



**National Academy of Customs, Indirect Taxes and Narcotics
Zonal Campus, Visakhapatnam**

D.No. 45-57-21/3,4, Narasimha Nagar, Visakhapatnam - 530024

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File No: NACIN/II/(22)/OTH/261/2020-ADMN-O/o ADG-NACIN-ZC-VISAKHAPATNAM

Date 17.11.2020

**NOTICE FOR INVITING E-TENDER FOR HIRING OF VEHICLE
FOR THE OFFICE OF THE ADDITIONAL DIRECTOR GENERAL,
NATIONAL ACADEMY OF CUSTOMS, INDIRECT TAXES &
NARCOTICS,
ZONAL CAMPUS, VISAKHAPATNAM**

E-tenders (in the prescribed format) are invited from the vehicle providers through E-procurement portal for hiring of vehicle as per the requirements mentioned below for the Office of the Additional Director General, National Academy of Customs, Indirect Taxes & Narcotics, Zonal Campus, Visakhapatnam from the date of issue of work order. **The contract shall be awarded for a period of one year.**

Sl. No.	Remarks	No. of Vehicle	Category of vehicle	Maximum Amount (Rs.) (per vehicle) per month
(1)	(2)	(3)	(4)	(5)
1.	Vehicle to be used for 30/31 days subject to maximum of 2500 Kms in a month.	1 (one)	Maruti Suzuki Ertiga, Honda City, Toyota Innova, Maruti Suzuki XL6 and similar models.	Rs. 50,000/- (exclusive of GST)

2. The complete tender documents containing general terms and conditions, pre-qualification requirements etc. are available on <https://eprocure.gov.in/eprocure/app> and can be downloaded free of cost.

Tender Critical Data Sheet

Tender Publishing Date	18.11.2020
Bid Submission Start Date	18.11.2020
Bid Submission Closing Date	08.12.2020
Technical Bid Opening Date	10.12.2020

3. Interested Service providers/bidders/reputed firms providing such services may submit their bids in the prescribed format with all the necessary documents online with digital signature at <https://eprocure.gov.in/eprocure/app> on or before the bid submission closing date.

4. For any query/ clarifications, the officers concerned may be contacted at the phone No. 0891-2536636 / 0891-2536638/ 0891-2976648.

(B.A.V. SRINIVASA RAO)
Addl. Director General

Copy to:-

1. The webmaster, CBIC/NACIN, Faridabad - with a request to upload the Tender Notice on the website
2. Notice Board.

*National Academy of Customs, Indirect Taxes and Narcotics
Zonal Campus, Visakhapatnam*

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Phone: 2536636 E-mail: psadg.nacinvsp-cbec@gov.in FAX - 2536637

Date 18.11.2020

Notice inviting e-tender for Hiring of Vehicles through e-procurement

1. Office of the Additional Director General, National Academy of Customs, Indirect Taxes & Narcotics, Zonal Campus, Visakhapatnam invites e-Tender from service providers for hiring of one (01) Vehicle for the period of 01 (one) year from the date of issuance of work order.
2. The bidders shall submit their bids online only through the Central Public Procurement Portal (CPPP) website: <https://eprocure.gov.in/eprocure/app> , follow the Terms and Conditions as provided in the **Annexure-I & Annexure-II** and instructions to bidder for online bid submission as provided in **Annexure-III** for online submission of bids.
3. Bid documents may be scanned with black and white option which helps in reducing size of the scanned document.
4. Bidder who has 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 the downloaded price bid template [.xls file (BOQ)] in any manner. In case, if the same is found to be tampered/ modified in any manner, tender will be completely rejected and tenderer is liable to be banned.
5. Intending 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.
6. Technical Bid and Financial/Price Bids will be opened as per date/time as mentioned in the tender date schedule.
7. **Submission of Tender -**

(a] The tender shall be submitted online in two parts, viz., Technical Bid (in Annexure - A) and Financial Bid/Price Bid Undertaking in Annexure - C and price bid in **.xls file (BOQ) format**.

(b) All the pages of bid being submitted must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading.

(c) The offers submitted by post/ Fax/ e-mail shall not be considered. No correspondence will be entertained in this matter.

ANNEXURE - I**TERMS & CONDITIONS**

The interested parties must be capable of providing vehicle on their own on the following terms and conditions: -

1. Earnest Money Deposit/Bid Security for the amount mentioned below, refundable in the form of Demand Draft payable to the **PAO, CGST & CUSTOMS, Visakhapatnam** must be submitted to this office on or before the bid submission closing date and a soft copy of DD has to be uploaded on the Central Public Procurement Portal (CPPP) website: <https://eprocure.gov.in/eprocure/app> portal as part of the technical bid documents. The bidder claiming exemption from EMD/bid security has to upload the self-attested registration certificate issued by NSIC/MSME on the CPP portal. Tenders without Earnest Money Deposit and/or with Earnest Money Deposit in any other form i.e. cheque, cash etc. will not be considered. After awarding of contract to the successful bidder, EMD will be returned and performance security deposit will be sought as per the provisions of the General Financial Rules, 2017.

Type of the vehicle required to be supplied: -

Sl. No	Vehicle Type	Number of vehicles required	Job Description (Total Kms per month)	Cost Ceiling per Month (Exclusive GST)	Condition	Earnest Money Deposit/ Bid Security per vehicle
1	Maruti Suzuki Ertiga, Honda City, Toyota Innova, Maruti Suzuki XL6 and similar models.	01	Hire for upto 30/31 days subject to maximum of 2500 Kms per month	Rs. 50,000/-	Should not be older than three years	Rs.2,000/- (or proof of NSIC certificate for claiming exemption)

2. The contract is for a period of one year.
3. The details of the vehicle to be provided to the National Academy of Customs, Indirect Taxes & Narcotics, Zonal Campus, Visakhapatnam must be attached along with the Technical Bids.

Also, the bidder should have registered under GST where applicable and hold a valid PAN card.

4. The bidder should preferably have past experience of providing vehicles on hire to at least one government organization/PSU in the last 3 years. The driver to be deployed with the vehicle should also have past experience of running vehicles on hire at Government Departments/PSUs for at least three years.
5. The vehicle shall be kept neat and clean and in perfect running condition with shining body and clean interior with good upholstery.
6. In case condition of the vehicle is not found to be satisfactory, they shall be returned for immediate replacement. In case no replacement is provided on time, this office would have a right to hire vehicle from the market and the additional cost incurred by this office will be borne by the service provider/tenderer/bidder.
7. The Firm would ensure that the driver employed has valid driving license and sufficient experience in driving vehicles connected with work of Government Departments as mentioned at point no. 4 above. The vehicle should be registered with the concerned authority of Central/State govt. The Transport operator shall provide a certificate to this effect. The driver of the vehicle provided must follow traffic rules and other regulations prescribed by the Govt. from time to time.
8. The Firm should leave an adequate number of telephones for contact round the clock. The driver shall observe all the etiquette and protocol while performing the duty and shall be neatly dressed and must carry a mobile phone in working condition for which, no separate payment shall be made by the Department.
9. The rates quoted should specifically mention the GST component. No tax will be paid if the operator fails to provide proof of valid GST Registration. No extra charges will be paid except GST, if applicable.
10. The Additional Director General reserves the right to accept or reject the quotation without assigning any reasons thereof.
11. The billing will be done on monthly basis, The Service Provider shall submit the monthly bill in duplicate for reimbursement to the Office of the Additional Director General, National Academy of Customs, Indirect Taxes & Narcotics, Zonal Campus, Visakhapatnam in the first week of the following month.
12. A daily record indicating time and mileage for vehicle shall be maintained in a log book and log book shall be submitted to the Office of the Additional Director General, National Academy of

Customs, Indirect Taxes & Narcotics, Zonal Campus, Visakhapatnam regularly for scrutiny.

