भारत सरकार/ GOVERNMENT OF INDIA
वित्त मंत्रालय/ MINISTRY OF FINANCE
राजस्व विभाग/ DEPARTMENT OF REVENUE
राष्ट्रीय सीमा शुल्क, उत्पाद शुल्क एवं नार्कोटिक्स अकादमी
NATIONAL ACADEMY OF CUSTOMS, EXCISE & NARCOTICS,
क्षेत्रीय प्रशिक्षण संस्थान/ REGIONAL TRAINING INSTITUTE,
५वां तल, कैथोलिक सेंटर /5th FLOOR, CATHOLIC CENTRE,
ब्रॉडवे, कोचीन /BROADWAY, COCHIN-682 031
ईमेल/e-mail id: nacenkochi2014@gmail.com

फ़ोन /Telephone: 0484-2363430 फैक्स/Fax No: 0484 - 2355065

प.स./C.No. I/22/03/2015-16 CHN दिनांक / Date: 17.01.2017

NOTICE INVITING TENDER

Sealed tenders are invited by the Regional Training Institute, National Academy of Customs, Excise & Narcotics, 5th Floor, Catholic Centre, Broadway, Cochin-682031from reputed agencies providing **vehicles with driver** on hire on monthly basis in sealed envelope for hiring of a vehicle as per the requirement mentioned below:

The prescribed tender forms with the Terms and Conditions are enclosed in **Annexure 'A' & 'B'** and also available at the official websites www.cbec.gov.in; www.nacen.gov.in and www.cenexciskochi.gov.in.

Sl. No.	Category	Number of vehicles	Remarks
01	C-Segment Car such as Hyundai Verna, Honda City, Maruti Ciaz or similar cars of length exceeding 4mtrs.	01	One Car for up to 30-31 days per month (up to 2500 KM per month)

Interested agencies /firms may send sealed quotations with separate Technical and Financial Bids to the Assistant Director, National Academy of Customs, Excise & Narcotics, Regional Training Institute, **5th Floor, Catholic Centre, Broadway, Cochin-682031** on or before **27.01.2017 before 17:30 HRS**. The documents received after due date & time due to any reason shall not be accepted.

A. TECHNICAL:

1. The bidder should have the PAN no. and should attach a photocopy of the same.
2. The bidder should have experience in supplying vehicle to the Govt. Department/PSU for which the service provider should submit the name (s) of Organization (s) to whom services are being provided, and number of vehicles so provided to each organization(s).
3. The bidder should have the Service Tax Registration number and should attach photocopy of the same.
4. The vehicle should not be more than Two years old(i.e. manufactured between January 2015 to December 2016) and in good working condition for which the tenderer should submit the list of vehicles giving details with make/type of vehicle (Proper category wise as required in the above mentioned table) to be provided to this office.

B. FINANCIAL:

1. **Monthly charges/rates** for providing vehicle to be used with Driver should be clearly mentioned category of vehicle wise for 30-31 days subject to a maximum of 2500 Kms. per month as mentioned above.
2. The bidder shall quote their rate exclusive of Service Tax, which will be paid extra by RTI, NACEN, Cochin-31 on actual basis based on documentary evidence about payment of service tax by the successful bidder.
3. The commercial bids of only those bidders who qualify the Technical conditions will be entertained.

The tenders will be opened on **30.01.2017 at 11.00 HRS.** in the presence of tender committee and the bidders or their authorized representatives, at the Regional Training Institute, National Academy of Customs, Excise & Narcotics, 5th Floor, Catholic Centre, Broadway, Cochin-682031.

The Additional Director General, Regional Training Institute, National Academy of Customs, Excise & Narcotics, Cochin reserves the right to accept or reject any or all tenders without assigning any reason.

Encl: As above.

(M. MATHEW JOLLY)
ADDITIONAL DIRECTOR GENERAL

Copy to:-

1) **The Additional Director General, NACEN, Faridabad.**
2) **The Web Master, CBEC website/NACEN, Faridabad with a request to give wide publicity to this letter through respective websites.**

TERMS AND CONDITIONS:

1. **Contract Period:-** The validity of the contract will be from **01.02.2017 to 31.01.2018**. However, in case the quality of service by the contracted agency is found unsatisfactory, the Head of Office may terminate the contract agreement after giving 15 days notice.

2. The order for providing vehicle on monthly basis will be given to the agency which has quoted the lowest rates while meeting all the terms and conditions given in the tender document.

3. The billing should be done on the monthly basis and it should be in triplicate, preferably typed. It shall be submitted to the concerned vehicle officer in charge within the 1st week of every subsequent month for payment. Pre-receipted bill shall be submitted along with the copy of logbook.

4. **The vehicle should be properly and comprehensively insured and should carry necessary permits/clearance from the Transport Authority or any other concerned authority including pollution certificate.**

5. The bidders must ensure that the drivers employed have valid driving license and clean driving record. The firm would ensure that the drivers employed should carry a mobile phone and should be free from vices. The driver so employed should have a minimum experience of 5 years. The drivers should be paid wages not below the market rate/minimum wages (if applicable).

6. The driver should be well conversant with roads and routes of Ernakulam Town. The operation and functions of the Driver shall be governed as per Motor Vehicle Act and Rules.

