



राष्ट्रीय सीमा शुल्क, उत्पाद शुल्क एवं नार्कोटिक्स अकादमी  
क्षेत्रीय प्रशिक्षण संस्थान,

**NATIONAL ACADEMY OF CUSTOMS, EXCISE & NARCOTICS,  
REGIONAL TRAINING INSTITUTE,  
No.40, HMT Factory Main Road,  
Next to HMT School, Jalahalli,  
Bengaluru-560 013  
Email- nacen.bangalore@nic.in**

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C.No. IX/17/05/2017- NACEN (BZ)

Date: 19.04.2017

**TENDER ENQUIRY NO. 12/2017**

Sub: Rates/quotations for Hiring of Vehicles for RTI,NACEN,Bengaluru-Reg

National Academy of Customs, Excise & Narcotics, Bangalore invites sealed quotations from reputed/established service providers stationed at Bangalore in two bid system i.e. Technical bid and the Financial bid in separately for hiring of following vehicle for Departmental use by National Academy of Customs, Excise & Narcotics (NACEN) situated at Jalahalli, Bangalore 560 013.

| Sl No. | Category  |
|--------|---|
| 01     | One Non Air-conditioned Etios or Similar Car, on monthly contract basis for 25 days subject to maximum of 2000 Kms. in a month. (on monthly basis)  |
| 02     | One Air-conditioned Etios or Similar Car, on monthly contract basis for 30/31 days to maximum of 2500 Kms. in a month. (on monthly basis)   |
| 03     | Non Air-conditioned INDICA, INNOVA, TAVERA, QUALIS, ETIOS, Suzuki Dzire, 14 seater TEMPO TRAVELLER, 22 seater bus or 35 seater bus to be hired as and when required. Approx Rate to be quoted indicating type of vehicle, per km and per day. |

The following documents giving details are enclosed.

1. Terms & Conditions - Annexure I
2. Technical Bid - Annexure II

3. Financial Bid (Proforma for quoting rates) - Annexure III

Interested agencies/firms may send sealed quotations with separate Technical and Financial Bids to the Principal Additional Director General, National Academy of Customs, Excise & Narcotics, Regional Training Institute, No. 40, HMT factory Main Road, Next to HMT School, Jalahalli , Bangalore-560 013 by 02.05.2017 before 1500 Hrs.

The tender documents may be downloaded from the following websites.

[www.cbec.gov.in](http://www.cbec.gov.in)

[www.nacen.gov.in](http://www.nacen.gov.in)

[www.centralexcisebangalore.gov.in](http://www.centralexcisebangalore.gov.in)

The Principal Additional Director General, NACEN reserves the right to accept or reject one or all the bids received.



**(D.P.NAGENDRA KUMAR)**  
**PR.ADDITIONAL DIRECTOR GENERAL**

## ANNEXURE-1

### TERMS AND CONDITIONS

#### GENERAL CONDITIONS:

1. Rates should be indicated in both figures and words. In there is difference between the two said rates, the rates quoted in words will prevail. The rates should be quoted for the vehicle as referred at Sl. No. 1 to 3 of Annexure III. Rates quoted should be inclusive of vehicle's fuel, tax, insurance, etc. NACEN, Bangalore will not pay any extra amount.
2. The Technical Bids will be opened first. The Financial Bids, of only these Service Providers, will be opened, who fulfil the Technical Bids and have agreed for both terms of contract.
3. The Department reserves right to accept / reject any tender or all tenders without assigning any reason.
4. The Contractor should be registered as Service Provider with the jurisdictional Central Excise Commissionerate, Department of Labour (State Government), Employees Provident Fund Organization (Ministry of Labour, Govt. of India), Employees State Insurance Corporation (ESI Act, 1948) and Karnataka Shops & Commercial Establishments Act, 1961 and other Department as required under the Law.
5. The Rates shall be valid for a period of One Year from the date of acceptance of Contract. At the end of the year, the Contract will be terminated and fresh Tenders will be called for as per the direction of the Department.
6. The Principal Additional Director General, NACEN, Bangalore reserves the right to terminate the contract, by giving 15 days notice in writing without assigning any reason and without incurring any financial liability whatsoever to the Service Provider.
7. The Contractor shall in no case lease / transfer / sublet / appoint caretaker for the Services rendered.

