



**GOVERNMENT OF INDIA**  
**NATIONAL ACADEMY OF CUSTOMS, INDIRECT TAXES & NARCOTICS (NACIN)**  
**MINISTRY OF FINANCE, DEPARTMENT OF REVENUE**  
**Plot No: 3/86-E, ATC Road, Ambattur Industrial Estate, Chennai-600 058.**

C.No. C.No.IX/04/01-2019-Veh.

Date: 30/08/2019

**NOTICE INVITING ONLINE E-TENDER FOR HIRING OF VEHICLES**

The National Academy of Customs, Indirect Taxes & Narcotics (NACIN), Chennai invites e-tenders from reputed Service Providers for hiring of (03) Three vehicles along with Drivers for the Office of the Principal Additional Director General, NACIN, Chennai, as per the conditions mentioned in **Annexure "A"**.

2. The detailed tender process and terms & conditions are contained in two parts viz. Technical Bid (**as Annexure – B**) and Financial Bid (as Annexure – C) together with the pre-qualification requirement, terms and conditions (as Annexure – A).

3. The tender documents can be downloaded from the websites [www.cbic.gov.in](http://www.cbic.gov.in), [www.nacen.gov.in](http://www.nacen.gov.in) & [www.centralexcisechennai.gov.in](http://www.centralexcisechennai.gov.in) or from the Government of India, Central Public Procurement Portal (e-procurement) website.

4. Interested Service Providers who comply with the terms and conditions of this tender notice should submit their bids in the prescribed Quotation Form. The e-tender / bid documents for "Technical bid" in the proforma prescribed in **Annexure–B** and for the "Financial Bid" in the proforma prescribed in **Annexure–C** shall be completed in all aspects and are to be uploaded / submitted online in the Government of India, Central Public Procurement Ports (e-procurement) website as **"TENDER FOR HIRING OF VEHICLES"**. The e-tender / bid documents should be addressed to the Principal Additional Director General NACIN, Plot No: 3/86-E, ATC Road, Ambattur Industrial Estate, Chennai –600 058.

**The last date for uploading/submission online: Before 11.00 AM on 18/09/2019.**  
**Tenders shall be opened on :19/09/2019 at 11.00 AM**

5. The tenderers shall sign and stamp each page of the tender document as a token of having read and understood the terms and conditions contained therein and upload/submit online in the Government of India, Central Public Procurement Ports along with the Technical bid & Financial bid and necessary documents of proof as required. Prices wherever quoted should be written both in figures and words.

6. The tenders/quotations received unsigned/incomplete shall be summarily rejected. The financial bids of those bidders who have qualified in the technical bid only shall be opened and taken for consideration. The Financial Bid of the bidders who do not qualify in technical bid will not be opened. The format of the "Technical Bid" & "Financial Bids" are enclosed as Annexure 'B' and Annexure 'C' respectively.

7. The Principal Additional Director General, NACIN, Chennai reserves the right to accept or reject any or all tenders without assigning any reasons thereof.

Encl.: Annex. - A, B &amp; C.

  
 30/8/2019  
**ASSISTANT DIRECTOR (Veh.)**

**Copy to:**

1. Notice Board.
2. Websites - [www.cbic.gov.in](http://www.cbic.gov.in), [www.nacen.gov.in](http://www.nacen.gov.in), and [www.centralexcisechennai.gov.in](http://www.centralexcisechennai.gov.in)



