



National Academy of Customs, Indirect Taxes and Narcotics (NACIN),  
Zonal Training Institute, C.R. Building, Plot No.19, Sector – 17-C,  
Chandigarh – 160017  
Tele : 0172-2721103 (O)  
0172-2705924(Fax)

F.No. NACIN/ZTI/CHD/33/Hiring Vehicle/2017

Date: - 16.11.2017

### NOTICE INVITING TENDERS

1. Online Manual/ Sealed bids are invited on single stage two bid system for “Hiring of three Vehicles for NACIN, ZTI, Chandigarh”. **Manual bids shall not be accepted.** Tender can be searched on the E-portal <https://eprocure.gov.in/eprocure/app> (Ref No ZTI/NACIN/CHD/02/2017 or by Tender ID No: 2017\_DREV\_268119\_1)

2. Document Download: Tender documents may be downloaded from [www.cbec.gov.in](http://www.cbec.gov.in), [nacen.gov.in](http://nacen.gov.in) [www.cexchd1.gov.in](http://www.cexchd1.gov.in) and CPPP site <https://eprocure.gov.in/eprocure/app> as per the schedule as given in CRITICAL DATE SHEET as under.

### CRITICAL DATE SHEET

Published Date	16 Nov., 2017 (12.00AM)
Bid Document Download / Sale Start Date	16 Nov., 2017 16.00AM)
Bid Submission Start Date	17 Nov., 2017 (10.00AM)
Bid Document Download / Sale End Date	08 Dec., 2017 (1200 Noon)
Bid Submission End Date	11 Dec., 2017 (0400PM)
Technical Bid Opening Date	13 Dec., 2017 (1200 Noon)
Financial Bid Opening Date	14 Dec., 2017 (1200 Noon)

3. Bid Submission:

Bids shall be submitted online only at CPPP website:  
<https://eprocure.gov.in/eprocure/app>.

Tenderer/Contractor are advised to follow the instructions “Instructions To Bidder for Online Bid Submission” provided in the Annexure “ A ” for online submission of bids.

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

4. **Not more than one tender shall be submitted by one contractor or contractors having business relationship.** Under no circumstance will father and his son(s) or other close relations who have business relationship with one another (i.e. when one or more

partner(s)/director(s) are common) be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable to rejection.

5. Tenderer who has downloaded the tender from the Tender documents may be downloaded from [www.cbec.gov.in](http://www.cbec.gov.in), [nacen.gov.in](http://nacen.gov.in) [www.cexchd1.gov.in](http://www.cexchd1.gov.in) and CPPP site <https://eprocure.gov.in/eprocure/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 from doing business with NACIN, Chandigarh.

6. Intending tenderers are **advised to visit again** Tender documents may be downloaded from [www.cbec.gov.in](http://www.cbec.gov.in), [nacen.gov.in](http://nacen.gov.in) [www.cexchd1.gov.in](http://www.cexchd1.gov.in) and CPPP site <https://eprocure.gov.in/eprocure/app> **regularly till closing date of submission** of tender for any corrigendum / addendum/ amendment.

7. Bids will be opened as per date/time as mentioned in the **Tender Critical Date Sheet**.

#### Submission of Tender

The tender shall be submitted online in - Two part, viz., **technical bid** and **financial bid**.

All the pages of this tender document bid(except Annexure-III which is to be uploaded only at portal) being submitted must be signed is token of being read carefully and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading.

The offers submitted by **Telegram/Fax/email shall not be considered**. No correspondence will be entertained in this matter.

#### Technical Bid

The following documents are to be furnished by the Contractor along with Technical Bid as per the tender document:

- i) Signed and Scanned copy of Certificates/documents mentioned in the tender document.
- ii) Signed and Scanned Copy of Tender Acceptance Letter as mentioned in the Annexure IV.
- 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 any services.
- iv) Tender Data Sheet

#### Financial Bid

Price bid undertaking

- (a) Schedule of price bid in the form of BOQ\_XXXX.xls

PRICE BID UNDERTAKING

From: (Full name and address of the Bidder) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To,

Dear Sir/Madam,

I submit the Financial Bid for \_\_\_\_\_ (No. of cars) 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 rates as indicated in the price Bid, Annexure III exclusive of GST.

