OFFICE OF THE COMMISSIONER OF CUSTOMS(PREV.)
5TH FLOOR, KENDRIYA BHAWAN, SECTOR-H, ALIGANJ, LUCKNOW-226010

F.No.VIII(14)02-Vehicle Hiring/Hdqrs./2017/ Date: 08.03.2018

TENDER FOR HIRING OF “02 MID-SIZE VEHICLE” ON MONTHLY HIRE BASIS FOR THE OFFICE OF THE COMMISSIONER OF CUSTOMS, 5TH FLOOR, KENDRIYA BHAWAN, SECTOR-H, ALIGANJ, LUCKNOW

Tender Enquiry No.C.No.VIII(14)02-Vehicle Hiring/Hdqrs./2017/
E-mail: commissioner@commissionercustomslucknow.gov.in
Website: www.commissionercustomslucknow.gov.in
Telephone: 0522-2329829/2329372
Fax: 0522-2329371

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NOTICE INVITING TENDER

NOTICE INVITING E-TENDER IN TWO BID SYSTEM THROUGH E-PROCUREMENT FOR PROVIDING 02 MID-SIZED VEHICLE FOR THE OFFICE OF THE COMMISSIONER OF CUSTOMS (PREV.), 5TH & 11TH FLOOR, KENDRIYA BHAWAN, ALIGANJ, LUCKNOW FROM THE DATE OF AWARDING THE CONTRACT UPTO 31.03.2019

The Customs (Prev.) Commissionerate, Lucknow proposes to hire two vehicles on monthly hire basis on annual contract basis, as per following details:-

<table>
<thead>
<tr>
<th>Type of Vehicle</th>
<th>No. of vehicles required</th>
<th>No. of working days in a month for hire</th>
<th>Maximum Kms Per month</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mid size vehicle like</td>
<td>02</td>
<td>30-31 days (including Saturdays/Sundays/Holidays)</td>
<td>2000</td>
</tr>
<tr>
<td>Innova/Scorpio/Xylo/Bolero</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Tenders are invited from Lucknow based vendors specifying rates for aforesaid hiring and rates for additional hours and per kilometre charge for run above 2000 Kms. The tenders should be submitted by eligible, experienced and reputed service providers.

Eligibility Criteria --- The service provider should be having adequate experience in the field and he should be registered with the Service Tax Department.

1. The tender enquiry documents will be available on official website http://eprocure.gov.in and www.cbic.gov.in from 09.03.2018.

2. Bids shall be submitted online only at CPPP website: http://eprocure.gov.in/eprocure/app. Tenderers/Contractors are advised to follow the instructions “Instructions to Bidders for online Bid submission” provided in the Annexure-I for online submission of bids.

3. Service Providers have to follow the “terms and conditions” provided in Annexure-II, “Requirements of Bidder for Online Bid Submission” i.e. Technical/Financial Bids provided in the Annexure-III & .xls file for online submission of bids and submit an undertaking as prescribed under Annexure-IV and tender acceptance letter as prescribed under Annexure-V. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

4. The tender shall be submitted online in two parts viz. technical bid and financial bid. 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. The offers submitted by Telegram/Fax/email etc. shall not be considered. No correspondence will be entertained in this matter.

5. Tenderer 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 downloaded price bid template in any manner. In case if the
same is found to be tempered/modified in any manner, tender will be completely rejected and tenderer is liable to be banned.

6. Interested service providers 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.

7. Not more than one tender shall be submitted by one contactor or contractors 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 parities liable to rejection.

8. 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.

(A.R. NAiK)
Additional Commissioner
Customs (Prev) Commissionerate,
5TH Floor, Kendriya Bhawan,
Sector-H, Aliganj, Lucknow
INSTRUCTIONS TO THE TENDERERS

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: https://eprocure.gov.in/eprocure/app.

REGISTRATION

1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: https://eprocure.gov.in/eprocure/app) by clicking on the link "Online bidder Enrollment" on the CPP Portal which is free of charge.

2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.

3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.

4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.

5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.

6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

a) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.

b) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.

c) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

i. Bidder should take into account any corrigendum published on the tender document before submitting their bids.

ii. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of
documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

iii. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

iv. To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

a. Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.

b. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.

c. Bidder has to select the payment option as "offline" to pay the tender fee / EMD as applicable and enter details of the instrument.

d. Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.

e. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.

f. The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.

g. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
h. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.

i. Upon the successful and timely submission of bids (ie after Clicking “Freeze Bid Submission” in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

j. The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS
(i) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.