**ANNEXURE – ‘A’****I. Tender Process and submission of tender documents: -**

1. The bid / tender will consist of two parts – The e-tender / bid documents for “Technical bid” in the proforma prescribed in Annexure–B and for the “Financial Bid” in the proforma prescribed in Annexure–C shall be completed in all aspects and are to be uploaded / submitted online in the Government of India, Central Public Procurement Ports (e-procurement) website as “**TENDER FOR HIRING OF VEHICLES**”. The tender documents should be addressed to the Principal Additional Director General, NACIN, Plot No: 3/86-E, ATC Road, Ambattur Industrial Estate, Chennai –600 058.
2. The tenderers shall sign and stamp each page of the tender document as a token of having read and understood the terms and conditions contained therein.
3. The tenders/quotations received unsigned/incomplete shall be summarily rejected. The financial bids of those bidders who have qualified in the technical bid only shall be opened and taken for consideration. The Financial Bid of the bidders who do not qualify in technical bid will not be opened.
4. All information sought under Terms and Conditions and other information is to be given in Technical Bid while the price quoted by them will be mentioned only in the Financial Bid.
5. The tender documents must be **uploaded / submitted online before 11.00 AM on 18.09.2019**. The documents received incomplete and / or filed after the due date & time shall not be accepted. The Tender shall be opened on **19.09.2019 at 11.00 AM**.
6. The Department reserves the right to accept or reject any or all tenders without assigning any reason. In case of any dispute of any kind and in respect of whatsoever, the decision of the Principal Additional Director General, NACIN, Chennai will be final and binding.

**II. Terms and Conditions: -**

1. The Bidder should be able to provide the vehicles as requisitioned. Type and number of Vehicles are:-

**TABLE – A**

S.No.	Category	Type of Vehicle	No. of Vehicles	Cost Ceiling
(1)	(2)	(3)	4	5
1.	Vehicle to be used for 30/31 days in a month for maximum of 2500 Kms in a month.	Innova / Creta / Ertiga	One	<b>Rs.50,000/-</b> + applicable GST
2.	Vehicle to be used for 25 days subject to maximum of 2000 Kms per month	City / Vento/ New Etios	One	<b>Rs.50,000/-</b> + applicable GST
3	Vehicle to be used for 25 days subject to maximum of 2000 Kms per month	New Dzire / Aspire/ Xcent	One	<b>Rs.40,000/-</b> + applicable GST

2. The bidder has to furnish the offer of bid for all the above said three vehicles and not for less than three vehicles. Any offer of bid for less than three vehicles will not be considered and is liable to be rejected.



3. In the financial Bid only the total amount mentioned for 3 vehicles will be considered for arriving at the lower bid offer (L-1) and not the bid amount of each vehicle, subject to cost ceiling under column No.5 of above table: A
4. The contract for the vehicles shall be valid for a period of one year with effect from 01.10.2019, subject to clause/(s) of terms & conditions.
5. The Service Provider should submit a list of vehicles to be provided to this NACIN Office which must be enclosed along with the tender documents. Vehicles should not be more than 3 years old. Vehicles shall be in excellent running condition with shining body, White colour and good upholstery. A committee of officers would examine all the vehicles and the bid would be rejected if the same are not found to the satisfaction of the committee.
6. The Service Provider should be based in Chennai for operational conveniences.
7. The vehicles are to be fitted with appropriate seat belts and safety air bags. The vehicle should be always kept in a neat and clean condition.
8. The vehicles to be hired should conform to the relevant Motor Vehicle Act / Rules and be in perfect running / mechanical condition. The vehicles should be registered with Tamil Nadu Registration numbers only.
9. There should be at least two sets of white seat covers, towels and napkins for each vehicle. It should be changed every week. There should be an air spray in every vehicle. The items mentioned shall be made available at the cost of the owner of the agency/firm.
10. The driver should be having valid driving license and clean driving record, with a minimum of five (5) years experience. Their antecedents should be duly verified by Police authorities, at the instance of the Service Provider.
11. The driver of the vehicle provided must follow traffic rules and all other regulations prescribed by the Government from time-to-time. In case of issue of any challan for whatsoever reason by the Police / Traffic Police, Service Provider shall be liable to pay the fine imposed, and bear other consequences.
12. Drivers should wear with appropriate white uniform and black shoes. Drivers should observe cleanliness and all the etiquette and protocol while performing the duty. The drivers must carry a mobile phone in working condition, for which, no separate payment shall be made by this NACIN. The driver deployed shall not use the mobile phone while driving the vehicle.
13. The driver should be well conversant with roads and routes of Chennai and suburbs. The operation and functions of the driver shall be governed as per the Motor Vehicles Act and Rules
14. The vehicle should display at a conspicuous place the following: "In case of irresponsible / rash driving or exceeding speed limit prescribed on a particular stretch of road, you may complain to the owner of the vehicle (Name of the owner, Telephone and Mobile No. should be displayed)." All such complaints should be probed into by the owner of the vehicle and action taken against the erring Driver, if found guilty, under intimation to the Department.
15. The Service Provider should give an undertaking that he or his firm has not been blacklisted by any Organization/Government Department as on the date of submission of the bid and the same has to be submitted along with Technical bid.



