



राष्ट्रीय सीमा शुल्क, अप्रत्यक्ष कर एवं नार्कोटिक्स अकादमी

भारत सरकार, वित्त मंत्रालय, राजस्व विभाग

नसिन कॉम्प्लेक्स, सैक्टर-29, फ़रीदाबाद-121008

**NATIONAL ACADEMY OF CUSTOMS INDIRECT TAXES &  
NARCOTICS**

**Government of India, Ministry of Finance, Department of Revenue  
NACIN Complex, Sector-29, Faridabad-121008**

F.No. Ix-Admn/22/01/2017/Vol.4

Date: 17.07.2019

### **TENDER NOTICE FOR HIRING OF VEHICLES**

E-tenders rates (Online) are invited from reputed parties/agencies supplying vehicles with drivers on **ad-hoc Hire-basis** for official use of National Academy of Customs, Indirect Taxes & Narcotics (NACIN), Faridabad, NACIN Complex, Sector 29, Faridabad-121008. Interested parties / agencies who have experience of supplying at least 4 (Four) vehicles to a Government office and are also willing to comply with the terms and conditions annexed to this notice, may submit their bids online on <https://eprocure.gov.in/eprocure/app> on or before **16.08.2019 05:00 PM (17:00 Hrs)**.

There should be attachments for Technical Bid (Annexure-A), Financial Bid in BOQ Format (Annexure-B) and Tender Acceptance Letter (Annexure-C).

Technical Bids should contain documents evidencing: -

- (1) Year of manufacture of the vehicles,
- (2) Previous experience of the Government agencies served,
- (3) GST Registration No.

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 CBEC/NACINwebsite: -[www.cbec.gov.in](http://www.cbec.gov.in) and [www.nacen.gov.in](http://www.nacen.gov.in).

The details of the Vehicles to be hired are as under-

<b>Category</b>
1. Suzuki WagonR/ Suzuki Swift / any similar small size vehicle
2. Toyota ETIOS/ Honda City/ Hyundai Verna or any similar medium size vehicle
3. Toyota INNOVA Crysta/ Tata Hexa/ Mahindra XUV or any similar 6 & 7 Seater vehicle

4. 14 Seater TEMPO TRAVELLER (excluding driver/conductor),
5. 35, 40 and 45 Seater Bus (excluding driver/conductor)

to be hired as and when required.

Rate to be quoted indicating type of vehicle, per km and per day alongwith Night Charges, Full Day Charges, Outstation Charges, Waiting Charges, Minimum kilometres, Extra Kilometer Charges, any other charge applicable.

**SPECIFIC TERMS & CONDITIONS**

1. Ordinarily, the vehicle should be provided to this office, whenever asked, within half an hour.
2. For pick-up location, other than this office, the vehicle should reach the pick-up address at-least 30 minutes prior to the scheduled time.
3. There is no minimum guarantee that vehicles would be hired daily, the requirement may vary from no vehicle to upto 10 vehicles on some days.
4. On some special occasions vehicles may be required in bulk, i.e. upto 30. For bulk requirement of vehicles, requirement would be informed at-least one day in advance. But in urgent situations the service provider should be able to provide vehicles within 4 hours after being informed.

**Data Sheet**

Si. No.	Item	Description
1	Name of the Hirer	<b>NACIN, Faridabad</b>
2	Tender Inviting Authority	<b>Joint Director, NACIN, Faridabad</b>
3	Tender Name	<b>Hiring of Vehicles</b>
4	Method of Selection	<b>Open Tender</b>
5	Availability of Tender Documents	To be downloaded from Central Public Procurement Portal at <a href="https://eprocure.gov.in/eprocure/app">https://eprocure.gov.in/eprocure/app</a>
6	Date and time of Tender notice issuance	<b>25.07.2019 04:00 PM (18:00 Hrs).</b>
7	Last date and time for Bid/Proposal submission (On or	<b>16.08.2019 04:00 PM (17:00 Hrs).</b>

	before)	
8	Bid Opening Time, Date & Venue	<b>19.08.2019 03:00 PM (15:00 Hrs). at NACIN, Faridabad, NACIN Complex, Sector 29, Faridabad 121 008</b>
9	Language of Bid Submission	<b>ENGLISH</b>
10	Currency	<b>Indian Rupees (INR)</b>
11	Name and Address for Communication and seeking clarification	<b>Sh. Narender Kumar, Superintendent Phone: 81303 00101</b>
12	Period of Hiring	<b>One year w.e.f. 01/09/2019</b>

