



भारत सरकार

**Government of India**

प्रणाली एवं आंकड़ा प्रबन्धन महानिदेशालय  
Directorate General of Systems and Data Management

सीमा शुल्क एवं केन्द्रीय उत्पादशुल्क  
Customs and Central Excise

कोलकाता क्षेत्रीय कार्यालय

Kolkata Zonal Office

सीमा शुल्क सदन (प्रथम तल)

Custom House (First Floor)

१५/१, स्ट्रैण्ड रोड, कोलकाता-७००००१

15/1, Strand Road, Kolkata 700001

F No. I(21)1/2005-SYSTEMS (E)/

Date: 15.5.2008

**NOTICE INVITING TENDER**

Sealed tenders are invited from agencies supplying vehicles (Taxies) on hire on monthly basis as per the requirement mentioned below in the schedule for the Office of the Directorate General of Systems and Data Management, Customs and Central Excise, Kolkata Zonal Office, Custom House, 1st Floor, 15/1 Strand Road, Kolkata 700001-

SI No.	Description	No. of vehicles required
1	Non AC vehicle to be used up to 25 days subject to a maximum of 2000 Kms in a month	One (01)

The interested parties are requested to submit their bids accordingly. The tender documents with the terms and conditions can be obtained on any working day between 09:30 AM to 6:00 PM from the Directorate General of Systems and Data Management, Customs and Central Excise, Kolkata Zonal Office, Custom House, 1st Floor, 15/1 Strand Road, Kolkata 700001 or downloaded from the official website: [www.cbec.gov.in](http://www.cbec.gov.in).

The last date for submission of tenders is 3.6.08 up to 1600 hrs. The quotations will be opened on the same day at 1630 hrs by the Tender Committee and in the presence of the tenderers or their authorized representatives, if any, who may wish to participate in the office of the Directorate General of Systems and Data Management, Customs and Central Excise, Kolkata Zonal Office, Room No.108, Custom House, 1st Floor, 15/1 Strand Road, Kolkata 700001.

The Directorate General of Systems and Data Management, Kolkata reserves the right to accept or reject any or all tenders without assigning any reason.

Manish Chandra  
Joint Director (Systems)  
Directorate General of Systems and Data Management,  
Kolkata Zonal Office

## **TERMS AND CONDITIONS**

1. The vehicle to be provided should be manufactured in the year 2000 or after and should have clean exterior and seat covers and should be in perfect running condition.
2. The order for providing taxi on monthly basis may be given to the agency which has quoted the lowest rates while meeting all the terms and conditions given in the tender document. However, to safeguard against failure by this agency to provide the vehicle a panel will be drawn from other bidders who are prepared to provide services on the same terms and conditions as that of L-1 (Firm who has quoted lowest rates) tenderer.
3. In case quality of service by the contracted agency is found wanting, the Directorate General of Systems and Data Management, Kolkata may terminate the contract agreement after giving at least 7 days notice. In case of termination, services of the agencies from the panel will be utilized. If the agency wants to withdraw the vehicle, for any satisfactory or genuine reasons, he may do so after giving one months notice to the department. However, he should continue to provide vehicle during the notice period.
4. The vehicle should be properly and comprehensively insured and should carry necessary permits /clearance from the Transport authority or any other concerned authority including pollution certificates.
5. The driver deputed on duty should not be involved in more than two punch or challan for negligent driving. The firm would ensure that the drivers employed have valid driving License.
6. This Directorate shall not be responsible for any challan, loss, damage or any accident of the vehicle or to any other vehicles or for the injury to the driver or to any other third party. The loss or damage or legal expenses on this account shall be borne by the Tenderer.
7. Pre-receipted bill shall be submitted by the Tenderer in duplicate duly supported by the copy of Logbook.
8. The tenderer should have the PAN Number and should attach a photocopy of the same.
9. The tenderer should give an undertaking that he or his firm has not been blacklisted by any of the Organization/Government Department as on the date of submission of the bid.
10. In case of any breakdown of vehicle on duty, the agency shall make arrangement for providing another vehicle.
11. The driver should be well conversant with roads and routes of Kolkata and suburbs. The operation and functions of the driver shall be governed as per the Motor Vehicles Act and Rules.
12. The driver should always remain with the vehicle during entire period of duty. In case of any urgency, the driver may seek permission of the concerned officer/authorized officer.

13. Vehicle shall be made available on all days including Saturday, Sunday and Holidays, in case required.

14. The contract will be initially for a period of one year.

15. The agency/firm should have an adequate number of telephones for contact round the clock. The driver shall observe all the etiquette and protocol while performing the duty and shall be neatly dressed, should wear proper uniform and must carry a mobile phone in working condition, for which, no separate payment shall be made by the Directorate General of Systems, Kolkata.

16. The agency may quote the rates keeping in view the model/year of manufacture and the type of vehicle to be provided for hiring on monthly basis. Depending upon the condition of the vehicle, it shall be the sole prerogative of the competent authority to choose any model or type of vehicle.

17. 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.

18. A daily record indicating times of duty and mileage for the vehicle shall be maintained in a log book and log book shall be submitted to the concerned officer in the Directorate General of Systems, Kolkata regularly for scrutiny.

19. Once the hiring of vehicle commences the cars and the driver should not be changed unless requested by the Directorate General of Systems, Kolkata.

20. The operator has to submit the certified copies of RC books and the comprehensive insurance policies for the vehicle to be provided at the time of opening of the tenders, along with driving license copy and details of experience of the driver.

21. If the vehicle does not report for duty on any day(s) or if the agency fails to meet any of the above terms and conditions then a penalty of Rs. 500/- per day for the violation may be levied.

22. Any matter during the period of this agreement, which has not been specifically covered by this agreement, shall be decided by the Directorate General of Systems, Kolkata whose decision shall be final and conclusive.

23. No additional terms and conditions over and above the conditions stipulated above shall be entertained by this Directorate General.

24. In case of any dispute of any kind and in any respect whatsoever, the decision of the Directorate General of Systems, Kolkata shall be final and binding.

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