



**GOVERNMENT OF INDIA**  
**DIRECTORATE GENERAL OF VALUATION**  
**SOUTHERN ZONAL UNIT**  
**(Central Board of Excise & Customs)**  
**5<sup>th</sup> Floor, Annexe Building (Kaveri Block),**  
**Custom House, 60, Rajaji Salai, Chennai-600 001.**  
**Telefax: 044-2524 5544; Tel.: 044- 2524 4464**

F.No.VAL/SZU/ADMN/ 09 /2015

22<sup>nd</sup> September, 2015

**TENDER NOTICE**

Sealed Tenders (in prescribed format) are invited under two bid system for the hiring of vehicle with driver from service providers for providing one vehicle along with driver, to the Directorate General of Valuation (DGOV) at its Chennai office. Last date for submission of tender is **6<sup>th</sup> October, 2015.**

Type of vehicle required to be supplied:

S.No.	Type of vehicle	Terms of Use	No. of vehicles required
1.	Maruti Esteem/Tata Indigo or any other similar vehicle (Non-AC) not more than three years old	25 days a month, Maximum of 2000 kms and 300 hrs	1

The detailed terms and conditions are available in tender notice. Any enquiry/details regarding the work and terms and conditions can be obtained from Directorate General of Valuation, 5<sup>th</sup> Floor, Custom House(Annex), Chennai on any working day during office hours on or before 06.10.2015.

The interested agencies are required to submit the technical and financial bids separately. The bids in sealed Cover-I containing "Technical Bid" and sealed Cover-II containing "Financial Bid" should be placed in a third sealed cover bearing the words "Tender for Hiring of Vehicle" and should reach Assistant Commissioner of Customs, Directorate General of Valuation, Southern Zonal Unit, Room No. 10 to 12, 5<sup>TH</sup> FLOOR, ANNEXE BUILDING, (KAVERI BLOCK), CUSTOM HOUSE, NO.60, RAJAJI SALAI, CHENNAI 600 001 by 1600 hrs. **on or before 06-10-2015.** Formats of Technical Bid and Financial Bid are available at Annexure-I and Annexure-II of this document respectively.

A complete set of tender documents along with terms and conditions can be obtained free of cost from Office of the Additional Commissioner of Customs, Directorate General of Valuation, Southern Zonal Unit, Room Nos.10 to 12, 5<sup>TH</sup> FLOOR, ANNEXE BUILDING, (KAVERI BLOCK), CUSTOM HOUSE, NO.60, RAJAJI SALAI, CHENNAI 600 001 on all working days. Any inquiries in the matter may be made during office working hrs. at Ph. No. 044-2524 5544.

Tenders can also be sent by registered post / speed post or dropped in the Tender Box to be kept at this office. The last date for submission of tender is 06-10-2015 at 16:00 hrs. Tender Box will be opened at 16:30 hrs on the same day for collecting the sealed envelopes containing the tenders and the same would be forwarded to DGOV Headquarters, Mumbai without opening the seal, for subsequent processing and acceptance. Bidders may choose to remain present at the office of this Zonal Unit during the opening of the Tender Box.

The tenders/quotations received without proper seal 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 at DGOV, Headquarters, Mumbai may represent themselves or authorize their representatives with an authority letter. Vehicles offered for services may also be required to be shown to DGOV, Zonal Unit, Chennai to find out conditions thereof. The Directorate General of Valuation, Mumbai reserves the right to accept or reject any or all tenders without assigning any reasons thereof.

### **TERMS AND CONDITIONS**

1. 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 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.
2. Rate for above should be quoted for hiring of vehicle on per month basis. Charges for additional kms. and additional hours should also be indicated.
3. 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 Kms & hours will be allowed for outstation tours. Payment for Extra kms & Extra Hours will be made only after exhaustion of the maximum 2000 kms & 300 hrs per month cap as the case may be.
4. The vehicle should be neat and clean and in perfect running condition with clean interiors and proper upholstery and maintained that way during the tenure of the contract. Vehicle should be submitted for inspection and after the vehicle is found to be satisfactory after inspection, quotations should be submitted.
5. The agency/firm would ensure that the drivers employed have valid driving licence and clean driving record. The driver of the vehicle provided must follow traffic rules and all other regulations prescribed by the Govt. from time to time. The driver shall observe all the etiquette and protocol while performing the duty & 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. DGOV shall not be responsible in any way if any harm to any person or any valuable property is caused by the driver. The driver should be well conversant with Chennai city routes and roads and suburbs. The driver should also be conversant with the road routes of entire Tamilnadu, and outside Tamilnadu/Pondicherry in general as may have to drive outside the city limits in case of exigencies. The operation and functions of the driver shall be governed as per the Motor Vehicles Act and Rules.

6. The vehicle should be registered with the concerned authority of Central/State Govt. The service provider shall provide a certificate to this effect. The agency/firm should be accessible on telecom for contact round the clock. The vehicle should be properly and comprehensively insured and should carry necessary permits/clearance from the Road Transport Authorities or any other concerned authority including pollution clearance certificates.
7. The rates quoted should specifically mention the service tax component. No service tax will be paid, if the operator fails to provide proof of valid service tax registration. They should provide their Service Tax Registration Certificate Number/receipts for payments of service tax for last two years, PAN Card, Shop & Establishment License.
8. The DGOV reserves the right to reject all or any of the offers or accept more than one offer without assigning any reasons.
9. 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 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 RC books and the comprehensive insurance policies and PUC. The service provider should give an undertaking that he or his firm has not been blacklisted by any Organization/Government department as on the date of submission of the bid.
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 the 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 as 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 above terms & 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 30 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 & 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 deemed fit, including termination of the contract.

Sd/-

(D.DINESH)  
ASSISTANT COMMISSIONER  
DGOV:CHENNAI

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/SZU/ADMN/09/2015

**Annexure-I**

**TECHNICAL/QUALIFYING BID FORM FOR TENDER OF HIRING OF VEHICLE FOR THE OFFICE OF THE DIRECTORATE GENERAL OF VALUATION, SOUTHERN ZONAL UNIT, CUSTOM HOUSE, 5<sup>TH</sup> FLOOR, CHENNAI-1.**

1.	Name, address and telephone of the service provider	
2.	Name, address of the Proprietor/Partner/Director	
<b>QUALIFYING CRITERIA FOR TECHNICAL BID:</b>		
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.	Shop & Establishment Number	
7.	Annual Turnover of previous three financial years details(along with copy of profit and loss account, 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 any 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 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 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 – II**

**FINANCIAL BID FORM FOR TENDER OF HIRING OF VEHICLE FOR THE OFFICE OF THE  
DIRECTORATE GENERAL OF VALUATION, CUSTOM HOUSE, 5<sup>TH</sup> FLOOR, CHENNAI-1.**

**1. Name, address and telephone of the service provider:**

**2. Name, Address of the Proprietor/Partner/Director :**

**3. Service Tax Registration No.**

**Rate of Car(Exclusive of Service Tax)**

1.	Tata Indigo/Maruti Esteem or any other similar vehicle(Non A/C) not more than three years 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