**16. Rates:-**

- i) Rate / bid / offer must be without any condition, assumption, qualification reservation or variation. Rate / bid / offer must be mentioned in prescribed proforma in figures and in words in respect of each vehicle separately. In case of any discrepancy, rates quoted in words will prevail. Conditional tender offer or offer at variance from prescribed specification would be ineligible to compete for the tender. Prices and price components shall be firm and shall not be subject to any price variation or adjustment on account of any price escalations throughout the execution of the contract.
  - ii) The rates quoted should be exclusive of GST. All taxes, fees, levies, insurance charges etc. other than GST would be borne by the Service Provider.
  - iii) The lowest tender will be assumed based on the **total sum of the Quoted rate for all the three types of vehicles per month**. The bidder quoting lowest consolidated rate will be declared as successful bidder, subject to cost ceiling as per column No. 5 of Table A.
17. The Service Provider will comply with the labour laws in force and all liabilities in this connection will be theirs.
  18. It is obligatory on the part of Service Provider that drivers are paid not less than minimum wages prescribed under the Minimum Wages Act from time to time.
  19. The Department will not be under any obligation, legal or otherwise, to provide any employment to any of the personnel of the Service Provider during or after the expiry of the hire period. The Department recognizes no employer-employee relationship between the Department and the personnel deployed by the Service Provider. The Department shall not be responsible financially or otherwise for any injury to the vehicle or driver or person deployed by the Service Provider during the course of agreement.
  20. The contract between the Principal Additional Director General of NACIN, Chennai and the Service Provider can be cancelled after a prior notice of one month from either side, in the event of poor service or violation of any of the conditions stipulated.
  21. The responsibility for the safety and security of the operational vehicles provider solely lies with the Service Provider. It is also the Service Provider's absolute responsibility to take care of any damage / repairs caused to his operational vehicle during the period of the contract.
  22. Operational vehicles should be arranged even at short notice. The vehicle shall be deemed to be at the disposal of the NACIN, Chennai for all the days of the month, seven days a week.
  23. The Service Provider shall have a telephone connection working 24 hours 7 days for contacting the Service Provider in case of needs and emergency and the said telephone number has to be informed to NACIN, Chennai.
  24. A daily record indicating time and mileage for each vehicle shall be maintained. The calculation of mileage shall be from the reporting point to relieving point and will not be calculated on garage to garage basis.
  25. Any person in government service or an employee of the department is not eligible to participate in this Tender process.
  26. Vehicles should be comprehensively insured and should carry necessary permits / clearance from the Transport Authority or any other concerned Authority. The vehicles should also carry necessary pollution certificates issued by the competent authority. Copy of the above certificates has to be furnished to NACIN, Chennai.
  27. LPG Cylinder shall not be used as fuel for running the vehicle in any case.



