

	<p>GOVERNMENT OF INDIA MINISTRY OF FINANCE :: DEPARTMENT OF REVENUE</p> <p>OFFICE OF THE CHIEF COMMISSIONER OF CUSTOMS (PREVENTIVE)</p> <p>NO.1, WILLIAMS ROAD, CANTONMENT, TIRUCHIRAPPALLI - 620 001 Telephone: 0431-2416255 / Fax: 0431-2416155 / e-mail: ccuprev-custrichy@nic.in</p>
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Date:18-05-2022

NOTICE INVITING e-TENDER FOR HIRING OF VEHICLE (2022-23)

The Chief Commissioner of Customs (Preventive), Tiruchirappalli-620 001 invites e-tenders for supply of 02 Nos. of operational vehicles for hiring, as per requirements mentioned below **for a period from 01/07/2022 to 31/03/2023**, on 'per month' basis (Exclusive of Taxes) from reputed service providers for the office of the Chief Commissioner of Customs (Preventive), No.1, Williams Road, Cantonment, Tiruchirappalli-620 001.

The details of vehicles proposed to be hired are as per the schedule:

SCHEDULE

SL NO	CATEGORY	NO. OF VEHICLES REQUIRED
1	LARGE SIZE SUV- TOYOTA INNOVA-CRYSTA (WHITE COLOR) OR EQUIVALENT VEHICLE TO BE USED UP TO 30-31 DAYS IN A MONTH SUBJECT TO A MAXIMUM OF 2500 KILOMETERS PER MONTH	ONE
2	LARGE SIZE SUV- TOYOTA INNOVA OR EQUIVALENT VEHICLE TO BE USED UP TO 25/26 DAYS IN A MONTH SUBJECT TO MAXIMUM OF 2000 KILOMETERS PER MONTH	ONE

2. The tender enquiry documents can be downloaded from the official website www.eprocure.gov.in (CPP Portal), from **18/05/2022** onwards. However, the online bids have to be submitted only on **www.eprocure.gov.in**.

3. **Mode of Tendering:**

Interested bidders may download the tender enquiry documents (TED) and submit their tenders online at Central Public Procurement Portal website <https://eprocure.gov.in/eprocure/app> and bid online through the portal www.eprocure.gov.in. The Tender should be addressed to the Chief Commissioner of Customs (Preventive), No.1, Williams Road, Cantonment, Tiruchirappalli-620 001, with words **“Bid for Hiring of Vehicle for NINE MONTHS FROM 01/07/2022 TO 31/03/2023”**. The bids are invited in a two-bid system (Technical and Financial) from reputed service provider and are required to be submitted in two parts, namely, **(1) Technical Bid and (2) Financial/Price Bid**. The Financial/Price bid should be valid for One (01) year from the date of opening of the Tender. Incomplete bid documents shall be rejected.

4. **Performance Guarantee:**

The successful bidder shall give Performance Guarantee in the form of Account Payee Demand Draft/Fixed Deposit Receipt from a commercial bank amounting to **5% (five percent)** of the total annual contract value in favour of the “The Chief Commissioner of Customs (Preventive), Tiruchirappalli” and payable at Tiruchirappalli. Performance Guarantee should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the contractor.

6 . **The bidder shall sign and stamp with Digital Signature Certificate on each page of this tender document and all other enclosures appended to it as a token of having read and understood the terms and conditions contained therein and upload the same along with the qualifying bid.** The bidder would fill up the information in the Annexures enclosed at the end of this document in clear and legible terms. Wherever required the price quoted shall be written in figures and words as well. Annexures shall also have to be signed and stamped by the bidder or his/her authorized signatory.

7 . **The bidder shall quote their rates for the service to be provided in Indian Rupees** (in both words and figures). The amount quoted by the bidder shall be inclusive of all general maintenance of the vehicle, driver *batta* & fuel charges and the same would not be payable over and above the rates thus quoted.

8 . This office reserves the right to accept or reject any bid, and to cancel the bidding process and reject all bids at any time, without thereby incurring any liability to the affected Bidder or Bidders or any obligations to inform the affected Bidder or Bidders of the grounds for such action.

9. The tender forms shall be rejected if it is not complete in any aspect.

10. The tender documents are not transferable.

11. Not more than one tender shall be submitted by one contractor having business relationship. Under no circumstance will father and his son(s) or other close relations who have business relationship with one another (i.e., when one or more partner(s)/director(s) are common) be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable to rejection.

12. The shortlisted tender along with the documents will be submitted to the '**Competent authority**' and upon approval by the '**Competent authority**' the successful bidders will be intimated about the award of contract to them.

