

OFFICE OF THE DIRECTOR GENERAL OF VALUATION  
CENTRAL BOARD OF EXCISE & CUSTOMS  
7<sup>TH</sup> FLOOR, ANNEXE BUILDING, NEW CUSTOMS HOUSE  
BALLARD ESTATE, MUMBAI 400001

F.NO.VAL/ADMN./32/2011/Pt.I

DATED: 11.04.2016

**TENDER NOTICE FOR HIRING OF VEHICLES IN DGOV MUMBAI**

Sealed tenders (in prescribed format) are invited under two bid system for the hiring of vehicles with driver from service providers for providing two Vehicles along with Driver, to the Directorate General of Valuation (DGOV) at its Mumbai Office. Last date for submission of Tender is 21<sup>st</sup> April 2016 up to 04.00 p.m.

Type of Vehicles required to be supplied:

S. No.	Type of vehicle	Terms of Use	Cost ceiling	No. of Vehicle required
01.	TOYOTA INNOVA, HONDA CITY, MARUTI SUZUKI SWIFT DZIRE, TATA INDIGO or any other equivalent vehicle (Non-AC)	25-26 days/month @ 12 Hrs per day, Maximum of 2000 Kms.	Maximum Rs. 35,000 (each)	02

The detailed terms and conditions is given hereunder. Any enquiry/details regarding the work and terms and conditions can be obtained from Directorate General of Valuation, 7<sup>th</sup> floor, New Custom House, Ballard Estate, Mumbai 400001 on any working day during office hours on or before 21.04.2016.

The interested Service Providers are requested to submit their tender documents in the prescribed Quotation Form duly signed and stamped, in a sealed cover addressed to the Assistant Commissioner of Directorate General of Valuation, 7<sup>th</sup> floor, New Custom House, Annexe Building, Ballard Estate, Mumbai 400001.

The tenders/quotations received unsigned/incomplete and/or filed after the said due date shall be summarily rejected. The parties who wish to be present at the time of opening of Tender/Quotation may represent themselves or authorize their representatives with an authority letter. Vehicles offered for services may also be required to be shown to find out condition thereof after opening of Technical bid. The Directorate General of Valuation, Mumbai reserves the right to accept or reject any or all tenders without assigning any reason thereof.

**TERMS AND CONDITIONS**

01. Separate sealed technical and financial bids should be kept in a single sealed envelope and super scribed with "Tender for Hiring of Vehicles." The separate technical and financial bids should be clearly marked "Technical Bid" or "Financial Bid" on their respective envelopes. The tenders will be opened on 28.09.2015 at 1200 Hrs. in the Directorate General of Valuation, 7<sup>th</sup> floor, New Custom House, Ballard Estate, Mumbai 400001 before the Tender Committee and Tenderers present, if any. The bid should be accompanied with the self attested copies of registration certificate, insurance certificate, PUC and RTO documents of the vehicle intended to be deployed by the service provider.
02. Rate for above should be quoted for hiring on per vehicle per month basis. Charges for additional Kms and additional hours should also be indicated (subject to a maximum

ceiling of Rs. 300/- per day). Payment for Extra Kilometers and Extra Hours will be made only after exhaustion of the maximum 2000 Kms and 360/372 Hours per month cap as the case may be.

03. The vehicle may be required to be taken for outstation assignments. In this case driver's overnight/ outstation allowances may also be indicated separately. However, no separate calculation of Kilometers and Hours will be allowed for outstation tours.
04. The vehicle should be neat and clean and in perfect running condition with clean interiors and proper upholstery and maintained that way during the entire tenure of the contract. Vehicle should be submitted for inspection and after the vehicle is found to be satisfactory after inspection, quotations may be accepted. The vehicle should not be older than 5 years on the date of opening of the bid/tender.
05. The Agency/ Firm would ensure that the Drivers employed have valid driving license and clean driving record. The Driver of the vehicle provided must follow traffic rules and all other regulations prescribed by the Government from time to time. The Driver shall observe all the etiquette and protocol while performing the duty and shall be neatly dressed in proper uniform and must carry a mobile phone in working condition, for which, no separate payment shall be made by the DGOV. The DGOV shall not be responsible in any way, if any harm to any person or any valuable property is caused by the Driver.
06. The vehicle should be registered with the concerned authority of Central/ State Government. The service provider shall provide a certificate to this effect. The Agency/ Firm should be accessible on telecom for contact round the clock.
07. They should provide their Service Tax Registration Certificate Number/receipts for payments of service tax for last two years, if any, PAN Card, Shops & Establishment License.
08. The DGOV reserves the right to reject all or any of the offers or accept more than one offer without assigning any reason.
09. The Billing will be done on monthly basis.
10. A daily record indicating time and distance for vehicle shall be maintained by the Driver in a log book in a format as per Government instructions and Log Book shall be submitted to the concerned officer in DGOV regularly for scrutiny.
11. The initial period of contract shall be one year, which shall be extendable on annual basis, by mutual agreement.
12. The vehicle must be available at any time of any day as desired by the DGOV.
13. On awarding of the contract, the Agency/ Firm has to furnish to DGOV the certified copies of Registration Certificate and the Comprehensive Insurance Policies and PUC certificate.
14. The DGOV shall be liable to pay the hiring charges only. Contract charges, including monthly charges of Driver, repair and maintenance of vehicle, insurance, fuel, oil and any other incidental expenses shall be borne by Agency/ Firm.
15. In case of breakdown of any vehicle during official duty, it shall be the responsibility of the Agency/ Firm to provide a substitute vehicle which is similar or better replacement, immediately.
16. In case any vehicle does not report on time/ does not report at all, the DGOV would have a right to hire a vehicle from the market and the additional cost incurred by the customer

