



**GOVERNMENT OF INDIA**  
**OFFICE OF THE ASSISTANT COMMISSIONER OF CUSTOMS**  
**DIRECTORATE OF VALUATION, EASTERN ZONAL UNIT,**  
**CUSTOM HOUSE,15/1, STRAND ROAD, KOLKATA-700 001**  
*Tel No. (033) 2231 7096 Fax No. (033) 2231 7096*

**F. No. VAL/EZU/ADMN/03/14**

**Date: 10.02.2017**

**TENDER NOTICE FOR HIRING OF VEHICLE WITH DRIVER**

Sealed Tenders (in prescribed format) are invited under two bid system for the hiring of vehicle with driver from service providers having their own vehicles for providing one vehicle along with driver, to the Directorate of Valuation (DOV) at its Eastern Zonal Unit at Kolkata. Last date for submission of tender is **3<sup>rd</sup> March,2017 upto 12:00 noon.**

| S.No. | Type of Vehicle  | Terms of use  | Cost ceiling   | Number of vehicles required |
|-------|--|---|--|-----------------------------|
| 01.   | Tata Indigo / Maruti Dzire / Hyundai Xcent or any other equivalent sedan-type vehicle (Non-AC) not more than 3 years old along with driver | 25/26 days per month. Maximum of 2000 Kms. and 300/312 hrs. | Maximum Rs.30000 per month exclusive of applicable Service tax | 01 (ONE) along with driver  |

The detailed terms and conditions is given hereunder. Any enquiry/details regarding the work and terms and conditions can be obtained from Directorate of Valuation, Eastern Zonal Unit, 2<sup>nd</sup> floor, Custom House, 15/1 Strand Road, Kolkata-700001 on any working day during office hours on or before the prescribed last date.

The interested Service Providers are requested to submit the technical and financial bids, duly signed and stamped, 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 the Superintendent of Customs, Directorate of Valuation, Eastern Zonal Unit, 2<sup>nd</sup> floor, Custom House, 15/1 Strand Road, Kolkata-700001 **by 12:00 noon on or before 3<sup>rd</sup> March, 2017.** 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 Directorate of Valuation, Eastern Zonal Unit, 2<sup>nd</sup> floor, Custom House, 15/1 Strand Road, Kolkata-700001 on all working days. Any inquiries in the matter may be made during office working hrs. at Ph. No. 033-22317096. 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 **3<sup>rd</sup> March 2017 at 12:00 hrs.** Tender Box will be opened at 13:00 hrs

on the same day for collecting the sealed envelopes containing the bids 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 unsigned/incomplete/without proper seal and/or submitted after the last 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 DOV, EZU, Kolkata to find out conditions thereof. The Directorate General of Valuation, Mumbai reserves the right to accept or reject any or all bids without assigning any reasons thereof.

#### **TERMS AND CONDITIONS**

1. Separate sealed technical and financial bids should be kept in a single sealed envelope and superscribed 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 / smart card, 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 (subject to a maximum ceiling of Rs.300/- per day). Payment for Extra kms & Extra Hours will be made only after exhaustion of the maximum 2000 kms & 300/312 hrs per month cap as the case may be.
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.
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 only after the vehicle is found to be satisfactory after inspection, work order will be issued. The vehicle should not be older than 3 years on the date of opening of the bid/tender.
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 should be courteous and shall observe all the etiquettes and protocols while performing the duty & shall be neatly dressed in proper attire 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 the routes and roads of Kolkata / West Bengal. 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 Number, if any, PAN Card and Trade 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 period of Contract shall be one year.

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, road tax, 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 department 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 3 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/-

(Santanu Acharya)

Superintendent of Customs  
DOV, EZU, Kolkata

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)

### Annexure-I

**TECHNICAL/QUALIFYING BID FORM FOR TENDER OF HIRING OF VEHICLE FOR THE OFFICE OF THE DIRECTORATE GENERAL OF VALUATION, EASTERN ZONAL UNIT, CUSTOM HOUSE, 2<sup>nd</sup> FLOOR, 15/1 STRAND ROAD, KOLKATA – 700001**

|   |   |   |
|---|---|---|
| 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 vehicle  | Yes / No                                |
| 2.  | We have attached copy of smart card (vehicle registration) offered in this Tender (Submission of copy of smart card is compulsory). | Yes / No                                |
| 3.  | We have valid Service Tax Registration  | Yes / No                                |
| 4.  | We have attached copy of Service Tax Registration Certificate   | Yes / No                                |
| 5.  | We have Attached copy of PAN  | Yes / No                                |
| 6.  | We have Attached valid PUC  | Yes / No                                |
| 7.  | We have Attached valid vehicle Insurance Certificate  | Yes / No                                |
| 8.  | Trade Licence Number (attach copy)  |   |
| 9.  | Annual income for last three years. (Income Tax return should be attached)  |   |
| 10.   | A list containing details of the cars at their disposal and the places where these are deputed for the last two years               |   |
| 11.   | 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 |
| 12.   | Have your any director/ partner/ entrepreneur convicted under any law   | Yes/No, if yes, please provide details  |
| 13.   | Has your firm/company black listed at any time in past by any organization  | Yes/No, if yes, please provide details  |
| 14.   | 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 DIRECTORATE  
GENERAL OF VALUATION, EASTERN ZONAL UNIT, CUSTOM HOUSE, 2nd FLOOR, 15/1  
STRAND ROAD, KOLKATA – 700001**

|           |   |  |
|-----------|---|--|
| <b>1.</b> | <b>Name, address and telephone of the service provider.</b> |  |
| <b>2.</b> | <b>Name, Address of the Proprietor/ Partner/ Director.</b>  |  |
| <b>3.</b> | <b>Service Tax Registration No.</b>                         |  |

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

|           |   |  |
|-----------|---|--|
| <b>1.</b> | <b>Make, Model of the vehicle offered</b><br>(Should be Tata Indigo/ Maruti Dzire/ Hyundai Xcent or any other similar vehicle(Non A/C) not more than three years old) |  |
| <b>2.</b> | <b>Rate in Rs. Per month</b>  |  |
| <b>3.</b> | <b>Extra km. Charge</b>   |  |
| <b>4.</b> | <b>Extra hrs. Charge</b>  |  |

**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**