



OFFICE OF THE PRINCIPAL COMMISSIONER OF CUSTOMS

'CUSTOM HOUSE', NAVRANGPURA, AHMEDABAD - 380 009

Phone No. (079) 27545741

Fax No. (079) 27541542

F. No. I/22-41/2017-18/ADM

Date: 24.08/2017

E-TENDER NOTICE

Sub: Notice for Inviting of Tender for hiring of Vehicles for the Office of the Principal Commissioner of Customs, Ahmedabad and the Office of the Deputy Commissioner, Custom Division, Paldi, Ahmedabad.

1. E-Tenders (in prescribed format) are invited from the vehicle providers through E-procurement portal for hiring of vehicles as per the requirements mentioned below in the schedule for the office of the Principal Commissioner of Customs, Ahmedabad and Office of the Deputy Commissioner, Custom Division, Paldi, Ahmedabad, for the year 2017-18 from the date of execution of the agreement. **The contract shall be awarded for period of one year.**

Sr. No	Category	No. of vehicles required	Cost Ceiling (Exclusive GST)
01	Non- AC staff car vehicles of three box system (Sedan) to be used up-to 30-31 days subject to a maximum of 2500 Kms in a month for HQ office	03 Vehicles	Rs. 40,000/- Per month
02	Non- AC SUV vehicles like Innova etc to be used up-to 20-25 days subject to a maximum of 2000 Kms in a month for HQ office.	03 Vehicles	Rs. 40,000/- Per month
03	Non- AC Taxi Car like Indigo or similar vehicle to be used upto 20-25 days subject to maximum of 2000 Kms in a month for Customs Division, Paldi office.	02 Vehicles	Rs. 30,000/- Per month
04	Non- AC Taxi Sedan Car to be used up-to 20-25 days subject to maximum of 2000 Kms in a month for CESTAT, Ahmedabad.	01 Vehicle	Rs. 40,000/- Per month
05	Non- AC staff car mid-segment like Indigo or similar vehicle to be used up-to 30-31 days subject to maximum of 2500 Kms in a month for HQ office.	01 Vehicle (to be hired w.e.f. 01.12. 2017)	Rs. 40,000/- Per month
06	Non- AC Taxi Car like Indigo or similar vehicle to be used upto 20-25 days subject to maximum of 2000 Kms in a month for Customs Division, Paldi office.	01 Vehicle (to be hired w.e.f. 01.12. 2017)	Rs. 30,000/- Per month

2. The complete tender document containing general terms & conditions, pre-qualification requirements etc. are available on <http://eprocure.gov.in/procure/app>, www.cbec.gov.in and our website www.ahmedabadcustoms.gov.in for reference only and can be downloaded free of cost.

Tender Critical Date Sheet

Tender Publishing Date & Time	25.08.2017 at 05:00 pm
Bid Submission Start Date & Time	25.08.2017 at 05:00 pm
Bid Submission End Date & Time	15.09.2017 at 05:00 pm
Bid Opening Date & Time	18.09.2017 at 12:00 pm

3. Interested bidders/Service Providers/ reputed firms providing such services on all India basis may submit their bids in the prescribed format with all the necessary documents online with **digital signature** at <http://eprocure.gov.in/procure/app> on or **before bid submission closing date & time.**

(M. S. Chauhan)
Additional Commissioner (P&V)
Customs, Ahmedabad

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Notice inviting e -tender for Hiring of Vehicles through e-procurement