Yours Faithfully

Signature of Authorized Person

## Annexure - I

### TERMS AND CONDITIONS

Type of the vehicles required hired to be supplied

S. No.	Category	Type of Vehicle	No. of Vehicles required
1.	Vehicle to be used up to 30/31days in a month for maximum of 2500 Kms in a month for SUV size vehicle and with provision of extra payment for per Km Running over 2500 Kms.  <b>(WITHOUT DRIVER AND WITHOUT FUEL)</b>	SUV size vehicle like Toyota Innova	<b>1</b>
2.	Vehicle to be used up to 25 days in a month for maximum of 2000 Kms in a month for mid & small size vehicle and with provision of extra payment for per Km Running over 2000 Kms.  <b>(WITH DRIVER AND WITH FUEL)</b>	01-Mid size like Honda City	<b>01</b>
	Vehicle to be used up to 25 days in a month for maximum of 2000 Kms in a month for mid & small size vehicle and with provision of extra payment for per Km Running over 2000 Kms.  <b>(WITH DRIVER AND WITH FUEL)</b>	01-Small size like Maruti Dzire/ Toyota Etios	<b>01</b>

2.The contract for the above vehicles shall be valid for one year. The contract can be extended with the approval of Additional Director General, NACIN, ZTI, Chandigarh.

3.The tenderer should be duly registered with concerned Central/State Govt. authorities and should be a well established Taxi agency/firm (hereinafter referred to as the agency/firm). Such vehicle providers should also submit details of other such Govt. Organizations to which they have extended similar service in the recent past as

well as the present.

4. The agency/firm should have sufficient numbers of the vehicles and drivers with them. In case of breakdown of vehicle or non availability of driver at any time, the firm shall provide substitute vehicle/driver as the case may be.

5. The vehicles to be provided should be in excellent working condition and not be of make older than 01/01/2016 and should not have run more than **20,000 Kms (preferably)** as on date of submission of tender. Applicant Contractor should mention the year of manufacture of the vehicles. The vehicles should be kept neat and clean and in perfect running condition with clean interiors and proper upholstery.

6. The Contractor shall provide dedicated drivers with the vehicles and any change in vehicle and/or driver should be made only in very exceptional circumstances. Replacement of the vehicle/driver should be provided in the event of a breakdown of vehicle/non-availability of driver. The driver should be having Transport License, with a minimum experience of 5 years and their antecedents should be duly verified by Police authorities, at the instance of the contractor.

7. In case the condition of the vehicles is not found to be satisfactory, they shall be returned for immediate replacement. In case no replacement is provided on time, the Additional Director General, NACIN, Z.T.I, Chandigarh, C.R. Building, Plot No.19, Sector-17-C, Chandigarh would have a right to hire a vehicle from the market and the additional cost incurred by this office, will be borne by the agency / firm.

8. The agency/firm would ensure that the drivers employed have valid driving license and clean driving record. The driver of the vehicle provided must follow traffic rules and all other regulations prescribed by the Govt. from time to time. The driver shall observe all the etiquette and protocol while performing duty & shall be neatly dressed in proper uniform.

9. The drivers employed along with the vehicle should satisfy the following conditions:

i) Drivers should have minimum 5 years of experience of driving. They should have vehicle Transport Licenses for driving passenger vehicles on hire.

ii) Drivers should be well versed with the roads and the places in Chandigarh, Punjab & Jammu and should have experience in city driving.

iii) Once the driver has been allotted to a particular vehicle, he should remain with the same vehicle for a period of at least one year. Any change in the designated driver should be intimated to the concerned officer 24 hours before such change is affected.

iv) Driver should be provided with a mobile phone.

v) Driver should be decent and well behaved and should not have any criminal cases against him and should not have any past history of accidents.

vi) Drivers should not be addicted.

vii) Car should be kept clean and odour free, suitable for official use.

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

11. The vehicle should be **registered with the concerned authority of Central/State Govt.** The agency/firm should have adequate number of telephones for contact round the clock.