13. Late submission of tenders shall not be accepted.

14. The Bidder should clarify any doubt/query regarding the specification and scope of work from the Deputy Commissioner of Customs / Superintendent of Customs, O/o the Chief Commissioner of Customs (Preventive), Tiruchirappalli-620 001 on any working day **between 11:00 Hours and 15.00 Hours upto 08/06/2022**. The bidder should fulfil Pre-qualification/Eligibility Criteria & Conditions of the Tender and should submit all documents attested by authorized person along with the bid. **The last date for applying by online is 08/06/2022 – 17:00 Hours.**

15. The technical bid will be opened first in the presence of the Tender Committee Members and the Bidders on **09/06/2022 @ 16:30 Hours.** Financial bids of only technically qualified bidder shall be opened in the presence of the Tender Committee Members and bidders. The Bidders, if they wish, can remain present.

*** Last date and time for submission of Bid/Tender: 08/06/2022 till 17:00 Hours.**

*** Opening of Technical and Financial Bids: 09/06/2022 at 16:30 Hours.**

I/603931/2022

16. 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.

M. SARAVANA KUMAR
DEPUTY COMMISSIONER (CCO)

To

The Notice Board
CC (P) Office
Trichy

Copy submitted to

1. The Chief Commissioner of Customs (Preventive), No.1, Williams Road, Cantonment, Tiruchirappalli-620 001
2. The Superintendent of Customs, CCO, (In charge of Vehicle), Tiruchirappalli

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ANNEXURE-I

TERMS AND CONDITIONS

1. The tenderer shall sign all pages of this tender with company seal.
2. The tenderer should have a valid PAN and should attach a photocopy of the same. The contractor should not have incurred a loss during the last three Financial years (2018-19, 2019-20 & 2020-21) and shall provide proof of filing IT returns for the said period along with audited Profit & Loss A/c and Balance Sheet last three Financial years (2018-19, 2019-20 & 2020-21).
3. The tenderer should have experience in supplying vehicles to the Govt. Department/PSU for at least three years for which the service provider should submit the name of the organisation to whom services are being provided and number of vehicles so provided to each organisation along with copies of TDS certificates and Performance Reports issued by the concerned departments.
4. The tenderer should have the Goods & Service Tax Registration number as service provider and should attach a photocopy of the same.

5. **The said two vehicles should be in good running condition and should be registered on or after 1st April 2019, in their company's name and should also submit a list of available vehicles giving details with Make/Model of the vehicle, year of manufacture and Registration No. of the vehicles which can be alternatively provided to this office.**
6. The technical bid should contain documents mentioned at Sl. Nos. 1, 2 and self attested photocopies of documents mentioned at Sl.No.3, 4, & 5 above including photocopies of RC books. The financial bid of the tenderer will not be opened if the technical bid is not complete and satisfactory in all aspects.
7. The tenderer intending to participate in the tender process should have sufficient number of vehicles for hiring so as to handle any exigency.
8. The tenderer would ensure that the drivers employed have valid driving license. The drivers should be well conversant with routes/roads In Tamil Nadu.
9. The tenderer as well as the concerned drivers must have a mobile phone in 24 hours working condition, so that the agency can be telephonically contacted at short notice at odd hours and on holidays in case of requirement of vehicle. It would be essential for the driver to have mobile phone so that he could be contacted for duty.
10. As far as possible, the same cars will be deployed and the drivers would not be changed without prior notice. In case the car/driver is changed without prior notice and the substitute vehicle/driver is not found suitable, 50% of the charges payable for the days the new driver/vehicle is deployed would be deducted on each occasion.
11. **The said vehicles will be required normally between 08:30 Hours to 20:30 Hours on all working days at the office. However, in exigencies, the vehicle will be called on holidays and odd hours also, for which the vehicle(s) should be ready to be deployed. Vehicle should always be kept in good condition and ready to start and run anytime.**
12. The said vehicles would be comprehensively insured in all respect by the contractor. In case of any accident or theft etc., all the claims arising out of it will be met by the contractor and this Department (Hirer) shall not be liable in any matter whatsoever. The contractor shall also indemnify the Department for any loss, damage of property or life arising out of negligence of driver for poor maintenance of vehicle.
13. The vehicles should comply with all Government norms including

pollution control regulations and norms as stipulated in the relevant rules.