### **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.

### **CRITICAL DATE SHEET**

Publish Date	25.07.2019
Bid Document Download / Sale Start Date	25.07.2019
Bid Submission Start Date	25.07.2019
Bid Document download/ Sale End Date	16.08.2019
Bid Submission End Date	16.08.2019
Bid Opening Date	19.08.2019

### **3. 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.
- The documents uploaded should be clearly readable/ legible. Unclear documents may lead to rejection in technical evaluation stage.

## **OTHER 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.
- 2.** The contract for providing vehicles on ad-hoc basis will be given to the lowest (or lowest average of rates) bidder who fulfils all the terms and conditions given in the tender document. To safeguard against failure by the successful service provider in providing requisite number of vehicles, this office may empanel other service providers who are prepared to provide services as per the same terms and conditions as that of L-I (Firm who has quoted lowest rates) tenderer.
- 3.** This office reserves the right to revise the requirements of vehicles being hired. The Tenderer shall be required to provide as many vehicles as may be required by this Office.
- 4.** The vehicle deployed should be of latest model (not older than three years) and shall have clean seat covers / towels and should be in good running condition. 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.
- 5.** The vehicles shall be made available on all days including Saturday, Sunday & Public Holidays, if required.
- 6.** The calculation of mileage shall be from this office to this office, not on garage to garage basis. For this purpose, the service provider shall ensure that the odometer of the supplied vehicle is properly sealed. In case of any doubt the authorized officer of this Office may get odometer of the vehicle checked from any authorized workshop at the cost of Service Provider.
- 7.** LPG Cylinders should not be used for running the vehicle in any case.
- 8.** The service provider shall provide name & address/es of the drivers. The drivers deputed for service to this Office should 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.
- 9.** 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.
- 10.** The driver(s) deputed on duty should carry valid driving licence. 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.

- 11.** 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.
- 12.** 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.
- 13.** 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.
- 14.** The drivers should have a minimum experience of three years of driving, which should be verifiable from the date of issuance of his driving license.
- 15.** 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.
- 16.** During the period of operation, the driver should not ordinarily be changed unless desired/allowed by this office.
- 17.** This Office will reimburse toll tax and parking charges against production of documentary evidence.
- 18.** 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.
- 19.** 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.
- 20.** 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 a penalty of Rs. 200/- per Small Size Vehicle and Rs. 500/- per Mid/large-Size Vehicle, would be levied for each such incident.
- 21.** 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. In emergency and rare circumstances, this condition can be waived off by this Office temporarily.
- 22.** The service provider will comply with labor laws in force and all liabilities in this connection will be his responsibility.
- 23.** 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.

- 24. In case quality of service by the Service Provider is found wanting, this Office may terminate the contract without any prior notice.** In case of such termination, services of other empanelled Service Providers will be utilized.
25. Contract can be terminated by service provider prematurely by giving advance notice of one month.
26. In case of any dispute, the DG NACIN would be final deciding authority.
- 27. Bidders have to submit a Bid Security(Earnest Money) of Rs. 20,000/- (Rupees Twenty Thousand only) in the form of Fixed Deposit Receipt (FDR) or Demand Draft from a Scheduled Commercial Bank in favor of PAO CBEC 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 of Rs. 25,000/- (Rupees Twenty Five Thousand) in the form of Fixed Deposit Receipt (FDR) or Bank Guarantee from a Scheduled Commercial Bank in favor of PAO, CBEC 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. Proof of payment of appropriate GST will be required to be submitted to this Office.

