

**GOVERNMENT OF INDIA  
REGIONAL TRAINING INSTITUTE  
NATIONAL ACADEMY OF CUSTOMS EXCISE & NARCOTICS  
A WING 3<sup>RD</sup> FLOOR, PUSHPA BHAWAN, MADANGIR ROAD  
NEW DELHI-110062**

F.No. II(2) 19/2015

Dated : 16 .05.2017

**Quotations for Hiring of vehicles for Regional Training Institute, National Academy of Customs, Excise and Narcotics, Pushpa Bhawan, New Delhi-regarding**

Tenders are invited from reputed service providers for hiring of 01 (One) Vehicle for use at REGIONAL TRAINING INSTITUTE, NATIONAL ACADEMY OF CUSTOMS, EXCISE & NARCOTICS, A WING, 3<sup>RD</sup> FLOOR, PUSHPA BHAWAN, MADANGIR ROAD, NEW DELHI-110062 (hereinafter also referred as 'the hirer') for one year (or shorter period as may be decided by hirer). Interested parties may submit their bids for providing –

One (1) Non-AC vehicle namely **Indigo/ Indica /Swift/ liva or equivalent** that will run 2000 K.M (max.) in a month and will be operative for maximum 20-25 days in a month

2. The quotations should be submitted as per two bid system i.e. Technical and financial bid which should be submitted separately in two different sealed envelopes. These envelopes shall be super-scribed '**TECHNICAL BID**' and '**FINANCIAL BID**' and put inside a bigger sealed envelope which shall be super-scribed with the words, "**TENDER FOR HIRING OF VEHICLES**" and addressed to Pr. ADDITIONAL DIRECTOR GENERAL, REGIONAL TRAINING INSTITUTE, NATIONAL ACADEMY OF CUSTOMS EXCISE & NARCOTICS, A WING, 3<sup>RD</sup> FLOOR, PUSHPA BHAWAN, MADANGIR ROAD, NEW DELHI-110062.

3. The sealed tenders can be sent by post on the above mentioned address or can be submitted in person in the Office between 1100 hrs to 1700 hrs on all working. The sealed quotations should reach this office on or before 26.05.2017 by 5.00 P.M. Bids received after the due date/time shall not be entertained. The tenders will be opened on 30.05.2017 at 1500 hrs by the committee appointed by the Pr. Additional Director General for this purpose. All the bidders are informed to be present in person or through an authorized representative on the aforementioned time and date in this office.

4. The Financial Bids of only those bidders shall be opened, whose Technical Bids are qualified. The format of the technical bid and financial bid is enclosed as **Annexure-A** and **Annexure-B**.

5. The terms and conditions of the Tender are as under:

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- a- The contract of hiring of vehicle will be initially for the period of one year.
- b- The billing will be done on monthly basis and bills to be submitted in triplicate by the 5th of the succeeding month.
- c- They will provide dedicated vehicle, in good condition, and of model not earlier than 2015 with a dedicated driver, well behaved and with driving experience of not less than 5 years.
- a- They will provide an alternative vehicle in case of any sort of breakdown of the regular vehicle.
- b- The hired vehicle will be used up to 20 to 25 days subject to maximum of 2000 km.
- c- Zero based mileage i.e. mileage starting and ending at/from duty or drop off location shall be adopted for the purposes of calculating the kilo meters
- d- The vehicle provider would ensure that the driver of the vehicle deployed shall have valid deriving license. The driver of the vehicle must follow traffic rules and other regulations set up by Govt. authorities.
- e- In a normal office working day, the vehicle should report for duty at 9:30 hrs and should be on duty till 18.30 hrs. However, the vehicle may be used beyond office hours as and when required by the Department.
- f- It will be sole discretion of the Department to use the vehicle for official purpose including Saturday, Sunday & holidays where necessary irrespective of km and /or hours.
- g- The department will not be under any obligation, legal or otherwise, to provide 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 hire.
- h- 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.
- i- The department reserves the right to charge penalty, Rs.500 per hour of delay for non provision of vehicle in time, and Rs.500 per instance of mis-behaviour of driver. If the service provider fails to provide the vehicle for a day or so, an amount of Rs. 1000/- per day will be charged as penalty for non-providing the vehicle and pro-rata deduction for a period of non-providing the vehicle shall be made from the bill.
- j- In case of any accident, any and all the claims and damages arising there from shall be met by the service provider.
- k- Service Tax will not be reimbursed, if the Service Provider fails to produce proof of payment of Service Tax.

