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

Date : 26/11/2020

TENDER NOTICE

NOTICE FOR INVITING e-TENDER FOR HIRING OF VEHICLES
FOR A PERIOD OF ONE YEAR FROM 01.01.2021 TO 31.12.2021 IN
THE OFFICE OF THE ADDITIONAL DIRECTOR 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.

The Additional Director of Directorate General Of Performance Management (DGPM), Customs, Central Goods & Service Tax, West Regional Unit (WRU), Mumbai, 4th Floor, Transport House, Poona Street, Masjid (East), Mumbai – 400 009, invites e-tender under two-bids system (Technical Bid and Financial Bid) for hiring of 02 (two) vehicles (Mid-Sized vehicles) for a period of one year from 01.01.2021 to 31.12.2021.

01. e-Tendering process:

The tender is invited in two parts i.e. (1) Technical bid/Qualifying Bid and (2) Financial bid. The e-tender form for technical/qualifying bid as prescribed in Annexure-I and the e-tender form for the financial bid [Bill of Quantity (BOQ)] in XL format as prescribed in Annexure-III duly complete in all respect shall be submitted online on www.eprocure.gov.in on or before 21.12.2020 (1500 hrs.) The Technical/Qualifying Bid shall be opened by the e-Tender Opening Committee on 22.12.2020 at (1500 hrs.). Incomplete bid documents shall be rejected. The valid -technical bids shall be scrutinized by the Tender Committee to shortlist the eligible bidders. Thereafter, the financial bids of the short-listed eligible bidders shall be opened on 24.12.2020 at (1500 hrs.) by the Tender Committee.
02. **Submission of bids:-**

Bids have to be submitted online through e-tender website i.e. www.eprocure.gov.in before the scheduled date & time. Bidders should submit the Technical as well as Financial bids through e-tendering portal only. Scanned copies of all relevant documents as mentioned in Annexure-I, should be uploaded along With the bid. Bids submitted by Courier/Post/in-person shall not be accepted in this tender.

03. **Earnest Money Deposit:-**

Earnest Money Deposit (EMD) for the requisite amount in the form of Demand Draft/Bank Guarantee of Nationalized Bank in favour of Principal Additional Director General DGPM, WRU, Mumbai should be submitted prior to bid opening date and time in sealed envelope and also upload a scanned copy of EMD while submitting the bid electronically. If the hard copy of EMD is not received within the stipulated period, the bidder shall be disqualified. The Exemption of EMD, if claimed, should be claimed in advance in writing to AC, DGPM, WRU before filling the tender.

04. **Bank Guarantee:-**

On receipt of intimation of award of contract from the Department, the successful vendor/bidder shall submit a Performance Security Deposit in the form of Bank Guarantee to the extent of 5% of the total annual contract value issued by a nationalized bank within 20 days of the award of annual contract. The bank guarantee shall be in favour of President of India (through The Additional Director of Directorate General Of Performance Management (DGPM), Customs, Central Goods & Service Tax, West Regional Unit (WRU), Mumbai, 4th Floor, Transport House, Poona Street, Masjid (East), Mumbai – 400 009) and it shall be the responsibility of the contractor/supplier of service to keep this bank guarantee valid for a period of three months beyond the date of fulfillment of all contractual obligation to the mutual consent of the department and the contractor/supplier of service.

05. **Scope of work:-**

i. The vehicle in the Mid-size A-3 segment is proposed to be hired for 30/31 days in a month subject to a maximum of 2500 Kms.

ii. The vehicle in the Mid-size B-2 segment is proposed to be hired for 25/26 days in a month subject to a maximum of 2000 Kms.

iii. The cost ceiling for hiring both Mid-Sized vehicle (for both A-3 & B-2 Segment) is Rs.50,000/- per month for Petrol/Diesel
Vehicles.

