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,
आंचलिक परिसर/ ZONAL CAMPUS,
३ एवं ४ तल, एम. टी. प्लाजा /3rd & 4th FLOOR, MT PLAZA,
कलूर-कडवन्त्रा मार्ग, कोचीन / KALOOR- KADAVANTHRA ROAD, COCHIN-682 017
Ph. 484-4868311
ईमेल/e-mail id: nacenkochi2014@gmail.com

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प.स./C.No. I/22/03/2015-16CHN **दिनांक/Date: 18.01.2019**

NOTICE INVITING TENDER No: 04/2018

E-Tenders are invited by the Office of the Additional Director General, National Academy of Customs, Indirect Taxes & Narcotics, Zonal Campus, 3rd & 4th Floor, M. T. Plaza, Kaloor-Kadvanthra Road, Cochin-17 from reputed agencies for providing vehicles with driver for hire on monthly basis as per the requirement mentioned below:

Category	Number of vehicles	Usage	Cost ceiling as per Vehicle Policy, 2017 (Exclusive of GST)
A-3 Segment (Mid Size) as per classification used by Society of Indian Automobile Manufacturers (SIAM) {Staff Car}	01	One Car for up to 30/31 days per month (up to 2500 KM per month)	Rs. 40,000/-
B-2 Segment as per classification used by Society of Indian Automobile Manufacturers (SIAM) {Operational car}	01	One Car for up to 25/26 days per month (up to 2000 KM per month)	Rs. 40,000/-

TIME SCHEDULE FOR TENDER

SL No.	Particulars	Date
1	Tender e-publish date	18/01/2019
2	Bid submission last date	09/02/2019, 05.00 PM
3	Tender opening date (Technical)	11/02/2019, 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.cbic.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 09.02.2019. Offers received beyond the specified date/ time shall not be entertained.

Enclosures:

(i) Annexure – I (General Instructions & Terms and conditions)

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)

8/1/2019

(M. MATHEW JOLLY)
ADDITIONAL DIRECTOR GENERAL

ANNEXURE-I

General Instructions & Terms and conditions

Online/e-tenders are invited from reputed agencies for hiring of vehicle with driver on contract basis for one year (**01.03.2019 to 29.02.2020**) in the O/o The Additional Director General, National Academy of Customs, Indirect Taxes & Narcotics, Zonal Campus, 3rd & 4th Floor, M. T. Plaza, Kaloor-Kadvanthra Road, Cochin-17.

Terms and Conditions:

1) The terms and conditions shall form part of tender to be submitted by the bidder along with other documents.
2) The service provider/ bidder shall be a proprietorship/ partnership registered firm/ company and the vehicle(s) should be registered in Kerala.
3) The contract for providing vehicles on monthly basis will be given to the lowest bidder, while meeting all the terms and conditions given in the tender document. To safeguard against failure against 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 same terms and conditions as that of L-1 (firm who has quoted lowest rates) tender.
4) The vehicles shall be for exclusive use of this office and should not be used by the service provider for any other purpose.
5) The vehicle shall be made available on all days including Saturday, Sunday and holidays, if required.
6) The calculation of mileage shall be from the reporting point to the relieving point and will not be calculated 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 NACIN, COCHIN may get odometer of the vehicle checked from any authorized workshop at the cost of the service provider.
7) The vehicles provided should conform to the relevant Motor Vehicle Act/ Rules and be in perfect running/ Mechanical condition. The vehicles should be properly and comprehensively insured and should possess necessary permits/ clearance from the Transport authorities including pollution clearance. The tenderer should

ensure that all the mandatory documents such as Registration Certificate, Insurance papers, Pollution Control Certificate etc., relating to the hired vehicles are in the personal custody of the licensed drivers.

8) The vehicles provided should not be more than 3 (three) years old. The vehicles should be provided with complete upholstery including clean and tidy white seat covers/ towels and other necessary comforts and facilities. The interior and exterior of the vehicles should be well maintained and cleaned properly on daily basis. In case the conditions of the vehicle are found unsatisfactory, they shall be returned for immediate replacement.

