OFFICE OF THE COMMISSIONER OF CUSTOMS (PREVENTIVE)
COCHIN COMMISSIONERATE, CATHOLIC CENTRE,
BROADWAY, ERNAKULAM, COCHIN-682 031

C. No. VIII/16/12/2015/CCP (PRO) Date: 17/11/2015

NOTICE FOR CALLING QUOTATIONS

Sub:-Hiring of vehicle for Office use- calling for quotations-reg.

On behalf of The Commissioner of Customs Preventive Commissionerate, 5th Floor, Catholic Centre, Broadway, Ernakulam, Cochin-682031, the undersigned invites competitive quotations for hiring a vehicles – Toyota Innova in excellent running condition for official use, anywhere in India on monthly basis, for the period 1.1.2016 to 31.12.2016.

2. Last date for submission of quotation is 04.12.2015(Before 1PM)

3. The quotation may be submitted in the prescribed format attached, along with Annexure I and Annexure II

Terms and Conditions of the Tender.

While quoting, every person tendering should specifically note that:

1. Rate quoted in Annexure I attached is for a commercially registered without any accident history, in excellent and neat exterior/interior and running condition, which they shall also so maintain during the period of hire. Preference would be given to new vehicles.
2. The car shall be provided on any day including Saturday, Sunday and Holidays, required by the Hirer.
3. Zero based mileage i.e. mileage starting and ending at/from duty or drop off location shall be adopted for the purpose of calculating the kilometres.
4. The Service Provider should have arrangements for establishing contact and round the clock service.

5. The rates shall be quoted exclusive of Service Tax and Service Tax will be reimbursed for Service providers who are liable to Service Tax. The Service provider shall also produce proof of payment of Service Tax.
6. The billing will be done on monthly basis and bills to be submitted by the 5th of the succeeding month.
7. The car provided should strictly comply with all the laws in force in India and their drivers should have valid driving licence complying with the laws in force and they should be adequately experienced, and maintain decency, politeness, and neat dress and good habits.
8. Their drivers should be equipped with functional mobile phone at their cost, for contact purposes. The drivers should be well versed with the routes and locations in Cochin and surrounding areas. Their driver/service provider shall maintain a trip sheet with vehicle indicating the day to day running mileage.
9. Once hired, the car will not be put to use for other purposes, and the vehicles and drivers will work under the overall supervision of the department for which they will do all as is necessary.
10. In order to ensure day to day functionality of hirer, once hired, service provider shall not keep changing or rotating vehicles and drivers, except if the hirer so indicates in the case of eventuality or unsuitability.
11. Any person who is in government service or an employee of the department should not be a partner, directly or indirectly, with the service provider.
12. The service provider will comply with the labour laws in force and all liabilities in this connection will be of Service Provider.
13. If the contract is awarded, they are to provide the department the complete details of the vehicle, certified copy of the RC book, comprehensive insurance policies as well as full details of deployed drivers, their addresses and copies of their driving licences.
14. The department will not be under any obligation, legal or otherwise, to provide employment to any of the personnel of the service provider during or after the expiry of the hire period. The department recognises no employer-employee relationship between the department and the personnel deployed by the service provider. The department shall not be responsible financially or otherwise for any injury to the vehicle or driver or person deployed by the service provider during the course of hire.
15. 1n case of any accident, any and all the claims and damages arising there from shall be met by the service provider.
16. The service provider shall undertake to indemnify the department against all damages/charges arising on account of or connected with the negligence of the service provider or his staff or any person 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 or in executing the work or otherwise and against all claims and demands thereof.

17. In the event of the hired car developing snags the service provider will ensure that a replacement car is provided on priority and in case of failure to make alternative arrangement, the Department will be at liberty to hire other car and the cost incurred on account of such hiring shall be at the expense of the service provider.
18. The department reserves the right to terminate the contract without assigning any reason by giving two days notice.
19. A signboard bearing "On Duty" Customs Preventive" should be displayed on the car in bi-lingual (English and Hindi) both in the front and rear sides.
20. The contractor should quote his rate for the vehicle used for 20-25 days up to a maximum of 2000 Kms. per month and the rate per Km beyond 2000 KM. Department shall not make any advance payments and payments shall be made only on the basis of monthly bills submitted on end of every month.
21. The Commissioner of Customs Preventive Commissionerate, 5th Floor, Catholic Centre, Broadway, Ernakulam, Cochin-682031 reserves the right to require fulfilment of other conditions, not expressly mentioned, which are consistent with use of vehicles on hire with this office, and to reject any or all tenders without assigning any reason thereof.
22. In case of dispute, the decision of The Commissioner of Customs Preventive Commissionerate, 5th Floor, Catholic Centre, Broadway, Ernakulam, Cochin-682 031 shall be final and binding.

Sd/17.11.2015
(S. ANIL KUMAR)
JOINT COMMISSIONER.

ANNEXURE-I

QUOTATION FOR HIRING OF VEHICLE FOR OFFICIAL USE

1. Name and address or the owner or vehicle
2. Type of Vehicle (Car)
3. Model and date of registration
4. Registration No.
5. Rate quoted (intimatebelow)

Maximum Run	2000 Kms
Monthly charges for the maximum run in Rupees (To be covered in a calendar month covering 10 hrs. running/stationing between 0800 hrs to 2000 hrs per day)	Rs.....(Rupees.....)
Rate per Km in excess of 2000 Km. (Above 2000km)	Rs.....(Rupees.....)

Signature :

Name and address :

Telephone No. :

Place :

Date :

ANNEXURE-II

CERTIFICATE TO BE ATTACHED WITH QUOTATION FORM

1. Certified that I shall abide by and fulfil all the terms and conditions as outlined in the Notice dated 17.11.2015
2. Certified that no relatives of me are posted / working in any capacity, in any office of the Customs, Central Excise and Service Tax Department.

Signature of the owner of the vehicle with date :

Name of the owner of the vehicle :

Place :

Date :