



OFFICE OF THE COMMISSIONER OF CUSTOMS (GENERAL)
JAWAHARLAL NEHRU CUSTOM HOUSE,
NHAVA SHEVA, TAL. URAN, DISTRICT RAIGAD
MAHARASHTRA – 400 707

F. No. S/05-Gen-22/2020-21 P&E JNCH

Date: .04.2021

NOTICE INVITING TENDER

TENDER FOR HIRING OF THREE (03) BUSES FOR ONE YEAR IN THE OFFICE OF THE COMMISSIONER OF CUSTOMS (G), JNCH, NHAVA SHEVA, TAL-URAN, DIST. RAIGAD.

On behalf of President of India, the Commissioner of Customs (G), Jawaharlal Nehru Customs House, Nhava Sheva invites sealed tender under two bids system (Technical bid and financial bid) for hiring of three (03) buses along with drivers and helpers on monthly hire basis for period of one year from the commencement of contract. The details of same can be downloaded from the GeM portal (URL: <https://gem.gov.in/>)

Period of Hiring: One year (effective from awarding of the contract)

Earnest Money Deposit: Rs 50,033/- (Total for three (03) Buses)

Tender Cost: Nil

Critical Date Sheet:

Date of publishing the tender	16.04.2021
Bid/Tender document download start date	16.04.2021
Last date of submission of bid/tender	08.05.2021 (18:00 Hrs)
Date of opening of technical bid/tender	10.05.2021 (13:00 Hrs)

Note:

(i) All details regarding the subject tender are available on our websites www.jawaharcustoms.gov.in, www.cbec.gov.in and <https://gem.gov.in/>. Any change/ modification in the tender enquiry will be intimated through above websites only. Bidders are therefore, requested to visit above mentioned websites regularly to keep themselves updated.

(ii) Manual bids will not be accepted.

(iii) For submission of E-bids, bidders are requested to register themselves with <https://gem.gov.in/> website along with class III or class II digital signatures certificates issued by any certifying authority recognized by CCA India (e.g. Sify/TCS/nCode/eMudhraetc).

(iv) **Cost of Earnest Money deposit:** Bidders have to submit EMD of Rs. 50,033/- (Rupees Fifty Thousand Thirty three only) from Nationalized banks in the form of demand draft/pay order drawn in favor of "RBI A/c Commissioner of Customs(G), JNCH, Nhava Sheva" before end date of bid submission, failing which offer will be liable for rejection. Bidders, however have to attach scanned copies of earnest money documents along with their E-tender. EMD of successful bidder will be converted into security deposit. However EMD of unsuccessful bidders will be returned as early as possible.

The interested vendors who comply with the terms and conditions of this tender notice may submit their bids under two bids system for the subject service on GeM portal (www.gem.gov.in), which will be e-processed by the department. The schedule of the subject E-tender is mentioned above.

The Commissioner of Customs (G), JNCH, reserves the right to accept or reject any or all tenders without assigning any reasons thereof. In case of any dispute of any kind and in any respect whatsoever, the decision of Commissioner of Customs (G), Nhava Sheva shall be final and binding.

Sd/-

(Ramesh Vajge)

Asst. Commissioner of Customs
P&E Section, JNCH

Copy To:

1. Notice Board.
2. DC/EDI, JNCH: for uploading on JNCH & CBEC websites



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E-TENDER NOTICE

SCOPE OF WORK, TECHNICAL CRITERIA AND ADDITIONAL TERMS & CONDITIONS (ATC)

SCOPE OF WORK

The Commissioner of Customs (G), Jawaharlal Nehru Customs House, Nhava Sheva, Maharashtra- 400707, for and on behalf of the President of India invites e-tender under two bid system for hiring three (03) buses along with drivers and helpers for transportation of staff to and fro between three (03) destined points in Borivali/Dadar/Kalyan and Jawaharlal Nehru Customs House, Nhava Sheva. Following are the details of route map with the seating capacity for the buses required:

Sr.No	Route	No of Buses & Vehicle seating capacity
1	Route 1- Dadar Via Lloyd Estate, Wadala, Matunga, Antop Hill, Chembur, Vashi to JNCH	One bus (30 seater)
2	Route 2- Borivali via Goregaon Link Road / Powai / Mankhurd / Vashi to JNCH	One bus (20 seater)
3	Route 3- Kalyan via Kalamboli, Panvel to JNCH	One Bus (20 seater)

