



CENTRE OF EXCELLENCE
National Academy of Customs, Indirect Taxes and Narcotics
Government of India, Ministry of Finance, Department of Revenue,
3rd Floor, Tower 3&4, NBCC Plaza, Pushp Vihar,
Saket, New Delhi-110017.

F. No. IX-Admn/NACIN/CoE/9/2/2019

Dated:26.06.2020

TENDER NOTICE FOR HIRING OF VEHICLES

E-tenders (Online) are invited from reputed parties/agencies supplying vehicles with drivers on Monthly Hire-basis for official use of Centre of Excellence (CoE), National Academy of Customs, Indirect Taxes & Narcotics (NACIN). Interested parties / agencies who are willing to comply with the terms and conditions annexed to this notice, may submit their bids online as given in the instructions for online bid submission (Annexure-D).

There should be attachments for Technical Bid (Annexure-A), Financial Bid in BOQ Format (Annexure-B) and Tender Acceptance Letter (Annexure-C). The Financial Bid/Bids will be taken up only if the technical specifications are found satisfactory; 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:

Sr. No.	Category	No. of Vehicles required	Usage
1.	Staff Vehicle (Honda City, Hyundai Verna, Maruti Suzuki Ciaz or its equivalent)	01 (One)	To be used upto 30/31 days subject to maximum of 2500 kms in a month.
2.	Mid-sized vehicle (Innova, XUV-500, Scorpio, Tata Hexa or its equivalent)	01(One)	To be used upto 25/26 days subject to maximum of 2000 kms in a month.
3.	Small-sized vehicle (Swift Dzire, Etios, Xcent, Honda Amaze or its equivalent)	01 (One)	To be used upto 25/26 days subject to maximum of 2000 kms in a month.

- A. The number of 'staff car/ Mid-sized/ small sized' vehicles mentioned above is not fixed but as per the present requirement.
- **If needed, the vendor should be able to provide more vehicles at the same rates (Exclusive of taxes) and terms and conditions;**
 - **Also, this office may surrender one or all of the vehicles, if not needed by this office.**

Data Sheet

Item	Description
Name of the Hirer	CoE, NACIN, New Delhi
Tender Inviting Authority	Joint Director, CoE, NACIN, New Delhi
Tender Name	Hiring of Vehicles
Tender No.	F. No. IX-Admn/NACIN/CoE/9/2/2019
Method of Selection	Open Tender
Availability of Tender Documents	To be downloaded from Central Public Procurement Portal at https://eprocure.gov.in/eprocure/app
Date and time of Tender notice issuance	26.06.2020 (11:00 AM)
Last date and time for Bid/Proposal submission (On or before)	10.07.2020 (05:00 PM)
Bid Opening Time, Date & Venue	On 13.07.2020 at 03:00 PM CoE, NACIN, 3 rd Floor, Tower No. 3&4, NBCC Plaza, Pushp Vihar, Saket, New Delhi-110017.
Language of Bid Submission	ENGLISH
Currency	Indian Rupees (INR)
Period of Hiring	August, 2020 to July, 2021

E-tender for hiring of Motor Vehicle for Centre of Excellence, NACIN, 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. Bidders are advised to go through instructions provided at **Annexure D** regarding Instructions for Online Bid Submission.

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.**
- Tenderer should ensure that the documents being uploaded by him are legible, and wherever possible scanned copy of the original document should be uploaded instead of Xerox copy.

GENERAL TERMS AND CONDITIONS OF THE TENDER NOTICE:

- 1) The service provider should be a proprietorship/ partnership/ registered firm/ company and the vehicle(s) should be registered in Delhi/NCR only.
- 2) The service provider should have minimum 3 years of experience of providing vehicles to any govt. department and relevant documents to substantiate the same should also be submitted with the technical bid in the specified format (Annexure-G).
- 3) The contract for providing vehicles will be given to the L-I tenderer (Firm who has quoted lowest rates) who fulfils all the terms and conditions given in the tender document.
- 4) **This office reserves the right to revise the requirements of vehicles being hired.** The number of 'staff car', 'Mid-sized & small sized' vehicles mentioned is not fixed. It is as per present requirement:
 - a) **If needed, the vendor should be able to provide more vehicles at the same rates and terms and conditions.**
 - b) **Also, this office may surrender some or all of the vehicles, if not needed by this office.**

