



सीमा शुल्क के प्रमुख आयुक्त का कार्यालय
OFFICE OF THE PRINCIPAL COMMISSIONER OF CUSTOMS
सीमा शुल्क सदन :: पत्तन क्षेत्र :: विशाखपट्टनम - 530 035
CUSTOM HOUSE :: PORT AREA :: VISAKHAPATNAM – 530035
फोन/ PHONE :: (0891) 2564552 :: फ़ैक्स/ FAX :: (0891) 2562613

F.No. S6/07/2019-RI&I

Date: 05/03/2019

NOTICE FOR INVITING TENDER

SUB: NOTICE FOR INVITING TENDER FOR HIRING OF VEHICLES FOR THE OFFICE OF THE PRINCIPAL COMMISSIONER OF CUSTOMS, VISAKHAPATNAM FOR THE FINANCIAL YEAR 2019-2020.

* * *

1. For and on behalf of the President of India, E-Tenders in the prescribed format are invited from reputed taxi operators / vehicle providers through the E-Procurement portal for hiring of **5 (FIVE)** vehicles along with Drivers as per the requirements mentioned below in Table-1 for the Office of the Principal Commissioner of Customs, Visakhapatnam having office at:

Custom House, Port Area,
Visakhapatnam-530035.

2. The contract shall be awarded for a period of **1 (ONE)** year i.e. from 01.04.2019 to 31.03.2020.

3. The category, cost limits and no. of vehicles required are as follows (Table-1):

Sl. No	Category of Vehicle	No. of vehicles	Cost ceiling per month (excluding GST)
1	A2/B1 Segment vehicles (Etios, Swift Dzire, Honda Amaze, Xcent etc and higher end models) subject to maximum limit of 2000 Kms & 25/26 days	3	Rs. 40,000/-
2	A3/B2 Segment Vehicles (Innova, Fortuner, Mahindra XUV etc and higher end models) subject to maximum limit of 2000 Kms & 25/26 days	1	Rs. 50,000/-
3	A3 Segment vehicles (Honda City, Verna, SX4 etc and higher end models) subject to maximum limit of 2500 Kms & 30/31 days	1	Rs. 50,000/-

4. The complete tender document containing general terms & conditions, pre-Qualification requirements etc. are available on <https://eprocure.gov.in/eprocure/app> & www.cbic.gov.in and can be downloaded free of cost.

5. **Bid Security/Earnest Money Deposit:** EMD of Rs. 6,000/- per vehicle in the form of Demand Draft/Banker's Cheque in favour of "Pay and Accounts Officer, CBIC, Visakhapatnam" shall be forwarded to O/o the Principal Commissioner of Customs, Visakhapatnam Custom House, Port Area, Visakhapatnam-530035 after submitting the bids through CPP Portal. Technical bids/Qualifying bids without Earnest Money Deposit will be rejected. EMD will be returned to all the unsuccessful bidders at the end of the selection process. However, the EMD shall be forfeited in case the successful bidder withdraws or the details furnished in Annexures are found to be incorrect or false during the tender selection process. No interest shall be paid on the Earnest Money Deposit and EMD of selected bidder will be returned on furnishing "Performance Guarantee" as detailed. Bid Security (Earnest Money) is exempted as applicable for Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) or are registered with the Central Purchase Organisation or the concerned Ministry or Department.

6. **Performance Guarantee:** The Successful bidder has to submit a Performance Guarantee either by way of Fixed Deposit or Bank Guarantee @ 10% of the total value of contract within three days from the award of contract. It will remain valid for a period of sixty days beyond the date of completion of all contractual obligations. No interest will be paid on this deposit.

7. The hard copy of original documents in respect of Earnest Money Deposit, original copy of undertaking/affidavits, certificates and other documents must be delivered to the tender inviting authority i.e O/o the Principal Commissioner of Customs, Custom House, Port Area, Visakhapatnam-530035 after submission of bids through CPP Portal (www.eprocure.gov.in). Bids submitted in any other means i.e by Courier/Post/in-person shall not be accepted to participate in the tender process.


8.

Tender Critical Date Sheet

Tender Publishing Date & Time	07 .03.2019 at 16:00 hrs
Bid Submission Start Date & Time	07.03.2019 at 16:00 hrs
Bid Submission Closing Date & Time	28.03.2019 at 10:00 hrs
Technical Bid Opening Date & Time	28.03.2019 at 10:00 hrs

9. 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 <https://eprocure.gov.in/eprocure/app> on or before bid submission/closing date & time.

10. The Principal Commissioner of Customs, Visakhapatnam reserves the right to accept or reject any or all tenders without assigning any reasons thereof.


(G.V.S.R. SARMA)

ASSISTANT COMMISSIONER OF CUSTOMS (P)

Encl. Annexures I;II;III; A; B & C.

