

1. Tenders are invited from well reputed Lucknow based firms having adequate experience in the same department and registered with the GST Department. The proof of the office at Lucknow should be mentioned in their GSTIN Registration Certificate and should form part of the Tender document.
2. **The vehicles offered to this office should be of latest model and should be in good running condition and well maintained. The vehicles to be provided must have been commercially registered with the concerned competent government authority. The Vendor shall ensure the road worthiness of the vehicle, ensure neat and clean condition of the vehicle with good upholstery, interiors, deodorants and regularly polished exterior at all times during the period of the contract. The papers related to the vehicle including proper insurance coverage, pollution check of the vehicle should be available / kept in the vehicle. The vehicle should not be more than 3 years old. The vehicle and Service book of the vehicle will also be inspected. Vehicle offered for services may also be required to be shown for Inspection to find out the actual condition thereof after opening of Technical Bid.**
3. The calculation of the mileage shall be from the reporting point to the relieving point and will not be calculated from vendor's office or garage. The vehicles should be provided during office hours and after office hours, as and when required. **The vehicles may be utilized on Saturday, Sunday and other holiday.**
4. Rate for supply of the vehicles shall remain in-force and be binding on the service provider for the entire period **(date of awarding contract from 01.06.2025 to 31.05.2026)** of agreement. If the performances are found unsatisfactory then the Department has the discretion to terminate the agreement/contract with immediate effect.
5. The successful tenderer will have to deposit **Performance Security Deposit (PFD) 3%** of the bid value in the form of Fixed Deposit Receipt (FDR) made in the name of the Agency and hypothecated to the PAO, CBIC, Lucknow. Performance security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the contractor. The Security Deposit will be refunded only after the successful completion of the contract. The deposit is liable to be forfeited, if during the period of contract the services of the contractor are found to be unsatisfactory in any respect, and/or any of the conditions of the contract is contravened/ breached, and/or towards any damage caused due to negligence of the contractor or his employees. This forfeiture will be in addition to any action by the department that the contractor firm may invite upon themselves due to any of the reasons specified above. In case, the contract is further extended beyond the initial period, the Performance Security Deposit will have to be accordingly renewed by the successful tenderer.
6. The usage of the vehicle mentioned at **S.No.1** will be for a maximum period of **30-31 days per month** subject to maximum of **2500 Kms per month** and vehicles mentioned at **S.No. 2 & 3** will be for a maximum period of **25-26 days per month** subject to maximum of 2000 Kms per month as indicated above. The amount for extra kilometers will be calculated/paid on prorata basis.
7. **The vendor should have Income Tax, PAN & Registration of GST, self attested photocopies of the said documents & Registration Certificate of the vehicle to be provided are required to be submitted as proof of the same.**

21. The hiring is under ceiling of 2500 KM (**for SL. No. 1**) and 2000 KM (**for SL. No. 2 & 3**) per Month and if any vehicle is used less than the said 2000 and 2500 KM in a particular month then the less KMs will be carry forwarded in the next months and same will be continue for further upcoming months likewise in case of excess KMs running of the vehicles the same will be also carried forward in the next month.
22. Interested tour operators/tour and travel agencies may also submit details of organization to which they have extended similar services in the recent past as well as present.
23. One month prior notice should be given by the operator for termination of contract.
24. This office reserves the rights to terminate the contract without assigning any reasons at any time.
25. This department will not be held responsible for any damage to the vehicle or any untoward incidents, etc. occurred. Similarly parking of the vehicle at any time will be at the operators risk and responsibility. Department will not be responsible for any consequences.
26. Work discipline should be maintained by staff of the service provider.
27.
 - a) The tenderer is required to enter into an agreement on non-judicial **stamp paper of Rs.100/-** and the cost of stamp paper is to be borne by the tenderer.
 - b) The rates are to be quoted for hiring on monthly basis. The rate quoted should be exclusive of Taxes, and to the understanding that there will be no increase or decrease in contract rates mentioned **subject to maximum limit of Rs.50,000/- exclusive of Taxes** for vehicles mentioned **at S.No.1 & 2** and **maximum limit of Rs.40,000/- exclusive of Taxes** for vehicles mentioned **at S.No.3** of table mentioned at page no.1.
 - c) The Additional/Joint Commissioner, Office of the Commissioner of Customs (Prev.), Lucknow reserves the right to terminate the accepted tender during the period of contract without giving any reason and without consulting the tenderer. The tenderer will have no right to demand any compensation in this respect. The Additional/Joint Commissioner also keeps right to relax any of the conditions above. In case of any dispute of any kind in and any respect whatsoever, the decision of the Commissioner, Customs (Prev.), Lucknow shall be final and binding.
 - d) In case of any legal dispute, the Courts within jurisdiction of Lucknow district only shall apply.
28. Validity- The contract will be valid for a period of one year subject to fulfillment of terms & conditions. However, the contract can be extended for further period which should be agreeable to both the parties.
29. The Bidder/s is advised to understand and satisfy themselves about the nature & scope of the work before submitting the price bid. All bidders shall be deemed to have full knowledge about the nature of services to be provided and no extra charges consequent on any mis-understanding otherwise shall be allowed / paid.
30. Contact no. of Superintendent (HQ) - 9415520736 & Inspector (Hqrs.) - 9415752941.
31. Presentation and demo of work is compulsory. Marking on experience, quality standard, presentation & demonstration will be done through following method:

