भारत सरकार GOVERNMENT OF INDIA
वित्त मंत्रालय MINISTRY OF FINANCE
राजस्व *विभाग* DEPARTMENT OF REVENUE
सीमाशुल्क निवारक आयुक्त का कार्यालय OFFICE OF
THE COMMISSIONER OF CUSTOMS (PREV)
पाँचवी मंजिल, कैथॉलिक सेंटर, ब्रॉडवे, कोच्चिन – 682031
5TH FLOOR, CATHOLIC CENTER, BROADWAY, COCHIN - 682031
E-mail: cusprevhq.ker@nic.in
Fax: 0484-2355065 Phone: 0484-2870400/2355067

C. No. VIII/16/03/2019/CCP (PRO) **तारीख Date: 01/03/2019**

संविदा आमंत्रित करने की सूचना NOTICE FOR CALLING QUOTATIONS

विषय - कार्यालय उपयोग के लिए वाहन किराए पर लेना - संविदा आमंत्रित करना- संबंधित

Sub:-Hiring of vehicle for Office use- calling for quotations-reg.

'सीमाशुल्कां निवारक आयुक्तां', 5वां तल, काथोलिक सेंटर, ब्रोउवे, एरणाकुलम, कोचिन-682031 की तरफ से अधोहस्ताांक्षरी मासिक आधार पर भारत में कहीं भी कार्यालय प्रयोग के लिए एक गाडी-टोयोटा इन्नोेवाजो चलने की बेहतरीन स्थिति में हो को **1.4.2019 से 31.03.2020** तक की अवधि के लिए किराए पर हेतु प्रतिस्पर्द्धात्मेक संविदाएं आमंत्रित करते हैं।

On behalf of The Commissioner of Customs (Preventive) Commissionerate, 5th Floor, Catholic Centre, Broadway, Ernakulam, Cochin-682031, the undersigned invites competitive quotations for hiring vehicles in excellent running condition for official use, anywhere in India on monthly basis, for the period **01.04.2019 to 31.03.2020.** The details are as below.

S.No.	Type of Vehicle	Type / Model of Vehicle **in order of preference**	No.of Vehicles required	Place at which required	Max. kms in a month	No. of Days required in a month	Max. hiring charges/ vehicle excl. GST (in Rs.)
1	A3 Segment Mid sized Staff Car (preferably White Coloured)	1. Verna 2. Honda City 3. Honda Amaze 4. Maruti Sx4 5. Swift Dzire	1	ERNAKULAM	2500	30/31	50000/-
2	Operational Vehicle B2 SEGMENT Mid sized(preferably White Coloured)	1. Innova 2. Honda BRV 3. Renault Lodgy 4. Ertiga	4	ERNAKULAM	2000	25/26	50000/-

2. संविदा प्रस्तुांत करने की अंतिम तारीख 21.03.2019 (दोपहर 1 बजे से पहले) है। संविदाएं 22.03.2019 को शाम 1500 बजे खोली जाएंगी।

Last date for submission of quotation is 21.03.2019 (Before 1PM).The quotations shall be opened on 22.03.2019 at 1500 Hrs.

3. संविदाएं इसके साथ संलग्न निर्धारित प्रोफार्मा में अनुबंध । और अनुबंध ।। के साथ प्रस्तुइत की जाएं।

The quotation may be submitted in the prescribed format attached, along with Annexure I and Annexure II. The tender Enquiry documents can be downloaded from the official website www.eprocure.gov.in (CPP Portal), www.cbec.gov.in and

http://cenexcisekochi.gov.in/ from **04.03.2019** onwards. However, the online bids have to be submitted only on www.eprocure.gov.in

TERMS AND CONDITIONS:

1) The service provider should have a well-established agency engaged in the hiring of vehicles.

2) The bid should be for monthly hire charges (exclusive of Goods & Service tax).

3) **The Service Providers may quote for B2/A3/A2 segments of vehicles as available with them. The Department prefers B2 segment of vehicles. The lower segments will be considered only if higher segment of vehicles are not available.**

4) All the aforesaid vehicles are hired for the period from 01.04.2019 to 31.03.2020 and shall be commercially registered reasonably new vehicles.

5) The hired vehicles should be available at office premises at the disposal of departmental officers everyday for 20/25 days in a month *(including Saturday, Sundays & holidays, if required by the department)* for a time of 10 to 12 hours per day. The Staff Car Vehicle should be available for 30/31 days during the month round the clock. It will also be used to make out-station trips and can be called during odd hours, when required. During outstation trips, the vehicles should be available at all times with non-restriction of hours.

6) Minimum 3 vehicles out of the total 5 should be made available for Office use even during strikes/hartals/bandhs or any other such eventualities. If not made available pro-rata amounts will be deducted from monthly hire charges.

