



सीमा शुल्क के उप आयुक्त का कार्यालय, दापोली मंडल  
**OFFICE OF THE DEPUTY COMMISSIONER OF CUSTOMS, DAPOLI DIVISION**  
 पहला तल, जयंत पद्मजा कंपाऊंड, दापोली-दाभोल रोड, दापोली-415712  
**1<sup>ST</sup> FLOOR, JAYANT PADAMJA COMPUND, DAPOLI-DABHOL ROAD, DAPOLI – 415712**  
**TEL. 02358-282579 (TELE-FAX), 02358-28247, [dapoli-cuspune@gov.in](mailto:dapoli-cuspune@gov.in)**

**NOTICE INVITING TENDER FOR HIRING OF OPERATIONAL VEHICLE TO BE USED BY THE OFFICE OF THE DEPUTY COMMISSIONER OF CUSTOMS, DAPOLI DIVISION AND ITS FORMATIONS**

e-Tenders are invited from interested parties for providing vehicles, along with driver on monthly basis for the period from **01.08.2021** to **31.03.2022** for the Office of the Deputy Commissioner of Customs, Dapoli, situated at Jayant Padmaja Compound 1<sup>st</sup> Floor, Dapoli-Dabhol Road Dapoli- 415712.

- The Tender enquiry documents will be available on the official website <https://eprocure.gov.in>, <http://cbic.gov.in> and [www.punecustoms.nic.in](http://www.punecustoms.nic.in) from **26.06.2021**.
- Bid Submission:** Bids shall be submitted online only at CPPP website: <https://eprocure.gov.in/eprocure/app>. Tenderers are advised to follow the instructions and note the Terms and Conditions of this contract, contained in **Annexure-I** (i.e., Instructions to Bidder for online bid submission). Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- Period of Contract:** The contract will be for a period starting from **1<sup>st</sup> August, 2021** to **31<sup>th</sup> March, 2022**.
- Scope of Work:**
  - Jurisdiction of Dapoli Customs Division requires six vehicles, (as detailed below): -

S. No.	Name of the office for which Operational Vehicle to be hired	Eligible Operational Vehicles to be Hired	No. of Vehicle required	Days/ per month	Maximum Km./Pm/	Maximum hiring charges per vehicle (Exclusive of GST) in Rs.
1	Customs Division Office, Dapoli	Mid-sized and SUV Vehicle i.e., KIA, Bolero, Scorpio, Ertiga, Xylo, Innova etc.	01	25/26 Days	2000 kms	50,000/-
2	Customs Preventive Unit, Dapoli	Mid-sized and SUV Vehicle i.e., Bolero, Scorpio, Ertiga, Xylo, Innova etc.	01	25/26 Days	2000 kms	50,000/-
3	Customs Formation/Preventive Unit, Bankot	Mid-sized and SUV Vehicle i.e., Bolero, Scorpio, Ertiga, Xylo, Innova etc.	01	25/26 Days	2000 kms	50,000/-
4	Customs Formation/Preventive Unit, Dabhol	Mid-sized and SUV Vehicle i.e., Bolero, Scorpio, Ertiga, Xylo, Innova etc.	01	25/26 Days	2000 kms	50,000/-

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5	Customs Formation/Preventive Unit, Guhagar	Mid-sized and SUV Vehicle i.e., Bolero, Scorpio, Ertiga, Xylo, Innova etc.	01	25/26 Days	2000 kms	50,000/-
6	Customs Formation/Preventive Unit, Mahabaleshwar	Small-sized Vehicle i.e., Honda Amaze, Swift Dzire etc.	01	25/26 Days	2000 kms	40,000/-

- ii. The vehicles are to be hired and utilized for the office work.
- iii. The rates for hiring of the vehicles should be quoted for each category/model of vehicles separately. The rates quoted should be excluding GST and the same should be mentioned clearly in the bids. The rate per Kilometer in excess of the normal Kms i.e., 2000 Kms, overtime and other charges if any, as the case may be should also be quoted separately.
- iv. The vehicle with the Driver should be placed at the disposal of this office at any time of the day & night including Saturday, Sunday and Holidays, as and when required by the Department for performing office duties. This office would be free to use the hired vehicle in any manner for carrying out official duties etc. as per its requirements and the firm should not have any objection to it.
- v. Considering the nature of work performed by this Office being a Preventive Division, the hired vehicle may be used by this office any time on any day and even beyond normal hrs., if required.

**5. Eligibility Criteria:**

- i. The firm(s)/service provider should have experience of at least (3) three years as on 01-08-2021 in the tour and travel business.
- ii. The firm should have GST Registration and PAN card issued by the Concerned Government Department. Proof of such documents should be attached while submitting tender.