**Type of Vehicles to be provided:-**

<table>
<thead>
<tr>
<th>Sr. No</th>
<th>Types of Vehicle</th>
<th>No. of Vehicles Required</th>
<th>Category/terms of use</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Mid Size A-3 segment vehicles (Honda, Ciaz etc or equivalent (petrol/diesel))</td>
<td>One</td>
<td><strong>30/31 days</strong> a month @ <strong>12 hrs per day</strong> (Day/Night) maximum of <strong>2500 Kms</strong>, on a monthly basis (reckoned from place of reporting to place of release including Sundays &amp; other holidays). The maximum cost ceiling per month is <strong>Rs. 50,000/- excluding G.S.T.</strong></td>
</tr>
<tr>
<td>2.</td>
<td>Mid Size B-2 segment vehicle which include Innova, Tavera, Sumo etc. or equivalent (petrol/diesel)</td>
<td>One</td>
<td><strong>25/26 days</strong> a month @ <strong>12 hrs per day</strong> (Day/Night) maximum of <strong>2000 Kms</strong>, on a monthly basis (reckoned from place of reporting to place of release including Sundays &amp; other holidays). The maximum cost ceiling per month is <strong>Rs. 50,000/- excluding G.S.T.</strong></td>
</tr>
</tbody>
</table>
07. **Eligibility Criteria:-**

(i) The applicant should be duly registered with statutory authorities for undertaking such contract.

(ii) The bidder/contractor should have an experience as supplier of service for at least two years for providing vehicles to Government/ Semi Government Organization/ Banks/ PSUs. As a proof, scanned copies of relevant documents should be submitted along with the e-tender.

(iii) The vehicles should not be **older than one year** and should be in excellent working condition. In this regard, the Bidder will have to make available all the vehicles intended to deploy in this office before the Tender Opening Committee for physical inspection of the vehicles along with original Registration Certificates of the vehicles on the date of opening of Technical Bid of the Tender i.e. on **22.12.2020 (1500 hrs.)**.

(iv) The applicant should submit Income Tax Returns for last three years and should have experience of having supplied service worth Rs.10 Lakhs (Turnover) or more per annum in the previous three financial years.

(v) The bidder has to submit the scanned copy of an undertaking on his letterhead declaring as follows:

   (a) **If my quotation is accepted, the vehicles to be provided/supplied will not be more than 1 year old i.e. the manufacturing date of the vehicles will be after 1st November, 2019. The colour of the vehicle will be preferably white.**

   (b) **The vehicles to be provided/supplied will have a valid insurance and PUC certificate throughout the contract period.**

   (c) **We have not been debarred by any Government Office / Semi Government Office / PSUs /Banks for any default for such services supplied in the past.**

(vi) The applicant should not have been penalized for default in the services supplied to the earlier “customer”. If found, so subsequently, the Additional Director, DGPM, WRU reserves the right to disqualify the contractor, & terminate the contract immediately after
assuage of notice.

# Note ~ The Additional Director, DGPM, WRU reserves the right to accept or reject any one or more tenders without assigning any reasons. He may reject the entire process and call for fresh tenders. He also reserves the right to reject the lowest quotation and select the one which more closely satisfies the conditions given in this tender notice or for any reasonable explanation.

08. **Terms and Conditions:**

i. The contractor shall provide dedicated vehicles & drivers and any change in vehicles and/of drivers should be made only in exceptional circumstances with prior approval of this office. Replacement of vehicle/ driver should be provided in the event of sudden breakdown of vehicle/ non-availability of driver.

ii. Contractor should provide the driver sets of uniform, which after wearing & tearing should be replaced.

iii. The drivers should possess valid Driving License, with a minimum experience of 3 years in Mumbai and their antecedents should be duly verified by the contractor/ supplier of service.

iv. The payment of hire charges agreed upon will be made on monthly basis within 30 to 45 days from the date of receipt of the bill, if there is absolutely no issue. The bill for the hire charges shall be submitted in the DGPM, WRU Office on completion of the services for a month. If the service is supplied for part of month the payment will be made proportionately on pro-rata basis.