13. Once the hiring of vehicles commences from a particular operator, the driver should not be changed unless requested by the Office. The vehicle must be available at any time on any day as desired by the officers concerned.
14. The Zonal Campus of the NACIN shall be liable to pay the hiring charges only. Hiring charges include monthly charges of driver, maintenance of vehicle, petrol/diesel oil and any others charges.
15. In case of breakdown of any vehicle during duty, it shall be the responsibility of the firm to provide a substitute for the vehicle immediately. In case the vehicle does not report on time/does not report at all, the customer would have a right to hire vehicle from the market and the additional cost incurred will be borne by the service provider/tenderer/bidder.
16. The Vehicle should have a comprehensive insurance to cover the risk during the contract period. In case of any accident, all the claims arising out of it shall be met by the service provider/tenderer/bidder.
17. In case of any dispute of any kind and in any respect whatsoever, the decision of the Additional Director General, NACIN, Zonal Campus, Visakhapatnam shall be final and binding.
18. There should be at least two sets of white covers and towels in the vehicle and should be changed every week.
19. There should be an air spray in the vehicle.
20. Manufacturing year of the vehicle should not be earlier than 2018.
21. The place of parking of the hired vehicle shall be the prerogative of the Office of the Additional Director General, National Academy of Customs, Indirect Taxes & Narcotics, Zonal Campus, Visakhapatnam.
22. Usually the vehicle will be utilized during the period from 09.00 hrs. to 20.00 hrs., however, the vehicle will be utilized for any emergency at any time with or without prior notice. Therefore, the vehicle shall be available exclusively for the use of NACIN, during the contract period.
23. As regard vehicle timings, the service provider/tenderer/bidder will not pass on the instructions directly to the driver concerned. All the instructions should be routed through the Office of the Additional Director General, National Academy of Customs, Indirect Taxes & Narcotics, Zonal Campus, Visakhapatnam.

24. Vehicle should be kept with sufficient stock of fuel. However, in case of any emergency, if any officer refuels on payment from his pocket, the same should be reimbursed by the service provider/tenderer/bidder on production of the bill.
25. Bids once submitted shall not be allowed to be withdrawn and any default after acceptance of bid shall be deemed to be non-compliance of terms of contract and would be liable for penalty levied. The successful bidders shall provide the vehicle within 07 days of bid opening date and also be present for signing the Agreement as and when called for. Further, the vehicle is to be provided for duty immediately after finalization of contract of successful Bidder from the specified date. Hiring charges are payable from the actual date of hiring the vehicle.
26. A declaration regarding acceptance of the above mentioned terms and conditions is to be submitted along with the technical bid.
27. Any employee of the Office of the Additional Director General, National Academy of Customs, Indirect Taxes & Narcotics, Zonal Campus, Visakhapatnam is prohibited from participation in this tender.
28. If any of the terms and conditions shown above at Sl. No. (1) to (27) is not found fulfilled during the contract period, the Additional Director General reserves the right to discontinue the contract without assigning any reason thereof.

We agree to the above terms and conditions.

Signature and Name with Date _____

Name of the Firm _____

ANNEXURE -II

Summary of Documents to be submitted:

A. Technical Bid: -

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 Technical data sheet (In format as per Annexure-A)
- ii) Signed and scanned copy of Tender Acceptance Letter (As per Annexure-B) & Letter of authorisation to submit bid.
- iii) An undertaking (self-certificate) that the agency has not been blacklisted by a Central/State/UT Government institution and there has been no litigation with any government department.
- iv) Signed and Scanned copy certificates like GST Registration, PAN, RC Book of offered vehicle, and experience, if any, etc.

B. Financial Bid/Price Bid: -

- (a) Financial Bid /Price bid undertaking (as per Annexure-C)
The rate has to be quoted in the Price Bid/Financial Bid in .xls file (BOQ).

ANNEXURE - A (TECHNICAL BID)

Technical/Qualifying Bid Form for the Tender of hiring of vehicle for the Office of the Additional Director General, National Academy of Customs, Indirect Taxes & Narcotics, Zonal Campus, Visakhapatnam.