**6. Bid Security Declaration:** In lieu of O.M. dated 12.11.2020 issued under F. No. 9/4/2020-PPD by DoE, Ministry of Finance, a Bid Security Declaration will have to be submitted while applying for the contract, addressed to “Deputy Commissioner of Customs, Dapoli Division” without which the quotations will not be considered. Copy of the Bid Security Declaration “accepting that if bidder withdraw or modify bid during period of validity etc., same will be suspended for the time specified in the Tender documents” should be uploaded with e-Tender.

**7. Performance Guarantee (Security Deposit):** The successful bidder shall give performance security in the form of Account Payee Demand Draft /Fixed Deposit Receipt/Bank Guarantee from a scheduled commercial bank amounting to 10% of the total estimated cost in favor of “Deputy Commissioner of Customs, Dapoli Division”. Performance Security should remain valid for a period of Sixty Days beyond the date of completion of all the contractual obligations of the contractor. The Security deposit will be refunded only after 60 days of the expiry of the contract. The deposit is liable to be forfeited, if during the period of contract, the services of the contractor are found to be unsatisfactory in any respect, and/or towards any damage caused due to negligence of the contractor or his employees. This forfeiture will be in addition to any action by the Department that the contractor firm may invite upon themselves due to any of the reasons specified above.

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8. The bid forms and other details can be obtained from the website [www.eprocure.gov.in](http://www.eprocure.gov.in) (CPPP Portal).
9. Bidders who have downloaded the tender from the Central Public Procurement Portal(CPPP) website <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 bidder is liable to be banned.
10. The Critical Dates for the Tender Submission and processing are as under -

Publication Date	26 <sup>th</sup> June, 2021
Bid Document Download Start Date	26 <sup>th</sup> June, 2021 (05:00 PM)
Bid Submission Start Date	26 <sup>th</sup> June, 2021 (05:00 PM)
Clarification regarding the RFP (Request for proposal) Start Date & Time (excluding holidays)	28 <sup>th</sup> June, 2021 (11:00 AM to 05:00 PM)
Clarification regarding the RFP (Request for proposal) End Date	05 <sup>th</sup> July, 2021 (05:00 PM)
Bid Document Download End Date	12 <sup>th</sup> July, 2021 (05:00 PM)
Bid Submission End Date	12 <sup>th</sup> July, 2021 (05:00 PM)
Technical Bid Opening Date	14 <sup>th</sup> July, 2021 (11:00 AM)
Financial Bid Opening date (Those bidders who have qualified in the Technical Bids)	14 <sup>th</sup> July, 2021 (04:00 PM)

11. Interested bidders 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.

Signed by Amit Nayak S

Date: 26-06-2021 11:17:33

Reason: Approved

12. Not more than one tender shall be submitted by one bidder.
13. 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.

(Amit Nayak S.)

Deputy Commissioner  
Customs Division, Dapoli

F. No. VIII/CUS/DPL/Hired Vehicle/80/2018-19/Pt-II

Dapoli, the 25<sup>th</sup> June, 2021

Copy Submitted to: -

- 1) The Joint Commissioner, Customs Hdqrs. Pune for information please.
- 2) The Notice Board, Customs Division Dapoli for wide publicity.

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- 3) Bankot/ Mandangad/ Kelshi/ Harnai/ Dabhol/ Guhagar/ Chiplun Customs Formations for information and wide publicity for information and wide publicity.
- 4) Administrative officer, Customs Division, Dapoli for information and wide publicity.
- 5) Supdt. (P&I), Customs Division Dapoli for information and wide publicity.
- 6) EDP Section, Customs Hdqrs. Pune, for Web publication.

## ANNEXURE-I

### **General Terms and Conditions:**

While quoting the rates, every service provider tenderer /bidder should specifically note that: -