9) The time and distance in respect of hired vehicles will commence and terminate from the office to which it is being assigned. The vehicles would normally be utilized during the period from 08:00 hrs to 20:00 hrs, however depending on the exigency of the official work, utilization may be extended beyond the period without any notice to the tenderer.

10) The tenderer should have adequate experience in the tour and travel business and possess adequate vehicles with capacity to provide/ replace the vehicle at short notice. In case of any breakdown of vehicle on duty, the service provider shall make arrangement for repairing their vehicles and provide another vehicle. In such a case, mileage from garage to the point of breakdown would not be paid. The driver should not ordinarily be changed and in exceptional circumstances change of vehicle(s) could be made with prior consent. The owner/ firm should be available on his own direct telephone (office as well as residence) and also on mobile phone so as to call in emergency cases.

11) The driver(s) should possess valid driving license, shall be adequately experienced, maintain decency, good habits and politeness and should be well conversant with the road routes and locations of the respective area. The driver(s) shall observe all the etiquette and protocol while performing duty. The driver(s) should be in proper and clean white dress and be available on mobile phones provided by the tenderer at all times during vehicle deployment. The driver(s) should adhere to the instructions of the officer in charge of the vehicle as well as the officer assigned with the vehicle. The driver should be well versed with the roads and places in Kerala. The driver should be ready and prepared for outstation journeys at short notice.

12) Contractor shall ensure that the driver deployed by him do not have any criminal antecedents. If a driver is found to be unsuitable for any reason, the tenderer shall

replace him with another driver with suitable qualification immediately. The driver(s) shall remain with the vehicle during the entire period of duty. In case of any need, they should seek permission of the concerned officers. The driver(s) should have a minimum experience of 3 (three) years of driving, which should be verifiable from the date of issuance of his driving license.

13) A daily record indicating time and mileage for each vehicle shall be maintained in a log book which should be submitted to the concerned officer of NACIN, COCHIN, for scrutiny & payment of bills.

14) The billing would be for a maximum of 2500/2000 KM per month as the case may be. The balance kilometers will be carried forward to the succeeding month(s). NACIN, COCHIN will however reimburse toll tax and parking charges against production of documentary evidence.

15) If any vehicle doesn't report for duty on any day(s) or the driver reports late or for violation of any other provision of the tender, an amount calculated on pro-rata basis per day shall be deducted from the monthly bill of that vehicle. The service provider shall also be liable for a penalty of Rs. 500 per day per small size vehicle and Rs. 1000/- per day per mid-sized vehicle/ staff car for each such incident.

16) If the vehicles are not provided from the desired location, a penalty up to Rs. 500/- per day per small size vehicle and up to Rs. 1000/- per day per mid-sized vehicle/ staff car can be imposed besides termination of contract.

17) The service provider shall provide the vehicle of the make/model as per the terms of the contract/ tender during the entire period of the contract. In emergency and rare circumstances, this condition can be waived by NACIN, COCHIN, temporarily.

18) TDS as applicable will be deducted from each bill.

19) GST will be reimbursed on production of proof of its payment by the service provider.

20) NACIN, COCHIN will have the discretion to extend the period of contract or terminate the contract prematurely in case of unsatisfactory service.

21) 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 NACIN, COCHIN, whose decision shall be final.

22) No additional bids shall be entertained by NACIN, COCHIN and Conditional bids will be rejected, summarily.

23) In case of any dispute of any kind and in any respect whatsoever, the decision of NACIN, COCHIN shall be final and binding.

24) Contract can be terminated by either party prematurely by giving advance notice of 1 (one) month.

25) The tenderer has to submit the certified copies of the R.C. books and the comprehensive insurance policies for the vehicles to be provided at the time of acceptance of the terms and conditions of the tender along with the driving license copy of the drivers to be deployed. A copy of all these documents has to uploaded along with technical bid.

26) In case of any accident, all claims arising out of such accident shall be met by the tenderer and also would indemnify the department for any loss, damages of property of life arising out of negligence of driver for poor maintenance of vehicles. 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, Indirect Taxes and Narcotics, Cochin will not be responsible for any claim in this regard.

