



राष्ट्रीय सीमा शुल्कप्रत्यक्ष कर एवं नारकोटिक्स अकैडमी ,  
National Academy of Customs, Indirect Taxes and Narcotics (NACIN),  
क्षेत्रीय प्रशिक्षण संस्थान, सी.आर. बिल्डिंग, प्लॉट सं. 19, सेक्टर 17- C  
Zonal Training Institute, C.R. Building, Plot No.19, Sector – 17-C,  
चंडीगढ़ १६००१७-  
Chandigarh – 160017

Email;adgnacin@chd.nic.in,  
nacinchd@gmail.com

Tele : 0172-2721103 (O)  
0172-2705924(Fax)

C.No. NACIN/ZTI/CHD/33/Hiring Vehicle/2017

Dated:

**NOTICE FOR INVITING TENDER FOR HIRING OF VEHICLES**

NACIN, ZTI, Chandigarh, C.R. Building, Plot No. 19, Sector 17-C, Chandigarh invites sealed bids/tenders for the hiring of vehicles in following manner

Sr.No	Type of Vehicle	No of vehicles	Remarks
1	SUV (preferably Toyota Innova- VX or ZX Model or Tata Hexa-XM or XT model)	01	Without driver and with fuel
2	Mid Size Vehicle [preferably Honda City(SV or ZX), Maruti Desire or Tata ZEST(XM orXT)]	01	With driver and with fuel
3	Small size vehicle[preferably Toyota Etios or Tata Bolt (XM or above model)]	01	

The detailed terms and conditions in Annexure — "A" to this Tender Notice which can be downloaded from the website [www.cexchd1.gov.in/](http://www.cexchd1.gov.in/) [www.nacen.gov.in/](http://www.nacen.gov.in/) [www.cbec.gov.in](http://www.cbec.gov.in) or obtain the same from this office located at the above mentioned address during office hours.

The tenders should be submitted strictly in accordance with the Terms& condition and should be super scribed "Tender for Hiring of Vehicle" and with an EMD of Rs.10,000/- (Rs. Ten Thousand only) in the form of a Demand Draft drawn in favour of DDO, **NACIN, Faridabad**. Tenders without EMD will be summarily rejected. The complete sealed tender documents should reach the office by 1600 hrs. on **11.09.2017**. Bids received beyond the specific date/time will not be accepted and no postal delay will be allowed. The Technical bids will be opened at 1200 hrs on **12.09.2017** and the financial bids will be opened 15.00 hrs on **13.09.2017** in the presence of the designated committee. If any of the bidders likes to participate in tender opening process, they may be present at the venue at aforesaid time. The Office reserves the right to reject any prospective application without assigning any reasons.

(ANIL KUMAR GUPTA)  
ADDITIONAL DIRECTOR GENERAL  
NACIN, ZTI, CHANDIGARH

## ANNEXURE-A

### TERMS AND CONDITIONS

1. Separate sealed Technical and Financial bids should be kept in a single sealed envelope and super scribed with "**Tender for Hiring of Vehicles for Zonal Training Institute, NACIN, Chandigarh**". The separate technical and financial bids should be clearly marked "Technical Bid" or "Financial Bid" on their respective envelopes and should be enclosed and sealed in the single big envelope "super scribed" with "Tender for Hiring of Vehicles". The Technical bids will be opened at 1200 hrs on 12.09.2017 and the financial bids will be opened 15.00 hrs on 13.09.2017. in the office of the Additional Director General, NACIN, Z.T.I, Chandigarh, C.R. Building, Plot No.19, Sector-17-C, Chandigarh before the Tender Committee and Tenderers, if present.

#### **Type of the vehicles required hired to be supplied**

SI. No.	Category	Type of Vehicle	No. of Vehicles required
1.	Vehicle to be used up to 30-31days in a month for maximum of 2500 Kms in a month for SUV size vehicle and with provision of extra payment for per Km Running over 2500 Kms.  <b>(WITHOUT DRIVER AND WITH FUEL)</b>	SUV size vehicle (preferably Toyota Innova- VX or ZX Model or Tata Hexa-XM or XT model)	<b>1</b>
2.	Vehicle to be used up to 30-31 days in a month for maximum of 2000 Kms in a month for mid & small size vehicle and with provision of extra payment for per Km Running over 2000 Kms.  <b>(WITH DRIVER AND WITH FUEL)</b>	(1) <u>01-Mid size</u> [preferably Honda City(SV or ZX), Maruti Desire or Tata ZEST(XM orXT)]  (2) <u>01-Small size</u> [preferably Toyota Etios or Tata Bolt (XM or above model)]	<b>2 (01 each)</b>

2. The contract for the above vehicles shall be valid for an initial period from the **commencement of the contract till 31.03.2018**. The contract can be extended with approval of the Additional Director General, NACIN, ZTI, Chandigarh.

3. The tenderer should be duly registered with concerned Central/State Govt. authorities and should be a well established Taxi agency/firm (hereinafter referred to as the agency/firm). Such vehicle providers

should also submit details of other such Govt. Organizations to which they have extended similar service in the recent past as well as the present.

4. The agency/firm should have sufficient numbers of the vehicles and drivers with them. In case of breakdown of vehicle or non availability of driver at any time, the firm shall provide substitute vehicle / driver as the case may be.