- i) Rate(s) quoted should be for a registered vehicle which is registered on or after **01-08-2018** only and without any accident history, in excellent running condition with neat exterior and interior and which shall also be so maintained during the period of hire/contract;
- ii) The hiring charges shall be on the basis of zero-based mileage i.e., mileage starting at the Office of the Deputy Commissioner of Customs, Dapoli - 415712, on the first day of every month till the last day of the same month.
- iii) The vehicle shall be provided on all days including Saturday, Sunday and Holidays, if required by the office. The vehicle may be required 24x7 as per requirement. The Vehicle hired is intended for use in the entire jurisdiction of the office of the Deputy Commissioner of Customs, Dapoli Division which extends from through the Mahabaleshwar, Chiplun, Guhagar, Bankot, Harnai. In the course of official work, the vehicle may also be required to be used as & when required for out of geographical jurisdiction of Deputy Commissioner of Customs. At night all the vehicles shall be parked in the office complex after performing duties.
- iv) GST will be paid to Service Provider on actual basis. If the service provider is exempt from GST, the same should be clearly mentioned on the quotation with available exemption details. No GST will be paid if the service provider fails to provide proof of valid GST registration and payment details;
- v) 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.
- vi) Department shall be liable to pay the hiring charges and GST only. All the vehicles provided to the Department should be duly insured by the service provider and validity of the same should be till the end of the contract period. In case of any mishap/accident, all the claims arising out of it shall be met by the vehicle provider. In any case, Department is not liable to pay any other charges in addition to hiring charges and GST.
- vii) The service provider should ensure that the driver(s) employed possess a valid driving license, are well experienced, well behaved, and properly dressed in uniform. The driver has to be provided a Mobile Phone for keeping contact with the Service Provider at his own cost and the number of the same to be given to the Department. It should be ensured that they are well versed with the routes and locations of the Pune Customs jurisdiction and they should not have any criminal case pending against them. Also, they should compulsorily wear uniform, which is to be provided by the service provider.
- viii) The driver shall be approved by the department after being used for a week. The driver once approved by the department should not be changed during the period of contract, unless an exigency arises.

- ix) The driver should not have habit of drinking liquor or eating Pan Masala/Gutka.
- x) In order to ensure day to day smooth functioning, the service provider shall not change the vehicle once hired. Similarly, the drivers provided on the said vehicles should not be changed until and unless there is an emergency and that too may be done with the prior intimation/permission. In case, wherein a regular vehicle could not be provided for any reason including repairs, servicing etc., the replacement vehicle should be provided in place of the regular vehicle of similar make and specifications. The Department will be at liberty to hire other vehicle and the cost incurred on account of such hiring shall be at the expense of the service provider.
- xi) The vehicle provided should comply with all the laws in force in India.
- xii) The bidder / service provider should comply with the Labour Laws (including the Minimum Wages Act as amended from time to time, PF and ESIC) in force and all liabilities in this connection will be his sole responsibility.
- xiii) The service provider should comply with the terms and conditions and if he is unable to comply, then penalties as prescribed in Annexure – II would be charged for Non-compliance of service level agreement.
- xiv) The service provider should ensure to make available minimum accessories and amenities in the vehicle like, Tissue Box, Duty slip folder, driver code of ethics, Guest feedback card, car/USB mobile charger, music system with MP3 & USB, large size umbrella, Car perfume, first aid kit, newspaper, fresh drinking water etc.
- xv) Once the contract is awarded, service provider should provide to the department the complete details of vehicles, certified copies of the RC books along with the copy of the valid comprehensive insurance policies as well as full details of deployed driver, his address, copy of his driving license. Further, the service provider should ensure that, the comprehensive insurance policy for the vehicles is in-force during the entire period of contract; Any vehicle without these documents shall not be hired and these documents shall be required to be verified before granting the work order.
- xvi) The service provider should also have 24 hours working mobile so that he can be called in case of any problem pertaining to the vehicle or the driver.
- xvii) The service provider shall provide fire extinguisher in the vehicle.
- xviii) Service provider shall provide a mobile number of a Supervisor/Manager, employed if any, who can be contacted as and when required.
- xix) 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, penalty may be imposed upon the service provider and may be asked to be replaced immediately.
- xx) The service provider should ensure the proper maintenance and service of vehicle periodically.

xxi) 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 this ground.

xxii) The service provider should ensure that in normal circumstances the fuel tank should never be less than half tank. For outstation trips, the Service Provider should take care of extra fuel usage and other charges / expenses.

xxiii) In case of breakdown / repairs of vehicle, the service provider shall provide suitable substitute vehicle immediately.

xxiv) If driver is absent, the service provider should in advance make an arrangement for a driver and replacement of vehicle and intimate the concerned officer of the about the same.

