



राष्ट्रीय सीमा शुल्क, अप्रत्यक्ष कर एवं नार्कोटिक्स अकादमी

भारत सरकार, वित्त मंत्रालय, राजस्व विभाग

नसिन कॉम्प्लेक्स, सैक्टर-29, फ़रीदाबाद-121008

**NATIONAL ACADEMY OF CUSTOMS INDIRECT TAXES &
NARCOTICS**

**Government of India, Ministry of Finance, Department of Revenue
NACIN Complex, Sector-29, Faridabad-121008**

NACIN/I/(15)/3/2020-ADMN

Date: __.09.2020

TENDER NOTICE FOR HIRING OF VEHICLES

Bids (Online) are invited from reputed parties/agencies supplying vehicles with drivers on **ad-hoc hiring basis** for official use by the National Academy of Customs, Indirect Taxes & Narcotics (NACIN), Faridabad, NACIN Complex, Sector 29, Faridabad-121008. Interested parties / agencies who are willing to comply with the terms and conditions indicated in this notice, may submit their bids **online** on <https://eprocure.gov.in/eprocure/app> on or before the last date & time of bid submission as per CPPP Portal.

There are attachments for Technical Bid (Annexure-A), Financial Bid in BoQ Format (Annexure-B), Tender Acceptance Letter (Annexure-C) and Experience Certificate (Annexure-D), CA Certificate (Annexure-E).

The Financial Bid will be taken up only if the technical specifications are found to be in order; otherwise the Tender will be straight way rejected. Details of tender notice are also available on the CBIC/NACIN website: -www.cbic.gov.in and www.nacin.gov.in.

The details of the vehicles to be hired are as under-

Category
Category 1 : Cars <ol style="list-style-type: none">1. Suzuki Dzire/ Hyundai Xcent or any similar compact size sedan2. Honda City/ Hyundai Verna/ Toyota Corolla or any similar mid size sedan3. Toyota INNOVA Crysta/ Tata Hexa/ Mahindra XUV or any similar 6 & 7 Seater SUV/MUV
Category 2: Public Carrier <ol style="list-style-type: none">1. 16 and 22 Seater Tempo Traveller,2. 35, 40 and 45 Seater Bus, to be hired as and when required. Rate to be quoted indicating type of vehicle, per km and per day alongwith

Night Charges (from 10.00 pm to 5.00 am), Full Day Charges (80 Km/ 8 hrs), Extra Charges per hour basis, Extra Kilometer Charges, Outstation (Outside Delhi/NCR) Charges per day with Minimum guarantee of 250 Km per day, between 5.00 am to 10.00 pm.

SPECIFIC TERMS & CONDITIONS

1. The vehicle should be provided to this office, whenever asked, within half an hour.
2. The reporting time of vehicles would be 30 minutes prior to the scheduled pick-up time.
3. There is no guarantee that vehicles would be hired daily, the requirement may vary from zero vehicles to 10 vehicles on some days.
4. On some special occasions vehicles may be required in bulk, i.e. upto 30. For bulk requirement of vehicles, requirement would be informed at-least one day in advance. But in urgent situations the service provider should be able to provide vehicles within 4 hours after being informed.
5. **Separate contracts would be awarded for the both categories of vehicles i.e. cars and public carrier, to the lowest (or lowest average of rates) bidders in each category, who fulfill all the terms and conditions given in the tender document**

Data Sheet

Si. No.	Item	Description
1	Name of the Hirer	NACIN, Faridabad
2	Tender Inviting Authority	Additional Director, NACIN, Faridabad
3	Tender Name	Hiring of Vehicles
4	Method of Selection	Open Tender
5	Availability of Tender Documents	To be downloaded from Central Public Procurement Portal at https://eprocure.gov.in/eprocure/app
6	Date and time of Tender notice issuance	As per cppp portal.
7	Last date and time for Bid/Proposal submission (On or before)	As per cppp portal.
8	Bid Opening Time, Date & Venue	As per cppp portal, at NACIN, Faridabad, NACIN Complex, Sector 29, Faridabad 121 008

9	Language of Bid Submission	ENGLISH
10	Currency	Indian Rupees (INR)
11	Period of Hiring	One year from the date of award of contract

Document Download:

Tender documents may be downloaded from Central Public Procurement Portal at <https://eprocure.gov.in/eprocure/app>. Aspiring Bidders who have not enrolled/registered in e-procurement should enroll / register before participating through the website. The portal enrolment is free of cost.