7) The hired vehicles are intended for use in the entire jurisdiction of Hqrs./respective Divisional offices/ other lower formations of Customs (Preventive) Commissionerate, Cochin. In the course of official work, the vehicles may also be required to be used, as and when required, for beyond the geographical jurisdiction of Hqrs./respective Divisional offices of Customs (Preventive) Commissionerate, Cochin.

8) The vehicles with the drivers would be placed at the disposal of department as and when required. The department would be free to use the hired vehicles in any manner for carrying officials, materials, records etc., as per is requirements and the firm will not have any objection to it.

9) The hiring charges shall be on the basis of zero based mileage i.e. mileage starting/ending from/at aforesaid Hqrs/ Divisional offices/Other formations

10) The department will be liable to pay the hiring charges and Goods and Service tax only. Other liabilities like monthly charges of Drivers, Repairs and Maintenance of vehicles, Insurance, PUC, Petrol/Diesel, Oil, Toll charges and any other incidental expenses including outstation stay of the driver, shall be borne by the service provider. In case of any mishap/accident, all the claims arising out of it, shall be met by the service provider. In any case, the department is not liable to pay any other charges in addition to above.

11) The colour of the vehicle should preferably white and the vehicle's interiors should be equipped with all the useful and required accessories and the department can ask for any new accessory and or change in interiors, when felt necessary.

12) The service provider should deploy well experienced drivers having a valid driving license for the hired vehicles. Service Provider should ensure that, the drivers on duty are well behaved and wear decent uniform and are well conversant with road routes. The driver of the vehicle should be equipped with mobile telephone in full working conditions at all times.

13) The vehicles should be in excellent running condition with proper exteriors and new interiors & upholstery.

14) The service provider should be eligible to hire out vehicle as per the RTO norms. It is the sole responsibility of the service provider to obtain necessary permits/permissions from RTO or other Transport Agencies, as required.

15) The service provider should ensure that the vehicle is covered under comprehensive insurance policy during the period of contract. In event of the accident, the claim for the damage of properly or injury to third party shall be settled by the service provider himself. The department will not have any liability.

16) The service provider should ensure that the vehicle complies with the norms of pollution control and obtain 'PUC' i.e. "Pollution Under Control" Certificate, from time to time, from competent authority under the period of contract.

17) In order to ensure day to day smooth functioning, the service provider shall not change the vehicle, once hired. In case of emergency, the said changes may be done with the prior intimation/permission. In case, wherein a regular vehicle cannot be provided for any reason including repairs, servicing, breakdown etc., a replacement vehicle of similar category will be provided immediately in place of the regular vehicle.

18) The service provider shall provide fire extinguisher in the vehicles.

19) The driver would have to be approved by the department after being used for a week. The driver once approved by the department should not be changed over a period of contract unless an exigency arises or he fails to provide service upto the satisfaction of the department.

20) The vehicles will be used for a maximum distance of 2000/2500 kms as per aforesaid schedule.

21) The driver of the vehicle shall maintain a "Log Book" for the movement of the vehicle in the format prescribed by the Department and shall submit the extract every month before 5th of the next month along-with bill and duty slip.

22) The bid should be for monthly rental which would include all charges. The hiring charges will be paid to the service provider on monthly basis. TDS and other taxes as applicable will be deducted from each bill.

23) The service provider should also have 24 hours working telephone so that he can be called in case of any problem pertaining to the vehicle or the driver.

24) It will be the responsibility of the service provider to ensure that the vehicle is washed, exteriors are polished and interiors are vacuum cleaned/washed/dry cleaned at regular intervals. If the vehicle is dirty then the officer can refuse to use it and penalty would be imposed upon the service provider.

25) The service provider should ensure the proper maintenance of battery, coolant, oil, tyre pressure periodically.

26) The vehicle will be parked in the office premises or in any other premises as required by the department. In case it is required to be parked in service provider's premises then no dead mileage would be payable from the service provider's premises to starting point and vice-versa. Mileage will be counted from the point of reporting as desired by department.

27) Time is of essence in official matters. The vehicle with driver should invariably reach before the appointed time whenever called. If the driver (with vehicle) reaches after the scheduled/given time, the department would be within its rights to refuse the vehicle and impose penalty upon the service provider. On every occasion, that driver or the vehicle is not able to reach at the appointed time, pro-rata deduction for that day and an additional penalty of Rs. 500/- per day would be imposed and deducted from the monthly bill.

28) The service provider should ensure that in normal circumstances the fuel tank should never be less than half full. For outstation trips, the driver should be provided ample

cash, by the service provider, to take care of extra fuel usage and other charges/expenses.

29) Service provider should provide to the department, the complete details of vehicles, and certified copies of the RC books along-with the copy of the valid comprehensive insurance policy. Further, the service provider should ensure that the comprehensive insurance policy for the vehicles in force during the entire period of contract.