v. The vehicles shall be deemed to be at the disposal of the Additional Director, DGPM, WRU during the period of official use and the billing for KMs and hours shall be made from the reporting place to the relieving place.

vi. The liability on account of fuel, driver & all expenses relating to maintenance, insurance, parking, toll charges/ ETC tags etc. for the vehicle would, solely and wholly, be the responsibility of the contractor and the Additional Director, DGPM, WRU shall not bear any liability except the approval of hiring charges.

vii. The service contract may be extended beyond the contract period of one year on the same terms and conditions if
mutually agreed by the parties to the contract.

viii. The contract between the Additional Director, DGPM, WRU and the contractor / supplier of service can be terminated / cancelled with a prior notice period of one month from either side.

ix. The contractor should be registered with the authority concerned or State or Central Government and should fulfill the conditions prescribed in Section 66 of the Motor Vehicle Act 1988 (as amended) for hiring of vehicles. The contractor shall take insurance cover protecting the agency against all claims applicable under the Workmen’s Compensation Act 1948 (as amended). The contractor shall arrange necessary insurance cover for every person deployed by him even for a short duration. The Additional Director, DGPM, WRU shall not entertain nor shall be liable for any claim arising out of mishap, if any.

x. The contractor will indemnify for loss/ damage of property or life because of negligence of driver or poor maintenance of vehicle or due to an accident.

xi. The drivers deployed by the contractor for the job along with the vehicle should satisfy the following conditions:

1) The driver should have minimum 03 years of experience of driving in Mumbai with valid driving license issued by the State Authority.

2) The driver should be well-versed with the roads and places in Mumbai city and should have experience of city-driving.

3) Once the driver is designated a particular vehicle, he shall remain attached to the same vehicle for the entire contractual period. Any change in the designated driver/vehicle should be intimated to the concerned officers of DGPM, WRU 24 hours prior to such change is affected.

4) The supplier of service should provide mobile phone to the drivers and the phone numbers should be shared with the DGPM, WRU office so that the drivers are easily accessible.

5) The driver should be in a proper uniform, which should be neat & clean at all the times while performing the duties and has to be properly maintained (washed & ironed
6) The driver should be well-mannered, well-behaved and should not have any criminal cases registered against him. Also, the driver should not have any past history of accidents.

7) The car should be kept clean, odour-free and suitable for official use.

8) The drivers should diligently obey the traffic rules. Any penalty arising out of improper observance of traffic rules by the driver shall be borne by the contractor/supplier of service.

9) The vehicles shall be for exclusive use of this office and should not be used by the supplier of service for any other purpose even after completion of the official duties.

10) The vehicle shall be made available on all days including Saturday, Sunday & Holidays, if required.

11) The contractor/supplier of service shall keep and maintain the details of drivers such as Driving License, Aadhar card/ PAN Card for authentication purpose and shall share the same with concerned officer of DGPM, WRU as and when required. He should also maintain details of their salary account showing the deductions towards Employees State Insurance and Employees Provident Fund etc. and shall attach the same with monthly bills.

xii. The supplier of service should have sufficient numbers of vehicles and drivers with them. In case of break-down of vehicle or non-availability of driver at any time, the firm shall immediately provide substitute vehicle / driver as the case may be. The bidder should be able to provide details of all the vehicles for which this tender is floated, failing which will result in rejection of the bid.

xiii. In case the hired vehicle does not report within the reasonable time or does not report at all, the Additional Director, DGPM, WRU, Mumbai reserves the right to hire a vehicle from the market in lieu of the same and the additional cost so incurred shall be borne by the Contractor/ Bidder. In case, neither a substitute vehicle is provided nor a vehicle is hired by the Additional Director, DGPM, WRU, Mumbai, proportionate
contract charges are liable to be deducted from the contract charges payable. This would be in addition to the penalty levied as indicated below:-