Bid Submission:

Bids shall be submitted online only on CPPP website: <https://eprocure.gov.in/eprocure/app>. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

- Tenderers can access Tender documents on the website, fill them with all relevant information and submit the completed Tender document into electronic Tender on website <https://eprocure.gov.in/eprocure/app>
- Tenders and supporting documents shall be uploaded through e-procurement portal. Hard copy of the Tender documents shall not be accepted.
- The documents uploaded should be clearly readable/ legible. Illegible documents may lead to rejection in technical evaluation stage.

GENERAL TERMS AND CONDITIONS OF THE TENDER NOTICE:

1. The bid should be submitted strictly as per the format prescribed in the tender document.
2. **An index (Annexure-F) is attached with this tender document; the bidders should arrange their technical documents and fill the index properly indicating the page number of the required document. After proper indexing only the technical documents should be scanned and uploaded on the portal.**
3. **The Technical Bid (Annexure-A), attached with this document, should be duly filled and uploaded. Any tender document having improper/incomplete Annexures would be straight away rejected and would not be considered for technical evaluation.**
4. **No extra documents, other than asked for, should be uploaded to avoid unnecessary document printing.**
5. The service provider should be a proprietorship/partnership/registered firm /company and should be registered in Delhi/NCR in the radius of 25 Km of this office (i.e. NACIN, Faridabad). A copy of GST Registration Certificate may be furnished as proof of the same.
6. The service provider should have minimum 3 years of experience of providing vehicles to any government department and relevant documents to substantiate the same should also be submitted with the technical bid in the specified format **(Annexure D)**.

7. The service provider should have minimum turnover of Rs. 25 Lakh during each of last three financial years (2017-18, 2018-19, 2019-20). A copy of turnover statement, duly certified by the Authorized Chartered Accountant must be enclosed with the tender document **(Annexure-E)**.
8. The agreement will be done with the bidder after inspection of the vehicles (physically and verifying original documents of vehicles viz. RC, Insurance, PUC etc.) and meeting with the drivers. The evaluation committee will consider successful L-1 bidder for contract and if L-1 bidder fails to provide the vehicles as per the terms and conditions of the contract then evaluation committee reserves the right to consider the subsequent successful bidder, L-2.
9. **Separate contracts would be awarded for the both categories of vehicles i.e. cars and public carriers, to the lowest (or lowest average of rates) bidders in each category, who fulfill all the terms and conditions given in the tender document.**
10. To safeguard against failure by the successful service provider in providing requisite number of vehicles, and in accordance with the terms & conditions specified in this document, this office may empanel other service providers who are prepared to provide services as per the same terms and conditions as that of L-1.
11. This office reserves the right to revise the requirements of vehicles being hired. The service provider shall be required to provide as many vehicles as may be required by this office on the same rates as approved in the tender.
12. The vehicle deployed should be of latest model (not older than two years i.e. date of Registration should be on or after September 2018). The vehicles must have clean seat covers/ towels, car perfume, sanitizer, tissue box and should be in good running condition on each day of deployment of the vehicle.
13. **The vehicles should be sanitized daily before being sent on duty.**
14. Vehicles should be comprehensively insured and should carry necessary permits/clearance from the Transport Authority or any other concerned authority as per extant laws. The vehicles should also carry necessary pollution certificates issued by the competent authority. It shall be duty of the service provider to ensure the necessary document/permit are valid and are timely renewed.
15. The bidder must also ensure that all the necessary documents (registration certificate, insurance paper, PUC certificate, permit etc.) are available at all times with the driver while on duty.
16. The vehicles shall be made available on all days including Saturday, Sunday & Public holidays, if required.
17. The calculation of mileage shall be from this office to this office, not on garage to garage basis. For this purpose, the service provider shall ensure that the odometer of the supplied vehicle is properly sealed. In case of any doubt the authorized officer of this office may get odometer of the vehicle checked from any authorized workshop at the cost of service provider.
18. LPG Cylinders should not be used for running the vehicle in any case.
19. At the time of submitting bid, the service provider must provide details of minimum 8 vehicles (2 each of compact size, mid size, SUV/MUV & Tempo Traveller), registered in Delhi/NCR having registration date not older than September 2018. As a proof the copy

of the RC should be attached with the bid and details should be filled in the prescribed format in the technical bid.

