



राष्ट्रीय सीमा शुल्क, अप्रत्यक्ष कर एवं नार्कोटिक्स अकादमी  
आंचलिक प्रशिक्षण संस्थान, दिल्ली

नासिन कॉम्प्लेक्स, सैक्टर - 29, फ़रीदाबाद, हरयाणा -121008.

**NATIONAL ACADEMY OF CUSTOMS, INDIRECT TAXES AND NARCOTICS  
ZONAL TRAINING INSTITUTE, DELHI  
NACIN COMPLEX, SECTOR - 29, FARIDABAD, HARYANA - 121008.**

**Date: 03.04.2024**

**TENDER NOTICE FOR HIRING OF VEHICLES ON ADHOC BASIS**

Bids (Online) are invited from reputed parties/agencies supplying vehicles with drivers on **ad-hoc hiring basis** for official use by the National Academy of Customs, Indirect Taxes & Narcotics (NACIN), Zonal Training Institute (ZTI), Delhi (Faridabad Campus), NACIN Complex, Sector 29, Faridabad-121008. Interested parties / agencies who are willing to comply with the terms and conditions indicated in this notice, may submit their bids **online** on <https://eprocure.gov.in/eprocure/app> on or before the last date & time of bid submission as per CPP Portal.

There are attachments for Technical Bid (Annexure-A), Financial Bid in BoQ Format (Annexure-B), Tender Acceptance Letter (Annexure-C) and CA Certificate (Annexure-D).

The Financial Bid will be taken up only if the technical specifications are found to be in order; otherwise the tender will be straight way rejected. Details of tender notice are also available on the CBIC/NACIN website:- [www.cbic.gov.in](http://www.cbic.gov.in) and [www.nacin.gov.in](http://www.nacin.gov.in).

The details of the vehicles to be hired are as under:-

<b>Category</b>
<b>Category 1 : Cars</b> <ol style="list-style-type: none"><li>1. Suzuki Dzire / Hyundai Xcent or any similar compact size sedan.</li><li>2. Honda City / Toyota Corolla or any similar mid size sedan.</li><li>3. Toyota INNOVA Crysta / Tata Hexa / Mahindra XUV or any similar 6 &amp; 7 Seater SUV / MUV.</li></ol>
<b>Category 2: Public Carrier</b> <ol style="list-style-type: none"><li>1. 16 and 22 Seater Tempo Traveller.</li><li>2. 35, 40 and 45 Seater Bus.</li></ol>

to be hired as and when required.

Rate to be quoted indicating type of vehicle, per km and per day along with Night Charges (from 10.00 PM to 5.00 AM), Full Day Charges (80 Km / 8 hrs), Extra Charges per hour basis, Extra Kilometer Charges, Outstation (Outside Delhi/NCR) Charges per day with Minimum guarantee of 250 Km per day, between 5.00 AM to 10.00 PM.

### **SPECIFIC TERMS & CONDITIONS**

1. The vehicle should be provided to this office, whenever asked, at a notice of 60 minutes.
2. The reporting time of vehicles would be 30 minutes prior to the scheduled pick-up time.
3. There is no guarantee that vehicles would be hired daily, the requirement may vary from zero vehicles to 10 vehicles on some days.
4. On some special occasions vehicles may be required in bulk, i.e. upto 30. For bulk requirement of vehicles, requirement would be informed at-least one day in advance. But in urgent situations the service provider should be able to provide vehicles within 4 hours after being informed.
5. **Separate contracts would be awarded for the both categories of vehicles i.e. cars and public carrier, to the lowest bidders in each category, who fulfill all the terms and conditions given in the tender document.**

