

Telephone:	<b>26250083 (ADG)</b>		Fax:	<b>26250155</b> <b>26250156</b>
EPBX:	<b>26250157</b> <b>26250159</b>			

**NATIONAL ACADEMY OF CUSTOMS, EXCISE AND NARCOTICS (NACEN)**

MINISTRY OF FINANCE, DEPARTMENT OF REVENUE

1<sup>st</sup> to 3<sup>rd</sup> Floors, Plot No: 3/86-E, ATC STREET, Ambattur Industrial Estate,  
(Near AMBIT IT Park), CHENNAI-600058.

**TENDER NOTICE- /2016**

For and on behalf of President of India, Sealed tenders are invited from reputed taxi operator /service providers for hiring of **(04) FOUR** operational vehicles along with Drivers for the Office of the Additional General NACEN Chennai

2. The detailed Tender Process and terms and conditions are enclosed as **Annexure – "A"** to this tender notice. In case of any query, The Additional Director General, NACEN Chennai shall be contacted having office at Plot No: 3/86-E, ATC Street, Ambattur Industrial Estate, Chennai – 600 058.on any working day during office hours on or before 10.08.2016. The tender form can be downloaded from the websites [www.cbec.gov.in](http://www.cbec.gov.in), [www.nacen.gov.in](http://www.nacen.gov.in). and [www.centralexcisechennai.gov.in](http://www.centralexcisechennai.gov.in).

3. The interested parties / vehicle providers who comply with the terms and conditions of this tender notice should submit their bids (both Technical & Financial) in the prescribed Quotation Form duly signed and stamped, in separate sealed envelopes, clearly superscribing Technical bid and Financial bid. These two bids are in turn to be placed in one sealed cover clearly super scribing on the envelope **"TENDER FOR HIRING OF VEHICLES"** addressed to the Additional Director General NACEN, Plot No: 3/86-E, ATC Street, Ambattur Industrial Estate, Chennai –600 058.

- a) The last date for receipt of Tender: **10.08.2016 up to 14.00 Hrs.**  
b) Tenders shall be opened on: **10.08.2016 up to 15.00 Hrs.**

4. The tenders/quotations received unsigned/incomplete and/or filed after the due date shall be summarily rejected. The parties who wish to be present at the time of opening of Tender/Quotation may represent themselves or authorize their representatives with an authority letter. The financial bids of only those bidders shall be opened whose technical bids are qualified. The format of the "Technical Bid" and "Financial Bids" are enclosed as Annexure 'B' and Annexure 'C'.

5. The Additional Director General NACEN Chennai reserves the right to accept or reject any or all tenders without assigning any reasons thereof.

  
**(P. VENKATASUBRAMANIAN)**  
ASSISTANT DIRECTOR (Veh.)  
NACEN, CHENNAI

Encl.: Annex. - A, B & C.  
F. No. II/15/05/2016- Veh.  
Chennai, 26<sup>th</sup> July, 2016.

**Copy to:**

1. Notice Board.
2. The Superintendent (Computer Cell), Central Excise, Chennai with a request to upload the tender details in the site [www.cbec.gov.in](http://www.cbec.gov.in), [www.nacen.gov.in](http://www.nacen.gov.in), and [www.centralexcisechennai.gov.in](http://www.centralexcisechennai.gov.in)

## ANNEXURE – ‘A’

### **I. Tender Process and submission of Tender Documents: -**

1. The bid / tender will consist of two parts – Technical bid and Financial bid. Each of the bids are to be placed in two separate sealed envelopes clearly superscribing Technical bid and Financial bid which in turn are to be placed in one sealed cover clearly super scribing "Tender for hiring Vehicles". The name of the Agency /firm must be mentioned on envelopes. The bid of all parties whose Financial Bid is not in a separate sealed cover or the rates quoted by them finds mention in their Technical Bid shall be rejected forthwith. All information sought under Terms and Conditions and other information to be supplied is to be given in Technical Bid while the price quoted by them will be mentioned only in the Financial Bid.
2. The offers / bids received incomplete and / or filed after the due date shall be summarily rejected.
3. The Technical Bids shall be opened by a committee on **10.08.2016 at 15.00 hrs.** in the presence of bidder/(s) or their authorized representative with authority letter, if they appear.
4. The financial bids of only those parties shall be opened whose Technical Bids are found to be eligible.
5. 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 Additional Director General, NACEN, Chennai will be final and binding.
6. The tender documents must be received latest by **10.08.2016 at 14.00 hrs.** The documents received after due date & time due to any reason including postal delay shall not be accepted.

### **II. Authenticity of the tender document: -**

7. Every page of tender document along with enclosures must be signed by the bidder.

### **III. Terms and Conditions: -**

8. Separate sealed Technical and Financial bids should be kept in a single sealed envelope and superscribed with "**Tender for Hiring of Vehicles**". The Separate technical and financial bids should be clearly marked "Technical Bid" or "Financial Bid" on the respective envelopes. The tender will be opened on 10.08.2016 **at 15.00 Hrs.** in the office of the ADG, NACEN Chennai Plot No: 3/86-E, ATC Street, Ambattur Industrial Estate, Chennai –600 058 before a Tender Evaluation Committee and Tenderers present, if any.
9. The service provider should be able to provide the vehicles as requisitioned. Type and number of Vehicles are:-

Sr. No.	Category	Type of Vehicle	No. of Vehicles
1.	Vehicle to be used for 30/31 days in a month for maximum of 2500 kms in a month.	(Honda City / Innova / Maruthi S-cross)	ONE
2.	Vehicle to be used for 25 days subject to maximum of 2000 Kms per month	(Verna/ Maruti SX4, Ford Fiesta/Toyota Etios or the like)	Three

10. The contract for the vehicles shall be valid for an initial period of one year starting from date of signing of the contract, subject to clause/(s) of these terms & conditions.

11. The service provider should be duly registered with concerned Central/State Government 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 Government Organizations to which they have extended similar service in the recent past as well as the present.
12. The driver should be having Transport License, with a minimum of 5 years' experience and their antecedents should be duly verified by Police authorities, at the instance of the service provider. The service provider 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 Government from time-to-time. The driver shall observe all the etiquettes and protocol while performing his duty & shall be neatly dressed in proper uniform.

### 13. Rates:-

- i) Rate / bid / offer must be without any condition, assumption, qualification reservation or variation. Rate / bid / offer must be mentioned in prescribed proforma in figures and in words in respect of each vehicle separately. In case of any discrepancy, rates quoted in words will prevail. Conditional tender offer or offer at variance from prescribed specification would be ineligible to compete for the tender. Prices and price components shall be firm and shall not be subject to any price variation or adjustment on account of any price escalations throughout the execution of the contract.
  - ii) The rates quoted should be exclusive of the service tax component. All taxes, fees, levies, insurance charges etc. other than Service Tax would be borne by the service provider.
  - iii) The lowest tender will be assumed based on sum of the Quoted rate for the various types of vehicles per month. The tender getting lowest consolidated rate will be declared as successful bidder.
14. Financial bids of only those service providers would be opened, who have qualified in respect of the technical bids.
  15. The service provider will comply with the labour laws in force and all liabilities in this connection will be theirs.
  16. The Department will not be under any obligation, legal or otherwise, to provide any employment to any of the personnel of the service provider during or after the expiry of the hire period. The Department recognizes no employer-employee relationship between the Department and the personnel deployed by the service provider. The Department shall not be responsible financially or otherwise for any injury to the vehicle or driver or person deployed by the service provider during the course of hire.
  17. The contract between the Additional Director General of NACEN, Chennai 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.
  18. The Service Provider should have a registered and well established car rental / travel Agency having sufficient number of latest models of Vehicles for hiring. List of vehicles owned and to be provided to this NACEN Office must be enclosed along with the tender documents. The vehicles provided to this office should not be more than **ONE YEAR** old. The vehicles should be kept neat, clean and in best condition with shining body and good upholstery.
  19. In case the condition of vehicle(s) is / are not found to be satisfactory, they shall be returned for immediate replacement. In case no replacement is provided on time, this Office has the

right to hire a vehicle from the market and the additional cost incurred by the NACEN Office will be borne by the tenderer.

20. The Service Provider should ensure that the drivers employed have a valid driving licence and vehicle should be registered with the concerned authority of the State Government and shall provide a certificate to this effect. The driver of the vehicle provided must follow the traffic rules, and other regulations prescribed by the government authorities from time to time. In case of issue of any challan for whatsoever reason by the Police / Traffic Police, Service Provider shall be liable to pay the fine imposed, and bear other consequences.
21. The Service Provider should have functional telephone for establishing contact round the clock.
22. Driver should wear the uniform as approved by the ADG, NACEN and observe cleanliness and all the etiquette and protocol while performing the duty. The drivers must carry a mobile phone in working condition, for which, no separate payment shall be made by this NACEN. The driver deployed shall not use the mobile phone while driving the vehicle.
23. The rates quoted should specifically mention the service tax component. No service tax will be paid if the operator fails to provide proof of valid service tax registration and deposit the same into the government account. The Additional Director General, NACEN, Chennai reserves the right to check from the jurisdictional Assistant / Deputy Commissioner of Service Tax, the authenticity of such information.
24. The Additional Director General, NACEN, Chennai, reserve the right to reject all or any of the offers or accept more than one offer or terminate the order without assigning any reason thereof.
25. The billing will be done on monthly basis; bill preferably typed and in triplicate, in connection with the service shall be submitted to this office in the 1<sup>st</sup> week of each month.
26. A daily record indicating time and mileage for each vehicle shall be maintained.
27. The hiring charges shall be on the basis of zero based mileage i.e. mileage starting / ending from / at the office / residence of the officers, as the case may be.
28. Once the hiring of cars commences, the cars and the drivers should not be changed unless requested by the Additional Director General, NACEN, Chennai. The vehicles must be available at any time as desired by the officers.
29. The Additional Director General, NACEN, Chennai shall be liable to pay only the hiring charges. Other liabilities viz. monthly charges of driver, repair and maintenance of vehicle, insurance, petrol / diesel, oil and any other incidental expenses etc. shall be borne by the Service Provider.
30. In case of breakdown of any vehicle during official duty, it shall be the responsibility of the Service Provider to provide a substitute vehicle replacement immediately. In case the vehicle does not report on time / does not report at all, the customer would have the right to hire a vehicle from the market and the additional cost incurred by the NACEN will be borne by the Service Provider.
31. In case of any accident, all the claims arising out of it shall be met by the Service Provider.
32. In case of any dispute of any kind, in any respect whatsoever, the decision of the Additional Director General, NACEN, Chennai, shall be final and binding.
33. The contract shall be considered for extension by mutual agreement for such further period(s) as may be mutually agreed upon.

34. On awarding the contract, the Service Provider has to furnish to the Additional Director General, NACEN, Chennai the certified copies of RC Books, the comprehensive insurance policies and copies of driving licence of the drivers of the vehicle.
35. The service provider and his drivers shall be bound to carry out the instructions of the Additional Director General, NACEN, Chennai as well as any of the Officers assigned to use the vehicle
36. A penalty of Rs.500/- per day per vehicle shall be levied if any vehicle fails to meet the above terms and conditions.
37. The liability of the NACEN, Chennai is limited to the contract value only.
38. 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, NACEN, Chennai, whose decision shall be final and conclusive.
39. No additional terms & conditions over and above the conditions stipulated above shall be entertained by NACEN.
40. Any other dispute arising out of the contract will be subject to the jurisdiction of Courts of Chennai.

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**ANNEXURE 'B'**  
**TECHNICAL BID**

**QUALIFYING CRITERIA FOR TECHNICAL BID**

1	Name of the Organization	
2	Name of The Proprietor / Partner / Directors with Mobile No	
3	PAN CARD NO (Enclose Copy)	
4	Valid Service Tax Registration No. (Enclose Copy)	
5	State VAT Registration No. (Enclose copy)	
6	Name of The Coordination Manager / Supervision Mobile	
7	Contact Customer Service & Support 24 X 7 (if yes than Contact Details)	
8	In the past three years whether provided vehicles on hire for over six months to Central Government/State Government/Public Sector Offices (if the space is insufficient the details may be given in an Annexure)	<b>Name of The Clients as below</b>

**Vehicle Information**

		VEHICLE-1	VEHICLE-2	VEHICLE-3	VEHICLE-3
1	Registration No.				
2	Make & Model No.				
3	Chassis No.				
4	The Vehicles is registered as commercial vehicle YES/NO				

Attach a copy of Registration Certificate

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

**Signature**

Name of the Authorized Signatory

Seal/Stamp

**ANNEXURE-C**  
**(FINANCIAL BID)**

To  
**The Additional Director General,**  
Plot No: 3/86-E, ATC Street,  
Ambattur Industrial Estate, Chennai -600 058

Sir,

**Sub:** - Submission of financial bid for hiring 4 operational vehicles by O/o The Additional Director General NACEN Chennai – Reg.

With subject to the above, I/We hereby submit the quotation for hiring of various type operational vehicles by the O/of The Pr. Additional Director General NACEN Chennai.

**Rate Chart per Vehicle (exclusive of Service Tax, other taxes and duties)**

Sr. No.	Type of Vehicles	No. of Vehicles	Category / Terms of use	Amount (Rs.) (per vehicle)
1	Honda City / Innova / Maruthi S-cross	1	To be used 30-31 days a month @ 12hrs. per day, Maximum of 2500 kms (including Sundays and other holidays)	
2	Hyundai Verna/ Maruti SX4 / Ford Fiesta / Toyoto Etios or like	3	To be used for 25 days subject to maximum of 2000 Kms per month.	
<b>TOTAL BID AMOUNT</b>				

Date:  
Place:

Signature of the Bidder