14. The vehicles should fulfil the legal obligations prescribed by the State Transport Authority like payment of road taxes etc. All requirements under various statutory laws must be complied with. Any default will be the liability of the contractor and this department shall not be liable in any matter whatsoever.
15. A daily record indicating time and mileage for each vehicle should be maintained in a logbook in the prescribed form and the same must be placed before the Officer in charge of vehicles and get it certified by the officer.
16. The bills for hiring of vehicles along with the logbook, complete in respects for every month must be submitted to this office before the 10th of the subsequent month positively.
17. The amount quoted by the tenderer shall be inclusive of all general maintenance of the vehicles, drivers' *batta* & fuel charges.
18. No request for escalation in rates would be entertained for whatsoever reasons, during the current period of the contract.
19. No dead mileage would be payable from the contractor's premises to starting point and vice-versa.
20. In case of default on the part of the contractor to provide requisite number of cars for more than 5 (five) occasions during the contract period, the contract will be terminated and awarded to another firm at the risk and cost of the defaulting firm.
21. TDS and other taxes as applicable will be deducted from each bill.
22. The vehicles should be kept neat and clean and in perfect running condition with clean interiors and proper upholstery and should be sent only after checking battery, coolant, oil, air tyre pressure, etc. In case of breakdown on three occasions during the period of contract, the contract may be liable to cancellation.
23. If services are not provided on any day or days, the service charges will be reduced on pro-rata basis from the monthly bill. In addition, a penalty of Rs.500/- per day shall also be levied if any vehicle/agency fails to meet any of the above terms and conditions on any day. If the driver is unable to adhere to the stipulated official prescribed time schedule, the vehicle provider will further be liable to pay Rs.500/- per

day.

24. The vehicles should invariably reach at the appointed time and place when called, should be sent with full fuel tank in washed up and clean outer and interior condition.
25. In case of non-availability of the vehicle with the firm alternate arrangements are to be made by the contractor only.
26. In case of repeated violation of the above conditions, the CCO, Trichy has right to repudiate the agreement immediately. The CCO, Trichy may also consider imposing appropriate penalty in deserving cases.
27. The competent authority namely the Chief Commissioner of Customs, reserves the right to cancel the contract at any point of time by giving notice of 30 days notice without assigning any reason thereof.
28. All tax liabilities i.e., Road Tax, Service Tax, Insurance, Pollution Control Certificate, etc., will be borne by the service provider. **However, parking charges/ toll charges and Taxes will be reimbursed by this office on actual basis.**
29. The vehicles accepted for hiring is to be parked whenever not in use, in the Office premises of the Office of the Chief Commissioner of Customs (Preventive), No.1 Williams Road, Cantonment, Tiruchirappalli - 620 001.
30. The vehicles will be used, generally, for a maximum distance of **2500 & 2000 Kms.** However, in rare circumstances when it may be required for over **2500 & 2000 Kms.** in a month the payment would be made on pro-rata kilometre basis [i.e., No of Kms. used over **2500/2000** (Monthly hiring charges **/2500 or 2000**)]
31. In the event of re-organization or structural or administrative changes of the department/zone/Commissionerate, the number and type of vehicles hired may change as per the requirement of the department or the agreement may be cancelled/terminated without any prior intimation.
32. Bid Submission: Bids shall be submitted only online at CPP website: **<https://eprocure.gov.in/eprocure/app>** as detailed below:
 - a. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
 - b. Bidder who has downloaded the tender from the Central Public Procurement Portal CPPP website <https://eprocure.gov.in/eprocure/app> or <https://eprocure.gov.in/epublish/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 tampered/modified in any manner, tender will be completely rejected and EMD would be forfeited and bidder is liable to be banned.

- c. Intending service providers are advised to visit regularly, CPPP website <https://eprocure.gov.in/eprocure/app> regularly till closing date of submission of tender for any corrigendum / addendum/ amendment. The service provider will have to produce the vehicles along with driver at the time of finalization of the bids. Bids of service providers not having the requisite vehicles will not be entertained.

33. **Performance Guarantee (Security Deposit):**

The successful bidder shall give performance security in the form of account payee Demand Draft/Fixed Deposit Receipt from a commercial bank amounting to 5% of the total annual contract value **in favour of "The Administrative Officer (DDO) O/o the Chief Commissioner of Customs (Preventive), Tiruchirappalli" payable at Tiruchirappalli.** Performance Security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the contractor. This deposit is liable to be forfeited if during the period of contract, the services of the contract are found to be unsatisfactory in any respect and/or if any of the conditions of the contract is contravened/breached 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.

(M. SARAVANA KUMAR)
DEPUTY COMMISSIONER (CCO)

ANNEXURE-II

**CONDITIONS TO BE SATISFIED IN THE QUALIFYING/
TECHNICAL BID DOCUMENT**

1. The bidder should have experience in supplying vehicles to the Govt. Department/PSU for at least three years for which the service provider should submit the name of the organisation to whom services are being provided and number of vehicles so provided to each organisation along with copies of TDS

certificates and Performance Reports issued by the concerned departments.

