



DIRECTORATE OF REVENUE INTELLIGENCE

7th FLOOR, D BLOCK, I.P.BHAWAN, I.P.ESTATE, NEW DELHI

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DRI.F.No.G-26017/02/2015 -Admn.

Dated: 09.10.2015

Subject:-Tender of "Hiring of vehicle purely on contractual term" for the period from Novemeber 2015 to March 2016 for use in ADG (Adj.) – regarding

The requirement mentioned below in the schedule for the office of the DRI (Hqrs.), New Delhi.

SCHEDULE

Sr. No.	Description
01.	Car like Swift Dzire or similar Car to be used up to 30-31 days subject to maximum of 2500 Kms in a month

The vehicle to be hired is for use by the officer of ADG (Adj.) at DRI (Hqrs.) or IGI Airport, New Delhi for the period from November2015 to March 2016. Interested parties are to submit their bids as per two bid system i.e. Technical and Financial bid separately in two different sealed envelopes. These envelopes shall be superscribed "Financial Bid" and "Technical Bid" and put inside a bigger sealed envelope which shall be superscribed with the words, "TENDER FOR HIRING OF VEHICLE" and addressed to Additional Director General, DRI, D-Block, I.P. Bhawan, I.P. Estate,, New Delhi.

The tender document can be obtained from 09.30 AM to 06.00 PM on all working days from 10.10.2015 to 21.10.2015. Tender document can also be downloaded from this website www.dri.nic.in and www.cbec.gov.in. The bidders are advised not to make any corrections, additions, alterations in the downloaded Tender documents. In case, any corrections, additions, alterations are made in the downloaded tender documents, such tender shall not be considered.

The said sealed envelope can be deposited up to 06.00 PM on or before 21.10.2015 in the sealed tender box kept for this purpose in this office of Additional Director General, DRI, D-Block, I.P. Bhawan, I.P. Estate,, New Delhi. The said sealed tender box and sealed envelopes therein shall be opened by the tender committee headed by the Additional Director General, DRI (Hqrs.), New Delhi on 23.10.2015 at 01.00PM. The applicants who wish to be present at the time of opening of the Tenders may represent themselves or authorize their representatives with an authority letter for the said purpose. The "Financial Bids" of only bidders those shall be opened as Annexure A and Annexure B, whose "Technical Bid" is found to be eligible.

2. Terms and Conditions of the Tender while quoting, every person tendering should specifically note that:-

- Rate quoted is for a commercially registered vehicle that is new or up to 2 years old and without any accident history, in excellent and neat exterior, interior and running condition which they shall also so maintain during period of hire,
- There should be at least two sets of white covers, towels and napkins. It should be changed every week.
- There should be an air spray in car.
- Gas kits are not allowed as fuel in car.
- The vehicle shall be provided on any day including Saturday, Sunday and Holidays if required by the hirer.

- (vi) Zero based mileage i.e. mileage starting and ending at/from duty or drop off location shall be adopted for the purposes of calculating the kilo meters.
- (vii) They have arrangements for establishing contact and round the clock service
- (viii) They should own a minimum of 15 vehicle (cars/SUVs/LCV), commercially registered.
- (ix) The DRI (Hqrs.), New Delhi shall be liable to pay the hiring charges only. The contract charges includes monthly charges of driver, maintenance of vehicle, petrol/diesel/oil expense etc.
- (x) They should be registered with the Central Excise Department and hold PAN,: Service Tax will not be reimbursed, if the service provider fails to produce proof of payment of Service Tax.
- (xi) The service provider should have a work experience of minimum three years preferably with the government Department. The necessary experience certificate be attached with the tender documents.
- (xii) The billing will be done on monthly basis and bills to be submitted in triplicate by the 5 of the succeeding month.
- (xiii) The successful bidder has to provide 1 vehicle under the various categories mentioned in the schedule above.
- (xiv) The vehicle provided should comply with laws in force in India.
- (xv) Their drivers have valid driving license and act to comply with laws in force and they are adequately experienced, and maintain decency, politeness, neat dress and good habits. The residence of the driver must be in the Delhi only. Driver must be in the proper uniform only.
- (xvi) Their drivers are equipped with functional mobile phone at their cost, for contact purposes. Their drivers are well versed with the routes and locations, in Delhi and nearby areas. Their driver/service provider shall maintain logbook with vehicle indicating the day to day running mileage.
- (xvii) Once hired, the vehicle will not be put to use for other purposes:, and the vehicle and driver will work under the over all supervision of the department for which they will do all as is necessary.
- (xviii) The vehicle will be utilized for preventive work or in case of an emergency without bringing to the knowledge of the service provider.
- (xix) The vehicles will be required to run away where with in the territory of India as and when the ADG(Adj.), DRI (Hqrs.), New Delhi so desires.
- (xx) Vehicle should be kept with sufficient stock of fuel. However, in case of any emergency, if any officer refuels on payment, from his pocket, the same should be reimbursed by the service provider on production of the bill immediately.
- (xxi) 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
- (xxii) They will comply with labour laws in force and all liabilities in this connection will be theirs
- (xxiii) The vehicle should have necessary permits form the transport Dept. Authority. DRI(Hqrs.) will not be responsible for any challan, loss, damage and accident to the vehicle or any other vehicle or injury to anybody.
- (xxiv) The A/c vehicle should have functional A/c and in case the same is not in working. Condition, the rates shall be reduced by 20% for the month of non-performance.
- (xxv) In case of any dispute of any kind and in any respect whatsoever, the decision of ADG(Adj.),DRI(Hqrs.), New Delhi shall be final and binding.
- (xxvi) The contractor shall not engage any sub-contractor or transfer the contract to any other person.
- (xxvii) A certificate should be produced by the transporter from the competent authority to certify proper status/functioning of the "odometer". Kilometer reading meter should be completely sealed and should not be tampered. A thorough checking will be conducted from