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

xxvi) 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 damage to the vehicle or injury to the driver or person deployed by the service provider during the course of contract;

xxvii) The department reserves the right to terminate the contract and/or without assigning any reason, if the terms and conditions are violated;

xxviii) 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;

xxix) 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 Inspector/Superintendent in charge of Motor Vehicles.

xxx) Any change of the vehicles once hired shall be with the approval of the Deputy Commissioner Dapoli Division. Strict supervision has to be exercised on the Drivers and the service provider is responsible for their punctuality and behavior;

xxxi) Any person who is in government service or any employee of the department shall not be a partner directly or indirectly, with the service provider or shall not be Service Provider;

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

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



xxxiv) 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.

xxxv) The vehicle should be equipped with GPS and FASTAG for tolls on highways.

xxxvi) The service provider should be registered for E-procurement through CPP Portal and having digital signature certificate. It is mandatory to acquire Class 2 Digital Signature Certificate. (Signing & Encryption) to participate in E-procurement process. There will be two bid patterns, i.e. **(i) Technical bid and (ii) Financial bid** and both the bids are to be placed on CPP Portal. 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.

xxxvii) 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.

xxxviii) In the event of reorganization or structural changes of the department/zone/Commissionerate, the number of vehicles hired may be reduced/increased as per the requirement of the department or the agreement may be cancelled/terminated without any prior intimation.

xxxix) The financial Bid shall be opened only if the Technical bid is found to be satisfactory.

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

xli) The Deputy Commissioner of Customs, 1<sup>st</sup> Floor, Jayant Padmaja Compound, Dapoli-Dabhol Road, Dapoli-415712, reserves the right to require fulfillment of other conditions, not expressly mentioned which are consistent with use of vehicles on hire with this office and to reject any or all tenders without assigning any reason there for; and

xlii) In case of dispute the decision of the Commissioner of Customs, Pune shall be final and binding.

xliii) 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 interested bidders, who comply with the terms & conditions of this tender notice may upload their bids under two bid systems for the subject service on CPPP portal ([www.eprocure.gov.in](http://www.eprocure.gov.in)), which will be e-processed by the Department. The schedule of the subject e-tender is mentioned above. The tender details can be downloaded from the official website of the department <http://www.punecustoms.nic.in> and <http://cbic.gov.in>. The same is also available on Central Public Procurement Portal <http://eprocure.gov.in>.



## ANNEXURE - II

### PENALTIES FOR NON-COMPLIANCE OF SERVICE LEVEL AGREEMENT:

Penalties will be levied on the service provider for the violation of Service Level Agreement of the contract as mentioned below:

1. **Major Penalties:** The following incidents will be considered as major penalties and will attract immediate termination of the services for their non-compliance:

**S No. Major Incident**

1. No Valid Registration papers of the vehicles
2. No Valid Comprehensive Insurance
3. No Valid Pollution Under Control (PUC) Certificate
4. Odometer Tampering and Odometer not working
5. Tampering with Log Book

**2. Other Penalties:**

S. No.	Service Agreement	Level	Penalties for Non-Compliance		
			1 <sup>st</sup> Offence (in Rs.)	2 <sup>nd</sup> Offence (in Rs.)	3 <sup>rd</sup> Offence (in Rs.)
1	Back Up Vehicle to be provided with 30 minutes		In case of default, the transporter must reimburse the taxi charges claimed by the employee		
2	Fire Extinguisher missing		500/-	2000/-	4000/-
3	First Aid Box missing		500/-	2000/-	4000/-
4	Tool Kit missing		500/-	2000/-	4000/-
5	Driver without Mobile/not functioning/switched off mobile phone		1000/-	3000/-	5000/-
6	Vehicle Missing without information		2000/-	5000/-	<b>Contract Terminated</b>
7	Driver without License		2000/-	5000/-	<b>Driver Terminated</b>
8	Vehicle without proper document		2000/-	5000/-	<b>Driver Terminated</b>
9	Driver without Uniform		1000/-	2000/-	4000/-
10	Driver without neat & clean Uniform everyday		1000/-	2000/-	4000/-
11	Misbehavior with staff		3000/-	<b>Contract Terminated</b>	
12	Exterior and interior, including seat covers, floor mattresses, dash board, windows not clean		3000/-	5000/-	7000/-
13	Re-fueling while pickup/ drop		250/-	500/-	1000/-
14	Driver found under the influence of Alcohol or any other		2000/-	<b>Driver Terminated</b>	

	intoxication substance			
15	Driver smoke while driving	<b>2000/-</b>	<b>Driver Terminated</b>	
16	Driver engage in distracting conversation or loud music or take calls while driving	<b>1000/-</b>	<b>3000/-</b>	<b>5000/-</b>
17	A/C not working (if air-conditioned vehicle)	<b>1000/-</b>	<b>3000/-</b>	<b>5000/-</b>
18	Over speeding	<b>500/-</b>	<b>2000/-</b>	<b>3000/-plus driver terminated</b>

## **Annexure-III**

### **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 submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://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 (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 DSCs 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 / 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 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.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g., PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” or “Other Important Documents” area available to them to upload such documents. These documents may be directly submitted from 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 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/ Bid Security Declaration as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD/ Bid Security Declaration 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 DD/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. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
- 6) 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.
- 7) 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 bids is maintained using the secured Socket Layer 128-bit encryption technology. Data storage encryption of sensitive fields is 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 opener’s public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

- 8) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 9) 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.
- 10) 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.

