

**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 01.06.2024 TO 31.05.2025.

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 :

1. 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.
2. The service provider should be having adequate experience in the field and he should be registered with the GST Department.
3. 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 Ajay Kumar
Misra**

Date: 05-04-2024 17:53:26

**Assistant Commissioner(P&V)
Customs (Prev. Commissionerate,
Lucknow**

Annexure-I

Terms & Conditions

- a. 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.
- b. 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 vehicle should **not be more than 2 years old** and should not have run more than 25,000 kms. Service book of the vehicle will also be inspected.

- c. 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.**
- d. 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 01.06.2024 to 31.05.2025)** of agreement. If the performances are found unsatisfactory then the Department has the discretion to terminate the agreement/contract with immediate effect.
- e. 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** covering the entire period for contract for initial one year. 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.
- f. 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.
- g. **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.**
- h. The evidence for filing of returns along with the profit & loss account and Balance sheet for the past three 2021-22, 2022-23 & 2023-24 .
- i. The vendor will be responsible for maintenance and up-keeping of the said vehicle on his own account and no extra charges will be paid by this office. All expenditures related to the vehicle, i.e. Fuel, Mobil, Driver's salary and other expenses whatsoever, have to be borne by the vendor/supplier of the vehicle.
- j. The monthly charges payable shall be all inclusive, i.e. driver, fuel, maintenance, cleanliness, repairs, insurance charges, night charges, etc. and any other incidental expenses.
- k. No extra charges will be paid for duty even after office hours.
- l. The vendor should give an undertaking that he or his firm has not been black listed by any of the Organization/Govt. Department as on the date of submission of the Bid/Tender.
- m. The vendor shall also certify that he has read and understood the terms and conditions of the tender. He should sign the terms and conditions. The quotations, which are not signed/stamped or not accompanied by the requisite documents, shall be rejected outright.
- n. On acceptance of the order, the copies of the registration certificate of the vehicles and the particulars of drivers shall be submitted to this office. The driver should have valid driving license without any adverse records and with clear antecedents. Driver should be conversant with the routes in Uttar Pradesh & Uttarakhand as well as having good eye-sight, devoid of any bad habits. The driver should observe all etiquette and protocol while performing the duty and shall be neatly dressed in white shirt and white trousers and carry a 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 the entire

period of duty. As far as possible, the same vehicle and driver shall be deployed continuously.

- o. A log book specifying daily reporting and relieving time as well as daily opening & closing of meter reading shall be maintained for the vehicles.
- p. Due to non-availability on any reason whatsoever like break down, servicing, maintenance, repair, etc. or the driver not reporting for duty, the vendor shall make alternate arrangements for providing substitute same vehicle in good condition alongwith driver. In such case, mileage from vendor's office or garage to the point of breakdown would not be paid.
- q. Payment shall be made only on monthly basis and on receipt of the bill after rendering satisfactory service. The payment of a month would be made in succeeding month to the vendor by ECS through bank.
- r. The office shall not be responsible for any fine charged by Police or other agencies, losses, damages, any accident of the vehicle or to any other vehicles or for the injury to the driver or any other third party. All such expenses on this account shall be borne by the vendor/supplier of vehicle and there will be no reimbursement from the Department in this regard. Only Toll Tax, parking charges, if any will be paid.
- s. **The vendor must ensure that the vehicle along with the Driver is made available and report to the office at any odd hours whenever any exigencies arise on a short notice of one hour.**
- t. In case the vendor fails to provide the vehicle/substitute vehicle then the vendor would be liable to **penalty @ Rs. 2,000/- per day.**
- u. 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.
- v. 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.
- w. One month prior notice should be given by the operator for termination of contract.
- x. This office reserves the rights to terminate the contract without assigning any reasons at any time.
- y. 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.
- z. Work discipline should be maintained by staff of the service provider.
- aa. 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.
- ab. 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.

- cc. No additional terms and conditions from the tenderer over and above shall be entertained by the Department.
- d. d) 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.
- e. e) In case of any legal dispute, the Courts within jurisdiction of Lucknow district only shall apply.

ANNEXURE-I

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 2023-24, 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-II

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-III

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	.pdf

		account of IT services	
6		No near relative certificate	.pdf
7		Vendor Bank Account details including Account No., IFSC code etc	.pdf