

**NATIONAL ACADEMY OF CUSTOMS, INDIRECT TAXES & NARCOTICS  
ZONAL CAMPUS, VISAKHAPATNAM**

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C. No. IX/04/02/2018-NACIN-ZTI/Vizag

Dt. 16.02.2018

**NOTICE FOR INVITING E-TENDER FOR HIRING OF VEHICLE**

**FOR THE OFFICE OF THE ADDITIONAL DIRECTOR GENERAL, NATIONAL  
ACADEMY OF CUSTOMS, INDIRECT TAXES & NARCOTICS, ZONAL CAMPUS,  
VISAKHAPATNAM**

E-tenders (in the prescribed format) are invited from the vehicle providers through E-procurement portal for hiring of vehicle as per the requirements mentioned below for the Office of the Additional Director General, National Academy of Customs, Indirect Taxes & Narcotics, Zonal Campus, Visakhapatnam from the date of execution of the agreement. **The contract shall be awarded for a period of one year.**

Sl. No.	Vehicle Type	Number of vehicles required	Job Description (Total Kms per month)	Cost Ceiling per Month (Exclusive GST)	Condition	Earnest Money Deposit/ Bid Security per vehicle
1	Small Sized Vehicle	01	Hire for upto 25 days subject to maximum of 2000 Kms per month	Rs. 30,000/-	Should not be older than three years	Rs.2,000/-

2. The complete tender documents containing general terms and conditions, pre-Qualification requirements etc. are available on <https://eprocure.gov.in/eprocure/app> and can be downloaded free of cost.

**Tender Critical Data Sheet**

Tender Publishing Date & Time	16.02.2018
Bid Submission Start Date & Time	16.02.2018
Bid Submission Closing Date & Time	10.03.2018 06.00 PM
Technical Bid Opening Date & Time	12.03.2018 11.00 AM

3. Interested Service providers/bidders/reputed firms providing such services may submit their bids in the prescribed format with all the necessary documents online with digital signature at <https://eprocure.gov.in/eprocure/app> on or before bid submission closing date and time.

4. For any further details, clarifications/queries the following officers may be contacted.

Sl. No.	Name of the Officer & Designation	Contact Nos.
1.	Shri P. Raghuvver, Chief Accounts Officer	92915 98988 / 0891 – 2853194
2.	Shri A.M. Mathews, Superintendent	96406 25026 / 0891 - 2853179

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**(B.A.V. SRINIVASA RAO)**  
**ADDITIONAL DIRECTOR GENERAL**

Copy to:- 1. The webmaster CBEC/NACIN, Faridabad for uploading on website  
2. Notice Board.

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**Notice inviting e-tender for Hiring of Vehicles through e-procurement**

1. Office of the Additional Director General, National Academy of Customs, Indirect Taxes & Narcotics, Zonal Campus, Visakhapatnam invites a Tender under Two bid System Enquiry from reputed agencies for hiring of one(01) Vehicle for the period of 01 (one) year i.e. from the date of issuance of work order.
2. The bidders shall submit their bids online only at CPP Portal website: <https://eprocure.gov.in/eprocure/app> to follow the terms and conditions provided in the Annexure-I & Annexure-II and instructions to bidder for online bid submission provided in Annexure-III for online submission of bids.
3. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
4. Bidder who has downloaded the Tender from the Central Public Procurement Portal CPPP website <https://eprocure.gov.in/eprocure/app> shall not tamper/ modify the tender form including downloaded price bid template in any manner. In case if the same is found to be tampered/ modified in any manner, tender will be completely rejected and tender is liable to be banned.
5. Intending bidders are advised to visit CPPP website <https://eprocure.gov.in/eprocure/app> regularly till closing date of submission of tender for any corrigendum / addendum/ amendment.
6. Technical Bid and Financial/Price Bids will be opened as per date/time as mentioned in the tender date schedule.
7. Submission of Tender -
  - (a) The tender shall be submitted online in two part, viz., technical bid and Financial bid/price bid.
  - (b) All the pages of bid being submitted must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading.
  - (c) The offers submitted by post/Fax/e-mail shall not be considered. No correspondence will be entertained in this matter.

## ANNEXURE – 'I'

### TERMS & CONDITIONS

The interested parties must be capable of providing vehicle on their own on the following terms and conditions: -

01. Earnest Money Deposit/Bid Security refundable in the form of Demand Draft payable to the **PAO, CGST & CUSTOMS, Visakhapatnam** must accompany the tender. The bidder claiming exemption from EMD/bid security has to submit valid self-attested registration certificate issued by NSIC. The same has to be submitted in soft copy format online. Tenders without Earnest Money Deposit and/or with Earnest Money Deposit in any other form i.e. cheque, cash etc. will not be considered. After awarding of contract to the successful bidder, EMD will be returned and Performance Security deposit will be sought as per the provisions of the General Finance Rules, 2017.