(ii) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.

(A.R. NAIK)
Additional Commissioner
Customs (Prev) Commissionerate,
5TH Floor, Kendriya Bhawan,
Annexure-II

Terms & Conditions:--

a) The vehicle offered to this office should be of latest model and should be in good running condition and well maintained. The vehicle should not be more than 2 years old and should not have run more than 40,000 kms. Service book of the vehicle will also be inspected.
b) The calculation of the mileage shall be from the reporting point to the relieving point and will not be calculated from vendor’s office or garage. The vehicles should be provided during office hours and after office hours, as and when required. The vehicle may be utilized on Saturday, Sunday and other holiday.
c) Rate for supply of the vehicle shall remain in force and be binding on the service provider for the entire period (date of awarding contract upto 31.03.2019) of agreement. If the performances are found unsatisfactory then the Department has the discretion to terminate the agreement/contract with immediate effect.
d) The usage of the vehicle will be for a maximum period of 30-31 days per month subject to maximum of 2000 Kms per month as indicated above. The amount for extra kilometers will be calculated/paid on prorata basis.
e) The vendor should have Income Tax, PAN & Registration of Service Tax, self attested photocopies of the said documents are required to be submitted as proof of the same.
f) The vendor will be responsible for maintenance and upkeep of the said vehicle on his own account and no extra charges will be paid by this office. All expenditures related to the vehicle, i.e. fuel, Mobil, Driver’s salary and other expenses whatsoever, have to be borne by the vendor/supplier of the vehicle.
g) The monthly charges payable shall be all inclusive, i.e. driver, fuel, maintenance, cleanliness, repairs, insurance charges, night charges, etc. and any other incidental expenses.
h) No extra charges will be paid for duty even after office hours.
i) The vendor should give an undertaking that he or his firm has not been black listed by any of the organization/Govt. Department as on the date of submission of the Bid/Tender.
j) The vendor shall also certify that he has read and understood the terms and conditions of the tender. He should sign the terms and conditions. The quotations, which are not signed/stamped or not accompanied by the requisite documents, shall be rejected outright.
k) On acceptance of quotation, the copy of the registration certificate of the vehicle and the particulars of driver shall be submitted to this office. The driver should have valid driving license without any adverse records and with clear antecedents. Driver should be conversant with the routes in Uttar Pradesh & Uttarakhand as well as having good eye-sight, devoid of any bad habits. The driver should observe all etiquette and protocol while performing the duty and shall be neatly dressed in white shirt and white trousers and carry a mobile phone in working condition for which no separate payment shall be made by the Department. The driver should always remain with the vehicle during the entire period of duty. As far as possible, the same vehicle and driver shall be deployed continuously.
l) A log book specifying daily reporting and relieving time as well as daily opening & closing of meter reading shall be maintained for the vehicle.
m) Due to non-availability on any reason whatsoever like break down, servicing, maintenance, repair, etc. or the driver not reporting for duty, the vendor shall make alternate arrangements for providing substitute vehicle in good condition alongwith driver.
In such case, mileage from vendor's office or garage to the point of breakdown would not be paid.

n) Payment shall be made only on monthly basis and on receipt of the bill after rendering satisfactory service. The payment of a month would be made in succeeding month to the vendor by ECS through bank.

o) The office shall not be responsible for any fine charged by Police or other agencies, losses, damages, any accident of the vehicle or to any other vehicles or for the injury to the driver or any other third party. All such expenses on this account shall be borne by the vendor/supplier of vehicle and there will be no reimbursement from the Department in this regard. Only Toll Tax, parking charges, if any will be paid.

p) The vendor must ensure that the vehicle alongwith the Driver is made available and report to the office at any odd hours whenever any exigencies arise on a short notice of one hour.

q) In case the vendor fails to provide the vehicle/substitute vehicle then the vendor would be liable to penalty @ Rs.2,000/- per day.

r) The hiring is under ceiling of 2000 KM per Month and if any vehicle is used less than the said 2000 KM in a particular month then the less KMs will be carry forwarded in the next months and same will be continue for further upcoming months likewise in case of excess KMs running of the vehicles the same will be also carried forward in the next month.

s) Interested tour operators/tour and travel agencies may also submit details of organization to which they have extended similar services in the recent past as well as present.

t) One month prior notice should be given by the operator for termination of contract.

u) This office reserves the rights to terminate the contract without assigning any reasons at any time.