Copy to

1. Notice Board at Customs House, Visakhapatnam, for wide publicity.
2. Superintendent (EDI), Customs House, Visakhapatnam to upload the tender and its documents in the official website: www.vizagcustoms.gov.in and also take necessary action to upload in the website: www.cbic.gov.in and www.eprocure.gov.in

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 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 detail of the vehicle to be provided to this office must be attached along with the Technical Bids. Also the bidder should have registered under GST with valid PAN card and RC book of the vehicle.
2. The bidder should preferably have past experience of providing vehicles on hire to at least one government organization/PSU/ a prominent private sector entity.
3. The contract shall be valid for an initial period starting from **01.04.2019 to 31.03.2020 (12 months)**. No sub-contract is allowed.
4. The Bidder should have office in **Visakhapatnam/place of providing the service** and should submit the proof of the same.
5. There will not be any limitation of minimum or maximum running Km of vehicles on day-to-day basis. The maximum Km can be utilized in any manner on monthly basis by Visakhapatnam Custom House.
6. The office of the Principal Commissioner of Customs, Visakhapatnam Custom House, shall be liable to pay the hiring charges as per the agreement only. Other liabilities like monthly charges of driver, repair and maintenance of vehicles, insurance, petrol, diesel oil, road tax, RTO charges, Municipal tax, work contract tax, license fee, registration charges, etc and any other incidental expenses shall be borne by the service provider.
7. Agreed rate as per agreement will not be revised during the agreement period.
8. The vehicle shall be kept neat and clean, and in perfect running condition with shining body and clean interior with good upholstery by the transport operator.
9. In case vehicle(s) provided is (are) not found satisfactory, the same shall be returned for immediate replacement. In case no replacement is provided in time, the Office of the Principal Commissioner of Customs, Custom House, Visakhapatnam reserves the right to hire a vehicle from the market and the additional cost incurred by this office will be borne by the Transport Operator.
10. Generally, vehicles should be utilized during the period from 09.00 hours to 21.00 hours. However, in case of urgency, continuously without any time limit. The vehicles must be available at any time on any day, as desired by the the Office of the the Principal Commissioner of Customs, Custom House, Visakhapatnam. The vehicle and driver should not be changed unless requested by the Office of the the Principal Commissioner of Customs, Custom House, Visakhapatnam
11. The Transport Operator 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.
12. The Transport operator should have an adequate number of telephones or contact numbers round the clock. The driver shall be neatly dressed (**White Uniform only**), shall observe all the etiquette and protocol while performing the duty, and must carry a mobile phone in working condition for which, no separate payment shall be made.
13. In case the driver is on leave due to ill health or any function etc, the Transport operator should make alternate driver arrangement.

14. The vehicle should be kept with sufficient stock of fuel. However, in case of any emergency, if any official pays for refuel, the same should be reimbursed by the Transport Operator on production of the bill.
15. With respect to vehicles timings, the Transport Operator will not pass on the instructions directly to the driver concerned. All the instructions should be routed through the officers of the the Principal Commissioner of Customs, Custom House, Visakhapatnam
16. A daily record indicating time and mileage for each vehicle shall be maintained in a log book and log book shall be submitted to the designated Officer of the the Principal Commissioner of Customs, Custom House, Visakhapatnam, regularly for scrutiny.
17. In case of breakdown of any vehicle during official duty, it shall be the responsibility of the Transport Operator to provide a substitute vehicle immediately. In case, the substitute vehicle does not report on time/does not report at all, the Custom House, Visakhapatnam reserves the right to hire a vehicle from the market and the additional cost incurred by the customer will be borne by the Transport Operator.
18. The contractor shall not, save, with the previous consent in writing of the Department, sublet/sub-contract/ transfer/ or assign the contract or any part thereof in any manner whatsoever. However, such consent shall not relieve the contractor from any obligations, duty or responsibility under the contract and contractor shall be fully responsible for the services hereunder and for the executions and performance of the contract.
19. In case of failure of the contractor in providing/making available of vehicle on account of any defect/fault/breakdown/not reporting, liquidated damages/compensations or alternative arrangement with prior permission shall be made, not by way of penalty, shall be imposed and recovered from the contractor's bill without any notice as under.
20. The vehicle available will be used for running in the Andhra Pradesh State.
21. The billing will be done on monthly basis. Bills should be typed preferably in triplicate, and should be submitted to this office in the 1st week of the following month and affix one rupee revenue stamp on the original.
22. In case of any accident, all the claims arising out of it shall be met by the Transport Operator.
23. The Transport Operator should approach the Office of the Principal Commissioner of Customs, Custom House, Visakhapatnam in case of any assistance or difficulty.
24. The department will not be under any obligation, legal or otherwise, to provide employment to any of the personnel of the service provider during or after the expiry of the hire period. The department recognizes no employer-employee relationship between the department and the personnel deployed by the service provider. The department shall not be responsible financially or otherwise for any injury to the vehicle or driver or person deployed by the service provider during the course of contract.
25. Any person who is in government service or any employee of the department is not a partner directly or indirectly, with the service provider.
26. Inspection of the Vehicle(s) will be done before finalizing the contract and also periodically by Superintendent/Inspector in-charge of Motor Vehicle(s).
27. The office of the the Principal Commissioner of Customs, Custom House, Visakhapatnam reserves the right to require fulfilment of other conditions, not expressly mentioned which are consistent with use of vehicle(s) on hire with this office and to reject any or all tenders without assigning any reason thereof.
28. In case of any dispute of any kind in any respect whatsoever, the decision of the the Principal Commissioner of Customs, Custom House, Visakhapatnam shall be final and binding on Transport Operator.