27) The rates quoted should be exclusive of applicable GST but inclusive of all other taxes/ levies, if any, as applicable. Once the rates are finalized, no increase would be considered in the rates quoted by the tenderer for whatever reason during the continuance of the contract.

28) Pre- receipted typed bills shall be submitted in duplicate by the tenderer to this office by the 1st week of every month for the service rendered during the previous month for settlement. Necessary Log Book to be maintained properly and submitted to the concerned officer of NACIN, COCHIN for necessary verification along with the bill.

29) The tenderer should enter into agreement on Rs. 200/- stamp paper and the cost of stamp paper is to be borne by the tenderer.

30) NACIN, COCHIN reserves the right to fulfilment of other conditions, not expressly mentioned, which are consistent with the use of vehicles on hire with this office and to reject any or all tenders or the contract at any time without assigning any reason, thereof.

31) Contractor shall be solely responsible for any/ all disputes between him and the driver deployed by him. The Department will not entertain any such dispute and there shall be no claim or liability against NACIN, COCHIN, or any of its officers on

this account. The Contractor will keep NACIN, COCHIN indemnified against all actions.

32) 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 under taking 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.

33) 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 the Service contract.

34) 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.

35) NACIN, COCHIN shall be at liberty to withhold any of the payments in full or in part for default in service and/ or any loss/ damage to the Government property, equipment, etc. the decision of the Department will be final.

36) 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 NACIN, COCHIN 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.

37) The offer should remain valid for 3 (three) months from opening of financial bid and allotment of the tender. During the validity period of the offer, the bidder should not withdraw/ modify the offer in terms of price and other terms and conditions quoted in the Technical or Financial bids.

38) Tender is likely to be rejected because of non-fulfilment of any of the above terms.

39) If at any stage it is found that any of the details/ documents furnished by the bidder is false/ misleading/ fabricated, his/ her bid would be liable for cancellation without intimation to the bidder.

40) All disputes will be subject to local jurisdiction only.

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 09.02.2019. 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.cbic.gov.in, www.nacen.gov.in & www.cenexcisekochi.gov.in.

For any clarification in the matter may be made with Shri Shairaj M., Assistant Director at the office or on telephone number 0484-4868311 or Mobile number: 9447560889.

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/Proprietor. (both landline and mobile numbers are to be provided)	
2.	Name and telephone numbers of the owner of the Agency/firm/Proprietorship (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.	Make, model and Registration Numbers of vehicle to be provided	
7.	Whether the vehicle is registered as commercial vehicle?	
8.	Total no. of commercially registered cars owned by the firm, besides the above mentioned vehicle	
9.	Goods & Service Tax Registration Number, if applicable (enclose copy)	
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	

Details of vehicles offered:

Category	No. of vehicles required	Make, Model No. & Colour of the vehicle offered	Fuel Type	Year of manufacture
Staff Car	1			
Operational car	1			

Documents to be enclosed:

(i) Copy of PAN Card
(ii) Copy of GST Registration, if applicable
(iii) Copy of RC Book, Insurance policy, driving license of the vehicles
(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:
Date: Seal/Stamp:

Annexure –III

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

1. Name of Bidder:

2. Address:

3. Telephone/Mobile No.:

4. Vehicle name/model

Category	Type of vehicle/model/Brand of Vehicle/Year of Manufacture	Rate per month in Rs. (Excluding GST)	Rate per KM beyond 2500/2000KM	Remarks, if any
Staff Car				
Operational Car				

Date:.....

Name and Designation
Signature with stamp

Annexure – IV (TENDER ACCEPTANCE LETTER)

To

The Additional Director General
Zonal Campus
National Academy of Customs, Indirect Taxes & Narcotics
3rd & 4th Floor, M. T. Plaza, Kaloor-Kadvanthra Road, Cochin-17

Sir,

Subject: Acceptance of Terms & Conditions of tender for "Hiring of Vehicles".

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.