### **Data Sheet**

<b>S. No.</b>	<b>Item</b>	<b>Description</b>
1	Name of the Hirer	<b>NACIN, ZTI, Delhi (Faridabad Campus)</b>
2	Tender Inviting Authority	<b>Deputy / Assistant Director (Admn.), NACIN, ZTI, Delhi</b>
3	Tender Name	<b>Hiring of Vehicles on Adhoc Basis</b>
4	Method of Selection	<b>Open Tender</b>
5	Availability of Tender Documents	To be downloaded from Central Public Procurement Portal at <a href="https://eprocure.gov.in/eprocure/app">https://eprocure.gov.in/eprocure/app</a>
6	Date and time of Tender notice issuance	<b>As per CPP portal.</b>
7	Last date and time for Bid / Proposal submission (On or before)	<b>25.04.2024</b>
8	Bid Opening Time, Date & Venue	<b>26.04.2024, at NACIN, ZTI, Delhi (Faridabad campus), NACIN Complex, Sector 29, Faridabad 121 008</b>
9	Language of Bid Submission	<b>ENGLISH</b>
10	Currency	<b>Indian Rupees (INR)</b>
11	Period of Hiring	<b>One year from the date of award of</b>

	<b>contract</b>
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**Document Download:**

Tender documents may be downloaded from Central Public Procurement Portal at <https://eprocure.gov.in/eprocure/app>. Aspiring Bidders who have not enrolled / registered in e-procurement should enroll / register before participating through the website. The portal enrolment is free of cost.

**Bid Submission:**

**Bids shall be submitted online only on CPPP website: <https://eprocure.gov.in/eprocure/app>.** Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

- Tenderers can access Tender documents on the website, fill them with all relevant information and submit the completed Tender document into electronic Tender on website <https://eprocure.gov.in/eprocure/app>
- Tenders and supporting documents shall be uploaded through e-procurement portal. Hard copy of the Tender documents shall not be accepted.
- The documents uploaded should be clearly readable / legible. Illegible documents may lead to rejection in technical evaluation stage.

**TERMS AND CONDITIONS OF THE TENDER:**

1. Annexures attached with this document, should be duly filled and uploaded. The bidders should arrange their technical documents and fill the index properly indicating the page number of the required document. After proper indexing only the technical documents should be scanned and uploaded on the portal.
2. The documents uploaded should be clearly readable / legible. Illegible documents may lead to rejection in technical evaluation stage.
3. Any bid document having improper / incomplete annexures would be straight away rejected and would not be considered for technical evaluation.
4. No extra documents, other than asked for, should be uploaded to avoid unnecessary document printing.
5. The service provider should be a proprietorship / partnership / registered firm / company and should be registered in Delhi/NCR. The proof of the same to be produced in the form of copy of GST Registration Certificate / Copy of RoC / MSME Registration Certificate or any other valid document.
6. The service provider should have its registered office with in the vicinity of 25 KM from NACIN complex.
7. The service provider should have minimum 3 years of experience of providing vehicles to Central Government / State Government / PSU department and only work completion certificate in this regard will be considered as proof of the work experience. Work experience certificate would be considered for that financial year in which minimum 7 month's service has been provided.
8. The service provider should have minimum turnover of Rs. 25 Lakh during each of last three financial years (2020-21, 2021-22, 2022-23). A copy of

turnover statement, duly certified by the Authorized Chartered Accountant must be enclosed with the bid document (**Annexure-D**).