TECHNICAL/ ELIGIBILITY CRITERIA

- 1) The service provider should give an undertaking that he or his firm has not been black listed by any PSU, Banks, and Organization /Government department as on the date of submission of the bid.
- 2) Bidder should have a minimum turnover of **Rs. 19 Lakhs (Rupees Nineteen Lakh only)** per annum in the past three years. He should submit the copy of the audited Profit & loss A/c, Balance sheet, GST returns, Income tax return and annual turnover certificate of (minimum turnover of Rs. 19 Lakhs) attested by Chartered Accountant for last three years.
- 3) Bidder should be registered service provider having a Shop and Establishment license, GST registration and PAN. The bidders should provide their GST registration certificate number/ receipts for payments of GST for last three years, PAN card, Income tax returns for last three years and shop & establishment license.
- 4) **Past Experience of Similar Services:** The bus service provider should be having adequate experience minimum of three (03) years in the field.

Copies of contracts / work orders and documentary evidence of successful execution / completion in support of Past Experience of Similar Services along with names, address and contact details of clients shall be uploaded with the bid for verification by the Buyer.

Execution certificate dully signed stamped by client with order value, contracts / work orders No, period of work order/contract no., along with copy of the work order/contract is to be submitted.

- 5) The vehicles on offer should be new or in no case more than two years old and not driven more than 25,000 Kms as on 01.04.2021, however, condition of the vehicle should be good.
- 6) Vehicles on offer should have comfortable reclining seats and spacious leg space/ distance between the two seats, racks with suitable capacity above the seats to accommodate office bags/luggage of the officers/staff travelling by bus.
- 7) The Bidder should have the ownership of the vehicles provided. Vehicle offered should have commercial vehicle registration, registration certificate of the vehicle; insurance (third party & passengers insurance both), Valid Pollution under Control (PUC) Certificate. Service provider of vehicle should have suitable Insurance cover for the passengers travelling by Vehicles on offer, as per the seating capacity.
- 8) Bidder should have his shop/ companies/ proprietorship registered address **within 75 km** distance radius of JNCH, Nhava Sheva, Uran, Raigarh- 400707
- 9) The quotation shall be accompanied by EMD of **Rs 50,033/- (Rupees Fifty Thousand Thirty Three only)** in the form of Demand draft / Pay order (only of Nationalized Bank) drawn in favor of "RBI A/c Commissioner of Customs (General) JNCH". Quotation without EMD will not be considered. Co-operative bank's Cheque/Demand draft/Pay order will not be accepted.
- 10) The successful bidder shall have to keep performance security deposit of 5% of annual contract value in the form of DD/ Bank guarantee of nationalized bank, which should be valid for two years. The EMD submitted with the application shall become the part of security deposit. EMD of unsuccessful bidders shall be returned as early as possible.

TENDER PROCESS AND SUBMISSION OF TENDER DOCUMENTS

- a) **E-tendering process:** The tender is invited in two covers i.e. 1) Technical/qualifying bid and 2) Financial bid. The E-tender form for technical and financial bid as prescribed in the tender details, duly completed in all respected shall be submitted online on www.gem.gov.in in two separate files addressed to the Assistant / Deputy Commissioner of Customs, Personal and Establishment, JNCH, Nhava Sheva, Tal-Uran, District- Raigad, Maharashtra-400707. The technical/qualifying bid shall be opened by the e-tender committee on schedule date. The format of the technical bid and financial bid is enclosed as **Annexure – A** and **Annexure – B** respectively.
- b) **Earnest Money Deposit:** Earnest Money Deposit (EMD) in the form of Demand draft/ pay order of requisite amount of a nationalized bank only in favor of “RBI A/c Commissioner of Customs (G), JNCH, Nhava Sheva” in original should reach this office along with bid documents in sealed envelope prior to the end of the submission of the tender.
- c) **Submission of bids:** Bidders should submit the technical as well as financial bids through GeM portal only. Scanned copies of all relevant documents should be attached with the bid. Bids submitted by the courier/post/in person shall not be accepted in this tender.
- d) The interested bidders may submit all relevant documents duly signed and stamped, in a sealed cover super scribed on the envelope “Tender for hiring of Buses” addressed to the Assistant / Deputy Commissioner of Customs, Personnel and Establishment, JNCH, Nhava Sheva, Tal-Uran. District- Raigad, Maharashtra- 400707 prior to the end date of submission of the E-tender.