1. Office of The Principal Commissioner of Customs, Custom House, Near All India Radio, Naranpura, Ahmedabad-380009 invites a Tender under Two bid System Enquiry from reputed agencies for hiring of Eleven(11) Vehicles for the period of 01 (one) year i.e. from the date of issuance of work order.
2. The bidders shall submit their bids online only at CPPP website: <https://eprocure.gov.in/eprocure/app> to follow the terms and conditions provided in the Annexure-I And Annexure-II and "Instructions to Bidder for Online Bid Submission" provided in the Annexure- "III" for online submission of bids.
3. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
4. Not more than one tender shall be submitted by one bidder 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.
5. Bidder 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 tampered/ modified in any manner, tender will be completely rejected and tender is liable to be banned.
6. Intending bidders 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. Technical Bids will be opened as per date/ time as mentioned in the Tender Critical Date Sheet. After online opening of Technical-Bid the results of their qualification as well as Price-Bid opening will be in also indicated in the Tender Critical Date sheet.
8. Submission of Tender:-
 - (a) The tender shall be submitted online in two part, viz., technical bid and price bid.
 - (b) 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.
 - (c) The offers submitted by Telegram/Fax/email shall not be considered. No correspondence will be entertained in this matter.

ANNEXURE-I

TERMS AND CONDITIONS

The interested parties must be capable of providing vehicles on their own on the following terms and conditions: -

1. The Contract is for the period of **One year**. The contract for the vehicles shown at Sr. No. 1 to 4 at pre-page will be awarded immediately after finalization of successful bidder and the contract for the vehicles shown at Sr. No. 5 & 6 at pre-page will be awarded from 01.12.2017.
2. The bidder should have a registered and well-established Taxi Agency/ Firm having sufficient number of latest models of taxi cars for hiring. List of vehicles owned by the bidders and the details of the vehicles to be provided to the Customs Headquarters office / Divisional office must be attached along with the Technical Bids. Also the bidder should have registered under GST, valid PAN card.
3. The bidder should preferably have past experience of providing minimum four vehicles on hire to at least one government organization/PSU/ a prominent private sector entity. The vehicle should be registered as Commercial vehicle.
4. The successful bidder shall have to provide the desired number of vehicles. However, in case the successful bidder expresses his inability to supply the total number of vehicles required, the option shall be given to the next lowest bidder to supply remaining number of vehicles at the lowest quoted rates.
5. The Taxi cars will be kept neat and clean and in perfect running condition with shining body and clean interior with good upholstery.
6. In case condition of taxies is not found to be satisfactory, they shall be returned for immediate replacement. In case no replacement is provided on time, this office would have a right to hire vehicles from the market and the additional cost incurred by this office will be borne by the Contractor.
7. The Firm would ensure that the drivers employed have valid driving license. The vehicle should be registered with the concerned authority of Central/State govt. The Transport operator shall provide a certificate to this effect. The driver of the vehicle provided must follow Traffic Rules and other regulations prescribed by the Govt. from time to time.
8. The Firm should have an adequate number of telephones for contact round the clock. The driver shall observe all the etiquette and protocol while performing the duty & shall be neatly dressed, should wear proper uniform & must carry a mobile phone in working condition, for which, no separate payment shall be made by the customer.
9. The rates quoted should specifically mention the GST component. No tax will be paid if the operator fails to provide proof of valid GST Registration. No extra charges will be paid except GST if applicable.
10. The Principal Commissioner of Customs, Ahmedabad reserves the right to accept or reject the quotation wholly or partly without assigning any reasons thereof or accept more than one offer.
11. The billing will be done on monthly basis; bill preferably typed and in triplicate, in connection with the service shall be submitted to Customs Headquarter/ Divisional offices through Superintendent (HQ), Customs Ahmedabad in the 1st week of each month. The payment will be made as per availability of fund.
12. A daily record indicating time and mileage for each vehicle shall be maintained in a log book and log book shall be submitted to Superintendent (HQ), Customs Ahmedabad in Customs Headquarters office/ Divisional Office concerned, regularly for scrutiny.
13. Once the hiring of cars commences from a particular operator, the driver should not be changed unless requested by the Office. The vehicle must be available at any time on any day as desired by the officers concerned.
14. The Custom Headquarter office / Divisional Offices shall be liable to pay the hiring charges only. Hiring charges include monthly charges of driver, maintenance of vehicles, petrol/diesel oil and any others charges.
15. In case of breakdown of any vehicle during duty, it shall be the responsibility of the Firm to provide a substitute of the vehicle immediately. In case the vehicle does not report on time/does not report at all, the customer would have a right to hire vehicle from the market and the additional cost incurred by the customer will be borne by the Transport Operator.
16. The vehicle should have a comprehensive insurance to cover the risk during the contract period. In case of any accident, all the claims arising out of it shall be met by the Contractor.