will be borne by the service provider. Even if no vehicle is hired the service provider will pay Rs.2000/- per day for such default. An additional penalty of Rs. 1000 per day may also be levied if the vehicle fails to meet term and conditions on any day.

17. In case of any accident, all the claims arising out of it shall be met by the service provider. He should ensure that vehicle be covered with appropriate insurance policy.
18. The liability of the DGOV is limited to the contract value only.
19. The contract between the DGOV and the Service Provider can be cancelled after a notice of 3(Three) days from either side, in case either of the party wishes to cancel the contract before expiry of the period of agreement.
20. Any matter during the period of this agreement, which has not been specifically covered by this agreement, shall be decided by the DGOV whose decision shall be final and conclusive.
21. No additional terms and conditions over and above the conditions stipulated above shall be entertained by DGOV.
22. In case of any dispute of any kind and in any respect whatsoever, the decision of DGOV shall be final and binding.
23. Non compliance with any of the terms and conditions shall amount to breach of contract and in that situation, the DGOV shall be free to take necessary action as deem fit, including termination of contract.



(S. W. A. RIZVI)  
ASSISTANT COMMISSIONER  
DGOV, MUMBAI

Encl: - Annexure A & B

Copy to: -

- 1) Notice Board
- 2) [www.dov.gov.in](http://www.dov.gov.in)
- 3) [www.cbec.gov.in](http://www.cbec.gov.in)
- 4) [www.tenders.gov.in](http://www.tenders.gov.in)

F. No. Val/Admn/32/2011/Pt.III

### ANNEXURE – ‘A’

TECHNICAL/QUALIFYING BID FORM FOR TENDER OF HIRING OF VEHICLES FOR THE OFFICE OF THE  
DIRECTORATE GENERAL OF VALUATION, NEW CUSTOM HOUSE, 7<sup>TH</sup> FLOOR, MUMBAI 1

1	Name, address & telephone of the service provider:	
2	Name, address of the Proprietor/Partner/Director	
QUALIFYING CRITERIA FOR TECHNICAL BID:		
1	We own the vehicles:	Yes/No
2	We have attached copy of RC Book offered in this tender	Yes/No
3	We have valid Service Tax Registration	Yes/No
4	We have attached copy of Service Tax Registration Certificate	Yes/No
5	Attached copy of PAN	Yes/No
6	Bombay Shop & establishment Number:	
7	Annual turnover of previous three financial years details (along with copy of profit & loss a/c, balance sheet, Audit report and Income Tax returns for last three years should be attached)	
8	A list containing details of the cars at their disposal and the places where these are deputed for the last two years.	
9	Any employee of the office of Directorate General of Valuation on your Board or share holder in contractor's entity	Yes/No, if yes, please Provide details
10	Have your any director/partner/entrepreneur convicted under any law	Yes/No, if yes, please Provide details
11	Has your firm/company black listed at any time in past by any organization.	Yes/No, if yes, please Provide details
12	Any other information contract or may like to furnish (may be Furnished in separate enclosure)	

#### DECLARATION

I/We hereby certify that information furnished above is true and correct to the best of my/our knowledge. I/We under stand 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 the department in future.

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

Signature

Name of the authorised signatory  
Seal/Stamp

### ANNEXURE – ‘B’

FINANCIAL BID FORM FOR TENDER OF HIRING OF VEHICLES FOR THE OFFICE OF THE DIRECTORATE  
GENERAL OF VALUATION, NEW CUSTOM HOUSE, 7<sup>TH</sup> FLOOR, MUMBAI 1

1	Name, address & telephone of the service provider:	
2	Name, address of the Proprietor/Partner/Director	
3	Service Tax Registration Number	
Rate of Car (Exclusive of service Tax)		
1	Tata Indigo/Maruti Esteem or any other similar vehicle (Non-AC) not more than two year old	
	Rate in Rs. Per Month	
	Extra Km. charge	
	Extra Hrs. charge	

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them and all of it is included in cost.

Signature

Name of the authorised signatory  
Seal/Stamp