The parties who wish to be present at the time of opening of the tender may represent themselves or authorize their representatives with an authority letter.

- e) The technical bids will be evaluated by the tender committee. The financial bids of only those bidders shall be opened whose Technical bids are qualified.
- f) The contract will be awarded to the lowest bidder subject to the fulfillment of all the terms and condition given in this notice and physical inspection of the vehicle intended to be deployed.
- g) The offers/bids received incomplete and/or filed after the due date shall be summarily rejected. Conditional/Unsolicited tenders shall not be considered.
- h) Bidder should present vehicles offered to the Assistant / Deputy Commissioner of Customs, Personal and Establishment, JNCH, Nhava Sheva, Tal-Uran, District- Raigad, Maharashtra-400707, for physical inspection, on the date of opening of Technical Bid.
- i) For any clarification/ inspection of the site, etc. the interested parties may contact the Superintendent of Customs, Personnel and Establishment, 5th Floor, ‘A’ Wing, JNCH, Nhava Sheva, Tal-Uran. District- Raigad, Maharashtra- 400707 on any working day between 11:00 AM to 5:00 PM, either personally or on Tel- 022 27244727 on & before last date and time for accepting tender.
- j) The department reserves the right to accept or reject any or all tenders without assigning any reason. In case of any dispute of any kind and in respect of whatsoever, the decision of the Commissioner of Customs (G), Jawaharlal Nehru Customs House, Nhava Sheva, Maharashtra- 400707 will be final and binding.

ADDITIONAL TERMS AND CONDITIONS

- i. The prices quoted shall be valid for the contract period without escalation.
- ii. The service provider should fulfill all the mandatory qualifying criteria as per **Annexure-A**.
- iii. The service provider should furnish the details of the vehicles viz. i) Year of manufacture, ii) registration number of the vehicles, as per **Annexure – A**.
- iv. On acceptance of quotation, successful bidder should submit with 48 hrs, the copy of the registration certificate of the vehicle, commercial registration of the vehicle, insurance (third party & passengers insurance both), Pollution under control (PUC) Certificate, Commercial Driving License and the particulars of drivers and helpers to the departments.
- v. The successful Service Provider shall sign an agreement within 48hrs of the order being placed by the JNCH in accordance with T&C of the tender on a judicial stamp paper. All legal expenses, incidental thereto shall be borne by the Service Provider.
- vi. Successful bidder should deposit, within 48hrs of the order being placed, five (05) % amount of the total value of the order as Performance Security in the form of Bank Guarantee from Nationalized Bank valid till the contract period.
- vii. The successful bidder should commence the work within 48hrs of the order being placed and failure to which the JNCH will forfeit the EMD and terminate the contract without giving any notice.
- viii. The charges payable shall be all inclusive i.e. salary of drivers and helpers, fuel, maintenance, cleanliness, repairs, insurance etc and any other incidental expenses/charges. GST at prevailing rates shall be payable extra. The TDS will be deducted as per provisions of the Income Tax Law. Other taxes, as per applicable rates shall also be deducted from the payment.
- ix. This department shall not be responsible for any challan, loss, damage due to any accident of the vehicle or to any other vehicle or for the injury to the driver, helper, and passengers, customs staff/officers travelling in the vehicle on offer or to any third party. The loss or damage or legal expenses on this account shall be borne by the service provider/contractor.
- x. Work discipline should be maintained by staff of the service provider.
- xi. The contractor shall not employ any person who has not completed eighteen (18) years of age. The contractor shall comply with all the Laws/act/rules like Minimum wages, Provident Funds, ESI, Bonus, Gratuity, Contract Labor act and other Labor laws/act/rules in force from time to time. In case of violation of any statutory provisions under any stated law or any other law applicable to the contractor, there will not be any liability on the department.
- xii. The driver should be trained having valid Commercial Driving License without any adverse records and with clear antecedents. Driver should be conversant with the routes in and around Mumbai as well as of JNCH. Driver should be readily available during working hours and should be provided with Cell phone.
- xiii. No garage facility will be provided by the department.
- xiv. The vehicles should conform to the pollution norms prescribed, if any, by the transport department of Govt of Maharashtra. Operation and functions of vehicles and drivers shall be governed by Motor vehicles Act/Motor vehicles rules and these shall be the responsibility of the contractor. The department will be under no legal obligation to provide employment to any of the personnel of the contractor after expiry of agreement period and the department recognizes no employer-employee relationship between the department and the personnel deployed by the contractor/agency.