28. In case the condition of vehicle(s) is / are not found to be satisfactory, they shall be returned for immediate replacement. In case no replacement is provided on time, this Office has the right to hire a vehicle from the market and the additional cost incurred by the NACIN Office will be borne by the Service Provider.
29. The Service Provider shall in, no case, lease / transfer / sublet / appoint care taker for the service rendered.
30. No GST will be paid if the operator fails to provide proof of valid GST registration and deposit the same into the government account. If the Service Provider is exempted from payment of GST the same should be clearly stated on the quotation, mentioning authority of such exemption. The Principal Additional Director General, NACIN, Chennai reserves the right to check from the jurisdictional Assistant / Deputy Commissioner of Goods & Service Tax, the authenticity of such information.
31. The Principal Additional Director General, NACIN, Chennai, reserves the right to reject all or any of the offers or accept more than one offer or terminate the order without assigning any reason thereof.
32. The billing will be done on monthly basis; bill preferably typed and in triplicate, in connection with the service shall be submitted to this office before 5<sup>th</sup> of succeeding month.
33. Irrespective of the receipt of the monthly bill amount from the NACIN any dues payable relating to the services rendered including the salary of the Driver, Govt. Taxes etc., shall be promptly settled by the Service Provider without any default, before 10<sup>th</sup> of succeeding month.
34. The Service Providers shall be responsible for timely payment of all the Government / local taxes and dues in respect of the hired vehicles.
35. Once the hiring of vehicles commences, the vehicles and the drivers should not be changed unless instructed by the Principal Additional Director General, NACIN, Chennai. Any change in the designated driver should be intimated well in advance before such change is affected.
36. The vehicles must be available at any time as desired by the NACIN.
37. The Principal Additional Director General, NACIN, Chennai shall be liable to pay only the monthly hiring charges. Other liabilities viz. Monthly charges of driver, repair and maintenance of vehicle, insurance, fuel, oil and any other incidental expenses etc. shall be borne by the Service Provider.
38. In case of breakdown of any vehicle during official duty, it shall be the responsibility of the Service Provider to provide a substitute vehicle / replacement immediately. In case the vehicle does not report on time / does not report at all, the customer would have the right to hire a vehicle from the market and the additional cost incurred by NACIN will be borne by the Service Provider.
39. In case of any accident, involving the use of vehicle and / or injury etc., to the persons and driver deployed, all the claims arising out of the same shall be met by Service Provider and NACIN, Chennai shall have no liability whatsoever in this regard.
40. The Service Provider shall be solely responsible for payment of wages / salaries, other benefits, allowances to drivers deployed and all other statutory / other dues payable as per Central / State Government / Municipality rate etc. other laws etc. as applicable to personnel deployed that might be applicable under any Act of order of the Government. NACIN, Chennai shall have no liability whatsoever in the regard.
41. No increase on rate due to the escalation cost due to whatsoever factors would be permitted during the period of contract.