**12. The rates quoted should be exclusive of the GST component. No GST will be paid if the operator fails to provide proof of valid GST registration. All taxes, fee, levy, insurance charges etc. other than GST would be borne by the Agency/Firm. Applicable TDS (income tax) will be deducted as per rules.**

13. The Additional Director General, NACIN, Z.T.I, Chandigarh, C.R. Building, Plot No.19, Sector-17-C, Chandigarh reserves the right to reject all or any of the offers without assigning any reason thereof and the decision of this office shall be final and binding.

14. The billing will be done on monthly basis after deduction of tax if any. Bills should be typed and in triplicate in connection with the service shall be submitted to the Additional Director General, NACIN, Z.T.I, Chandigarh, C.R. Building, Plot No.19, Sector-17-C, Chandigarh within the first week of each successive month with concerned document. The vehicle may be utilized on Saturday, Sunday and other holiday.

15. Financial bids of only those agency/firms would be opened, who have qualified in respect of the technical requirements & final approval will be given only after actual inspection of the vehicle.

16. Once the hiring of vehicles commences from a particular agency/firm, the vehicles and the drivers should not be changed unless so requested by the Additional Director General, NACIN, Z.T.I, Chandigarh, C.R. Building, Plot No.19, Sector-17-C, Chandigarh. The vehicle must be available at any time of day as desired by the Additional Director General, NACIN, Z.T.I, Chandigarh, C.R. Building, Plot No.19, Sector-17-C, Chandigarh

17. On awarding of the contract, the agency/firm has to furnish to the Additional Director General, NACIN, Z.T.I, Chandigarh, C.R. Building, Plot No.19, Sector-17-C, Chandigarh the certified copies of RC books.

18. The Additional Director General, NACIN, Z.T.I, Chandigarh, C.R. Building, Plot No.19, Sector-17-C, Chandigarh shall be liable to pay the hiring charges only. **Any other charges, including monthly charges of driver, repair and maintenance of vehicle, insurance, petrol/diesel (except in case of SUV), oil and any other incidental expenses shall be borne by agency/firm.**

19. In case of breakdown of any vehicle during official duty, it shall be the responsibility of the firm to provide a substitute vehicle which is of similar make as replacement immediately.

20. In case any vehicle does not report on time/does not report at all, the Additional Director General, NACIN, Z.T.I, Chandigarh, C.R. Building, Plot No.19, Sector-17-C, Chandigarh would have the right to hire a vehicle from the market and the additional cost incurred to the Additional Director General, NACIN, Z.T.I, Chandigarh, C.R. Building, Plot No.19, Sector-17-C, Chandigarh will be borne by the agency/firm.

21. A penalty of Rs. 1000/- per day per vehicle may be levied if any vehicle or driver or agency/firm fails to meet above terms & conditions on any day.

**22. In case of any accident, all the claims arising out of it shall be met by the agency/firm.**

23. The liability of the Additional Director General, NACIN, Z.T.I, Chandigarh, C.R. Building, Plot No.19, Sector-17-C, Chandigarh will be limited to the hiring charges only agreed in the contract.

24. The contract between the Additional Director General, NACIN, Z.T.I, Chandigarh, C.R. Building, Plot No.19, Sector-17-C, Chandigarh and the service provider can be cancelled after a prior notice of one month from either side, in the event of poor service or violation of any of the conditions stipulated.

25. 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, NACIN, Z.T.I, Chandigarh, C.R. Building, Plot No.19, Sector-17-C, Chandigarh, whose decision shall be final and conclusive.

26. The tenderer is required to enter into an agreement on non-judicial stamp paper

of Rs.100/- and the cost of stamp paper is to be borne by the tenderer.

27. A log book specifying daily reporting and relieving time as well as daily opening & closing meter reading shall be maintained for the vehicle.

28. The office shall not be responsible for any fine charged by Police or other agencies, parking, losses, damages, any accident of the vehicle or to any other vehicles or for the injury to the driver or any other third party. All such expenses on this account shall be borne by the vendor/supplier of vehicle and there will be no reimbursement from the Department in this regard.