2. The bidder should have a valid PAN and should attach a photocopy of the same.
3. The bidder should not have incurred a loss during the last three Financial years (2018-19, 2019-20 & 2020-21) and shall provide proof of filing IT returns for the said period along with audited Profit & Loss A/c and Balance Sheet last three Financial years (2018-19, 2019-20 & 2020-21).
4. The bidder should have the Goods & Service Tax Registration number as service provider and should attach a photocopy of the same.
5. The vehicles should be in good running condition and should be registered **after 1st April 2019 for which the bidder should have 2 or more vehicles** in their company's name and should submit a list of vehicles giving details with Make/Model of the vehicle, year of manufacture and Registration No. of the vehicles to be provided to this office.
6. The bidder must produce a solvency certificate from his banker for an amount not less than the AMOUNT OF THE CONTRACT FOR THE PERIOD from **01/05/2022 to 31/03/2023**.

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ANNEXURE-III

NOTICE INVITING E-TENDER FOR HIRING OF VEHICLE FOR THE O/O CHIEF COMMISSIONER OF CUSTOMS (PREVENTIVE) TIRUCHIRAPPALLI FOR THE YEAR 2021 – 2022 (From 01/04/2022 to 31/03/2023)

APPLICATION FORM

Date:

FROM:

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(Please fill the above column with your firm's name & address)

To
The Deputy Commissioner of Customs
O/o the Chief Commissioner of Customs (Preventive),
No.1, Williams Road, Cantonment, Tiruchirappalli

Sir,

Subject: E-Tender for "Hiring of vehicles for the

period from **01/04/2022 to 31/03/2023**- Regarding.

Reference: Your e-tender Notice No. Dated

I/We have also examined the requisite specifications and my/our offer is to provide the required service in accordance with the requisite scope of work.

I/We quote the rate inclusive of all taxes, duties, transportation, etc (in complete) as per the financial bid in BOQ.

Yours faithfully,

(Signature, Date and Stamp of the Tenderer)
Legal status (Proprietor/Partnership/Registered Company, Etc)

ANNEXURE-IV

TECHNICAL BID

1	Name of the Bidder	-
2	Address of the Contractor (with Tel. No./Fax No./Mail ID)	-
3	Name & Address of the Proprietor/Partners / Directors (With Mobile No.)	-
4	Contact person (s) (with mobile number)	-
5	Permanent Account Number (PAN) (Enclose copy of PAN Card)	-
6	IT Returns: Assessment Years (2018-19, 2019-20 & 2020-21). P & L/ Balance Sheet F.Y. (2018-19, 2019-20 & 2020-21)	-
6	Goods & Service Tax Registration No. (Enclose Certificate copy)	-
7	EMD Details (DD No./date/amount and bank details)	-
8	No. of years of experience in providing service [enclose proof such as Performance Reports from clients (or) TDS copies along with contact Nos. Of each such client]	-
9	Make/Model: Registration No.: Copies of RC Books of Vehicles proposed to be hired with copies of the current Insurance Policy to be	-

enclosed.

DECLARATION:

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

Place:

Date:

SEAL AND SIGNATURE OF THE TENDERER

ANNEXURE-V

UNDERTAKING BY THE BIDDER

1. 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 is 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.

Place:

Date:

Signature of the authorized Signatory of the Firm/Company/Organization

Office Stamp/Seal:

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ANNEXURE – VI**PROFORMA FOR SUBMISSION OF FINANCIAL QUOTATION FOR
HIRING OF CARS FOR THE OFFICE OF THE CHIEF COMMISSIONER OF CUSTOMS
(PREVENTIVE) TRICHY FOR THE YEAR 2022-23 (01/05/2022 to 31/03/2023)**

Name of the Service Provider	- - - -
Address of the Service Provider	- - - -
DESCRIPTION (No. of days / KMs)	<u>QUOTATION</u>
LARGE SIZE SUV– TOYOTA INNOVA- CRYSTA (WHITE COLOR) OR EQUIVALENT VEHICLE TO BE USED UP TO 30-31 DAYS IN A MONTH SUBJECT TO A MAXIMUM OF 2500 KILOMETERS PER MONTH	-
LARGE SIZE SUV – TOYOTA INNOVA OR EQUIVALENT VEHICLE TO BE USED UP TO 25/26 DAYS IN A MONTH SUBJECT TO MAXIMUM OF 2000 KILOMETERS PER MONTH	-

-

Station:

Date:

SEAL AND SIGNATURE OF THE TENDERER