

# Directorate of Logistics

Customs & Indirect Taxes,  
4th Floor, Lok Nayak Bhawan,  
Khan Market, New Delhi-110 511.

F. No. 117/1/2018-DL

Dated: 10.09.2018

## TENDER NOTICE FOR HIRING PRIVATE VEHICLES ON CONTRACT BASIS

This office requires 02 (Two) sedan vehicles (mid sized), 01 (One) to be used upto 30/31 days and 2500 kms per month and 01 (One) to be used upto 25 days and 2000 Kms per month on hire basis for one year extendable by another one year at the discretion of the hirer as per terms and conditions mentioned in Annexure-I to this notice. Sealed quotations are invited from interested taxi operators for the required vehicles. While submitting quotations, they must submit the proforma duly filled and signed for having accepted the general terms and conditions as per Annexure-I and pre-qualification (Annexure-II) in one envelope and financial bid (Annexure-III) in another envelope. Both the sealed envelopes should be placed in another sealed cover super scribing it "**Quotation for Hiring of 02 Vehicle for Directorate of Logistics**" and addressed to the Deputy Commissioner (Admn.), Directorate of Logistics, New Delhi.

The taxi operators are requested to submit their sealed rate quotations to the Administrative Officer at Directorate of Logistics, Customs & Central Excise, 4<sup>th</sup> Floor, 'A'-Wing, Lok Nayak Bhawan, Khan Market, New Delhi by **1.00 PM on 24.09.2018**. The sealed quotations shall be opened on **24.09.2018 at 2:00 PM** in Directorate of Logistics Customs & Central Excise, Lok Nayak Bhawan, Khan Market, New Delhi in presence of the Assistant Commissioner (Admn.) or Deputy Commissioner (Admn) and the parties or their authorised representatives, who wish to be present at the time of opening of the quotations. The Assistant Commissioner (Admn.)/Deputy Commissioner (Admn.), Directorate of Logistics reserves the right to accept or reject any or all the tendered quotations without assigning any reason thereof.

It may be noted that number of vehicles may increase or decrease depending upon the requirement.

  
**Assistant Commissioner (Admn.)**  
Directorate of Logistics, New Delhi

Copy for information: -

1. Notice Board at Lok Nayak Bhawan and Shanti Niketan for general Public.
2. Website of Directorate of Logistics.

  
**Assistant Commissioner (Admn.)**  
Directorate of Logistics, New Delhi

**ANNEXURE-I**  
**TERM & CONDITIONS**

1. The vehicle should be of latest model (not older than three years) and in good running condition and comprehensively insured. The vehicle should comply with all the norms prescribed for vehicles such as pollution norms and should have pollution control certificate and /or any other certificate required as per law. New seat covers/towels/freshner and fan at the rear seat will have to be provided by the owner. No diesel vehicle should be provided. Only CNG vehicle to be provided.
2. If the party fails to provide vehicle within a stipulated time contract will be awarded to the next lowest bidder.
3. On approval of quotation, the vehicle must be supplied within a 03 days period.
4. Driver of the vehicle should be well conversant with roads/routes of Delhi NCR and the State of Haryana.
5. The service provider must have 24 hours working telephone system so that he can be telephonically contacted at short notice/ at odd hours/ on holidays in case of requirement of vehicle and should declare all the contact number in the quotation. It would also be essential for the driver to have a mobile phone so that he could be contacted for duty.
6. Each driver shall observe all the etiquette and protocol while performing the duty & shall be neatly dressed.
7. No dead mileage would be payable from contractor's premises to starting point and vice versa. A log book for the car in the format prescribed by the Ministry, for each of the journey performed, duly signed by the officer (utilizing the said vehicle), would be maintained and submitted by the contractor along with the bills and duty slips.
8. It will be solely the discretion of the Department to use the said hired vehicle for any official purpose including Saturday, Sunday and Holidays where & whenever necessary.
9. The hired vehicle should not be used for any other commercial/personal purpose by the service provider. The vehicle should always remain at the disposal of the Directorate of Logistics, Delhi during the whole contract period.
10. Payment of hiring charges will be made on monthly basis. The bills for the use of vehicle accompanied by the duty slips/ log books will be entertained after each completed month.
11. It is the sole responsibility of the service provider to obtain all the necessary clearances and permissions from RTO and any other agencies and in case of any default; no charges will be paid by this office.
12. TDS and other taxes as applicable will be deducted from each bill.
13. The vehicle should be in excellent working condition and should be sent only after checking battery, coolant, oil, air tyre pressure & fuel.
14. In case of non-availability of the vehicle due to any unavoidable circumstance, the service provider will have to make alternate arrangement and inform the department accordingly in advance.
15. The service provider should have GST Registration or submit an undertaking that he is not liable to pay GST. The rates offered shall be considered inclusive of all taxes including GST. Department will not liable to pay any compensation.
16. The party also has to submit the proof of registration of the service provider/company or firm, if any.