- xv. The vehicles should be clean and tidy. The interior and exterior of the vehicles should be well maintained and should be cleaned properly and daily basis. In case the condition of the bus is found unsatisfactory after deployment, they shall be replaced immediately.
- xvi. The buses shall leave from starting point at 7.30 AM and at 06.05PM from JNCH or as decided by the department. The said service is required for minimum 22 days in a month in addition to day(s) specified by the department.
- xvii. After providing satisfactory service for complete month, the service provider shall submit the bill. The payment will be released within a period of 30-60 days from the date of submission of bill after deducting relevant Penalties/damages/other charges as per provisions of the contract. However, no interest/other charges shall be paid in case of delay in release of payment, for any reason whatsoever.
- xviii. One month prior notice should be given by the service provider for termination of contract. Discontinuation of service without notice by the service provider will result in forfeiture of security deposit and non-payment of dues.
- xix. This office reserves the rights to terminate the contract as well as any particular route, if the necessity arises, without giving any notice/reasons.
- xx. The department will have the sole discretion to extend the period of contract beyond one year or terminate the contract prematurely in case of unsatisfactory services.
- xxi. Service provider should give at least 07 days intimation, incase service provider changes the vehicle on offer. However new vehicle should always have same or better specifications and condition than the vehicle whose detail is provided in the tender.

In case service provider provides substandard vehicle to the class/ specifications/condition of the vehicle detailed in the tender document, or fails to intimate the change of vehicle, a penalty charge of Rs. 20,000/- per day per bus per route in addition to non-payment of that particular day(s) charges, shall be levied.

- xxii. Service provider should time and again submit documents to the department in case there is any change in vehicle on offer, driver, helper or validation of the documents/ certificates is extended/ revalidated. Originals of these documents should always be available with bus driver, on duty. Failure to do so shall result in levy of penalty charge of Rs. 2,000/- per instance per document.
- xxiii. In case of break down, alternate arrangement has to be provided by the operator immediately maximum within 1 hr. For late deployment of replacement vehicle (after delay of 1 hr or more), a penalty of Rs. 2,000/- per bus per day shall be levied and charged. For no deployment of replacement vehicle, amount of charges for bus hired by buyer from third party and a penalty of Rs. 5,000/- shall be levied and charged, in addition to non-payment of that particular day(s) charges.
- xxiv. Failure to provide buses under any circumstances, amount of charges for bus hired by buyer from third party a penalty charge of Rs. 10,000/- per day per bus in addition to non-payment of that particular day(s) charges.
- xxv. Without prejudice to terms and condition (f) of the tender document, On receipt of complaint from any of the passenger regarding misbehavior, discourtesy, unjustified wastage of time, unsatisfactory condition of the vehicle, and or repeated delay in reaching the reporting point, a penalty of Rs 3000/- shall be levied on the service provider for each such violation. Repeated complaints about drivers, helper will result in the termination of the contract along with forfeiture of security deposit.

The Commissioner of Customs (G), JNCH, Nhava Sheva reserves the right to accept or reject any or all tenders without assigning any reasons thereof. In case of any dispute of any kind and in any respect whatsoever, decision of the Commissioner of Customs (G), JNCH shall be final and binding.

Sd/-

(Ramesh Vajge)
Asst. Commissioner of Customs
P&E Section, JNCH

Copy To:

1. Notice Board.
2. DC/EDI,JNCH: for uploading on JNCH,CBEC websites

TECHNICAL BID

1. Name, address & telephone number, Fax No., email of the Organization/Company/Proprietorship :

2. Name and address of the Proprietor / Partner / Director :

3. Bank details with MICR & IFSC code for payment. :

MANDATORY QUALIFYING CRITERIA FOR TECHNICAL BID:

1. We own the vehicle : YES/NO
2. The vehicle is registered as commercial vehicle : YES/NO
3. We have attached copy of RC book, PUC, Insurance (third party & passengers, both) along with all NOCs required as per Motor Vehicle Act and rules & regulations there on. : YES/NO
4. We have valid GST registration no. : YES/NO
5. We have attached copy of GST registration certificate : YES/NO
6. We have valid PAN : YES/NO
7. We have attached copy of PAN (copy enclosed) : YES/NO
8. We have Shop & establishment Number : YES/NO
9. We have attached copy of shop & establishment no. : YES/NO
10. We have attached Annual Turnover Certificate of previous three financial year details(minimum turnover of **Rs. 19 Lakhs**) attested by Chartered Accountant. : YES/NO
11. We have attached Audited Profit & Loss A/c statement for last three years : YES/NO
12. We have attached Audited Balance Sheet for last three years : YES/NO
13. We have attached Income Tax Return for the last three years : YES/NO
14. We have attached GST Return for last three years : YES/NO

15. Vehicle Information :

1	Total number of commercially registered vehicles owned			
	Details of Vehicle/ Bus offered	For Route 1	For Route 2	For Route 3
2	Name of Vehicle Chassis Manufacturer			
3	Name of Vehicle Body Manufacturer			
4	Vehicle model No.			
5	Year of manufacture			
5A	Vehicle RC No.			
5B	Vehicle RC Date (RC date should be after 31.03.2019)			
5C	Vehicle Insurance Validity Period			
5D	Vehicle PUC Validity Period			
6	Vehicle Seating Capacity			
7	Comfortable & Reclining seats in Vehicle (Yes / No.)			
8	Racks/ suitable arrangement for storage of luggage of staff/officers (Yes / No.)			

16. We have attached Copies of contracts / work orders and Documentary evidence of successful execution/Work experience certificate of 03 years in Providing Bus Service : YES/NO

17. We have submitted self declaration that we are not Black listed by any PSU, banks/Govt. organizations. : YES/NO

18. We have our shop/ companies/ proprietorship registered address within 75 km distance radius of JNCH, Nhava Sheva, Uran, Raigad- 400707 : YES/NO

Note: (For qualification, reply to Points 1 to 18 should be in affirmative and their supporting documents to be uploaded along with tender application)

ADDITIONAL EVALUATION CRITERIA:

19. In 2018-19 whether provided vehicles on hire for over six months to Central Government / State Government / Public Sector Offices :YES/NO
20. If reply to (19) above is yes, then provide names of the offices & Supporting documents
21. Any employee of the O/o Commissioner of Customs (G) on your Board or shareholder in contractor's entity (If yes, please provide details) : YES/NO
22. Have your firm/company black listed at any time in past by any Organization? : YES/NO
23. Have your any director/partner/entrepreneur convicted under any law ? : YES/NO

Note:

1. Self attested Photo copies of above for proof should be attached.
2. Original copies should be provided at the time of opening tender.

I have read the terms and conditions of the Tender Notice along with its Annexures.

Signature
Name of the Authorized Signatory
(in block letters)
Seal/Stamp

Date:

Place:

DECLARATION

(to be submitted with the Technical Bid)

1. I Son / Daughter /Wife of Shri
Resident ofProprietor
/ Partner / Director / authorized signatory of 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 to them;
3. The information / documents furnished along with the above 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 information / fabricated document would lead to rejection of my tender at any stage
besides liabilities towards prosecution under appropriate law;
4. I understand that in case any deviation is found in the above statement at any stage, the concern
shall be blacklisted and shall not have any dealing with the Department in future.

I hereby confirm that I am authorized to sign the Tender Document.

Signature
Name of the Signatory
Seal / Stamp

Date:

Place:

FORMAT FOR FINANCIAL BID

1. Name of the Firm :
2. Tender ID/ Bid No. :
3. Price Bid in Rupees (As in the Table Below) :

Sr. No.	Route	No of Buses (seating capacity)	Rate per month per bus (INR), without GST and other taxes. (In words and figure)
1	Route-1 Dadar Via Lloyd Estate, Wadala, Matunga, Antop Hill, Chembur, Vashi to JNCH and back	One bus (30 seater)	
2	Route-2 Borivali via Goregaon Link Road / Powai / Mankhurd / Vashi to JNCH and back	One bus (20 seater)	
3	Route-3 Kalyan via Kalamboli, Panvel to JNCH and back	One Bus (20 seater)	

Signature
Name of the Authorized Signatory
Seal / Stamp

Date:

Place: