

**NATIONAL ACADEMY OF CUSTOMS, EXCISE & NARCOTICS**

Western Region, Bhandup (East), Mumbai-400 042.

Tel. No. 25666778/79 Fax. No. 25666780

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F. No. IX-Misc(2)1/2016/NACEN/WR

Date: 30.09.2016

**TENDER NOTICE No 04/2016**

1. Sealed quotations are invited from the reputed firms/ parties having at least two years' experience in similar kind of work and willing to comply with the Terms and Conditions annexed to this notice for the following work:-

**SUPPLY OF PASSENGER CARS AS PER BELOW:-**

Sr.No	Category	No. of Vehicles Required
1.	<b>AC Vehicle</b> Mid size, viz., Honda City, Tata Manza, Volkswagen Vento & the like; 2500 kilometres per month- 30/31 days ; 12 hours per day (To be used on all days of the week including holidays)	1
2.	<b>Non AC Vehicle</b> Small size, viz., Indigo, Maruti Dzire, Verito & the like; 2000 kilometres per month-20-25 days; 12 hours per day (To be used on all days of the week including holidays)	2

2. Interested firms/ parties may contact the undersigned on any working day for any clarification.
3. Details of this Tender may also be accessed through Central Board for Excise and Customs website at <http://www.cbec.gov.in/tenders> and E-Procurement Portal at <http://www.e-procurement.gov.in>.
4. Sealed Quotation should be addressed to the undersigned. The sealed cover should be marked on the top as **"Quotation for Hiring of Vehicles against Tender Notice No. 04/2016"**.
5. Last date of submission of sealed quotation is **17.10.2016**



(SANKET KALE)  
DEPUTY DIRECTOR (ADMN.)  
NACEN, RTI MUMBAI.

## TERMS AND CONDITIONS

1. Separate sealed Technical and Financial bids should be kept in a single sealed envelope and super-scribed with "Quotation for Hiring of Vehicles against Tender Notice No.\_04/2016". The separate Technical and Financial Bids should be clearly marked "Technical Bid" or "Financial Bid" on their respective envelopes. The technical Bid and Financial Bid will be opened on **18.10.2016 at 15.00 hrs.** in the chamber of Deputy Director (Admn.), NACEN, RTI Mumbai, Post Office Lane, Bhandup (East), Mumbai-400 042 before the Committee of Officers and the representatives of the bidders. All bidders may remain present at the time of opening of tender either by themselves or through their representative. The Technical Bid will be opened first. Financial bids of only those agency/firms would be opened, who have qualified in respect of the technical requirements & final approval will be given only after actual inspection of the vehicle. The qualified agency/firm will bring their vehicles for inspection to the Academy at their own cost.
2. The contract for the above vehicles shall be valid for an initial period upto one year starting from date of signing the contract, subject to clause **(26)** of these terms & conditions.
3. The tenderer should be duly registered with concerned Central/State Govt. authorities and should be a well established Taxi agency/firm (***hereinafter referred to as the agency/firm***) preferably having at least two years' experience in providing vehicles to Central/State Govt./ PSUs. Such vehicle providers should also submit details of other such Govt. Organizations to which they have extended similar service in the recent past as well as the present. The agency/firm should have sufficient number of drivers and latest models of vehicles for hiring. A detailed list of vehicles owned by the vendor to be provided for hire should be mentioned in the bid. The vehicle should also carry necessary pollution certification issued by the competent Authority. The vehicle should not be of make older than 01/01/2013 and should not have run more than 40,000 Km as on date of submission of tender. Applicant agency/firm should mention the year of manufacture of the vehicles. ***If any service provider/agency is willing to give a brand new vehicle then they can submit a booking slip of the new vehicle and in the meantime till the delivery of vehicle, they may provide vehicle of similar make/class make of which should not be older than 01/01/2012 and should not have run more than 40,000 Km.***
4. The agency/firm will comply with all the Legal Rules, Regulations and Statutory obligations cast on him as per the Central / State Government / Municipality / Local Bodies relating to such deployment of vehicles and personnel.
5. The vehicles to be provided should be in excellent working condition and should be kept clean and odour-free with clean interiors and proper upholstery, suitable for official use. It should be comprehensively insured and should carry necessary permits/clearance from the Transport Authority or any other concerned Authority.
6. No dead mileage would be payable from agency/ firm's premises to starting point and vice versa. A log book for the car in the format prescribed by the Ministry, for each of the journey performed, duly signed by the officer utilizing

the said vehicle, would be maintained. The same should be submitted by the contractor to the Superintendent, NACEN, RTI Mumbai, Post Office Lane, Bhandup (East), Mumbai-400 042 regularly for scrutiny and alongwith the bills.

- 7.** The agency/firm and the driver shall be bound to carry out the instructions of the Superintendent /Inspector in charge of the vehicle as well as the user to whom the vehicle will be assigned.
- 8.** It will be solely the discretion of the Academy to use the said hired vehicle for any official purpose even on Saturday, Sunday and Holiday where & whenever necessary.
- 9.** The vehicle to be deployed will not be used for any other commercial/ personal or any other purpose by the service provider.
- 10.** The drivers employed along with the vehicle should satisfy the following conditions:
  - i)** Drivers should have minimum 5 years of experience of driving. They should have valid driving Licenses for driving passenger vehicles on hire, copy of which should be submitted on joining duty.
  - ii)** Drivers should be well versed with the roads and the places in Mumbai and should have experience in city driving. The agency /firm would ensure that the drivers employed has a clean driving record.
  - iii)** Once the driver has been allotted to a particular vehicle, he should remain with the same vehicle for a period of at least one year. Any change in the designated driver should be intimated to the concerned officer 24 hours before such change is effected.
  - iv)** Driver should be provided with a mobile phone with a working contact number.
  - v)** Driver should be decent and well behaved and should not have any criminal cases against him and the antecedents should have been verified from the Police Authority.
  - vi)** Drivers should not be addicted.
  - vii)** The driver shall observe all the etiquette and protocol while performing the duty & shall be neatly dressed preferably in white uniform.
  - viii)** The driver of the vehicle provided must follow traffic rules and all other regulations prescribed by the Govt. from time to time.
- 11.** In case of vehicle breakdown/not found to be satisfactory, a substitute vehicle, which is of similar make shall be provided by the agency/firm immediately. In case vehicle does not report within the reasonable time or does not report at all, the Academy would have a right to hire a vehicle from the market and the additional cost incurred by the Academy will be borne by the agency/firm. In case, neither a substitute vehicle is provided nor a vehicle is hired by the Academy, proportionate contract charges are liable to be deducted from the contract charges payable.
- 12.** The agency/firm should have adequate number of telephones, so they can be contacted round the clock or in case of any emergency.
- 13.** The rates quoted should be exclusive of the service tax component. No service tax will be paid if the operator fails to provide proof of valid service tax registration.

- 14.** The Principal Additional Director General, NACEN, RTI Mumbai, Post Office Lane, Bhandup (East), Mumbai-400 042 shall be liable to pay the hiring charges only. Any other charges, including monthly charges of driver, repair and maintenance of vehicle, insurance, petrol/diesel, oil and any other incidental expenses shall be borne by agency/ firm.
- 15.** The liability to pay all taxes / duties / other levies of Local bodies, State & Central Government or any other Authority in respect of services rendered will vest with agency/firm. The agency/firm shall be solely responsible for payment of wages/salaries, other benefits, allowances to Drivers deployed and all other statutory / other dues payable as per Central / State Government / Municipality Rates etc., other Laws etc., as applicable to personnel deployed that might become applicable under any Act or Order of the Government. Academy shall have no liability whatsoever in this regard.
- 16.** The billing will be done on monthly basis. Bills preferably be printed and in triplicate in connection with the service shall be submitted to the Principal Additional Director General, NACEN, RTI Mumbai, Post Office Lane, Bhandup (East), Mumbai-400 042 within the first week of each successive month. At the time of payment of bills, the taxes liable to be deducted, if any, shall be deducted at source as per Government rules and guidelines as may be prevailing at the time of payment.
- 17.** The Principal Additional Director General, NACEN, RTI Mumbai shall be at liberty to withhold any of the payments in full or in part for default in service and/ or for the loss incurred by the Department as result of theft burglary etc.
- 18.** The agency/firm should have good financial viability to cushion credit up to three months.
- 19.** The Principal Additional Director General, NACEN, RTI Mumbai, Post Office Lane, Bhandup (East), Mumbai-400 042 reserves the right to reject all or any of the offers without assigning any reason thereof and the decision of this office shall be final and binding.
- 20.** Once the hiring of vehicles commences from a particular agency/firm, the vehicles and the drivers should not be changed unless so requested by the Principal Additional Director General, NACEN, RTI Mumbai, Post Office Lane, Bhandup (East), Mumbai-400 042. The vehicle must be available at any time of day as desired by the Principal Additional Director General, NACEN, RTI Mumbai, Post Office Lane, Bhandup (East), Mumbai-400 042.
- 21.** On awarding of the contract, the agency/firm has to furnish to Principal Additional Director General, NACEN, RTI Mumbai, Post Office Lane, Bhandup (East), Mumbai-400 042 the certified copies of RC books.
- 22.** A penalty of Rs. 2000/- (Rupees Two Thousand Only) per day per vehicle shall be levied if any vehicle or driver or agency/firm fails to meet above terms & conditions on any day. The penalty amount shall be deducted proportionately from the amount payable to the agency/firm. Toll tax and parking charges shall be reimbursed by this office to the agency/firm upon submission of necessary documentary evidence for payment of the same.
- 23.** In case of any accident, all the claims arising out of it, shall be met by the agency/firm. The agency/ firm will be solely responsible for any violation of

Traffic Rules by the Driver or any contravention of Motor Vehicle Act or any other laws in force for the time being, as result of use of said vehicle. Academy shall have no liability whatsoever in this regard In case of any accident, involving the use of vehicle and/or injury etc., to the Driver deployed, all the claims arising out of the same shall be met by agency/firm and the Academy shall have no liability whatsoever in this regard. The Department shall not entertain any claim, damages, insurance liability, etc., arising out of mishap/accident etc. to the personnel employed by the agency/firm. The agency/firm will take such necessary action, under the various Acts / Rules / Laws as required to take care of personnel deployed including medical treatment and transportation to hospital etc. as and when required. This Academy will not be responsible for any claim in this regard.

- 24.** The liability of the Principal Additional Director General, NACEN, RTI Mumbai, Post Office Lane, Bhandup (East), Mumbai-400 042 will be limited to the hiring charges agreed in the contract.
- 25.** The contract between the Principal Additional Director General, NACEN, RTI Mumbai, Post Office Lane, Bhandup (East), Mumbai-400 042 and agency/firm can be cancelled after a prior written notice of one month from either side, in the event of poor service or violation of any of the conditions stipulated.
- 26.** Any matter during the period of this agreement, which has not been specifically covered by this agreement, shall be decided by the Principal Additional Director General, NACEN, RTI Mumbai, Post Office Lane, Bhandup (East), Mumbai-400 042 whose decision shall be final and conclusive.
- 27.** No additional terms & conditions over and above the conditions stipulated above will be entertained by the Principal Additional Director General, NACEN, RTI Mumbai, Post Office Lane, Bhandup (East), Mumbai-400 042.
- 28.** In case of any dispute of any kind and in any respect whatsoever, the decision of the Principal Additional Director General, NACEN, RTI Mumbai, Post Office Lane, Bhandup (East), Mumbai-400 042 shall be final and binding.
- 29.** The Principal Additional Director General, NACEN, RTI Mumbai, Post Office Lane, Bhandup (East), Mumbai-400 042 reserves the right to amend, rectify, alter or relax any conditions, referred above for this tender, without assigning any reasons.



(SANKET KALE)  
DEPUTY DIRECTOR (ADMN.)  
NACEN, RTI MUMBAI.

F. No.- IX-Admn(2)1/2016/NACEN/WR  
Mumbai, the 30<sup>th</sup> September 2016

Copy for information and display at the Notice Board to:-

1. Notice Boards of NACEN, RTI Mumbai, 400 042.
2. Superintendent / Inspector, to put the Tender Notice on the CBEC website and E-procurement Portal.
3. Guard File of Tender Notice.

## ANNEXURE – “A” (TECHNICAL BID)

1.	Name of the Bidder:	
2	Address:	
3	Telephone/ Mobile no.	
4	Permanent Account No. (PAN) (enclose self-attested copy of proof)	
5	Service Tax Registration No. (enclose self-attested copy of proof)	
6	No. of years of experience of running a fleet of vehicles on hiring basis	
7	Whether the agency/firm has experience of giving the vehicle on hire to Govt. Deptt. or PSU, if any. (enclose self-attested copy of proof)	
8	Details of the Vehicles :- As per enclosed Proforma “A”, attached	Yes / No
9	Whether blacklisted by any Central / State Government or Central / State Government Undertakings?	
(i)	If blacklisted, indicate details :-	Yes / No
(ii)	If not, Then Self-Declaration form as per Proforma “B”, attached	Yes / No
10	Self-Certification that no criminal case is pending against the driver, then enclose self-declaration form as per Proforma “C”, attached	Yes / No
11	Whether the agency / firm has sufficient financial viability to provide credit of at least three (3) months.	Yes / No

It is certified that all terms and conditions stipulated in the tender document are acceptable.

Encl : as above

Date:

Signature along with Stamp

**NOTE:** Photo copies of all documents mentioned are required to be duly self-attested

## PROFORMA 'A'

### DETAILS OF THE VEHICLES

To  
**The Deputy Director, NACEN,**  
POST OFFICE LANE, BHANDUP EAST  
MUMBAI – 400 042

Sub :- Tender Notice No: **NACEN/04/2016 dated 30<sup>th</sup> September 2016**

Sir,

The following are the details of the vehicles that would be used, on allotment of the tender :-

i) AC Vehicle (Mid size)

Vehicle Name and Model No.	Year of manufacture #	RC Book No.*	Kilometres run by the vehicle up to date of filing of tender#

\*(enclose self-attested copy of proof)

# Not applicable for the bidder who wants to give a new vehicle if the contract is awarded to them.

ii) Non AC Vehicle (Small size) No. 1

Vehicle Name and Model No.	Year of manufacture #	RC Book No.*	Kilometres run by the vehicle up to date of filing of tender#

\*(enclose self-attested copy of proof)

# Not applicable for the bidder who wants to give a new vehicle if the contract is awarded to them.

iii) Non AC Vehicle (Small Size) No. 2

Vehicle Name and Model No.	Year of manufacture #	RC Book No.*	Kilometres run by the vehicle up to date of filing of tender#

\*(enclose self-attested copy of proof)

# Not applicable for the bidder who wants to give a new vehicle if the contract is awarded to them.

Yours faithfully,

Signature along with Stamp

Place :- Mumbai

Date :-

**PROFORMA 'B'**  
**SELF DECLARATION FORM**

To  
**The Deputy Director, NACEN,**  
POST OFFICE LANE, BHANDUP EAST  
MUMBAI – 400 042

Sub :- Tender Notice No: **NACEN/04/2016 dated 30<sup>th</sup> September 2016**

Sir,

I / we, the undersigned do hereby declare that, I / we have never ever been blacklisted and / or there were no debarring actions against us for any default in providing services related to hiring of vehicle or in the performance of the contract entrusted to us by any government or quasi government agencies or PSUs. In the event of any such information pertaining to the aforesaid matter found at any given point of time either during the course of the contract or at the bidding stage, my bid/contract shall be liable for truncation / cancellation / termination without any notice at the sole discretion of the Principal Additional Director General, NACEN, Mumbai.

Yours faithfully,

Signature along with Stamp

Place :- Mumbai

Date :-



## PROFORMA 'C'

### SELF CERTIFICATION FORM

To  
**The Deputy Director, NACEN,**  
POST OFFICE LANE, BHANDUP EAST  
MUMBAI – 400 042

Sub :- Tender Notice No: **NACEN/04/2016 dated 30<sup>th</sup> September 2016**

Sir,

I / we, the undersigned do hereby certify that, there is no criminal case pending against the following drivers of our Company/Firm, who will be driving the vehicles on allotment of the tender.

<b>Sr. No.</b>	<b>Name of the Driver</b>	<b>Driving Licence No.*</b>

\*(enclose self-attested copy of proof)

In the event of any such information pertaining to the aforesaid matter found at any given point of time either during the course of the contract or at the bidding stage, my bid/contract shall be liable for truncation / cancellation / termination without any notice at the sole discretion of the Principal Additional Director General, NACEN, Mumbai.

Yours faithfully,

Signature along with Stamp

Place :- Mumbai  
Date :-

## ANNEXURE – “B” (FINANCIAL BID)

1. Name of the Bidder :  
 2. Address :  
 3. Telephone / Mobile No. :  
 4. Rates

### A) AC Vehicle (Mid size)

Sr. No.	Vehicle Name/Model	Rate for 30, 31 days in a month; upto 2500 kms; 12 hours duty per day; all days of the week including holidays	Rate per km beyond 2500 kms	Overtime Rate per hour beyond 12 hours duty in a day
		(Rs.)	(Rs.)	(Rs.)
1				
<b>Total A)</b>			N. A.	

### B) Non AC Vehicle (Small Size)

Sr. No.	Vehicle Name/Model	Rate for 20- 25 days in a month; upto 2000 kms; 12 hours duty per day; all days of the week including holidays	Rate per km beyond 2500 kms	Overtime Rate per hour beyond 12 hours duty in a day
		(Rs.)	(Rs.)	(Rs.)
1.				
2.				
<b>Total B)</b>			N. A.	
<b>Total (A + B)</b>				

**Total (A + B) Rupees** .....

**1.** I/We undertake that I/We have carefully studied all the terms and conditions of tender document and understood the parameters of the proposed work and shall abide by them.

**2.** I/We further undertake that the information given in this tender are true and correct in all respect.

Signature along with Stamp

Place :- Mumbai  
 Date :-