  
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17. The car shall report for duty as and when required maintaining regularity and punctuality.
18. In case of any accident or theft, all the claims arising out of it shall be met by the Party and department (Hirer) shall not be liable in any matter whatsoever.
19. Contractor shall ensure that the personnel deployed by him do not have any criminal antecedents.
20. In case of any violation of the above conditions, the Deputy Commissioner has right to be repudiate the agreement immediately.
21. The drivers shall wear uniform having logo/monogram of the firm clearly visible.
22. The contractor undertakes to give back any excess payment made to him at any time and the same may also be deducted from their payment.
23. The contract conditions, if violated by the service provider at any time shall make the contract null and void.
24. All the statutory liabilities shall be borne by the service provider and service provider shall submit proof of GST payment and other statutory liabilities along-with the bills. GST payment shall be made by the Department only upon the submission of proof of payment.
25. The contractor should have experience of providing services to the Government Department for a minimum period of 5 years. Preference will be given to the contractor who has experience of providing services to the Ministry of Finance and its subordinate offices.

  
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**ANNEXURE-II**

**TECHNICAL BID FOR HIRING OF VEHICLE**

To be submitted in a separate sealed envelope subscribing "TECHNICAL BID"

|   |   |  |
|---|---|--|
| 1 | Name of the Firm, address with pin code, Phone No. and e-mail address.  |  |
| 2 | Name of the Proprietor / Partners / Directors of the firm / company   |  |
| 3 | PAN No. of the Firm (attach copy of PAN Card)   |  |
| 4 | List of the Public Sector Undertakings / Govt. Organizations to which similar Services have been provided by the Contractors during the last 5 years and to which the Service Provider is currently providing services. (Please attach the job order / service certificate from Govt. Office / PSU), if any |  |
| 5 | GST Registration No. if registered. (attach copy of the Registration Certificate).  |  |
| 6 | Any other information   |  |

| Sl. No. | Details of vehicle  | 30/31 days and 2500 kms per month | 25 days and 2000 Kms per month |
|---------|---|-----------------------------------|--------------------------------|
| 1       | Name, Model and Regn. No. of Vehicle offered                    |                                   |                                |
| 2       | Colour of vehicle   |                                   |                                |
| 3       | Date of Manufacturing (attach copy of Registration Certificate) |                                   |                                |

**UNDERTAKING (Part of Annexure-II)**

1. I/We undertake that, I/We have carefully studied all the terms and conditions of the contract as indicated in Annexure-I and understood the parameters of the proposed work and shall abide by them.
2. I/We further undertake that the information given in this tender are true and correct in all respects.

Signature of Authorized person with date: \_\_\_\_\_

Name & full address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

  
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ANNEXURE-III


**FINANCIAL BID HIRING OF VEHICLE (PROFORMA FOR QUOTING RATES)**

To be submitted in a separate sealed envelope superscribing "FINANCIAL BID"

|   |   |  |
|---|---|--|
| 1 | Name & Address of the Contractor / firm / company             |  |
| 2 | Name of Proprietor / Partners / Directors                     |  |
| 3 | Rate quoted per month for 25 days and 2000 Kms                |  |
| 4 | Rate quoted per month for 30/31 days and 2500 kms             |  |
| 5 | Taxes, if any.  |  |
| 6 | Rate quoted per Kilometre for mileage excess of 2000/2500 Kms |  |

Signature of Authorized person with date: \_\_\_\_\_

Name & full address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

  
10/9/2018