20. Details of 8 drivers for the vehicles mentioned above must be provided. As a proof, the copy of their Licence should be attached with the bid and details should be filled in the prescribed format in the technical bid.
21. The drivers deputed for service to this office should carry valid driving licence. They should also not have been involved in more than two punch or challan/s for negligent driving. They should not have any police records/criminal cases (previous or pending) against them. The service provider should make adequate enquiries about the antecedents of the drivers before deputing them for service to this office. An undertaking in this regard should be submitted.
22. The driver(s) should be appropriately dressed in formals and must carry a mobile phone in working condition, for which, no separate payment shall be made by this office.
23. The drivers should be well conversant with the roads and routes of Delhi/NCR. The operation and functions of the drivers shall be governed as per the Motor Vehicles Act and Rules.
24. The drivers should remain with the vehicle during the entire period of duty. In case of any need, they should seek permission from the concerned officers.
25. The drivers should have a minimum experience of **three years** of driving, which should be verifiable from the date of issuance of the driving license.
26. This office 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 service provider.
27. In case of any breakdown of vehicle on duty, the service provider shall make arrangement for providing another vehicle. In such a case, mileage from garage to the point of breakdown or vice versa would not be paid. In case the service provider is not able to provide alternate vehicle within reasonable time, this office would hire similar category vehicle from open market and the bill for the same shall be borne by the operator.
28. This office will reimburse toll tax and parking charges against production of documentary evidence.
29. All expenses relating to salary and allowances of the driver shall be borne by the service provider. Like-wise all expenditure related to the vehicle including insurance, maintenance & fuel etc. will also be borne by the service provider.
30. The agency must be responsible for compliance of all statutory provisions related to minimum wages, etc, in respect of the drivers deployed by it. The service provider will be fully responsible for payment of wages and other dues and compliance of the labour laws, welfare schemes applicable to the drivers deployed by them for this office.
31. The bidder would be presumed to have read and fully understood all the terms and conditions and instruction contained in the tender document and parts/annexure thereof. No enquiry, verbal or written, shall be entertained in respect of acceptance/rejection of the tender.

32. 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 demand thereof.
33. Self-certificate that the bidder has not been blacklisted by any Central Government department/ ministries/ PSU's/ Banks etc. should be enclosed. An Affidavit to this effect must be furnished with the technical bid on stamp paper of Rs. 100/-.
34. If any vehicle does not report for duty on any day(s) or the driver reports late (more than 20 minutes late than the scheduled reporting time) or there is violation of any other provision of the tender, then a penalty of Rs. 500/- per small size vehicle, Rs. 1000/- per mid/large-size vehicle and Rs. 2000/- per tempo traveler/ bus would be levied for each such incident.
35. The service provider shall provide vehicles of the make/model as per the terms of the contract/tender during the entire period of contract. In rare circumstances, this condition can be waived off by this Office temporarily.
36. **The service provider should provide a single contact person/ supervisor for the fleet of vehicles deployed for this office. It would be responsibility of the supervisor to keep track of the vehicles, also any instruction regarding vehicles would be communicated by this office to the supervisor telephonically. It would be the responsibility of the supervisor to ensure that the vehicle reaches the desired location and reports to the designated officer in time. The contact detail of the supervisor must be intimated immediately on award of contract.**
37. The contract will be initially for a period of twelve months which may be further extended on satisfactory services on the same terms and conditions.
38. **In case the quality of service is found to be unsatisfactory eg. vehicle is not clean or the driver reports late, driver is not appropriately dressed or vehicle is not in a good running condition etc., after 3 such instances, this office reserve the right to terminate the contract without any prior notice.** In case of such termination, services of other empanelled service providers will be utilized.
39. Contract can be terminated by service provider prematurely by giving advance notice of one month.
40. In case of any dispute, the DG NACIN would be final deciding authority.
41. **Bidders have to submit a Bid Security(Earnest Money) of Rs. 20,000/- (Rupees Twenty Thousand only) in the form of Demand Draft from a Scheduled Commercial Bank in favor of PAO CBEC along with their bids.**
42. **On acceptance of the bid, the Service Provider has to submit Performance Security of an amount of Rs. 50,000/- (Rupees Fifty Thousand) in the form of Fixed Deposit Receipt (FDR) or Bank Guarantee from a Scheduled Commercial Bank in favor of PAO, CBEC at the time of awarding the contract. The Performance Security should remain valid for a period of at least sixty days beyond the date of completion of the contract.**
43. In case the contract is further extended beyond the initial period, the Performance Security will have to be accordingly renewed by the service provider.