- 9. Relaxation will be given in terms of work experience (not of the driver) and turnover to Micro and Small Enterprises subject to meeting of quality and technical specification as per Ministry of Micro, Small & Medium Enterprises Policy Circular no. 1(2)(1)/2016-MA dated 10.03.2016. For the same, MSME registration certificate has to be submitted.**
10. The agreement will be done with the bidder after inspection of the vehicles and verification of original documents of vehicles viz. RC, Insurance, PUC etc.
11. The service provider shall provide as many vehicles as may be required by this office on the same rates as approved in the bid.
12. The vehicle deployed should be of latest model (not older than two years i.e., date of Registration should be on or after March, 2022). The vehicles must have clean seat covers / towels, car perfume, sanitizer, tissue box and should be in good running condition with no cabin noise.
13. The vehicles should be sanitized daily before being sent on duty.
14. Vehicles should be comprehensively insured and should carry necessary permits / clearances from the Transport Authority or any other concerned authority as per extant laws. The vehicles should also carry necessary pollution certificates issued by the competent authority. It shall be duty of the service provider to ensure the necessary documents / permits are valid.
15. The bidder must also ensure that all the necessary documents (registration certificate, insurance paper, PUC certificate, permit etc.) are available at all times with the driver while on duty.
16. The vehicles shall be made available on all days including Saturday, Sunday & Public holidays, if required.
17. The calculation of mileage shall be from office to office, not on garage-to-garage basis. For this purpose, the service provider shall ensure that the odometer of the supplied vehicle is properly sealed. In case of any doubt the authorized officer of this office may get odometer of the vehicle checked from any authorized workshop at the cost of service provider.
18. LPG Cylinders should not be used for running the vehicle in any case.
19. At the time of submitting bid, the service provider must provide details of minimum 6 vehicles (2 each of compact size, Mid-size & SUV/MUV), registered in Delhi/NCR having registration date not older than March, 2022. As a proof the copy of the Registration Certificate (RC) should be attached with the bid and details should be filled in the prescribed format in the technical bid.
20. Details of 6 drivers for the vehicles mentioned above must be provided. As a proof, the copy of their driving License should be attached with the bid and details should be filled in the prescribed format in the technical bid.
21. The drivers deputed for service to this office should carry valid driving license. They should also not have been involved in more than two punch or challan/s for negligent driving. They should not have any police records/criminal cases (previous or pending) against them. The service provider should make adequate enquiries about the antecedents of the drivers before deputing them for service to this office. An undertaking in this regard should be submitted.
22. The driver(s) should be appropriately dressed in formals and must carry a mobile phone in working condition, for which, no separate payment shall be made by this office.

23. The drivers should be well conversant with the roads & routes of Delhi/NCR and equipped to use GPS / Google Maps. The operation and functions of the drivers shall be governed as per the Motor Vehicles Act and Rules.
24. The drivers should remain with the vehicle during the entire period of duty. In case of any need, they should seek permission from the concerned officers.
25. The drivers should have a minimum experience of **three years** of driving, which should be verifiable from the date of issuance of the driving license.
26. This office shall not be responsible for any challan, loss, damage or any accident of the vehicle or to any other vehicles or for the injury to the driver or to any other third party. The loss or damage or legal expenses on this account shall be borne by the service provider.
27. The charges paid in respect of toll tax and parking charges will be reimbursed by this office as per actuals subject to production of payment receipts.
28. In case of any breakdown of vehicle on duty, the service provider shall make arrangement for providing another vehicle. In such a case, mileage from garage to the point of breakdown or vice versa will not be paid. In case the service provider is not able to provide alternate vehicle within reasonable time, this office would hire similar category vehicle from open market and the bill for the same shall be borne by the operator.
29. All expenses relating to salary and allowances of the driver shall be borne by the service provider. Like-wise all expenditure related to the vehicle including insurance, maintenance & fuel etc. will also be borne by the service provider.
30. The agency must be responsible for compliance of all statutory provisions related to minimum wages, etc., in respect of the drivers deployed by it. The service provider will be fully responsible for payment of wages and other dues and compliance of the labour laws, welfare schemes applicable to the drivers deployed by them for this office.
31. The bidder would be presumed to have read and fully understood all the terms and conditions and instruction contained in the bid document and parts/annexure thereof. No enquiry, verbal or written, shall be entertained in respect of acceptance/rejection of the bid.
32. The service provider shall undertake to indemnify the department against all damages/charges arising on account of or connected with the negligence of the service provider or his staff or any person under his control whether in respect of accident/injury to the person or damages to the property of any member of the public or any person or in executing the work or otherwise and against all claims and demand thereof.
33. Self-certificate that the bidder has not been blacklisted by any Central Government department/ ministries/ PSU's/ Banks etc. should be enclosed.
34. **If any vehicle does not report for duty on any day(s) or the driver reports late (more than 20 minutes late than the scheduled reporting time) or there is violation of any other provision of the bid, then a penalty of Rs. 1000/- per small size vehicle, Rs. 2000/- per mid/large-size vehicle would be levied for each such incident.**
35. The service provider shall provide vehicles of the make/model as per the terms of the contract/bid during the entire period of contract. In rare circumstances, this condition can be waived off by this Office temporarily with the approval of the Head of the Department.
36. **The service provider should provide a single contact person / supervisor for the fleet of vehicles deployed for this office. It would be responsibility**