## **TECHNICAL BID FORMAT**

1. Name of firm/Company/Agency :  
(Copy of Shop Act/Company  
Registration Certificate should  
be enclosed)
2. Complete Address :  
& Contact Number
3. Number of years' experience  
in providing vehicles :  
in Government/Semi-  
Government/Public Sector  
Undertakings.
4. Name and Address of the :  
Departments in respect of  
Sl. No. 3 above.
5. PAN Number (with proof) :
6. GST Registration No :  
(With proof)
7. Details of the vehicles available :  
for providing on hire  
(With Make Model and Year  
Along with the copy of  
Registration Certificate  
of each of the vehicle.)

***The eligible vehicles detail only should be included***

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

- i. Signed and scanned copy of **proof for payment of Earnest Money Deposit /Bid Security Declaration.**
- ii. Signed and Scanned copy Certificates like Registration certificate, PAN No., TIN No., Service Tax registration etc.
- iii. Signed and Scanned Copy of **Tender Acceptance Letter & Declaration by the bidder.**
- iv. 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.
- v. Signed and Scanned Copy of **Technical Bid format.**

## **FINANCIAL BID FORMAT**

1. Name, Address and Telephone number and PAN No of Bidder :
  
2. Name and address of the Proprietor/ Partner/Directors and their PAN No, Mobile No. :

S. No .	Name of the office for which Operational Vehicle to be hired	Eligible Operational Vehicles to be Hired	No. of Vehicle required	Days/ per month	Maximum Km./P m/	Maximum hiring charges per vehicle (Exclusive of GST) in Rs.
1	Customs Division Office, Dapoli	Mid-sized and SUV Vehicle i.e., KIA, Bolero, Scorpio, Ertiga, Xylo, Innova etc.	01	25/26 Days	2000 kms	50,000/-
2	Customs Preventive Unit, Dapoli	Mid-sized and SUV Vehicle i.e., Bolero, Scorpio, Ertiga, Xylo, Innova etc.	01	25/26 Days	2000 kms	50,000/-
3	Customs Formation/Preventive Unit, Bankot	Mid-sized and SUV Vehicle i.e., Bolero, Scorpio, Ertiga, Xylo, Innova etc.	01	25/26 Days	2000 kms	50,000/-
4	Customs Formation/Preventive Unit, Dabhol	Mid-sized and SUV Vehicle i.e., Bolero, Scorpio, Ertiga, Xylo, Innova etc.	01	25/26 Days	2000 kms	50,000/-
5	Customs Formation/Preventive Unit, Guhagar	Mid-sized and SUV Vehicle i.e., Bolero, Scorpio, Ertiga, Xylo, Innova etc.	01	25/26 Days	2000 kms	50,000/-
6	Customs Formation/Preventive Unit, Mahabaleshwar	Small-sized and SUV Vehicle i.e., Honda Amaze, Swift Dzire etc.	01	25/26 Days	2000 kms	40,000/-

I have read the terms and conditions of the Tender Notice, and I agree to and undertake to abide by the same.

Signature  
Name of the Authorized Signatory  
Seal/Stamp

The prices quoted should be fully typed; no handwritten quotation shall be accepted.



**Annexure- IV**

**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 are 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.

Date: Signature of the authorized Signatory of the firm/

Place: Company/Organization

Office Stamp/Seal:

Signature & Name of the authorized Signatory  
Seal / Stamp

Mobile No.-

Date:

Place:

**Annexure- V**

TENDER ACCEPTANCE LETTER  
(To be given on Company Letter Head)

Date:

To,

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Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: \_\_\_\_\_

Name of Tender / Work: -

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Dear Sir,

1. I / We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely:

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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 document s 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 our Firm is true & correct and in the event that the information is found to be incorrect/untrue or 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)

**Annexure- VI**

BID SECURITY DECLARATION  
(To be given on Company Letter Head)

Date:

To,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sub: Submission of Bid Security Declaration for Tender.

Tender Reference No: \_\_\_\_\_

I/We, the undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Security Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of three years from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We

- a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or
- b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or reuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Security Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Signature:

Name & designation of the authorized person signing the Bid Security Declaration Form:

Duly authorized to sign the bid for and on behalf of: \_\_\_\_\_ (insert complete name of Bidder)

Dated on \_\_\_\_\_ day of \_\_\_\_\_ month \_\_\_\_\_ year.  
Corporate Seal (where appropriate)