8. The Contractor should provide Driver for the vehicle. Contractor shall ensure that the personnel deployed by him do not have any criminal antecedents.
9. Contractor shall be solely responsible for any / all disputes between him and the personnel deployed by him. The Department will not entertain any such dispute and there should be no claim or liability against NACEN, Bangalore or any of its officers on this account. The Contractor will keep the NACEN indemnified against all actions.
10. The Service Provider will be responsible for any violation of Traffic Rules by the Driver or any contravention of Motor Vehicle Act as result of use of said vehicle. NACEN shall have no liability whatsoever in this regard.
11. In case of any accident, involving the use of vehicle and / or injury etc to the Driver deployed all the claims arising out of the same shall be met by Service Provider / Contractor and NACEN, Bangalore shall have no liability whatsoever in this regard.
12. Contractor 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 Rates etc., other Laws etc. as applicable to personnel deployed that might become applicable under any Act or Order of the Government. NACEN Bangalore shall have no liability whatsoever in this regard.
13. The Department shall not entertain any claim, damages, insurance liability, etc. arising out of mishap / accident etc. to the personnel employed by the Contractor. The Contractor will take such necessary action, under the various Acts / Rules / Laws as required to take care of personnel deployed including medical treatment and transportation to hospital etc. as and when required. National Academy of Customs, Excise & Narcotics, Bangalore will not be responsible for any claim in this regard.

14. The Contractor should specifically note that the engagement of the Service Provider under this contract does not in any way confer any right on the Service Provider or the persons that may be deployed by him in this office, for claiming any regular employment in this office or any other Government Office .The Service Provider should also obtain a written undertaking from the persons deployed by him to work in this office that they are fully aware that their deployment to work in this office does not confer any right on them for claiming any regular employment in this office or any other Government Office. Attested copy of such undertaking has to be submitted to the Department at the time of signing of Contract.
15. The Contractor will comply with all the Legal Rules, Regulations and Statutory obligations cast on him as per the Central / State Government / Municipality / Local Bodies relating to such deployment of personnel.
16. In case of any default by the Contractor in respect of any of the Terms & Conditions (whether General or Special), the Principal Additional Director General, NACEN may without prejudice to any other right / remedy which shall have accrued or shall accrue thereafter, terminate the contract, in whole or part, by giving 15 days notice in writing to the Contractor. The said notice will be deemed to have been issued if a Registered Copy of Notice is sent to the address of the Contractor as per the Agreement.
17. The Service Provider and the Driver deployed will comply with all Rules and Regulations involving the use of the vehicle provided to NACEN, Bangalore.
18. Driver should be in proper uniform, well versed with Bangalore routes and places and should be well behaved and courteous to the passengers. He should have a mobile connection with him.

**TERMS OF PAYMENT:**

19. The liability to pay all taxes / duties / other levies of Local bodies, State & Central Government or any other authority in respect of services rendered will vest with Contractor.
20. The Contractor will submit the monthly bill for reimbursement in duplicate to NACEN Bangalore in the first week of following month and payment will be made after the bills are passed by Principal Additional Director General, National Academy of Customs, Excise & Narcotics, Bangalore, and the e-payment is done by PAO Central Excise, Bangalore.
21. The Contractor shall make regular, timely and full payment of labour charges, salaries and other payments as due, as per the labour laws or any other laws to its personnel deputed under service contract.
22. At the time of payment of bills, the taxes liable to be deducted, if any, shall be deducted at source as per Government rules and guidelines as may be prevailing at the time of payment.
23. The Principal Additional Director General, NACEN, Bangalore shall be at liberty to withhold any of the payments in full or in part for default in rendering service and / or for the loss incurred by the Department as result of theft burglary etc.
24. In case the Contractor fails to carry out the said services or fails to deliver services to the desired standard due to absence of his personnel or any other reason, penalty as decided by the Principal Additional Director General, NACEN, Bangalore shall have to be paid by the Service Provider. The decision of the Department will be final and binding on the Contractor and shall not be subject to any dispute or arbitration and the penalties so imposed will be recovered from the amount / payment due to the Service Provider.
25. All disputes will be subject to local jurisdiction only.

26. Rates once finalized will be fixed at least for a period of one year. Upward change in rates will not be considered due to any hike in petrol / diesel / CNG prices or taxes.
27. The normal period of contract is for one year starting from the date of communication of acceptance of Contract unless it is cancelled earlier in terms of the contract.
28. The bid should be accompanied with an Earnest Money deposit of Rs. 25,000(Rupees Twenty Five Thousand) in the form of a D.D. drawn in favour of "Pay &Accounts officer, Central Excise, Bangalore". The EMD of the unsuccessful bidder will be returned within 10 days of opening of the Technical bid. The EMD of the successful bidder shall be returned on furnishing of security deposit.
29. The bidder shall not engage any person with a criminal record /conviction and shall bar any such person from participating directly or indirectly in rendering the services under this agreement.