**of the supervisor to keep track of the vehicles, also any instruction regarding vehicles would be communicated by this office to the supervisor telephonically. It would be the responsibility of the supervisor to ensure that the vehicle reaches the desired location and reports to the designated officer in time. The contact detail of the supervisor must be intimated immediately on award of contract.**

37. The contract will be for one year, which may be further extended on satisfactory services on the same terms and conditions.
38. **In case the quality of service is found to be unsatisfactory e.g., vehicle is not clean or the driver reports late, driver is not appropriately dressed or vehicle is not in a good running condition etc., after 3 such instances, this office reserves the right to terminate the contract without any prior notice.**
39. **On acceptance of the bid, the Service Provider has to submit Performance Security of Rs. 90,000/- in the form of FDR / Demand Draft / Bank Guarantee in favour of "PAO CBEC" within 15 days of issue of letter of award, which shall be returned after successful completion of contract.**
40. In case the contract is further extended beyond the initial period, the Performance Security will have to be accordingly renewed by the service provider.
41. During the period of this agreement, any matter or dispute, which has not been specifically covered by this agreement, shall be decided by the Head of the Department, whose decision shall be final and binding on the service provider.
42. No conditional bids shall be entertained by this office and all conditional bids will be summarily rejected.
43. No payment shall be made in advance. All payment shall be made on monthly basis against the bill duly supported by the duty slip.
44. This office shall be at liberty to withhold any of the payment in full or in part subject to the recovery of penalties.
45. The term 'payment' mentioned in the paras above includes payments due to the service provider arising on the account of this contract excluding performance Security governed by the separate clauses of the contract.

**Technical Bid Specifications**

<b>S. No.</b>	<b>Technical Parameters</b>	<b>Details to be filled</b>			<b>Document to be submitted</b>	<b>Page no.</b>
1	Bidder Details	Name			GST Certificate	
		Office Address				
		Office Telephone Number				
		PAN Number				
		GST Number				
2	Experience Details (Work Completion Certificate) Work experience certificate would be considered for that financial year in which minimum 7 month's service has been provided.	For FY 2022-23 (Name of employer/Dept.)			Work Completion Certificate	
		For FY 2021-22 (Name of employer/Dept.)				
		For FY 2020-21 (Name of employer/Dept.)				
3	Driver Details (Minimum 6 driver details)	Name	License Number	Issue date & Valid upto	License	
		Name	License Number	Issue date & Valid upto		
		Name	License Number	Issue date & Valid upto		
		Name	License Number	Issue date & Valid upto		
		Name	License Number	Issue date & Valid upto		

		Name	License Number	upto Issue date & Valid upto		
4	Vehicle Details (sedan)	Registration Number	Registration Date	Make & Model	Registration Certificate	
		Registration Number	Registration Date	Make & Model		
	Vehicle Details (premium sedan)	Registration Number	Registration Date	Make & Model		
		Registration Number	Registration Date	Make & Model		
	Vehicle Details (SUV)	Registration Number	Registration Date	Make & Model		
		Registration Number	Registration Date	Make & Model		
5	Turnover during Last three Financial Years (2022-23, 2021-22, 2020-21)	Name of the CA Firm	Date of certificate		CA Certificate (Annexure D)	
6	Any other documents submitted					

**Note: Relaxation will be given in terms of work experience (not of the driver) and turnover to Micro and Small Enterprises subject to meeting of quality and technical specification as per Ministry of Micro, Small & Medium Enterprises Policy Circular no. 1(2)(1)/2016-MA dated 10.03.2016. For the same MSME registration certificate has to be submitted.**

**TECHNICAL BID UNDERTAKING**

From: (Full name and address of the Bidder) \_\_\_\_\_  
\_\_\_\_\_

To,

Dear Sir/Madam,

If the work of supplying vehicles with drivers on **ad-hoc Hire-basis** for official use to National Academy of Customs, Indirect Taxes & Narcotics (NACIN), Zonal Training Institute (ZTI), Delhi, (Faridabad Campus), NACIN Complex, Sector 29, Faridabad-121008 is provided to me, then I undertake that:

1. The vehicles provided by me to your office would be of latest model and would not be older than 2 years.
2. I would ensure that the drivers provided by me to your office do not have any Police records/ Criminal cases (previous or pending) against them nor they have been involved in more than two punch or challan/s for negligent driving. I would make adequate enquiries about the antecedents of the drivers before deputing them for service to this Office.
3. Your office shall not be responsible for any challan, loss, damage or any accident of the vehicle or to any other vehicles or for the injury to the driver or to any other third party. The loss or damage or legal expenses on this account shall be borne by me.
4. The drivers deployed by me would have experience of minimum 3 years.
5. I undertake to indemnify the department against all damages/charges arising on account of or connected with the negligence on my part or my staff or any person under my control whether in respect of accident/injury to the person or damages to the property of any member of the public or any person or in executing the work or otherwise and against all claims and demand thereof.

Signature

Name of Authorized Signatory

**ANNEXURE-B****Price bid-BOQ (Per vehicle charges)**

<b>S. No.</b>	<b>Type/Category of Vehicle</b>	<b>Base Rate (for 80Km &amp; 8 Hrs)</b>	<b>Outstation (Outside Delhi/NCR) Charge per day (min. 250 km) (5.00 am to 10.00 pm)</b>	<b>Rate per Extra Km</b>	<b>Rate per Extra Hour</b>	<b>Night Charges (per Night i.e from 10.00 pm to 5.00 am)</b>
<b>Category 1: Cars</b>						
1.1	Maruti Suzuki Dzire / Hyundai Xcent or any similar compact sedan					
1.2	Honda City / Ciaz or any similar mid size sedan					
1.3	Toyota INNOVA / Mahindra XUV (6 & 7 Seater) / Tata Hexa / any similar SUV / MUV					
<b>Category 2: Public Carrier</b>						
2.1	16 Seater TEMPO TRAVELLER					
2.2	22 Seater TEMPO TRAVELLER					
2.3	35 Seater Bus					
2.4	40 Seater Bus					
2.5	45 Seater Bus					

**PRICE BID UNDERTAKING**

From: (Full name and address of the Bidder) \_\_\_\_\_

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

To,  
Dear Sir/Madam,

1. I/We \_\_\_\_\_ (name) \_\_\_\_\_ submit the Price Bid for \_\_\_\_\_ (Bid name/no.) \_\_\_\_\_ and related activities envisaged in the Bid document.
2. I/We have thoroughly examined and understood all the terms and conditions as contained in the Bid document, and agree to abide by them.
3. I/We offer to work at the rates as indicated in the price Bid.
4. I/We undertake that I /We have carefully studied all terms and conditions of the bid and shall abide by them. Further, it is certified that I / We have never been blacklisted by any Central / State Government Department / Ministries / PSUs / Banks etc.

Signature  
Name of Authorized Signatory

**BID ACCEPTANCE LETTER  
(To be given on Company/Firm Letter Head)**

**Date:**

**To,**

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

Sub: Acceptance of Terms & Conditions of Bid.

Bid Reference No: \_\_\_\_\_

Name of Bid / Work: -

Dear Sir,

1. I/ We have downloaded / obtained the bid document(s) for the above mentioned 'Bid/Work' from the web site(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 bid documents (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 bid conditions of above mentioned bid document(s) / corrigendum(s) in its totality / entirety.

5. In case any provisions of this bid are found violated, then your department/ organization shall without prejudice to any other right or remedy be at liberty to reject this bid/bid.

**Signature  
Name of Authorized Signatory**

**ANNEXURE-D**

**TO WHOMSOEVER IT MAY CONCERN**

This is to certify that the annual turnover of M/s \_\_\_\_\_, registered address \_\_\_\_\_, for the following years is as under:

S. No.	Financial Year	Turnover (in Rs. Lakhs)
1	2020-21	
2	2021-22	
3	2022-23	

Place:

Date:

Certified by:  
(CA Details i.e. Name, Firm Name, Licence Number)