- l- Their drivers are equipped with functional mobile phone at their cost, for contact purposes. Their drivers are well versed with the routes and locations in entire Delhi, New Delhi & NCR.
- m- The department reserves the right to terminate the contract without assigning any reason by giving two days notice.
- n- Any person who is in government service or an employee of the department is not a partner, directly or indirectly, with the service provider.
- o- They will comply with labour laws in force and all liabilities in this connection will be theirs.

- p- If the contract is awarded, they are to provide the department the complete details of vehicles, certified copies of the RC books, comprehensive insurance policies as well as full details of deployed drivers, their addresses, copies of their driving licenses.
- q- The vehicle provider shall be responsible for maintenance and up keeping of the car on his own expenses and no extra charge will be payable by the Department.
- r- The service provider shall maintain a record of journeys performed by the hired vehicle in a log book system which shall be verified by an officer in charge of hired vehicles in the Pr. Additional Director General, Regional Training Institute, National Academy of Customs, Excise and Narcotics, A wing, 3<sup>rd</sup> floor, Pushpa Bhawan, Madangir Road , New Delhi-110062. Only the mileage verified by the vehicle in – charge shall be taken into consideration by this office at the time of making payment to the contracted agency.
- s- No interim bills will be entertained, Payment will be made through cheque only within 20 days from the date of submission of bill .
- t- Pr. Additional Director General, Regional Training Institute, National Academy of Customs, Excise and Narcotics, A wing, 3<sup>rd</sup> floor, Madangir Road , Pushpa Bhawan, New Delhi-110062 reserves the right to require fulfilment of other conditions, not expressly mentioned, which are consistent with use of vehicles on hire with this office, and to reject any or all tenders without assigning any reason there for.

Tenders not submitted as above or tenders in which the financial bid is indicated in the technical bid shall be treated as non-responsive and rejected. In case of dispute, the decision of the Pr. Additional Director General, Regional Training Institute, National Academy of Customs, Excise and Narcotics, A wing, 3<sup>rd</sup> floor, Pushpa Bhawan, Madangir Road , New Delhi-110062 shall be final and binding.

Sd/-  
**(Govind Ram)**  
**Superintendent,**

TEL: 011-29051893.

FAX: 011-29053531.

Mobile No.09868170803

Copy to:

1. Notice Board.

2. Web Manager, NACEN Complex, Sector 29, Faridabad-121008 for wide publicity through departmental website.

**ANNEXURE 'A'**  
**TECHNICAL BID**

Name, Address and Telephone no of Vendor:

Fax No.:

E-mail Id:

Name and address of the Proprietor /Partner/ Directors:

Sl No.	Qualifying criteria for Technical Bid	
1.	We own the vehicle offered	Yes / No
2	The vehicle is registered as commercial vehicle	Yes / No
3.	We have attached photocopy of RC Book offered in this tender	Yes / No
4.	We have valid Service Tax Registration	Yes / No
5.	We have attached copy of Service Tax Registration	Yes / No
6.	We have valid PAN	Yes / No
7.	We have attached copy of PAN	Yes / No
8.	Date of purchase of vehicles, model name with its Registration No (attach relevant documents)	
<b>Additional evaluation criteria</b>		
9	Total number of commercially registered vehicles owned (Please fill number opposite)	
10	In 2016-17 provided vehicles on hire for over 6 months to Central/State Government /Public Sector offices	Yes/No
11	Total number of Cars provided on hire (for above six months) to Central Govt/State Govt/Public Sector Offices in financial year 2015-16 or 2016-17	
12	Names of the Central Government/State Govt/Public Sector offices referred to in Columns 10 & 11 above*.	

\*Attach Relevant Documents

"I have read the terms & conditions of the tender notice and agree to abide by them."

Signature  
Name of Authorized Signatory  
Seal/Stamp

**ANNEXURE 'B'****FINANCIAL BID**

Name, Address and Telephone no of vendor:

Name and address of the Proprietor/Partner/Directors

Service Tax Registration Number

Category of car	Rate per car (inclusive of all applicable taxes) (in Rs.)	Extra Km. Charge in Rs./Km
<b><u>Indigo/ Indica/Swift/liva</u></b> NON-AC Vehicle (up to 20-25 days subject to a maximum of 2000 km in a Month		

“I have read the terms & conditions of the tender notice and agree to abide by them.”

Signature  
Name of Authorized Signatory  
Seal/Stamp