

**GOVT. OF INDIA**  
**MINISTRY OF FINANCE**  
**DIRECTORATE GENERAL OF SYSTEMS**  
**& DATA MANAGEMENT**  
**4<sup>TH</sup> & 5<sup>TH</sup> FLOOR, SAMRAT HOTEL`**  
**CHANAKYA PURI, NEW DELHI-110021**

F.No. IV(24)/10/2004-Systems(Pt.)

Dated: 9<sup>th</sup> May'2008

NOTICE INVITING TENDER

Sealed Tenders are invited from agencies, supplying vehicles (Taxies) on hire on monthly basis in sealed envelope by the office of the Directorate General of Systems, Customs & Central Excise, Hotel Samrat, Chanakyapuri, New Delhi as per the requirement mentioned below in the schedule.

SCHEDULE

Sl. No.	Category	No. of vehicles required
1	Non-AC 3 box vehicles such as Maruti Swift-Dzire/ Indigo/Hyundai-Accent to be used upto 30-31 days subject to maximum of 2500 Kms. in a month.	02

The prescribed tender documents with the Terms and Conditions can be obtained from the office of the Directorate General of Systems, Customs & Central Excise, Hotel Samrat, 4<sup>th</sup> floor, Room No. 418, Chanakya Puri, New Delhi-110021 between 9.30 a.m. to 6.00 p.m. on any working day or can be down loaded from the official website: [www.cbec.gov.in](http://www.cbec.gov.in).

The interested travel agencies who are willing to comply with the terms and conditions annexed to this notice may submit their bids in sealed condition in Room no. 418, 4<sup>th</sup> floor, Hotel Samrat, Chanakya Puri, New Delhi-21 on or before **22<sup>nd</sup> May, 2008 till 15.00 Hrs.**

The quotations will be opened on the same day at **16.00 Hrs.** in the presence of the Tender Committee and in the presence of the parties or their authorized representatives, if any, who wish to participate in the Office of the Directorate General of Systems, Room No. 509, Hotel Samrat, Chanakya Puri, New Delhi.

The Directorate General of Systems reserves the right to accept or reject any or all tenders without assigning any reason.

**-Sd-**  
**(Kajal Singh)**  
**Additional Director (Admn.)**

## TERMS AND CONDITIONS

1. The vehicle to be provided should be manufactured in the year 2007 onwards and should have clean seat covers and good look, and should be in perfect running condition.
2. The order for providing taxis 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 desired number of vehicles, the Head of the Department may empanel other tenderer who are prepared to provide the services as per same terms and conditions.
3. Panel will be drawn from other bidders who are prepared to provide services on the same terms and conditions as that of L-I (Firm who has quoted lowest rates) tenderer.
4. In case quality of service by the contracted agency is found wanting, the Head of the Department 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 want 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 the vehicle during the notice period.
5. 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.
6. The driver deputed on duty should not be involved in more than two punch or challan for negligence driving. The firm would ensure that the drivers employed have valid driving Licence.
7. 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.
8. There is no guarantee of hiring of any specific number of vehicles. The Tenderer shall have to provide as many vehicles as may be required by this Directorate.
9. Pre-receipted bill shall be submitted by the Tenderer in duplicate duly supported by the copy of Logbook.
10. The tenderer should have the **PAN Number** and should attach a photocopy of the same.
11. The calculation of mileage shall be from the reporting point to the relieving point and will not be calculated on garage to garage basis.
12. 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.
13. The tenderer shall also certify that he has read and understood the terms and conditions of the tender. He should sign the terms & conditions. The tenders, which are not accompanied by the requisite documents shall be out rightly rejected.
14. The agency shall ensure that odometers of cars supplied are properly sealed so that no tampering is done with a view to inflate distance traveled.
15. The authorized officer of the Directorate may get surprise checks of odometer of the car supplied from any authorized workshop and cost thereof will be born by the agency.

16. In case of any breakdown of vehicle on duty, the agency shall make arrangement for providing another vehicle. In such a case, mileage from garage to the point of breakdown would not be paid.
17. The driver should be well conversant with roads and routes of Delhi and NCR. The operation and functions of the Driver shall be governed as per Motor Vehicles Act and Rules.
18. 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.
19. Vehicle shall be made available on all days including Saturday, Sunday & Holidays, in case required.
20. The agency shall provide names & addresses of the drivers and police verification report alongwith their driving licence number and copies thereof while submitting acceptance of offer.
21. The contract will be initially for a period of one year which may be extended for further period on satisfactory basis.
22. LPG Cylinders should not be used for running the vehicles in any case.
23. 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 & shall be neatly dressed, should wear proper uniform & must carry a mobile phone in working condition, for which, no separate payment shall be made by the Customer.
24. **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.
25. 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.
26. A daily record indicating time and mileage for each vehicle shall be maintained in a log book and log book shall be submitted to the concerned officer in Directorate General of Systems regularly for scrutiny.
27. Once the hiring of cars commences from a particular operator, the cars and the driver should not be changed unless requested by the Directorate General of Systems.
28. The contractor has to submit the certified copies of RC books and the comprehensive insurance policies for the vehicles to be provided at the time of opening of the tenders, alongwith driving license and experience of the driver.
29. If any vehicle does not report for duty on any day(s) then an amount calculated on pro-rata basis per day shall be deducted from the monthly bill of that vehicle. In addition, a penalty of Rs. 500/- per day per vehicle may be levied if any vehicle/ agency fails to meet above terms & conditions on any day.
30. Any matter during the period of this agreement, which has not been specifically covered by this agreement, shall be decided by the Customer whose decision shall be final and conclusive.
31. No additional terms & conditions over and above the conditions stipulated above shall be entertained by this Directorate General.
32. In case of any dispute of any kind and in any respect whatsoever, the decision of Directorate General of Systems shall be final and binding.