29. The year of manufacture of the **vehicles should be 2016 or later.**
30. The bidder should be a well established travel agency and should have sufficient experience in rendering the service of hiring of vehicle to establishment of Central/ State/ Public sector organizations. A list indicating the departments where the bidder has contract for hiring of vehicles along with support documents should be submitted with bid.
31. The Extra KMs run in a particular month should be adjusted in the run KMs in the subsequent three months. In no case, a vehicle which is not registered for the commercial purpose shall be supplied. The taxes and other statutory payments due on such vehicles shall be the liability of the contractor.
32. If any of the terms & conditions are not found fulfilled during the period of agreement, O/o the Principal Commissioner of Customs, Custom House, Visakhapatnam reserves the right to discontinue the contract without assigning any reasons thereof.
33. **The bidder should provide latest vehicles and preference will be given to the bidder providing newer models and vehicles with better features and bigger dimensions.**
34. The bidders will be bidding for 5 (Five) vehicles slots each numbered from S.No 1 to 5 as mentioned in the technical bid form (Annexure-A) and can bid for any number of vehicles as per the vehicles available with him. For example, if a bidder intends to bid all 5 vehicles, he will be quoting the technical specifications of all the 5 (Five) vehicles in Annexure-A individually. If a bidder intends to bid for one vehicle only, he/she will be quoting the technical specifications of the vehicle at its respective row in the table .

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).
- iii) 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) Signed and Scanned Copy of Price bid undertaking (As per Annexure-C).

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) 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) 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.
- 5) 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.
- 6) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 7) 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 in Principal Commissioner of Customs, Custom House, Visakhapatnam.
- 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.

ANNEXURE - 'A'

TECHNICAL/QUALIFYING BID FORM FOR TENDER OF hiring of Vehicles for the Office of the Principal Commissioner of Customs, Visakhapatnam Custom House,

S.NO	Description	
1	Name, Address & Telephone of Organization /Firm	
2	Proprietors/ Directors	
QUALIFYING CRITERIA FOR TECHNICAL BID:		
	We own the vehicles:	Yes/No
	We have attached copy of RC Book of Vehicle offered in this tender	Yes/No
	We have valid GST Registration & attached copy of GST Registration	Yes/No
	Attached copy of PAN	Yes/No
	Experience of rendering the service of hiring of vehicle to establishment of Central/ State/ Public sector organizations	Yes/No
	If Yes, whether supporting documents enclosed?	Yes/No
Bid Security/Earnest Money Deposit @ Rs.6,000/- per vehicle		DD No. Dated:

Vehicle Specifications:							
Category of vehicle	Vehicle S/NO	Place of location of service of vehicle	Name& make of the bidding vehicle	Vehicle Reg. No.	Year of Manuf acture	RC Enclosed	3 rd party Insurance copy enclosed
A2/B1 Segment vehicles (Etios, Swift Dzire, Honda Amaze, Xcent etc and higher end models) subject to maximum limit of 2000 Kms & 25/26 days	1	Vizag				Yes/No	Yes/No
	2	Vizag				Yes/No	Yes/No
	3	Vizag				Yes/No	Yes/No
A3/B2 Segment Vehicles (Innova,Fortuner, Mahindra XUV etc and higher end models) subject to maximum limit of 2000 Kms & 25/26 days	4	Vizag				Yes/No	Yes/No
A3 Segment vehicles (Honda City, Verna, SX4 etc and higher end models) subject to maximum limit of 2500 Kms & 30/31 days	5	Vizag				Yes/No	Yes/No

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

[Signature]

Name of Representative:
Address & Phone :-

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 (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 thereof, 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,
O/o The Principal Commissioner of Customs,
Custom House,
Visakhapatnam.

Sir/ Madam,

1. I submit the Price Bid as follows for the vehicles I bid (Quote the bidding price only against the vehicle No. bidden in Annexure-A):

Price Bid					
Category of vehicle	Vehicle Sl.NO	Place of location of service of vehicle	Name & make of the bidding vehicle	Vehicle Registration Number	Price bidden (excluding GST)
A2/B1 Segment vehicles (Etios, Swift Dzire, Honda Amaze, Xcent etc and higher end models) subject to maximum limit of 2000 Kms & 25/26 days	1	Vizag			
	2	Vizag			
	3	Vizag			
A3/B2 Segment Vehicles (Innova, Fortuner, Mahindra XUV etc and higher end models) subject to maximum limit of 2000 Kms & 25/26 days	4	Vizag			
A3 Segment vehicles (Honda City, Verna, SX4 etc and higher end models) subject to maximum limit of 2500 Kms & 30/31 days	5	Vizag			

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 exclusive of all applicable taxes.

Yours faithfully,

(Signature)

Name of Representative:

Address & Phone:-