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Nature of Default</th>
<th>Quantum of Penalty</th>
</tr>
</thead>
<tbody>
<tr>
<td>01.</td>
<td>Late Reporting</td>
<td>50% of proportionate contract charges per day</td>
</tr>
<tr>
<td>02.</td>
<td>Non Reporting</td>
<td>200% of proportionate contract charges per day</td>
</tr>
<tr>
<td>03.</td>
<td>Refusal of duties/Failure to follow any of the conditions Para “(xi)” above</td>
<td>200% of proportionate contract charges per day</td>
</tr>
</tbody>
</table>

xiv. If there is requirement of additional vehicle by the Additional Director, DGPM, WRU, Mumbai during the contract period, the contractor / supplier of service shall provide the same at the contractual rate and at the same terms and condition as per the prevailing agreement. The Additional Director, DGPM, WRU, Mumbai reserves the right to reduce the number of vehicles hired keeping in view the requirement of vehicles and availability of funds.

xv. 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 the Government’s instructions. The log book shall be submitted to the concerned officer in the office of the Principal Additional Director General, DGPM, WRU, Mumbai, regularly for scrutiny. The time and mileage shall be taken into account from the reporting / relieving point.

xvi. On awarding of the contract, the contractor / supplier of service shall furnish certified copies of RC books / Insurance / PUC copies in respect of all hired vehicles to the concerned officer in the office of the Additional Director, DGPM, WRU, Mumbai.

xvii. The contractor/ supplier of service shall comply with all the statutory laws like Labour Laws, Minimum Wages Act, ESI, EPF etc. Any liability arising out of non-observance of statutory provisions shall be borne by the contractor / supplier of service.

xviii. The Department will not be under any obligation, legal or otherwise, to provide any employment to any of the personnel of the supplier of service during or after the expiry of the contract/hire period. The Department shall not be responsible
financially or otherwise for any injury to the vehicle or driver or any person deployed by the supplier of service or to the third party during the course of contract.

xix. The Supplier of service shall undertake to indemnify the department against all damages / charges arising on account of or connected with the negligence of the supplier of service or his staff or any other person in relation to hired vehicle, which is under his control whether in respect of accident injury to the person or damages to the property of any member of the public or any person.

xx. All expenses relating to salary and allowances of the driver shall be borne by the Supplier of service. Likewise all expenditure related to the vehicle including insurance, maintenance, toll charges, parking charges & fuel etc. shall also be borne by the Supplier of service.

xxi. Any dispute during the contractual period or any issue / matter / topic which has not been specifically covered by this agreement shall be decided by the Additional Director, DGPM, WRU, Mumbai, whose decision shall be final and binding on department as well as supplier of service / contractor.

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ANNEXURE - I
TECHNICAL BID

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Name, address &amp; telephone number of the supplier of service</td>
</tr>
<tr>
<td>2.</td>
<td>Name(s) and address (es) of the Proprietor / Partner / Directors :</td>
</tr>
<tr>
<td>3.</td>
<td>Copy of IT returns showing annual turnover more than Rs.10,00,000/- per annum for last three financial years</td>
</tr>
<tr>
<td>4.</td>
<td>Copy of Shop &amp; Establishment certificate for last 3 years</td>
</tr>
<tr>
<td>5.</td>
<td>Copy of Income Tax Assessment Certificate for last 3 financial years</td>
</tr>
<tr>
<td>6.</td>
<td>Copy of Permanent Account Number (PAN)</td>
</tr>
</tbody>
</table>
7. Copy of ESI Registration certificate
   Yes/No

8. Copy of EPF Registration certificate
   Yes/No

9. Copy of GST (Goods & Service Tax) certificate
   Yes/No

10. Copy of Bank Solvency Certificate
    Yes/No

11. Copy of work order / agreement for at least two years for providing vehicles in Government / Semi Government Organization / Banks / PSUs
    Yes/No

12. Copy of undertaking as per clause ‘7 (v)’ of this tender notice
    Yes/No

None of the vehicles shall be older than one year and shall be in excellent working condition. In this regard, the Bidder with have to make available all the vehicles intended to deploy in this office before the Tender Opening Committee for physical inspection of the vehicles along with original Registration Certificates of the vehicles on the date of opening of Technical Bid of the Tender i.e. on 22.12.2020 before (1600 hrs.)