30) The department will not be under any obligation, legal or otherwise, to provide employment to any of the personnel of the service provider during or after the expiry of the hire period. The department recognizes no employer-employee relationship between the department and the personnel deployed by the service provider. The department shall not be responsible financially or otherwise for any injury to the vehicle or driver or person deployed by the service provider for the period of contract.

31) During the period of the contract, the vehicle or the driver shall not be employed, by the service provider, for providing any service to any person other than the Department; Once hired, the vehicle will not be put to use for other purposes, and the vehicles and drivers will work under the overall supervision of the Department for which they will do all as is necessary.

32) Any person who is in government service or any employee of the department should not be a partner directly or indirectly, with the service provider.

33) Inspection of the vehicles will be done before finalizing the contract and also periodically by Superintendent/Inspector in-charge of Motor Vehicles.

34) The contract can be terminated by the department without assigning any reason by giving an advance notice of 15 days.

35) The service provider shall not terminate the contract without prior notice of at least one month.

36) The service provider shall submit two different tenders viz. Technical Bid and Financial Bid.

37) The Technical Bid shall contain the number of years of experience of the service provider in this field, the make and model of the vehicle offered, date of Manufacture, Registration Number of vehicle offered, details of permit if any required for hiring vehicles, Insurance details, PUC details, GST Registration Number & PAN Number of service provider. ***There shall be no mention of any financial matters such as amount quoted per month etc. in the Technical bid. Upon observance of any such mention in the Technical bid, the tender will be summarily rejected.*** The technical bid should also contain a declaration by the service provider that he is agreeable to all the terms and conditions as above mentioned and the vehicle is being offered only after being satisfied with the said terms and conditions.

38) The Financial bid will be opened only if the Technical bid is found to be satisfactory.

39) The Financial Bid shall contain the amount quoted for per month hiring charges for the period of hire, in terms of the departmental requirement as in preceding paragraphs.

40) Bid Submission : Bid shall be submitted online only at CPPP website : http://eprocure.gov.in/eprocure/app . Service Providers have to follow ”Instructions to Bidder for Online Bid Submission” provided in the “Annexure-I”for online submission of bids:

41) Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document

42) Bidder who has downloaded the tender from the Central Public Procurement Portal (CPPP) website https://eprocure.gov.in/eprocure/app, htt://eprocure.gov.in/ epublish/app shall not tamper/modify the tender form including downloaded price bid template in any manner. In case if the same is found to be tempered/modified in any manner, tender will be completely rejected and tenderer is liable to be banned.

43) Service providers are advised to visit the CPPP website http://eprocure.gov.in/eprocure/app regularly till closing date of submission of tender for any corrigendum/addendum/amendment. The service provider will have to produce the vehicles along-with driver at the time of finalization of the bids. Bids of service providers not having the requisite vehicles will not be entertained.

44) Before finalization of contract, the condition of vehicles and driver's proficiency would be checked by conducting driving trials. If the condition is found to be not satisfactory, the bid will be summarily rejected.

45) The Service Provider may quote the rates for each type of vehicles with no.of available vehicles.

46) More vehicles , if required by the Department subsequently in the same category may be provided by the bidder on monthly rental basis at the same rates and conditions as quoted/stipulated herein.

47) The service provider shall enter into an agreement on the stamp paper with appropriate stamp duty, within 5 days from the date of communication of acceptance of his offer, by this office.

48) The contract so entered may be extended to a further period of one year if the Competent Authority is satisfied with the service provided.

Only those service providers should apply who agree to unconditionally abide by the above terms and conditions. Conditional acceptance or proposing modification of any condition/s will invalidate the tender.

The Competent authority reserves the right to reject or ignore any bid either in full or part without assigning any reason thereof.

Hindi version follows.

अनीष पी. राजन
(ANEISH P. RAJAN)
संयुक्त आयुक्त०
Jt. COMMISSIONER.

ANNEXURE-I
Instructions for Online Bid Submission

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 submit 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/app.

REGISTRATION

1) Bidders are required to enroll on the e-procurement module of the Central Public Procurement Portal (URL: http://eprocure.gov.in/app) by clicking on the link "**Online bidder Enrolment"**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 sued 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 Certificate with signing key usage) issue by any Certifying Authority recognized by CCA India (e.g. Sify/nCode/eMudhra etc.) 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 DCS's 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) One 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 could enable the CPP Portal to intimate the bidders through SMS/e-mail 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 documents/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.

4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificate etc.) has been provided to eh bidders. Bidders can use "My space"or other Important Documents"area available to them to upload such documents. These documents may be directly submitted form the "My Space"area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

1) Bidder should log into the site will 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 documents.
3) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable.
4) The server time (which is displayed on the bidders' 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.
5) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bid is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields in done. **Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openes public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.**
6) 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.
7) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be sued 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.