- 5) The tenderer should ensure that after getting the contract the vehicle deployed by him are of latest model (**not older than three years**) and shall have clean seat covers/ towels, car perfume and should be in good running condition for which no extra payment would be made. 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. **Undertaking in this regard would be required to be submitted by the tenderer alongwith technical bid.**
- 6) The vehicles shall be for exclusive use of this Office and should not be used by the Service Provider for any other purpose.
- 7) The vehicles shall be made available on all days including Saturday, Sunday & Holidays, if required.
- 8) 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 would not be paid.
- 9) The service provider shall provide name & address/es of the drivers presently employed by him.
- 10) The tenderer should ensure that after getting the contract the drivers deputed for service to this Office do 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. **Police Verification in this regard would be required to be submitted by the tenderer alongwith technical bid.**
- 11) The driver(s) shall observe all the etiquette and protocol while performing duty. They should wear a **proper uniform** & must carry a mobile phone in working conditions, for which, **no separate payment** shall be made by this office.
- 12) The driver(s) deputed on duty should carry valid driving license. They should also not have been involved in more than two punch or challan/s for negligent driving. The Service Provider should also ensure that they have arrangement for establishing contact and round the clock service. For this purpose, they should have adequate numbers of telephones/mobiles. Undertaking in this regard would be required to be submitted by the tenderer alongwith technical bid.
- 13) 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. Undertaking in this regard would be required to be submitted by the tenderer alongwith technical bid.
- 14) 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.
- 15) The drivers should always remain with the vehicle during the entire period of duty. In case of any need, they should seek permission from the concerned officers.
- 16) The tenderer should ensure that after getting the contract the drivers deputed by him have a minimum experience of three years of driving, which should be verifiable from the date of issuance of his driving license.

- 17) During the period of operation, the driver should not ordinarily be changed unless desired/allowed by this office. If any vehicle does not report for duty on any day(s) or the driver reports late or there is violation of any other provision of the tender, then an amount calculated on pro-rata basis per day shall be deducted from the monthly bill of that vehicle. The Service Provider shall also be liable for a penalty of Rs. 500/- per day per Small Size Vehicle and Rs. 1000/- per day per Mid-Size or staff Vehicle for each such incident. **Any such penalty would be deducted by this office from the monthly bill without giving any prior notice.**
- 18) **The service provider should provide a single contact person/ supervisor for the fleet deployed to 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 through phone or whatsapp. It would be the responsibility of the supervisor to ensure that the vehicle reaches the desired location and report to the desired officer within time.**
- 19) This Office will reimburse taxes including GST, toll tax and parking charges against production of documentary evidence.
- 20) 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.
- 21) 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.
- 22) If the vehicles are not provided from the desired location, a penalty up to Rs. 500/- per day per Small Size Vehicle and up to Rs. 1000/- per day per Mid-Size or staff Vehicle can be imposed besides termination of contract.
- 23) The service provider shall provide the vehicle of the make/model as per the terms of the contract/tender during the entire period of contract and should not change the vehicle without prior information and approval from this office. In emergency and rare circumstances, this condition can be waived off by this Office temporarily.
- 24) The service provider will comply with labour laws in force and all liabilities in this connection will be his responsibility.
- 25) 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.
- 26) In case quality of service by the Service Provider is found unsatisfactory, this Office may terminate the contract after giving 15 days notice. In case of such termination, services of other empanelled Service Providers will be utilized at the contracted rates.

- 27) Bidders have to submit a Bid Security (Earnest Money) of Rs. 25,000/- (Rupees Twenty Five Thousand only) in the form of Demand Draft/ Fixed Deposit Receipt (FDR) or Bank Guarantee from a Commercial Bank in favor of PAO, CBEC, New Delhi along with their bids. The Bid Security should remain valid for a period of at least forty five (45) days beyond the date of bid validity.
- 28) On acceptance of the bid, the Service Provider has to submit Performance Security of an amount equivalent to 5% of the value of the entire period of the contract in the form of Fixed Deposit Receipt (FDR) or Bank Guarantee from a Commercial Bank in favor of PAO, CBEC, New Delhi 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.
- 29) During the period of this agreement, any matter which has not been specifically covered by this agreement shall be decided by the competent authority of this Office whose decision shall be final.
- 30) No conditional bids shall be entertained by this Office and all conditional bids will be rejected summarily.
- 31) In case of any dispute of any kind and in any respect whatsoever, the decision of this Office shall be final and binding.
- 32) This Office reserves the right to require fulfillment of other conditions, not expressly mentioned, which are consistent with the use of vehicles on hire by this office.
- 33) Contract can be terminated by either party prematurely by giving advance notice of one month.
- 34) 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: Instructions on-line bidding
Annexure-E: Details of Regular Drivers
Annexure-F: Details of Current fleet of vehicles
Annexure: G: Experience Details


26/6/20
(Ranjit Singh)

Assistant 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 (earlier CBEC), New Delhi with a request to upload the same on the official website.


