

भारत सरकार  
मूल्यांकन महानिदेशालय  
(केन्द्रीय उत्पाद एवं सीमाशुल्क बोर्ड)  
7वा तल, नवीन सीमाशुल्क भवन,  
बॉलार्ड एस्टेट, मुम्बई - 400 001. भारत  
दूरभाष : 2261 6926, 2261 4566, 2263 4519,  
2263 4520, 2262 0457 • फ़ैक्स : 2263 3083  
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GOVERNMENT OF INDIA  
DIRECTORATE GENERAL OF VALUATION  
(Central Board of Excise & Customs)  
New Custom House, (7th Floor)  
Ballard Estate, Mumbai - 400 001. INDIA  
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F.NO. VAL/ADMN/32/2012

Mumbai, the November 2012

### TENDER NOTICE

Sealed Quotations (in prescribed format) are invited from service providers for providing one vehicle along with driver, to be hired from time to time as per the needs of the Directorate General of Valuation (DGOV) at its Mumbai office. Last date for submission of tender is 3.12.2012.

Type of the vehicle required to be supplied:

S. No	Category	Type of Vehicle	No. of Vehicles required
1.	Non-AC vehicles to be used 25 days/month subject to maximum of 2000 kms. and 300 hours in a month, calculated from DGOV office	Tata Indigo/Swift Dzire or any other similar vehicle	1

### TERMS AND CONDITIONS

1. Rate for above should be quoted for hiring on per vehicle per month basis. Charges for additional Kms. & additional hours should also be indicated.
2. The vehicle may be required to be taken for outstation assignments. In this case driver's overnight/outstation allowances may also be indicated seperately. However no separate calculation of Kms & hours will be allowed for outstation tours. Payment for Extra Kms & Extra hours will be made only after exhaustion of the maximum 2000 kms and 300 hrs per month cap as the case maybe.
3. The vehicle should be neat and clean and in perfect running condition with clean interiors and proper upholstery and maintained that way during the tenure of the contract. Vehicle should be submitted for inspection and after the vehicle is found to be satisfactory after inspection, quotations should be submitted.

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5. The agency/firm would ensure that the drivers employed have valid driving licence and clean driving record. The driver of the vehicle provided must follow traffic rules and all other regulations prescribed by the Govt. from time to time. The driver shall observe all the etiquette and protocol while performing the duty & shall be neatly dressed in proper uniform and must carry a mobile phone in working condition, for which, no separate payment shall be made by the DGOV. DGOV shall not be responsible in any way if any harm to any person or any valuable property is caused by the driver.
6. The vehicle should be registered with the concerned authority of Central/State Govt. The service provider shall provide a certificate to this effect. The agency/firm should be accessible on telecom for contact round the clock.
7. 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.
8. The DGOV reserves the right to reject all or any of the offers or accept more than one offer without assigning any reasons.
9. The billing will be done on monthly basis.
10. A daily record indicating time and distance for vehicle shall be maintained by the driver in a log book in format as per govt. instructions and log book shall be submitted to the concerned officer in DGOV regularly for scrutiny.
11. The contract may be considered for extension by mutual agreement for such further period(s) as may be agreed upon.
12. The vehicle must be available at any time of any day as desired by the DGOV.
13. On awarding of the contract, the agency/firm has to furnish to DGOV the certified copies of RC books and the comprehensive insurance policies.
14. The DGOV shall be liable to pay the hiring charges only. Contract charges, including monthly charges of driver, repair and maintenance of vehicle, insurance, petrol/diesel, oil and any other incidental expenses shall be borne by agency/firm.
15. In case of breakdown of any vehicle during official duty, it shall be the responsibility of the firm to provide a substitute vehicle which is similar or better as replacement immediately.
16. In case any vehicle does not report on time/does not report at all, the DGOV would have a right to hire a vehicle from the market and the additional cost incurred by the

customer will be borne by the service provider. A penalty of Rs. 500/- per day per vehicle may also be levied if any vehicle fails to meet above terms & conditions on any day.

17. In case of any accident, all the claims arising out of it shall be met by the Service Provider. He should ensure that vehicle be covered with appropriate insurance policy.
18. The liability of the DGOV is limited to the contract value only.
19. The contract between the DGOV and the service provider can be cancelled after a notice of 15 days from either side on breach of any of the terms and conditions of the contract.
20. Any matter during the period of this agreement, which has not been specifically covered by this agreement, shall be decided by the DGOV whose decision shall be final and conclusive.
21. No additional terms & conditions over and above the conditions stipulated above shall be entertained by DGOV.
22. In case of any dispute of any kind and in any respect whatsoever, the decision of DGOV shall be final and binding.



(S D CHAND)

DEPUTY COMMISSIONER (ADMN.)

**THE FORMAT FOR FINANCIAL BID  
(Car hire services on a monthly basis)**

From,

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.....  
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To,

**The Commissioner,**  
Directorate General Of Valuation  
7<sup>th</sup> Floor Annex Bldg,  
New Custom House,  
Ballard Estate,  
Fort,  
MUMBAI- 400001.

Dear Sir,

We offer the rates for car hiring services on a monthly basis as under :

**(i) Monthly Basis :**

<b>Model of Car</b>	<b>Minimum Distance (Kms.)</b>	<b>Minimum Hours</b>	<b>Fixed rate per month</b>	<b>Additional rate per km</b>	<b>Rate for extra hours</b>	<b>Drivers allowance for Outstation / Night Halt</b>
Swift Dzire/ Indigo / Verito or equivalent car	2000	300				

Thanking you,

Yours truly,

Contractor Sign

**THE FORMAT FOR TECHNICAL BID  
(Car hire services on a monthly basis)**

From,

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.....  
.....

To,

To,  
**The Commissioner,**  
Directorate General Of Valuation  
7<sup>th</sup> Floor Annex Bldg,  
New Custom House,  
Ballard Estate,  
Fort,  
MUMBAI- 400001.

Sl.No.	Particulars	Details to be filled in by the Agency
1	Name of the Agency / Contact Person	
2	Regd. office/Business address of the Agency/ Tel. No.	
3	Date of Incorporation / Constitution.	
4	PAN No. of the Agency [ <b>Attch a copy of the PAN Card</b> ]	
5	Service Tax Registration No.	

Thanking you,

Yours truly,

Contractor Sign