42. NACIN, Chennai reserve the rights to increase or decrease the number of vehicles hired without assigning any reasons to the Service Provider during the currency of the contractual period.
43. Driver must not smoke or drink (liquor or intoxicated), while on duty. In case of misbehaviour of the driver or failure to meet any or the agreed / accepted terms and condition. NACIN will have discretion on the continuance of the contracted driver.
44. The Service Provider shall provide name & addresses of the driver along with driving license number and copy thereof while submitting acceptance of offer.
45. The Service Provider shall ensure that speedometer and odometer (for measuring distance covered) of vehicle supplied are properly sealed so that no tampering is done with a view to inflate distance travelled. The authorised officers of the NACIN would carry out surprise checks of speedometer and odometer of the vehicle. If found defective, it should be got fitted from authorised workshop and cost thereof will be recovered from the Service Provider.
46. NACIN, Chennai shall be at liberty to withhold any of the payments in full or in part for default in service and / or for the loss incurred by the Department as result of theft burglary etc.
47. Vehicle should be always with full tank of fuels. In case of breakdown, immediate arrangement of the vehicle shall be made by the supplier with their own cost.
48. In case of any dispute of any kind, in any respect whatsoever, the decision of the Principal Additional Director General, NACIN, Chennai, shall be final and binding.
49. On awarding the contract, the Service Provider has to furnish to the Principal Additional Director General, NACIN, Chennai the certified copies of RC Books, the comprehensive insurance policies and copies of driving licence of the drivers of the vehicle.
50. The Service Provider and his drivers shall be bound to carry out the instructions of the Principal Additional Director General, NACIN, Chennai as well as any of the Officers assigned to use the vehicle.
51. The vehicle provided should be of exclusive use of NACIN, Chennai. The vehicle to be deployed will not be used for any other commercial/ personal purpose or any other purpose by the Service Provider.
52. A penalty of Rs.500/- per day per vehicle shall be levied if any vehicle fails to meet the above terms and conditions.
53. The vehicles must be available at any time of any day on 24 x 7 basis, subject to maximum number of days per month from which the vehicle is hire, as desired by the department
54. The liability of NACIN, Chennai is limited to the contract value only.
55. Any matter during the period of this agreement, which has not been specifically covered by this agreement, shall be decided by the Principal Additional Director General, NACIN, Chennai, whose decision shall be final and conclusive.
56. The usage of the vehicle will be for a maximum period of 25 days and 30/31 days per month subject to maximum of 2,000 Kms / 2500 Kms per month respectively as the case may be. If the specified kilometres of 2000 / 2500 remain unutilized in a month, the same shall be carried forward to the next months on first in first out basis.
57. No additional terms & conditions over and above the conditions stipulated above shall be entertained by NACIN, Chennai.
58. Any other dispute arising out of the contract will be subject to the jurisdiction of Courts of Chennai.

**ANNEXURE 'B'****TECHNICAL BID****QUALIFYING CRITERIA FOR TECHNICAL BID**

1	Name and Address of the Organisation	
2	Name of The Proprietor / Partner / Directors	
3	<b><u>Contact Details</u></b>	
a)	Land Line No. 24 X 7	
b)	Mobile Phone No. 24 X 7	
c)	E - Mail-id	
4	PAN Card No. (Enclose copy)	
5	Valid GST Registration No. (Enclose Copy)	
6	Name of The Coordination Manager / Supervisor & Contact No.	

**Vehicle Information**

S.No	Details	Vehicle -1	Vehicle-2	Vehicle-3
1	Registration No. (Enclose RC copy)			
2	Make & Model No.			
3	Kilometres Run			
4	Year of Purchase			
5	Details of previous Hire, if any			

I have read the terms and conditions of the Tender Notice along with its Annexures.

Name of the Authorized Signatory

**Signature**

Seal/Stamp



**DECLARATION**

(To be submitted with the Technical Bid)

1. I/we, \_\_\_\_\_, Son/ Daughter/ Wife of Shri \_\_\_\_\_, Proprietor/ Director/ Authorized Signatory of the (Agency/Firm) \_\_\_\_\_ am competent to sign this declaration and execute this tender document;
2. I/We, undersigned, offer to provide vehicle in conformity with the conditions of contract and specifications for the amount quoted above.
3. I/We undertake to enter into agreement within 04 days of being called upon to do so and bear all expenses including charges for stamps, typing etc and agreement will be binding on us.
4. I / We understand that the Department is not bound to accept the lowest or any bid and the acceptance of the bid is subject to our financial stability.
5. It is hereby certified that the rate quoted by us in our financial bid is inclusive of drivers, salary, daily bata, fuel expenses, vehicle & maintenance expenses and other incidental expenses except GST, if any payable.
6. I/We have carefully read and understood all the terms and conditions of the tender and undertake to abide by them;
7. The information/ documents furnished along with the application are true and authentic to the best of my/our knowledge and belief.
8. I/We am/ are well aware of the fact that furnishing of any false/ misleading information/ fabricated document would lead to rejection of my/our tender at any stage.

Date:

Place:

Seal:

Signature of authorised person

Full Name \_\_\_\_\_

(Enclose Aadhar / PAN Card / Any Government Photo id card copy)