S.No.	Particulars	Criteria	Marks	Max Marks
1.	Number of years in operations (Firms having less than 3 years of experience are not eligible.) (Note: Years will be calculated from the date of the firm's registration)	3 - 5 Years	10	25
		5 - 10 Years	15	
		More than 10 Years	25	
2.	Vehicles to be provided must be commercially registered & pollution free.			25
3.	Presentation of work/service approach	-	25	25
4.	Demonstration of vehicles	-	25	25
Total Marks				100
Note: The marking and evaluation will be done by a departmental committee. The decision made and marking done by the departmental committee shall be final. Bidder must score 60 in order to qualify technical bid. If any of the bidder is called for presentation/demonstration and still do not reach this office to showcase its presentation/demonstration, that bidder will also be disqualified.				

32. No additional terms and conditions from the tenderer over and above shall be entertained by the Department.

We agree to the above terms and conditions:

Signature with Name of the Firm with Seal

ANNEXURE-II

TECHNICAL BID

Name, Address & Telephone No. of the Tenderer	
Name and Address of the Service Provider/Partner/Director	
PAN Card No. (attach copy)	
GST Registration (attach copy)	

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 copy of R.C. Book of the vehicle offered	Yes/No

Additional Evaluation Criteria

1.	Total number of commercially registered cars owned by us	
2.	The Registration No. & year of make, model & type of the vehicle intended to supply to the Commissionerate	
3.	In the year 2024-2025, we have provided cars on hire for over one year to Central Govt./State Govt./PSUs	
4.	We have the requisite experience of providing vehicles to Central Govt./State Govt./PSUs	
5.	If reply to 3 & 4 above is Yes, then provide name & address of such offices	

(Signature of Authorized Signatory with date & stamp)

Annexure-III

TENDER ACCEPTANCE LETTER
(To be given on Company Letter Head)

Date:

To,

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: _____

Name of Tender / Work: -

Dear Sir,

1. I/ We have downloaded / obtained the tender document(s) for the above mentioned "Tender/Work" from the web site(s) namely:

_____ as per your advertisement, given in the above mentioned website(s).

2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. ____ to ____ (including all documents like annexure(s), schedule(s), etc .), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.

3. The corrigendum(s) issued from time to time by your department/organization too have also been taken into consideration, while submitting this acceptance letter.

4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.

5. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.

6. I / We certify that all information furnished by our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

Annexure-IV

Online Bid Submission Details**Online Bid Submission:**

The Online bids (complete in all respect) must be uploaded online in Two Covers as explained below:-

COVER-1 (Following documents to be provided as PDF file)			
S. No.	Documents	Content	File Type
1	Technical Bid	Signed & scanned copy of Technical Compliance Sheet with Technical supporting documents as per specification mentioned in Annexure-II & III	.pdf
2		Signed & scanned copy of GST Registration, Income Tax PAN, Service tax registration, any other registration.	.pdf
3		Self-declaration in letter head that the bidder is the Original.	.pdf
4		Signed & scanned copy of Tender acceptance letter & Letter of authorization to submit bid.	.pdf
5		An undertaking (self-certificate) that the agency hasn't been blacklisted by a Central / State/UT Government institution and there has been no litigation with any government department on account of IT services	.pdf
6		No near relative certificate	.pdf
7		Vendor Bank Account details including Account No., IFSC code etc.	.pdf