भारत सरकार/**GOVERNMENT OF INDIA**
वित्त मंत्रालय/ **MINISTRY OF FINANCE**
राजस्व विभाग/ **DEPARTMENT OF REVENUE**
राष्ट्रीय सीमा शुल्क, अप्रत्यक्ष कर एवं नार्कोटिक्स अकादमी /
NATIONAL ACADEMY OF CUSTOMS, INDIRECT TAXES& NARCOTICS,
क्षेत्रीय प्रशिक्षण संस्थान/**ZONAL TRAINING INSTITUTE,**
५वांतल, कैथोलिक सेंटर /**5th FLOOR, CATHOLIC CENTRE,**
ब्रॉडवे, कोचीन /**BROADWAY, COCHIN-682 031**
ईमेल/**e-mail id: nacenkochi2014@gmail.com**
फ़ोन/**Telephone: 0484-2363430**

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प.स./**C.No. I/22/03/2015-16CHN** दिनांक/**Date: 29.01.2018**

NOTICE INVITING TENDER No: 05/2017

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

Category	**Number of vehicles**	**Remarks**
A-3 Segment (Mid Size) as per classification used by Society of Indian Automobile Manufacturers (SIAM)	01	One Car for up to 30-31 days per month (up to 2500 KM per month)

TIME SCHEDULE FOR TENDER

SL No.	**Particulars**	**Date**
1	Tender e-publish date	**30/01/2018**
2	Bid submission last date	**19/02/2018, 05.00 PM**
3	Tender opening date (Technical)	**21/02/2017, 11.00 AM**

2. Tender documents may be downloaded from Central Public Procurement Portal (CPPP) site **http: //eprocure.gov.in/eprocure/app** as per the schedule given in time schedule for tender as above. Aspiring Bidders who have not enrolled/registered for e-procurement should enroll/register before participating through the website http://eprocure.gov.in/eprocure/app. The portal enrolment is free of cost. Bidders shall submit their quotation online on http://eprocure.gov.in/eprocure/app as per the tender document in the website http: //eprocure.gov.in/eprocure/app. Bidders are requested to follow the instructions carefully as per the tender document and the instructions given in the above said website.

3. The tenders shall be submitted **online, in two parts viz. Technical Bid and Financial Bid, along with all the tender documents** and the Tender Acceptance Letter

duly signed in all the pages. The format of Technical and Financial Bid is mentioned in Annexure-II & III. All the pages of the bid must be sequentially numbered and signed. Over writing, if any, has to be duly initialled by the bidder or his authorised signatory irrespective of nature of content of the documents before uploading. In case of non-uploading of copies of documents specified, such bids shall be summarily rejected. The offers submitted through any means other than uploading on the CPPP website https://eprocure.gov.in/eprocure/app shall not be considered. No correspondence will be entertained in this matter.

4. Interested service providers 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.

5. In the event of any of the above-mentioned date being subsequently declared as a holiday/closed day for this office, the tenders will be opened on the next working day at the scheduled time without any further notice.

6. Interested service providers may also download the tender from the official websites **www.cbec.gov.in, www.nacen.gov.in** & **www.cenexcisekochi.gov.in**.The bids, complete in all respects should be submitted exclusively through the Government e-procurement portal **https://eprocure.gov.in/eprocure/app** on or before **5.00 PM on 19.02.2018**. Offers received beyond the specified date/ time shall not be entertained.

Enclosures:

(i) **Annexure – I (General Instructions & Terms and conditions)**
(ii) **Annexure – II (Technical Bid Format)**
(iii) **Annexure – III (Financial bid Format)**
(iv) **Annexure – IV (Tender Acceptance Letter)**
(v) **Annexure – V (Special Instructions for e-submission of bids)**

(M. MATHEW JOSEPH)
ADDITIONAL DIRECTOR GENERAL

ANNEXURE-I

INVITATION OF ONLINE BIDS FOR HIRING OF VEHICLE

Online/e-tenders are invited from reputed agencies for hiring of vehicle with driver on contract basis for one year (**01.03.2018 to 28.02.2019**) in the O/o The Additional Director General, National Academy of Customs, Indirect Taxes & Narcotics, Zonal Training Institute, 5th floor, Catholic Center, Broadway, Cochin- 682031.

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 Goods & Service Tax Registration number and should attach photocopy of the same.
4. The vehicle should not be more than Two years old 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 30-31days subject to a maximum of 2500Kms. per month as mentioned above.
2. The bidder shall quote their rate **exclusive of GST**, which will be paid extra by ZTI, NACIN, Cochin on actual basis based on documentary evidence about payment of service tax by the successful bidder.
3. The Financial bids of only those bidders who qualify the Technical conditions will be opened.

MODE OF SUBMISSION OF TENDER:

1. The bids, complete in all respects should be submitted exclusively through the Government e-procurement portal **https://eprocure.gov.in/eprocure/app**on or before 5.00 PM on 19.02.2018. Offers received beyond the specified date/ time shall not be entertained. The bidders are required to submit two bids, i.e. **Technical bid** and **Financial bid** in the prescribed formats i.e. **Annexure-II and III**.