17. In case of any dispute of any kind and in any respect whatsoever, the decision of the Principal Commissioner of Customs, Ahmedabad shall be final and binding.
18. Vehicles should not have LPG/CNG gas kits as fuel.
19. There should be at least two sets of white covers, the towels and napkins in the car and should be changed every week.
20. There should be an air spray in every car.
21. **Manufacturing year of the cars should be 2016 and onwards.**
22. The place of parking of the hired vehicles shall be the prerogative of the office of Principal Commissioner of Customs Ahmedabad.
23. The vehicles may be available/running in the Gujarat State as and when the Commissioner of Customs, Ahmedabad /Divisional Offices so desires. Usually the vehicles will be utilized during the period from 0900 hrs. to 2000 hrs, however, the vehicle will be utilized for preventive work or in case of any emergency without bringing it to the knowledge of transport operator.
24. As regard vehicle timings, the transport operator will not pass on the instructions directly to the driver concerned. All the instructions should be routed through the Superintendent (HQ), Customs Ahmedabad of Customs Headquarters/Divisional offices.
25. Vehicle should be kept with sufficient stock of fuel. However, in case of any emergency, if any officer refuels on payment from his pocket, the same should be reimbursed by the Contractor on production of the bill.
26. Bids once submitted shall not allowed to be withdrawn and any default after acceptance of bid shall be deemed to be non-compliance of terms of contract and would be liable to forfeiture of security deposit and penalty levied as the case may be. The successful bidders shall provide details of all vehicles within 07 days of bid opening date and also present him for signing the agreement as and when called for. Further, the vehicles are to be provided for duty immediately after finalization of contract of successful bidders.
27. A declaration regarding acceptance of the above mentioned terms and conditions is to be submitted along with the technical bid.
28. If any of the terms & conditions shown above at Sr. No (1) to (27) is not found fulfilled during the work contract, the Customs Commissionerate, Ahmedabad reserves the right to discontinue the contract without assigning any reason thereof.

We agree to the above terms and conditions.

Signature and Name with Date _____

Name of the Firm _____

Annexure-II

Summary of Documents to be submitted:

A. Technical Bid:-

The following documents are to be furnished by the Service Provider along with Technical Bid as per the tender document:

- i) Signed and Scanned Copy of Technical data sheet (In format as per Annexure-A)
- ii) Signed and Scanned Copy of Tender Acceptance Letter (As per Annexure-B) & Letter of authorization to submit bid.
- iii) 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.
- iv) . Signed and Scanned copy Certificates like GST Registration, PAN No., SHOPS & ESTABLISHMENTS, RC BOOK of offered vehicles, and experience if any etc.

B. Price Bid:-

- (a) Price bid undertaking (As per Annexure-C)
- (b) Schedule of price bid in the form of PDF (As per Annexure-D).

ANNEXURE – ‘A’

TECHNICAL/QUALIFYING BID FORM FOR TENDER OF hiring of Vehicles for the Office of the Principal Commissioner of Customs, Ahmedabad and the Office of the Deputy Commissioner, Custom Division, Paldi, Ahmedabad

1	Name, address & telephone of the service provider:	
2	Name, address of the	
QUALIFYING CRITERIA FOR TECHNICAL BID:		
1	We own the vehicles:	Yes/No
2	We have attached copy of RC Book offered in this tender	Yes/No
3	We have valid Service Tax Registration	Yes/No
4	We have attached copy of Service Tax	Yes/No
5	Attached copy of PAN	Yes/No
6	Shops & establishment Number:	
7	Annual turnover of previous three financial years details (along with copy of profit & loss a/c, balance sheet, Audit report and Income Tax returns for last three years should be attached)	
8	A list containing details of the cars at their disposal and the places where these are deputed for the last two years.	
9	Any employee of the office of the Principal Commissioner of Customs, Ahmedabad is on your Board or share holder in contractor's entity	Yes/No, if yes, please Provide details
10	Have your any director/partner/entrepreneur convicted	Yes/No, if yes, please Provide details
11	Has your firm/company black listed at any time in past by any organization.	Yes/No, if yes, please Provide details
12	Any other information contract or may like to furnish (may be Furnished in separate enclosure)	
13	The Vehicles is registered as commercial vehicles.	Yes / No. If yes, please provide details.