44. During the period of this agreement, any matter or dispute, which has not been specifically covered by this agreement, shall be decided by the Pr. DG of this Office whose decision shall be final and binding on the service provider.
45. No conditional bids shall be entertained by this office and all conditional bids will be summarily rejected.
46. No payment shall be made in advance. All payment shall be made on monthly basis against the bill duly supported by the duty slip.
47. Pr. DG, NACIN Faridabad shall be at liberty to withhold any of the payment in full or in part subject to the recovery of penalties.
48. The term 'payment' mentioned in the paras above includes payments due to the service provider arising on the account of this contract excluding Earnest Money and performance Security governed by the separate clauses of the contract.
49. Proof of payment of appropriate GST will be required to be submitted to this office.

Encls:

- Annexure-A: Technical Bid
- Annexure-B: Financial Bid
- Annexure-C: Tender Acceptance Letter
- Annexure-D: Experience Certificate
- Annexure-E: CA Certificate.
- Annexure-F: Affidavit

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Additional Director

Copy to :-

- (1) Notice Board
- (2) The Web Manager, NACIN Complex, Sector 29, Faridabad – 121008 for wide publicity through departmental website.
- (3) The Web Master, CBIC, New Delhi with a request to upload the same on the official website.

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Additional Director

Submission of Tender:-

The tender shall be submitted mandatorily online in two parts, viz., Technical Bid and Financial/Price Bid.

The offers submitted by Telegram/Fax/email shall not be considered. No such correspondence will be entertained in this matter.

Annexure 'A'

TECHNICAL BID

S. No.	Technical Parameters	Details to be filled			Document to be submitted
1	Bidder Details	Name			GST Certificate
		Office Address			
		Office Telephone Number			
		PAN Number			
		GST Number			
2	Experience Details	For FY2019-20 (Name of employer/Dept.)			As per Annexure D
		For FY2018-19 (Name of employer/Dept.)			
		For FY2017-18 (Name of employer/Dept.)			
3	Driver Details	Name	License Number	Valid upto	License
		Name	License Number	Valid upto	
		Name	License Number	Valid upto	
		Name	License Number	Valid upto	
		Name	License Number	Valid upto	
		Name	License Number	Valid upto	
		Name	License Number	Valid upto	
		Name	License Number	Valid upto	
4	Vehicle Details (Dzire/Xcent or any similar small size vehicle)	Registration Number	Registration Date	Make & Model	Registration Certificate
		Registration Number	Registration Date	Make & Model	
	Vehicle Details (Honda City/ Hyundai Verna/ Toyota Corolla or any similar small size vehicle)	Registration Number	Registration Date	Make & Model	
		Registration Number	Registration Date	Make & Model	
	Vehicle Details (Toyota INNOVA Crysta/ Tata Hexa/ Mahindra XUV or any similar 6 & 7 Seater vehicle)	Registration Number	Registration Date	Make & Model	
		Registration Number	Registration Date	Make & Model	
	Vehicle Details (Tempo Traveller)	Registration Number	Registration Date	Make & Model	
		Registration	Registration	Make &	

		Number	Date	Model	
5	Turnover during Last three Financial Years (2019-20, 2018-19, 2017-18)	Name of the CA Firm	Date of certificate		CA Certificate (Annexure E)
6	All other documents required to be attached as per tender documents.				