1	Amount of Earnest Money Deposit (Refundable)	Rs. _____ /- (Rupees _____ Only)
2	Particulars of Demand Draft	No. Date Drawn on
3	Name, Address and Telephone / Mobile Number of the service provider/ tenderer/ bidder	
4	Name, Address of the Proprietor/Partner/Director	
Qualifying criteria for Technical Bid:		
1	Whether the Vehicle is owned	Yes / No
2	Whether the copy of RC Book of the offered vehicle in this tender is attached	Yes / No
3	GST Registration, if any.	Yes / No
4	If yes, whether copy of GST Registration Certificate is attached	Yes / No
5	Whether copy of PAN is attached	Yes / No
6	Annual turnover of previous three financial years details (along with copy of profit & loss A/c, balance sheet, Audit Report and Income Tax Returns for the last three years should be attached)	
7	Whether any director/partner/ entrepreneur convicted under any court of law?	Yes / No. If yes, please provide details
8	Has your firm/company black listed at any time in past by any organization	Yes / No. If yes, please provide details
9	Whether the vehicle is registered as commercial /Taxi vehicle	Yes / No. If yes, please provide details
10	a) Whether the service provider/ tenderer/ bidder has past experience of providing vehicles on hire to at least one Government	Yes / No

	department/PSU in the last 3 years; b) whether the driver to be deployed with the vehicle has past experience of running vehicles on hire at Government Departments/PSUs for at least three years.	Yes / No
11	Whether the vehicle is older than three years	Yes / No
12	Any other information service provider/tenderer/bidder may like to furnish (may be furnished in separate enclosure)	

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DECLARATION

I/We hereby certify that information furnished above is true and correct to the best of my/our knowledge. I/We understand that if any deviation is found in the above statement at any stage, I/we shall be blacklisted and will not have any dealing with the department in future.

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

Signature

Name of the Authorised signatory

Seal/Stamp

ANNEXURE - B

TENDER ACCEPTANCE LETTER

(To be given on Company letter Head)

Date:

To,

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 website(s) namely:

as per your advertisement, given in the above mentioned website(s).

2. I/We hereby certify that I/We have read the entire terms and conditions of the tender documents (including all documents like annexure(s), schedule(s), etc., which form part of the contract agreement and I/We shall abide hereby the terms/conditions/clauses contained therein.

3. The corrigendum(s) issued from time to time by your department/ organisation to 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/ organisation shall without giving any notice or reason therefor, 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 - "C"

FINANCIAL BID UNDERTAKING

a) PRICE BID UNDERTAKING

Date:

From: (Full name and address of the Bidder)

To,

O/o. the Additional Director General,
National Academy of Customs, Indirect Taxes & Narcotics,
Zonal Campus, Visakhapatnam.

Sir,

1. I submit the Financial Bid/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 rates as indicated in the Financial Bid/ Price Bid, inclusive of all applicable taxes except GST.

Yours faithfully,

Signature

Name of the Representative

E-Mail:

Phone:

Office Address:

b) Instructions for furnishing information in Price Bid/Financial Bid

(in xls file format - BOQ Sheet)

1. The bidder has to mention his name/firm/company;
2. The price quoted should be exclusive of GST.

ANNEXURE- III**Special Instructions to the Contractors/Bidders for
the e-submission of the bids online through this
eProcurement Portal**