DECLARATION

I/We hereby certify that information furnished above is true and correct to the best of my/our knowledge. I/We understand that if any deviation is of and in above statement at any state I/We shall be blacklisted and will not have any dealing with the department in future.

I hereby confirm that I am authorized to sign the Tender Document.

Signature

Name of the Authorized signatory

Seal / Stamp.

ANNEXURE-B

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/ organization to 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/ organization 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.

Yours Faithfully,

(Signature of the Bidder, with
Official Seal)

Annexure-C
PRICE BID UNDERTAKING

Date:

From: (Full name and address of the Bidder)

To,
The Office of The Principal Commissioner of Customs,
Custom House, Near All India Radio,
Navrangpura, Ahmedabad-380009

Sir/ Madam,

1. I submit the Price Bid for _____ and related activities as envisaged in the Bid document.

2. I have thoroughly examined and understood all the terms and conditions as contained in the Bid document, and agree to abide by them.

3. I offer to work at the rates as indicated in the price Bid, Annexure IV inclusive of all applicable taxes except GST.

Yours Faithfully,

Signature:-
Name of Representative
E-Mail:-
Phone:-
Office Address:-

ANNEXURE-D

FORMAT OF FINANCIAL BID

- 1) Name, address and telephone No.
of the tenderer :
- 2) GST No. :
- 3) Name & address of the Proprietor/
Partners/Directors :
- 4) Rate per vehicle per month :

(Exclusive of GST)

Sr. No.	Category	Description	Rates (in Rs) for per vehicle per month
1	Non- AC staff car vehicles of three box system (Sedan) to be used up-to 30-31 days subject to maximum of 2500 Kms in a month for Customs HQ, Ahmedabad.	03 Vehicles	
02	Non- AC SUV vehicles like Innova etc to be used up-to 20-25 days subject to maximum of 2000 Kms in a month for Customs HQ, Ahmedabad	03 Vehicles	
03	Non- AC Taxi Car like Indigo or similar vehicle to be used upto 20-25 days subject to maximum of 2000 Kms in a month for Customs Division, Paldi office.	02 Vehicles	
04	Non- AC Taxi Sedans Car to be used up-to 20-25 days subject to maximum of 2000 Kms in a month for CESTAT, Ahmedabad.	01 Vehicle	
05	Non- AC staff car mid-segment like Indigo or similar vehicle to be used up-to 30-31 days subject to maximum of 2500 Kms in a month.	01 Vehicle (contract to be awarded w.e.f. 01.12.2017 for this vehicle)	
06	Non- AC Taxi Car like Indigo or similar vehicle to be used upto 20-25 days subject to maximum of 2000 Kms in a month for Customs Division, Paldi office.	01 Vehicle (contract to be awarded w.e.f. 01.12.2017 for this vehicle)	
	Total	11 Vehicles	

- 5) Name(s) of the existing customer(s),
if any

Signature :-

Name of the Authorised signatory:-

Seal/Stamp

ANNEXURE- III

Instructions for Online Bid Submission

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 Enrolment" 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

- 1) 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.
- 2) 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.
- 3) 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

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) 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.
- 3) 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 / XIS / 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.
- 4) 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

- 1) 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.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as "offline" to pay the tender fee / EMD as applicable and enter details of the instrument.
- 4) 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.
- 5) 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 PDF 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 PDF file.
- 6) 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.
- 7) 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.
- 8) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 9) Upon the successful and timely submission of bids (i.e. 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.
- 10) 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

- 1) 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.
- 2) 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.