v) This department will not be held responsible for any damage to the vehicle or any untoward incidents, etc. occurred. Similarly parking of the vehicle at any time will be at the operators risk and responsibility. Department will not be responsible for any consequences.

w) Work discipline should be maintained by staff of the service provider.

x) The tenderer is required to enter into an agreement on non-judicial stamp paper of Rs.100/- and the cost of stamp paper is to be borne by the tenderer.

y) The rates are to be quoted for hiring on monthly basis. The rate quoted should be exclusive of Service Tax, and to the understanding that there will be no increase or decrease in contract rates mentioned subject to maximum limit of Rs.40,000/- exclusive of Service Tax.

z) No additional terms and conditions from the tenderer over and above shall be entertained by the Department.

aa) The Additional Commissioner, Office of the Commissioner of Customs(P), Lucknow reserves the right to terminate the accepted tender during the period of contract without giving any reason and without consulting the tenderer. The tenderer will have no right to demand any compensation in this respect. The Additional Commissioner also keeps right to relax any of the conditions above. In case of any dispute of any kind in and any respect whatsoever, the decision of the Commissioner, Customs(P), Lucknow shall be final and binding.

bb) In case of any legal dispute, the Courts within jurisdiction of Lucknow district only shall apply.
**TECHNICAL BID**

<table>
<thead>
<tr>
<th>Name Address &amp; Telephone No. of the Tenderer</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Name and Address of the Service Provider/Partner/Director</td>
<td></td>
</tr>
<tr>
<td>PAN Card No. (attach copy)</td>
<td></td>
</tr>
<tr>
<td>Service Tax Registration (attach copy)</td>
<td></td>
</tr>
</tbody>
</table>

**Qualifying Criteria for Technical Bid**

| 1. The vehicle is owned by us | Yes/No |
| 2. The vehicle is registered as commercial vehicle | Yes/No |
| 3. We have attached certified copy of R.C. Book of the vehicle offered | Yes/No |

**Additional Evaluation Criteria**

| 1. Total number of commercially registered cars owned by us |  |
| 2. The Registration No. & year of make, model & type of the vehicle intended to supply to the Commissionerate |  |
| 3. In the year 2015-16, we have provided cars on hire for over one year to Central Govt./State Govt./PSUs |  |
| 4. We have the requisite experience of providing vehicles to Central Govt./State Govt./PSUs |  |
| 5. If reply to 3 & 4 above is Yes, then provide name & address of such offices |  |

(Signature of Authorized Signatory with date & stamp)
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 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 tender documents from Page No. ____ to ____ (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/ organisation too 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 the 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 therefore or summarily reject the bid or terminate the contract , without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)
Online Bid Submission Details

The Online bids (complete in all respect) must be uploaded online in Two Covers as explained below :-

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Document(s)</th>
<th>Content</th>
<th>File Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>Signed &amp; scanned copy of Technical Compliance Sheet with Technical supporting documents as per specification mentioned in Annexure-II &amp; III</td>
<td>.pdf</td>
</tr>
<tr>
<td>2</td>
<td>Technical Bid</td>
<td>Signed &amp; scanned copy of Sales Tax/VAT Registration, Income Tax PAN, Service tax registration, any other registration.</td>
<td>.pdf</td>
</tr>
<tr>
<td>3</td>
<td></td>
<td>Self-declaration in letter head that the bidder is the Original.</td>
<td>.pdf</td>
</tr>
<tr>
<td>4</td>
<td></td>
<td>Signed &amp; scanned copy of Tender acceptance letter &amp; Letter of authorization to submit bid.</td>
<td>.pdf</td>
</tr>
<tr>
<td>5</td>
<td></td>
<td>An undertaking (self-certificate) that the agency hasn’t been blacklisted by a Central / State/UT Government institution and there has been no litigation with any government department on account of IT services</td>
<td>.pdf</td>
</tr>
<tr>
<td>6</td>
<td></td>
<td>No near relative certificate</td>
<td>.pdf</td>
</tr>
<tr>
<td>7</td>
<td></td>
<td>Vendor Bank Account details including Account No., IFSC code etc</td>
<td>.pdf</td>
</tr>
</tbody>
</table>

**COVER-2**

(Following documents to be provided as EXCEL file)

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Type</th>
<th>Content</th>
<th>File Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Financial Bid</td>
<td>Price bid (BOQ) to be filled in Excel format as per instruction given in price bid</td>
<td>.Excel</td>
</tr>
</tbody>
</table>

Note- All the documents and BOQ have to be digitally signed by the bidder.