Type of the vehicle required to be supplied:-

Sl. No.	Vehicle Type	Number of vehicles required	Job Description (Total Kms per month)	Cost Ceiling per Month (Exclusive GST)	Condition	Earnest Money Deposit/ Bid Security per vehicle
1	Small Sized Vehicle	01	Hire for upto 25 days subject to maximum of 2000 Kms per month	Rs. 30,000/-	Should not be older than three years	Rs.2,000/- (or proof of NSIC certificate for claiming exemption)

2. The Contact is for the period of one year.
3. The bidder should have a registered Taxi Agency/Firm. The details of the vehicle to be provided to the Zonal Campus of National Academy of Customs, Indirect Taxes & Narcotics, Visakhapatnam must be attached along with the Technical Bids. Also the bidder should have registered under GST where applicable and valid PAN card.
4. The bidder should preferably have past experience of providing vehicles on hire to at least one government organization/PSU.
5. The vehicle shall be kept neat and clean and in perfect running condition with shining body and clean interior with good upholstery.
6. In case condition of the vehicle is not found to be satisfactory, they shall be returned for immediate replacement. In case no replacement is provided on time, this office would have a right to hire vehicle from the market and the additional cost incurred by this office will be borne by the Contactor.
7. The Firm would ensure that the driver employed have valid driving license. The vehicle should be registered with the concerned authority of Central/State govt. The Transport operator shall provide a certificate to this effect. The driver of the vehicle provided must follow Traffic Rules and other regulations prescribed by the Govt. from time to time.
8. The Firm should leave an adequate number of telephones for contact round the clock. The driver shall observe all the etiquette and protocol while performing the duty and shall be neatly dressed, should wear proper uniform and must carry a mobile phone in working condition for which, no separate payment shall be made by the Customer.

9. The rates quoted should specifically mention the GST component. No tax will be paid if the operator fails to provide proof of valid GST Registration. No extra charges will be paid except GST, if applicable.
10. The Additional Director General reserves the right to accept or reject the quotation wholly or partly without assigning any reasons thereof or accept more than one offer.
11. The billing will be done on monthly basis, bill preferably typed and in triplicate, in connection with the service shall be submitted to Office of the Additional Director General, National Academy of Customs, Indirect Taxes & Narcotics, Zonal Campus, Visakhapatnam in the 1<sup>st</sup> Week of each month. The payment of the bill (after deduction of TDS and other taxes as per statutory compliance) will be made as per availability of fund.
12. A daily record indicating time and mileage for vehicle shall be maintained in a log book and log book shall be submitted to the Office of the Additional Director General, National Academy of Customs, Indirect Taxes & Narcotics, Zonal Campus, Visakhapatnam regularly for scrutiny.
13. Once the hiring of vehicles commences from a particular operator, the driver should not be changed unless requested by the Office. The vehicle must be available at any time on any day as desired by the officers concerned.
14. The Zonal Campus of the NACIN shall be liable to pay the hiring charges only. Hiring charges include monthly charges of driver, maintenance of vehicle, petrol/diesel oil and any other charges.
15. In case of breakdown of any vehicle during duty, it shall be the responsibility of the firm to provide a substitute of the vehicle immediately. In case the vehicle does not report on time/does not report at all, the customer would have a right to hire vehicle from the market and the additional cost incurred by the customer will be borne by the Transport Operator.
16. The Vehicle should have a comprehensive insurance to cover the risk during the contract period. In case of any accident, all the claims arising out of it shall be met by the Contractor.
17. In case of any dispute of any kind and in any respect whatsoever, the decision of the Additional Director General, NACIN, Visakhapatnam shall be final and binding.
18. There should be at least two sets of white covers, the towels and napkins in the vehicle and should be changed every week.
19. There should be an air spray in the vehicle.
20. Manufacturing year of the vehicles should not be older than three years.
21. The place of parking of the hired vehicle shall be the prerogative of the Office of the Additional Director General, National Academy of Customs, Indirect Taxes & Narcotics, Zonal Campus, Visakhapatnam.

22. Usually the vehicle will be utilized during the period from 0900 hrs. to 20.00hrs., however, the vehicle will be utilized for any emergency at any time with or without prior notice. Therefore, the vehicle shall be available exclusively for the use of NACIN, during the contract period.
23. As regard vehicle timings, the transport operator will not pass on the instructions directly to the driver concerned. All the instructions should be routed through the Office of the Additional Director General, National Academy of Customs, Indirect Taxes & Narcotics, Zonal Campus, Visakhapatnam.
24. Vehicle should be kept with sufficient stock of fuel. However, in case of any emergency, if any officer refuels on payment from his pocket, the same should be reimbursed by the Contractor on production of the bill.
25. Bids once submitted shall not allowed being withdrawn and any default after acceptance of bid shall be deemed to be non-compliance of terms of contract and would be liable for penalty levied. The successful bidders shall provide the vehicle within 07 days of bid opening date and also be present for signing the Agreement as end when called for. Further, the vehicle is to be provided for duty immediately after finalization of contact of successful Bidder from the specified date. Hiring charges are payable from the actual date of hiring the vehicle.
26. A declaration regarding acceptance of the above mentioned terms and conditions is to be submitted along with the technical bid.
27. Any employee of the Office of the Additional Director General, National Academy of Customs, Indirect Taxes & Narcotics, Zonal Campus, Visakhapatnam is prohibited from participation in this TENDER.
28. If any of the terms at conditions shown above at Sl. No. (1) to (27) is not found fulfilled during the contract period, the Additional Director General reserves the right to discontinue the contract without assigning and reason thereof.

We agree to the above terms and conditions.

Signature and Name with Date \_\_\_\_\_

Name of the Firm \_\_\_\_\_

**ANNEXURE -II**

Summary of Documents to be submitted

**A. Technical Bid:-**

The following documents are to be furnished by the service provider along with Technical Bid as per the tender document.

- i) Signed and Scanned copy of Technical data sheet (In format as per Annexure-A)
- ii) Signed and scanned copy of Tender Acceptance Letter (As per Annexure-B) & Letter of authorisation to submit bid.
- iii) An undertaking (self-certificate) that the agency hasn't been blacklisted by a Central/State/UT Government institution and there has been no litigation with any government department.
- iv) Signed and Scanned copy certificates like GST Registration, PAN, RC Book of offered vehicle, and experience, if any, etc.

**B. Financial Bid/Price Bid:-**

- (a) Financial Bid /Price bid undertaking (as per Annexure-C)
- (b) Schedule of Financial bid/price bid (as per Annexure-D)