2. In the technical bid, the bidder will provide details about his experience in the field, the other organization for which he is providing such services, details regarding compliance of statutory laws etc. In the Financial bid, the bidder will submit the quotations for his charges. The service providers will be short listed on the basis of their technical competency after opening of technical bids. Financial bids of only those bidders, who are short listed on

the basis of Technical bid will be opened and the bid with lowest quotations among the opened bids will normally be approved.

3. This office reserves the right to postpone/and/or extend the date of receipt/opening of Rates/Quotations or to withdraw the same, without assigning any reason thereof.

4. The service providers are required to submit the complete rates/ quotations only after satisfying each and every condition laid down in the terms and conditions.

5. All the rates must be written both in figures and words. Corrections, if any, are to be made by crossing out, initialing, dating and rewriting. In case of discrepancy between the words and figures, the rates indicated in figures shall prevail. All overwriting /cutting, insertions shall be authenticated and attested.

6. Rate /Quotations should be submitted and signed by the firm with its current business address.

7. The contractors must comply with the rates /quotations, specification and all terms and conditions of contract. No deviation in the terms and conditions of the contract shall be entertained unless specifically mentioned by the service provider in the rates / quotations and accepted by the department.

8. Bids received later than the stipulated date and time will not be considered under any circumstances. This office reserves the right to reject any tender, even the lowest one without assigning any reasons, thereof.

9. The tender details are also available at NACIN's notice board & website **www.cbec.gov.in, www.nacen.gov.in & www.cenexcisekochi.gov.in.**

For any clarification in the matter may be made with Shri Harinarayanan T.K, Assistant Director(Administration) at the office or on telephone number 0484-2363430 or Mobile number: 9495721695.

Encl: As above.

(M. MATHEW JOLLY)
ADDITIONAL DIRECTOR GENERAL

Copy to:-

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

ANNEXURE II

Technical Bid Form for Hiring of Vehicles

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 the vehicle to be offered is owned by the Agency/service provider? Attach documentary evidence such as RTO registration of the vehicle	
6.	Whether the vehicle is registered as commercial vehicle?	
7.	Goods & Service Tax Registration Number (enclose copy)	
8.	Total no. of commercially registered cars owned by the firm, besides the above mentioned vehicle	
9.	Make, model and Registration Numbers of vehicle to be provided	
10.	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)	
11.	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	
12.	Has any penal action other than termination of services taken against the firm? If yes, please give details	

Documents to be enclosed:

(i) Copy of PAN Card

(ii) Copy of GST Registration

(iii) RC Book of the vehicle

(iv) Work Experience Certificates from the clients

(v) Tender Acceptance Letter duly signed by the Authorized Signatory

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 –III

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

1. Name of Bidder:

2. Address:

3. Telephone/Mobile No.:

4. Vehicle name/model

5. Rate for 30/31 days in a month upto 2500 Kms.

Date:.....

Name and Designation
Signature with stamp

Annexure – IV (TENDER ACCEPTANCE LETTER)

To

The Additional Director General
Zonal Training Institute
National Academy of Customs, Indirect Taxes & Narcotics
Catholic Centre, Broadway, Cochin

Sir,

Subject: Acceptance of Terms & Conditions of tender for "Outsourcing of Semi-skilled workers".

Tender Reference No:_____

1. I/ We have downloaded / obtained the tender document(s) for the above mentioned tender 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 tender document) and signed on all the pages of the terms & conditions. I / we shall abide by the terms / conditions / clauses contained therein.

3. The corrigendum(s), issued from time to time by your department 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. I / We do hereby declare that we have not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.

6. I / We certify that all information furnished by me/ us/ our firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department shall without giving any notice or reason thereof, shall summarily reject the Bid, without prejudice to any other rights or remedy.

Yours sincerely

Name & Signature with stamp (if any) of
Legal owner/Power of Attorney holder

ANNEXURE-V

Special Instructions to the Contractors/Bidders for e-submission of the bids online through the e-Procurement Portal (also available on CPPP https://eprocure.gov.in/eprocure/app under the web link 'Help for Contractors')

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at http://eprocure.gov.in/eprocure/app.

REGISTRATION

1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: https://eprocure.gov.in/eprocure/app) by clicking on the link "Online bidder Enrollment" on the CPP Portal which is free of charge.

2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.

3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.

4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India with their profile.

5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC to others which may lead to misuse.

6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.

2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / email in case there is any corrigendum issued to the tender document.

3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.

2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

SUBMISSION OF BIDS

1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.

2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.

3) Bidder has to select the payment option as "offline" to pay the tender fee / EMD as applicable and enter details of the instrument.

4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the EMD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.

5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable.

6) The server time (which is displayed on the bidder's dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.

7) Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

8) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.

2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.