ANNEXURE – A
TECHNICAL BID

1. Name of firm/Company/Agency : (Copy of Shop Act/ Company Registration Certificate should be enclosed)
2. Name and address of the Proprietor/Partner/Directors :
3. Complete Address & Contact Number :
4. Number of years' experience in providing vehicles in Government/Semi-Government/Public Sector Undertaking. :
5. Name and Address of the Departments in respect of Sl.No. 4 above. :
6. PAN Number (with proof) :
7. Goods & Service Tax Registration No. (with proof) :
8. Details of the vehicles owned/in : Possession for providing on hire (With Make Model and Year along-with the copy of Registration Certificate of each of the vehicle
9. Location of providing vehicle :

The eligible vehicles details only should be included.

DECLARATION

I hereby certify that the information furnished above is true and correct to the best of my/our knowledge. I understand that in case any deviation is found in the above statement at any state; I/we will be blacklisted and will not have any dealing with the Department in future.

(Signature of Authorized Signatory with date)

The following documents are to be furnished/uploaded by the Service Provider alongwith **Technical Bid** as above:

i) Signed and Scanned copy Certificates like PAN No., Good & Service Tax Registration (if applicable), ESI, EPF Registration etc.

ii) Signed and Scanned Copy of **Tender Acceptance Letter & Letter of authorization to submit bid.**

iii) An undertaking (self-certificate) that the **agency hasn't been blacklisted**by a Central/State/UT Government institution and there has been no litigation with any government department on account of IT services.

iv) Signed and Scanned Copy of **Technical Bid Format.**

ANNEXURE – B
FINANCIAL BID

PRICE/FINANCIAL BID DOCUMENT

(a) Price bid undertaking
(b) Schedule of price bid.

PRICE BID UNDERTAKING

From: (Full name and address of the Bidder)_____
_____

To,

The Commissioner,
Customs (Preventive) Commissionerate,
5th floor, Catholic Centre,
Broadway, Cochin – 682031

Dear Sir

I submit the Price Bid for _____ and related activities as envisaged in the Bid document.

2. I have thoroughly examined and understood all the terms and conditions as contained in the Bid document, and agree to abide by them.

3. I offer to work at the rats as indicated in the price Bid, Annexure B inclusive of all applicable taxes except Goods & Service Tax.

Yours faithfully,

Signature of Authorized Representative

Schedule of price bid

Category of Vehicle B2/A3/A2	Location	Model And Make	Rate per month Rs. (Exclusive of Good & Service Tax)

1. The rates shall be quoted in Indian Rupee only.
2. The rates will be inclusive of all taxes (except Goods & Service Tax), fees, levies, etc. and any revision in the statutory taxes, fees, etc. will be the responsibility of the Bidder.
3. In case of any discrepancy/difference in the amounts indicated in figures and works the amount in words will prevail and will be considered.
4. The quoted rates shall remain firm throughout the tenure of the contract and no revision is permissible for any reason.

Signature of Authorized Signatory with date

Name & full address:-

Telephone No.-

Office-

Residential-

ANNEXURE – C
UNDERTAKING BY THE BIDDER

I/We undertake that my/our firm M/s ..... has not been blacklisted by any Govt. Department/Public Sector Undertaking/Autonomous Body.

2. I ..... Son/Daughter/Wife of Shri .....Proprietor/Partner/Director/Authorized signatory of M/s ..... am competent to sign this declaration and execute this tender document.

3. I have carefully read and understood all the term and conditions of the tender and undertake to abide by them.

4. The information/documents furnished along-with the above application is true and correct to the best of my knowledge and belief. I/We, am/are well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

5. I/We understand that in case any deviation is found in the above statement at any stage, my/our concern/firm/co. shall be blacklisted and shall not have any dealing with the Department in future.

Signature of the authorized Signatory of the firm/Company/Organisation

Date: Office Stamp/Seal

Place:

CHECK LIST OF DOCUMENTS TO BE SUBMITTED

BID CHECKLIST

Bidder is required to fill-up this checklist.

Sl.	Item Description	Yes/No	Bid Reference
1.	Tender Acceptance Letter		
2.	Letter of authorization to submit bid.		
3.	An undertaking that the agency hasn't been blacklisted		
5.	Financial/Price Bid Undertaking.		

TENDER ACCEPTANCE LETTER

(To be given on Company Letter Head)

Date:

To,

The Commissioner,
Customs (Preventive) Commissionerate,
5th floor, Catholic Centre,
Broadway, Cochin – 682031

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 from Page No. _____ to _____ (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. I/We do hereby declare that our Firm has not been blacklisted/debarred by any Govt. Department/Public sector undertaking.

6. I/We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrueor found violated, then your department/organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy.

Yours faithfully,

(Signature of the Bidder, with Official seal)