29. In case of any dispute of any kind and in any respect whatsoever, the decision of the Additional Director General, NACIN, Z.T.I, Chandigarh, C.R. Building, Plot No.19, Sector-17-C, Chandigarh, shall be final and binding.

30. The vehicle should be available at the disposal of Department Officer(s) everyday for 30/31 days ( in case of SUV, for other vehicle category upto 25 days) in a month (including Saturdays, Sundays & Holidays) for a time 10-12 hours per day. It will also be used to make out station trips and can be called during odd hours, when required. During outstation trips, the vehicle should be available at all times with no restriction of hours.

31. 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 permission from RTO or other Transport Agencies as required.



## Annexure - II

### (TECHNICAL DATA SHEET/BID)

(Not to be sent in Hard Copy- to be uploaded only)

1	Name, address and telephone / mobile no. of the tenderer i.e. the Applicant Contractor	
2	Permanent Account No. (PAN) (copy of the PAN to be submitted)	
3	GSTN Registration No. (Copy of the Certificate to be submitted)	
4	No. of years of experience of running a fleet of vehicles on hiring basis	
5	Details of the Vehicles offered - Model and Year of manufacture of Vehicles offered. Copy of RC, Insurance certificate and Pollution certificate of vehicles to be attached.	<p>(i) <b><u>SUV Size Vehicle</u></b> MAKE- _____ MODEL- _____ YEAR OF Manufacture;- _____</p> <p>(ii) <b><u>Mid Size Vehicle</u></b> MAKE- _____ MODEL- _____ YEAR OF Manufacture;- _____</p> <p>(iii) <b><u>Small Size Vehicle</u></b> MAKE- _____ MODEL- _____ YEAR OF Manufacture;- _____</p>
6	No. Of Drivers available with the tenderer & their years of experience along with License Numbers	
7	Self-certification that no criminal case is pending against the drivers	
8.	The vehicle is registered as commercial vehicle (mention Yes or NO)	
9.	The vehicle is owned (mentioned)	

Signature with Stamp

## Annexure - III

### (FINANCIAL BID)

(Not to be sent in Hard Copy- to be uploaded only”)

Vehicle type / Model	Rate per month per vehicle exclusive of GST	Extra charge Rate per KM
01 SUV Size Vehicle for Office at Chandigarh  (without Driver and without Fuel)		Rs _____/Km  [Extra charge Rate per KM beyond 2500 Kms]
01 Mid Size Vehicle for Office at Chandigarh  (with Driver and with Fuel)		Rs _____/Km  [Extra charge Rate per KM beyond 2000 Kms]
01 Small Size Vehicle for Office at Chandigarh  (with Driver and with Fuel)		Rs _____/Km  [Extra charge Rate per KM beyond 2000 Kms]

I have read the terms & conditions of the Tender Notice and agree to abide by them. The rate will be fixed for the whole financial year 2017-18.”

Seal : Signature of authorized person  
Full Name (with seal)

\_\_\_\_\_

Annexure - IV

Tender Acceptance Letter

1. I, \_\_\_\_\_ Son/Daughter/Wife of Shri \_\_\_\_\_, Proprietor/Director/ Authorized Signatory of the (Agency/Firm) \_\_\_\_\_ am competent to sign this declaration and execute this tender document; 2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them; 3. The information/documents furnished alongwith the application are true and authentic to the best of my knowledge and belief. I/We am/are well aware of the fact that furnishing of any false/misleading information/fabricated document would lead to rejection of my tender at any stage.

Date :

Place :

Seal : Signature of authorized

person

Full Name

(with seal \_\_\_\_\_)

CHECK LIST OF DOCUMENTS TO BE SUBMITTED.

BID CHECKLIST

Bidder is required to fill-up this checklist and enclose alongwith the envelope :-

S. No.	Item Description	Yes/No
1.	Tender Acceptance Letter (Annexure I)	
2.	Technical Data Sheet	
3.	An undertaking that the agency hasn't been blacklisted	
4.	Documents mentioned in the tender document	