14. ADDITIONAL EVALUATION CRITERIA :

   (i) Total number of commercially registered Vehicles owned
       No of Vehicles

   (ii) In 2019-20 whether provided vehicles on hire for over six months to Central Government / State Government / Public Sector Office
       Yes/No

   (iii) If reply to 14(ii) above is yes, then provide the details:

   (iv) Have you firm been blacklisted at any time in past by any Organization or nay director / partner / entrepreneur Convicted under any law
       Yes/No

(Note: Kindly submit the above mentioned documents in the same order).

Date:

Place:

Signature of the Bidder

ANNEXURE – II

To,

The Additional Director
Sir,

Sub. : Submission of financial bid for hiring of 02 (two) vehicles (Mid-sized Vehicles) by O/o. The Additional Director, DGPM, WRU, 4th Floor, Transport House, Poona St., Masjid (East), Mumbai – 400 009.

With reference to the above, I/We hereby submit the quotation for hiring of 02 (two) vehicles. Rate Chart per Vehicle (exclusive of Government Taxes) is under:-

<table>
<thead>
<tr>
<th>Sr. No</th>
<th>Types of Vehicle</th>
<th>No. of Vehicles Required</th>
<th>Category/terms of use</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Mid Size A-3 segment vehicles (Honda, Ciaz etc or equivalent (petrol/diesel)</td>
<td>One</td>
<td>30/31 days a month @ 12 hrs per day (Day/Night) maximum of 2500 Kms, on a monthly basis (reckoned from place of reporting to place of release including Sundays &amp; other holidays). The maximum cost ceiling per month is Rs. 50,000/- excluding G.S.T.</td>
</tr>
<tr>
<td>2.</td>
<td>Mid Size B-2 segment vehicle which include Innova, Tavera, etc. or equivalent (petrol/diesel)</td>
<td>One</td>
<td>25/26 days a month @ 12 hrs per day (Day/Night) maximum of 2000 Kms, on a monthly basis (reckoned from place of reporting to place of release including Sundays &amp; other holidays). The maximum cost ceiling per month is Rs. 50,000/- excluding G.S.T.</td>
</tr>
</tbody>
</table>

Date:
Place

Signature of the Bidder
### ANNEXURE – III

**FINANCIAL BID**

**Bill of Quantity (BOQ)**

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Item Description</th>
<th>Quantity</th>
<th>Units</th>
<th>Cost Ceiling Rate in Rs. P.</th>
<th>BASIC RATE in figure to be entered by the Bidder in Rs. P.</th>
<th>TOTAL AMOUNT Without Taxes Col (7) = (3) * (6) In Rs. P.</th>
<th>TOTAL AMOUNT in Words</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.01</td>
<td><strong>Mid Size A-3</strong> segment vehicles (Honda, Ciaz etc or equivalent (petrol/diesel))</td>
<td>To be filled by bidder</td>
<td>Nos</td>
<td>50000/-</td>
<td>To be filled by bidder</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.02</td>
<td><strong>Mid Size B-2</strong> segment vehicle which include Innova, Tavera, etc. or equivalent (petrol/diesel)</td>
<td>To be filled by bidder</td>
<td>Nos</td>
<td>50000/-</td>
<td>To be filled by bidder</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Date:  
Place:  

Signature of the Bidder  

**DECLARATION**

I/We hereby certify that information furnished above is true and to the best of my/our knowledge. I/We understand that if any deviation is of and in above statement at any state. I/We shall be blacklisted and will not have any dealing with department in future. I/We have read the terms and conditions of the Tender Notice along with its Annexures.

I hereby confirm that I am authorized to sign the Tender Document.

Signature & Name of the authorized
Signatory
Seal / Stamp