26/6/20
(Ranjit Singh)
Assistant Director

Submission of Tender: The tender shall be submitted 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

Qualifying criteria for Quotation

(Documents to be attached to substantiate every information)

Si. No.	Technical Parameter
1	Name, Address (In Delhi/NCR) and Telephone no. of Service provider
2	Details of the regular drivers as per Annexure E & Undertaking
3	Details of the vehicles as per Annexure F & Undertaking
4	Experience details as per Annexure G
5	ITR for Assessment Year 2019-20, 2018-19, 2017-18
6	Valid GST Registration & PAN
7	Undertaking to indemnify the department against all damages/charges
8	All pages of the tender document must be signed by the bidders, in token of his / their understanding / acceptance.

I have read the terms & conditions of the Tender Notice and it is to certify that the information furnished above is true & correct.

Signature

Name of Authorized Signatory

Technical BID UNDERTAKING

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

To,

Dear Sir/Madam,

If the work of providing vehicles to your office on Monthly hiring basis 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 3 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 (BOQ)

Sr. No.	Category	Usage	Rates to be quoted for Petrol/Diesel vehicle (Rates in Rs per vehicle per month) (Exclusive of Taxes)
			Petrol/ Diesel (Maximum ceiling price is Rs 50,000/- per month for staff vehicle or mid- sized vehicle and Rs. 40,000/- for small-sized vehicle)
1.	Staff Vehicle (Honda City, Hyundai Verna, Maruti Suzuki Ciaz or its equivalent)	To be used up to 30/31 days subject to maximum of 2500 kms in a month.	
2.	Mid-sized vehicle (Innova, XUV-500, Scorpio , Tata Hexa or its equivalent)	To be used Upto 25/26 days subject to maximum of 2000 kms in a month.	
3.	Small-sized vehicle (Swift dzire, Etios, Xcent, Honda Amaze or its equivalent)	To be used Upto 25/26 days subject to maximum of 2000 kms in a month.	

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 Govt./PSU Department.

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

Instructions for Online Bid Submission:

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal. More information, useful for submitting online bids on the CPP Portal may be obtained at:<https://eprocure.gov.in/eprocure/app>

REGISTRATION

1. Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL:<https://eprocure.gov.in/eprocure/app>) by clicking on the link "**Online bidder Enrolment**" on the CPP Portal which is free of charge.
2. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
3. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
4. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify/TCS/nCode/eMudhra etc.), with their profile.
5. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.
6. Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

1. There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
2. Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS /email in case there is any corrigendum issued to the tender document.

3. The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

1. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
2. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
3. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
4. To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

1. Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
2. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
3. Bidder has to select the payment option as "offline" to pay the tender fee / EMD as applicable and enter details of the instrument.
4. Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details available in the scanned copy should be entered during bid submission time. Otherwise the uploaded bid will be rejected.
5. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the sky blue colored (unprotected)

cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BOQ file is found to be modified by the bidder, the bid will be rejected.

6. The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for reference as the deadline for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.

7. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

8. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.

9. Upon the successful and timely submission of bids (i.e, after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message& a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

10. The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

1) Any queries relating to the tender documents and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.

2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 1800 3070 2232.

Annexure-E Details
of Regular Drivers

(Minimum 5 drivers details required)

S. No.	Driver Name	License Number	Issuing Authority	Issue Date	Valid Upto	Private/ commercial
1						
2						
3						
4						
5						

Annexure-F
Details of Current fleet of vehicles

(Minimum 5 vehicle details required. Also legible copy of RC, Insurance & PUC to be attached)

S. No.	Registration Number	Owned/Leased/Hired	Make and Model	Manufacturing date	Insurance Number & Validity date	PUC Number and validity date
1						
2						
3						
4						
5						

Annexure-G
Experience Details

(Copy of completion certificates to be attached)

S. No.	Name of hirer	Hiring Period	Number of vehicles supplied	Completion certificate date
1		2019-20		
2		2018-19		
3		2017-18		
<ul style="list-style-type: none">• Experience certificate would be considered for that financial year in which minimum 7 month's service has been provided				