- 1)** Bidder should do Online Enrolment in the CPP Portal using the option Click Here to Enroll available in the Home Page. Then the Digital Signature enrollment has to be done with the e-token, after logging into the portal. The e-token may be obtained from one of the authorized Certifying Authorities such as eMudhraCA/ GNFC/ IDRBT/ MtnITrustline/ SafeScript/ TCS.
- 2)** Bidder then logs into the portal giving user id / password chosen during enrollment.
- 3)** The e-token that is registered should be used by the bidder and should not be misused by others.
- 4)** DSC once mapped to an account cannot be remapped to any other account. It can only be Inactivated.
- 5)** The Bidders can update well in advance, the documents such as certificates, purchase order details etc., under **My Documents** option and these can be selected as per tender requirements and then attached along with bid documents during bid submission. This will ensure lesser upload of bid documents.
- 6)** After downloading / getting the tender schedules, the Bidder should go through them carefully and then submit the documents as per the tender document, otherwise, the bid will be rejected.
- 7)** The BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for that tender. Bidders are allowed to enter the Bidder Name and Values only.
- 8)** If there are any clarifications, this may be obtained online through the eProcurement Portal, or through the contact details given in the tender document. Bidder should take into account of the corrigendum published before submitting the bids online.
- 9)** Bidder, in advance, should prepare the bid documents to be submitted as indicated in the tender schedule and they should be in RAR/DWF formats. If there is more than one document, they can be clubbed together.

- 10) Bidder should arrange for the EMD as specified in the tender. The original should be posted/couriered/given in person to the Tender Inviting Authority, within the bid submission date and time for the tender.
- 11) The bidder reads the terms and conditions and accepts the same to proceed further to submit the bids.
- 12) The bidder has to submit the tender document(s) online well in advance before the prescribed time to avoid any delay or problem during the bid submission process.
- 13) There is no limit on the size of the file uploaded at the server end. However, the upload is decided on the Memory available at the Client System as well as the Network bandwidth available at the client side at that point of time. In order to reduce the file size, bidders are suggested to scan the documents in 75-100 DPI so that the clarity is maintained and also the size of file also gets reduced. This will help in quick uploading even at very low bandwidth speeds.
- 14) It is important to note that, **the bidder has to Click on the Freeze Bid Button, to ensure that he/she completes the Bid Submission Process. Bids Which are not Frozen are considered as Incomplete/Invalid bids and are not considered for evaluation purposes.**
- 15) In case of Offline payments, the details of the Earnest Money Deposit (EMD) document submitted physically to the Department and the scanned copies furnished at the time of bid submission online should be the same otherwise the Tender will be summarily rejected.
- 16) The **Tender Inviting Authority (TIA)** will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders due to local issues.
- 17) The bidder may submit the bid documents online mode only, through this portal. Offline documents will not be handled through this system.
- 18) At the time of freezing the bid, the eProcurement system will give a successful bid updation message after uploading all the bid documents submitted and then a bid summary will be shown with the bid no, date & time of submission of the bid with all other relevant details. The documents submitted by the bidders will be digitally signed using the e-token of the bidder and then submitted.
- 19) After the bid submission, the bid summary has to be printed and kept as an acknowledgement as a token of the submission of the bid. The bid

summary will act as a proof of bid submission for a tender floated and will also act as an entry point to participate in the bid opening event.

- 20)** Successful bid submission from the system means, the bids as uploaded by the bidder is received and stored in the system. System does not certify for its correctness.
- 21)** The bidder should see that the bid documents submitted should be free from virus and if the documents could not be opened, due to virus, during tender opening, the bid is liable to be rejected.
- 22)** The time that is displayed from the server clock at the top of the tender Portal, will be valid for all actions of requesting bid submission, bid opening etc., in the e-Procurement portal. The Time followed in this portal is as per Indian Standard Time (IST) which is GMT+5:30. The bidders should adhere to this time during bid submission.
- 23)** All the data being entered by the bidders would be encrypted at the client end, and the software uses PKI encryption techniques to ensure the secrecy of the data. The data entered will not be viewable by unauthorized persons during bid submission and not viewable by any one until the time of bid opening. Overall, the submitted bid documents become readable only after the tender opening by the authorized individual.
- 24)** During transmission of bid document, the confidentiality of the bids is maintained since the data is transferred over secured Socket Layer (SSL) with 256 bit encryption technology. Data encryption of sensitive fields is also done.
- 25)** The bidders are requested to submit the bids through online eProcurement system to the TIA well before the bid submission end date and time **(as per Server System Clock)**.