Encls:

Annexure-A: Technical Bid

Annexure-A-1: Check-list for Technical Bid Documents

Annexure-B: Financial Bid

Annexure-C: Tender Acceptance Letter

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(Rachna Tanwar)  
Joint 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, New Delhi with a request to upload the same on the official website.

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(Rachna Tanwar)  
Joint Director

## **Submission of Tender:-**

**The tender shall be submitted mandatorily 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**

- A. Name, Address and Telephone no. of Service provider.  
B. Name of the Proprietor/Partner/Director.  
C. In case of partnership firm whether Registered under the relevant Act.  
D. Whether regular drivers are employed, if so, details thereof.  
E. ITR for last 3 years.  
F. **Qualifying criteria for Quotation**
- |  |        |
|--|--------|
| 1. We own at least 4 vehicles (cars)   | Yes/No |
| 2. All vehicles have commercial registration.                                  | Yes/No |
| 3. We have valid GST Registration  | Yes/No |
| 4. Copy of GST Registration attached   | Yes/No |
| 5. We have valid PAN   | Yes/No |
| 6. Copy of PAN attached  | Yes/No |
| 7. Date of purchase of vehicles with their Registration No. _____              |        |
| 8. Copy of Registration Certificate of the vehicles attached                   | Yes/No |
| 9. Copy of Insurance Certificate of the vehicles attached                      | Yes/No |
| 10. Copy of Pollution Certificate of the vehicles attached                     | Yes/No |
| 11. Experience in providing vehicles to PSU/Govt. Deptts.<br>(minimum 2 Years) | Yes/No |
| 12. If "Yes", then, copies of the contract papers / letters are to be attached |        |

**[For "Yes" attach all relevant documents (mandatory)]**

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



**ANNEXURE 'A-1'**  
**CHECK LIST FOR TECHNICAL BID DOCUMENTS -**

1. Bio-data of the bidders.
2. Photocopy of GST Registration Certificate.
3. Photocopy of Permanent Account Number Card or covering letter of PAN.
4. Photocopy of last 2 years Income Tax Returns and / or copy of Balance Sheet.
5. Photocopy of Partnership Deed, in case of the application being made by a Partnership Firm.
6. Photocopy of the Certificate of Incorporation from the Registrar of Companies,
7. Memorandum and Articles of Association of the Companies, in case of the application being made by a Private Limited Company.
8. Details of registered office (Address) with Telephone No./Fax/Mobile No.
9. Details of Address for communication along with phone No./Fax/Mobile No.
10. Certificate to the effect that the Service Provider would absolve NACIN, Faridabad or any of its officers, of any liability which may accrue /may arise during the contract period.
11. Experience Certificate for providing of vehicles to Central or State Govt. Offices/P.S.U./Listed Companies.
12. A list containing details of the cars at their disposal and the places where these are deputed for the last one year.
13. Photocopy of Registration Certificate/Smart Card of the Vehicles bided.

**[All pages of the tender document must be signed by the bidders, in token of his / their understanding / acceptance.]**

**ANNEXURE-B  
FINANCIAL BID**

**PRICE BID**

1. Price bid.
2. Price bid undertaking.

**Price bid (BOQ)**

<b>Si. No.</b>	<b>Type/Category of Vehicle</b>	<b>Km</b>	<b>Hours</b>	<b>Rate</b>	<b>Extra Km</b>	<b>Extra Hrs</b>	<b>Night</b>	<b>Outstation Charges</b>	<b>Any Other Charges</b>
1	Suzuki WagonR/ Suzuki Swift / any similar vehicle	80	8						
2	Toyota ETIOS/ Honda City/ Hyundai Verna any similar vehicle	80	8						
3	Toyota INNOVA (6 & 7 Seater)/ Tata Hexa / any similar vehicle	80	8						
4	14 Seater TEMPO TRAVELLER	80	8						
5.1	35 Seater Bus	80	8						
5.2	40 Seater Bus	80	8						
5.3	45 Seater Bus	80	8						

## **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**