7. The agency/firm should have an adequate number of telephones for contact round the clock. The driver shall observe all the etiquette and protocol while performing the duty & shall be neatly dressed, should wear proper uniform

& must carry a mobile phone in working condition, for which, no separate payment shall be made by this office.

8. The normal working time will be from 0900 hrs to 1730 hrs. However, occasionally the vehicle may have to report earlier or may be relieved after working time, but no extra charge will be paid for the same.

9. The driver should always remain with the vehicle during entire period of duty. In case of any urgency the driver may seek permission of the concerned officers.

10. Once the hiring of car commences from a particular operator, the car and the driver should not be changed unless requested by this office.

11. Vehicle shall be made available on all days including Saturday, Sunday and public holidays, in case required.

12. The agency shall provide name & address of the driver along with his driving licence number and copy thereof while submitting acceptance of offer.

13. The Additional Director General, NACEN, Cochin shall not be responsible for any loss or damage due to any accident of the vehicle 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 bidder.

14. The agency shall ensure that speedometer of car supplied is properly sealed so that no tampering is done with a view to inflate distance travelled. LPG Cylinders should not be used for running the vehicle in any case.

15. The authorized officer of the RTI, NACEN, Cochin may get surprise checks of speedometer of the car through any authorized workshop and cost thereof will be borne by the agency.

16. In case of any breakdown of vehicle on duty, the agency shall make arrangement for providing another vehicle. In such a case, mileage from garage to the point of breakdown would not be paid.

17. In case vehicle does not report within the reasonable time or does not report at all, the Department would have a right to hire a vehicle from the market and the additional cost incurred by the Department will be borne by the Contractor.

18. In case, neither a substitute vehicle is provided nor a vehicle is hired by the Department, proportionate contract charges are liable to be deducted from the contract charges payable.

19. The successful bidder has to park the vehicle in office compound after use at their own risk.

20. The calculation of mileage shall be from the reporting point to the relieving point and will not be calculated on garage to garage basis.

21. A daily record indicating time and mileage of the vehicle shall be maintained in a logbook and logbook shall be submitted to the concerned officer in RTI, NACEN, Cochin.

22. The bidder should give an undertaking that he or his firm has not been blacklisted by any of the Organization/Government Department as on the date of submission of the bid.

23. The bidder shall also certify that he has read and understood the terms and conditions of the tender. He should sign the terms and conditions. The tenders which are not accompanied with the requisite documents, shall be out rightly rejected.

24. The Additional Director General, RTI, NACEN, Cochin will have the sole discretion to extend the period of contract beyond one year or terminate the contract prematurely in case of unsatisfactory service.

25. If the vehicle does not report for duty on any day(s) then an amount of Rs. 2000/- shall be deducted from the monthly bill of the vehicle. In addition, a penalty of Rs. 1000/- per day may be levied if the vehicle/agency fails to meet above terms and conditions on any day.

26. Any matter during the period of this agreement, which has not been specifically covered by this agreement, shall be decided by the Additional Director General whose decision shall be final and conclusive.

27. No additional terms and conditions over and above the conditions stipulated above shall be entertained by this office.

28. In case of any dispute of any kind and in any respect, whatsoever, the decision of the Additional Director General, RTI, NACEN, Cochin shall be final and binding.

(M. MATHEW JOLLY)
ADDITIONAL DIRECTOR GENERAL

Copy to: Notice Board.

ANNEXURE 'A'

Technical Bid Form for Hiring of Vehicles

(The last date for submission is **27.01.2017** till **17:30 HRS**)

Sl. No,	Required information	Particulars
1.	Name, Address and Telephone Numbers of Agency/firm. (both landline and mobile numbers are to be provided)	
2.	Name and telephone numbers of the owner of the Agency/firm (both landline and mobile numbers are to be provided)	
3.	Details of Permanent Account Number (PAN) (enclose copy)	
4.	Name, address, contact details and specimen signature(s) of authorized signatory/signatories	
5.	Whether all the Five (5) vehicles to be offered are owned by the Agency/service provider? Attach documentary evidence such as RTO registration of the vehicle, for all Five vehicles	
6.	Whether all the above vehicles are registered as commercial vehicle?	
7.	Whether copy of RC book of all the vehicles to be offered, attached?	
8.	Service Tax Registration Number (enclose copy)	
9.	Total no. of commercially registered cars owned by the firm, besides the above mentioned vehicles	
10.	Make, model and Registration Numbers of vehicles to be provided for each vehicle in a separate sheet	
11.	List of Government Organizations (both central and state) where the vehicles have been provided (copies of contract letters (both past and present) are to be enclosed)	
12.	Have the services provided by the firm earlier to this office or any other Government organization been terminated prematurely due to unsatisfactory services? If yes, please give details	
13.	Has any penal action other than termination of services taken	

	against the firm? If yes, please give details	
14.	Details of the Demand Draft enclosed with the Bid.	

Declaration

I hereby certify that the above furnished information is correct. I also certify that I have read and understood the technical conditions. I understand that furnishing false information will disqualify my firm from further bidding process.

Signature:

Name of Authorised Signatory:

Seal/Stamp:

Date:

Annexure – B

Financial Bid for the vehicle .....for.....KMS

1. **Name of Bidder:**

2. **Address:**

3. **Telephone/Mobile No.:**

4. **Rates:**

Vehicle name/model	Rate for 30/31 days in a month upto 2500 Kms.
1	2

Date:.....

Name and Designation

Signature with stamp