time to time and if found guilty, the DRI(Hqrs.) shall have the right to impose penalty of Rs. 1000/- as per day for the number of days vehicle has been used and/or cancel the contract.

(xxviii) Penalties:-

Sl. No.	Causes of Penalties	Amount(Rs.)
01.	Not reporting at all for duty	Rs. 1000/-per day
02.	Older model (other than prescribed model)	10% reduction in quoted rate for each day of default.
03.	For late reporting per occasion	Rs. 100/- per ht. or part thereof
04.	Unclean or non road worthiness of vehicle Deployed	Rs. 200/- per day or part thereof
05.	Misbehavior of driver/not followed instruction of DRI	Rs. 200/- per day or part thereof
06.	Any lapse noticed during operation of contract other than listed in clause of Penalties	Rs. 200/- per incident
07.	For not providing mobile phone to driver. Not responding by the driver concerned on mobile	Rs. 50/- per day

The decision of DRI (Hqrs.), on all types of penalties, shall be final and binding on the firm.

(xxix) In case for any reason, the commercial vehicle is not provided, the liability of not providing such vehicle and running any other vehicle vests with the service provider only.

(xxx) It is obligatory for the contractor that drivers are paid at least minimum wages according to minimum wages fixed by the Govt. of Delhi from time to time.

(xxxi) A performance guarantee in form of bank guarantee or DRI will be obtained from the successful bidder, which should be for an amount of 5% of the Value of Contract

(xxxii) If any of the terms and conditions (i) to (xxxi) above is not found fulfilled during the currency of contract, the DRI reserves the right to terminate the contract without assigning any reasons thereof. However, this contract can be terminated with a notice period of one month by the either side.


(Vinod Kumar)
Deputy Director (Admn.)

Copy to:-

1. SIO(Policy) for uploading on DRI Website before dated 09.10.2015
2. Deputy Director(Admn.), New Delhi for uploading on cbec website. Please ensure that the tender notice should be uploaded on cbec website dated 13.10.2015
3. Notice Board
4. Office copy


(Vinod Kumar)
Deputy Director (Admn.)

(CHECK LIST FOR THE TENDERER)

1. Have you read the tender document in full and understand?
2. Whether you have signed in all the pages of the tender?
3. Whether you have written the rates in figures and words in pen?
4. Whether the original full tender document is being submitted as offer?

(Signature of the tenderer with seal)

TECHNICAL BID DOCUMENTS.

.Annexure 1

Documents relating to registration with service tax authority

.Annexure 2

Copy of the permanent account number

.Annexure 3

A certificate to the effect it would absolve Additional Director General, DRI (Hqrs.), New Delhi of any liability that in future accrues with respect to any incident/accident/act/omission on its part or on the part of its driver working.

.Annexure 4

Valid TIN Number and other statutory certificate obtained from Govt. Department. Such as road tax, insurance, valid driving license, registration with travel agency etc.

.Annexure 5

Commercially registered certificate regarding having atleast 15 vehicles (Cars/SUV/LMV) with the bidder, list to be enclosed.

List of information/documents to be submitted

- a. Registered Office (Address) and parking place/garage within 10 kms. from New Custom House, Near IGI Airport, New Delhi with Telephone No./Fax No./ Mobile No.
- b. Must have travel and transport as its nature of business an undertaking.
- c. Tenderer must provide address for communication along with Phone No./Fax No.
- d. Copy of partnership deed in case of if any.
- e. Copy of certificate of incorporation and memorandum of association incase of if any.
- f. All papers of tender document signed by the firm.

Please ensure that above documents must be enclosed with tender application/documents,

TENDER FORM FOR HIRING OF VEHICLE ON PURELY CONTRACTUAL TERM FOR
THE PERIOD FROM NOVEMBER, 2015 TO MARCH, 2016 FOR THE PURPOSE OF USE IN
ADG(Adj.)

ANNESURE 'B'

FINANCIAL BID

Name, Address and Telephone no. of Tenderer:

Name and address of the Proprietor/Partner/Director:

Service Tax Registration Number:

Rate per car (Exclusive of Service Tax)

Sr. No.	Category of Vehicle	Rage in Rs.(exclusive of Service Tax)
01.	Car like Swift Dzire or similar car to be used upto 30-31 days subject to maximum of 2500 kms. in a month	

"I have read the terms and conditions of the Tender Notice"

Signature

Name of the Authorised Signatory

Seal/Stamp