TECHNICAL BID UNDERTAKING

From: (Full name and address of the Bidder) _____

To,

Dear Sir/Madam,

If the work of supplying vehicles with drivers on **ad-hoc Hire-basis** for official use to National Academy of Customs, Indirect Taxes & Narcotics (NACIN), Faridabad, NACIN Complex, Sector 29, Faridabad-121008 is provided to me, then I undertake that:

1. The vehicles provided by me to your office would be of latest model and would not be older than 2 years.
2. I would ensure that the drivers provided by me to your office do not have any Police records/ Criminal cases (previous or pending) against them nor they have been involved in more than two punch or challan/s for negligent driving. I would make adequate enquiries about the antecedents of the drivers before deputing them for service to this Office.
3. Your office 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 me.
4. The drivers deployed by me would have experience of minimum 3 years.
5. I undertake to indemnify the department against all damages/charges arising on account of or connected with the negligence on my part or my staff or any person under my 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 demand thereof.

Signature

Name of Authorized Signatory

ANNEXURE-B

FINANCIAL BID

PRICE BID

1. Price bid.
2. Price bid undertaking.

Price bid (BOQ)

Si. No.	Type/Category of Vehicle	Base Rate (for 80Km & 8 Hrs)	Outstation (Outside Delhi/NCR) Charge per day (min. 250 km) (5.00 am to 10.00 pm)	Rate per Extra Km	Rate per Extra Hour	Night Charges (per Night i.e from 10.00 pm to 5.00 am)
Category 1: Cars						
1	Maruti Dzire/ Hyundai Xcent or any similar compact sedan					
2	Honda City/ Hyundai Verna/ Toyota Corolla or any similar mid size sedan					
3	Toyota INNOVA (6 & 7 Seater)/ Tata Hexa / any similar SUV/MUV					
Category 2: Public Carrier						
1.1	16 Seater TEMPO TRAVELLER					
1.2	22 Seater TEMPO TRAVELLER					
2.1	35 Seater Bus					
2.2	40 Seater Bus					
2.3	45 Seater Bus					

PRICE BID UNDERTAKING

From: (Full name and address of the Bidder) _____

To,
Dear Sir/Madam,

1. I/We _____(name)_____ submit the Price Bid for _____
(Tender name/no.) _____ and related activities envisaged in the Bid document.
2. I/We have thoroughly examined and understood all the terms and conditions as contained in the Bid document, and agree to abide by them.
3. I/We offer to work at the rates as indicated in the price Bid.
4. I/We undertake that I /We have carefully studied all terms and conditions of the tender and shall abide by them. Further, it is certified that I/We have never been blacklisted by any Central/State Government Department/Ministries/PSUs/Banks etc.

Signature
Name of Authorized Signatory

Annexure-C

**TENDER ACCEPTANCE LETTER
(To be given on Company/Firm Letter Head)**

Date:

To,

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: _____

Name of Tender / Work: -

Dear Sir,

1. I/ We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely:

as per your advertisement, given in the above mentioned website(s).

2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I / We shall abide hereby by the terms / conditions / clauses contained therein.

3. The corrigendum(s) issued from time to time by your department/ organization too have also been taken into consideration, while submitting this acceptance letter.

4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.

5. In case any provisions of this tender are found violated, then your department/ organization shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the full earnest money deposit absolutely.

Signature
Name of Authorized Signatory

Annexure-D

(On the letterhead of the issuing office)

TO WHOMSOEVER IT MAY CONCERN

It is certified that M/s _____ having their registered office at _____ has provided _____ number of vehicles on monthly basis to our organization for the period starting from date _____ till date _____.

It is certified that the performance of M/s _____ has been satisfactory during the above mentioned contract period.

(Signature)

Name and designation of the signing authority

(Official stamp)

Note: Experience letters are required for following three financial years i.e. 2017-18, 2018-19, 2019-20.

Annexure E

TO WHOMSOEVER IT MAY CONCERN

This is to certify that the annual turnover of M/s _____ , registered address _____ , for the following years is as under:

S. No.	Assessment Year	Turnover (in Rs. Lakhs)
1	2017-18	
2	2018-19	
3	2019-20	

Place:

Date:

Certified by:
(CA Details i.e. Name, Firm Name, Licence Number)

Annexure-F

INDEX

S. No.	Name of Document	Sr. No.
1	GST Certificate	
2	Experience Certificates	
3	Driver Licenses	
4	Vehicle Registration Certificates	
5	CA Certificate	
6	Technical Bid Undertaking	
7	Price Bid Undertaking	
8	Affidavit	