**(D.P. NAGENDRA KUMAR)**  
PR. ADDITIONAL DIRECTOR GENERAL

## ANNEXURE-II

### (TECHNICAL BID)

To be submitted in a separate *sealed* envelope subscribing "Technical Bid"

Pre-qualification requirements for award of contract for 'Hiring of Vehicles'

|      |   |  |
|------|---|--|
| 1.   | Name of the Organization / Firm with full address with pin code, Phone No., Fax No., email id., etc.  |  |
| 2.   | Name of all the Proprietor / Partners / Director  |  |
| 3(a) | PAN No. of the Firm as allocated by the Income Tax Department.  |  |
| 3(b) | Copy of the Income Tax Return filed for last three years and Income Tax Clearance Certificate (ITCC) for the last year to be attached.  |  |
| 4    | Total strength of staff / workers available with the Service Provider.  |  |
| 5    | List of the Public Sector / Govt. Organization to which similar Services have been provided by the Contractors / Firms / Agencies during the last 5 years. List of Government Organizations where the Service Provider is currently providing services may also be indicated. (Please attach the job order / service certificate from Govt. Office / Public Sector).  |  |
| 6    | The Contractor should also submit copies of Registration Certificate obtained from Service Tax Department (Ministry of Finance), Department of Labour, State Government, Employees Provident Fund Organization (Ministry of Labour, Govt. of India), Employees State Insurance Corporation (ESI Act, 1948) and Karnataka Shops & Commercial Establishments Act, 1961. |  |
| 7    | The total Turnover of the Contractor as Service Provider for such services should not be less than Rs 50 Lakhs in 2013-14, 2014-15 & 2015-16. Necessary documents / Certificate to be enclosed.   |  |
| 8    | Registration Number of Tenderer / Concern with Service Tax Department:<br><br>(Attested photo copy of registration certificate should be attached)  |  |
| 9    | Registration Number of Tenderer / Concern with other Government Departments:<br><br>(Attested photo copy of registration certificate should be attached)  |  |
| 10   | Total Nos. of Taxis/ Vehicles available with Service Provider together with make / Model :  |  |



|    |   |  |
|----|---|--|
| 11 | Whether Service Provider will be able to provide vehicle of 2015 Model and later / Make. Indicate model and make of vehicle to be provided.   |  |
| 12 | Taxi Operators should have minimum of 5 Private Taxis registered in their names or in the names of the firms.   |  |
| 13 | Vehicles to be provided by the Contractor should be in perfectly sound working condition and suitable for use by Senior Officers and should not be older than 2014/15 model and in white colour.                      |  |
| 14 | Vehicles to be provided by the Contractor should have the comprehensive insurance to cover all risks as per the Motor Vehicle Act and relevant rules and regulations of the State Government and Central Government   |  |
| 15 | Non Air-conditioned INDICA, INNOVA, TAVERA,QUALIS,14 seater TEMPO TRAVELLER, 22 Seater Bus or 35 Seater Bus to be hired as and when required. Approx Rate to be quoted indicating type of vehicle, per km and per day |  |
| 17 | Any other information to be considered:   |  |

**UNDERTAKING (Part of Annexure-II)**

1. I/We undertake that I/we have carefully studied all the terms and conditions of contract as indicated in Annexure-I and understood the parameters of the proposed work and shall abide by them.

2. I/We hereby certify that none of my relative(s) is / are employed in the National Academy of Customs, Excise & Narcotics, Bangalore or in field formations of Customs & Central Excise Bangalore.

4. I/We further undertake that the information given in this tender are true and correct in all respect.

Signature of Authorized person with date : \_\_\_\_\_

Name & full address: \_\_\_\_\_

Telephone No. : Office : Fax No. :

Residence :

Email:

Seal \_\_\_\_\_

**ANNEXURE- III**

**(FINANCIAL BID)**

**PROFORMA FOR QUOTING RATES**

**To be submitted in a separate sealed envelope subscribing "FINANCIAL BID"**

| Sr No | Category   | Brand of vehicle | Rates (in Rs.) per month with Driver |
|-------|--|------------------|--------------------------------------|
| 01    | i. One Non-AC ETIOS or similar Car, on monthly contract basis for 25 days subject to maximum of 2000 Kms. in a month. (on monthly basis)<br><br>ii. Rates per extra kilometre and extra hour.  |                  |                                      |
| 02    | i. One Non-AC ETIOS or similar Car, as and when required subject to maximum of 2000 Kms. in a month.<br><br>ii. Rates per extra kilometre and extra hour.  |                  |                                      |
| 03    | Non Air-conditioned INDICA ,INNOVA, TAVERA, QUALIS, ETIOS, Suzuki Dzire, 14 seater TEMPO TRAVELLER, 22 seater bus or 35 seater bus to be hired as and when required.Approx Rate to be quoted indicating type of vehicle, per km and per day. |                  |                                      |

2. Any other information:

Signature of Authorized person with date : \_\_\_\_\_

Name & full address: \_\_\_\_\_

Telephone No. : Office : Fax No. :

Residence :

Email:

Seal \_\_\_\_\_