5. The vehicles to be provided should be in excellent working condition and not be of make older than **01/01/2017** and should not have run more than **20,000 Kms preferably**) as on date of submission of tender. Applicant Contractor should mention the year of manufacture of the vehicles. The vehicles should be kept neat and clean and in perfect running condition with clean interiors and proper upholstery.

6. The Contractor shall provide dedicated drivers with the vehicles and any change in vehicle and/or driver should be made only in very exceptional circumstances. Replacement of the vehicle/driver should be provided in the event of a breakdown of vehicle/non-availability of driver. The driver should be having Transport License, with a minimum experience of 5 years and their antecedents should be duly verified by Police authorities, at the instance of the contractor.

7. In case the condition of the vehicles is not found to be satisfactory, they shall be returned for immediate replacement. In case no replacement is provided on time, the Additional Director General, NACIN, Z.T.I, Chandigarh, C.R. Building, Plot No.19, Sector-17-C, Chandigarh would have a right to hire a vehicle from the market and the additional cost incurred by this office, will be borne by the agency / firm.

8. The agency/firm would ensure that the drivers employed have valid driving license and clean driving record. The driver of the vehicle provided must follow traffic rules and all other regulations prescribed by the Govt. from time to time. The driver shall observe all the etiquette and protocol while performing duty & shall be neatly dressed in proper uniform.

9. The drivers employed along with the vehicle should satisfy the following conditions:

- i) Drivers should have minimum 5 years of experience of driving. They should have vehicle Transport Licenses for driving passenger vehicles on hire.
- ii) Driver should wear the prescribed uniform i.e. Light blue shirt with navy blue trousers and black shoes.
- iii) Drivers should be well versed with the roads and the places in Chandigarh, Punjab & Jammu and should have experience in city driving.
- iv) Once the driver has been allotted to a particular vehicle, he should remain with the same vehicle for a period of at least one year. Any change in the designated driver should be intimated to the concerned officer 24 hours before such change is affected.
- v) Driver should be provided with a mobile phone.
- vi) Driver should be decent and well behaved and should not have any criminal cases against him and should not

have any past history of accidents.

vii) Drivers should not be addicted.

viii) Car should be kept clean and odour free, suitable for official use.

10. In case of vehicle breakdown, a substitute vehicle shall be provided by the Contractor immediately. In case, the vehicle does not report within the reasonable time or does not report at all, the Department would have the right to hire a vehicle from the market and the additional cost incurred by the Department will be borne by the Contractor. In case, neither a substitute vehicle is provided nor a vehicle is hired by the Department, proportionate contract charges are liable to be deducted from the contract charges payable.

11. The vehicle should be **registered with the concerned authority of Central/State Govt.** The agency/firm should have adequate number of telephones for contact round the clock.

**12. The rates quoted should be exclusive of the GST component. No GST will be paid if the operator fails to provide proof of valid GST registration. All taxes, fee, levy, insurance charges etc. other than GST would be borne by the Agency/Firm. Applicable TDS (income tax) will be deducted as per rules.**

13. The Additional Director General, NACIN, Z.T.I, Chandigarh, C.R. Building, Plot No.19, Sector-17-C, Chandigarh reserves the right to reject all or any of the offers without assigning any reason thereof and the decision of this office shall be final and binding.

14. The billing will be done on monthly basis after deduction of tax if any. Bills should be typed and in triplicate in connection with the service shall be submitted to the Additional Director General, NACIN, Z.T.I, Chandigarh, C.R. Building, Plot No.19, Sector-17-C, Chandigarh within the first week of each successive month with concerned document. The shortfall/excess of 2000/2500 km of kilometres ceiling can be carried over/adjusted in the successive month in the same financial year. The vehicle may be utilized on Saturday, Sunday and other holiday.

15. Financial bids of only those agency/firms would be opened, who have qualified in respect of the technical requirements & final approval will be given only after actual inspection of the vehicle.

16. Once the hiring of vehicles commences from a particular agency/firm, the vehicles and the drivers should not be changed unless so requested by the Additional Director General, NACIN, Z.T.I, Chandigarh, C.R. Building, Plot No.19, Sector-17-C, Chandigarh. The vehicle must be available at any time of day as desired by the Additional Director General, NACIN, Z.T.I, Chandigarh, C.R. Building, Plot No.19, Sector-17-C, Chandigarh

17. On awarding of the contract, the agency/firm has to furnish to the Additional Director General, NACIN, Z.T.I, Chandigarh, C.R. Building, Plot No.19, Sector-17-C, Chandigarh the certified copies of RC books.

18. The Additional Director General, NACIN, Z.T.I, Chandigarh, C.R. Building, Plot No.19, Sector-17-C, Chandigarh shall be liable to pay the hiring charges only. **Any other charges, including monthly charges of driver, repair and maintenance of vehicle, insurance, petrol/diesel, oil and any other incidental expenses shall be borne by agency/firm.**

19. In case of breakdown of any vehicle during official duty, it shall be the responsibility of the firm to provide a substitute vehicle which is of similar make as replacement immediately.

20. In case any vehicle does not report on time/does not report at all, the Additional Director General, NACIN, Z.T.I, Chandigarh, C.R. Building, Plot No.19, Sector-17-C, Chandigarh would have the right to hire a vehicle from the market and the additional cost incurred the Additional Director General, NACIN, Z.T.I, Chandigarh, C.R. Building, Plot No.19, Sector-17-C, Chandigarh will be borne by the agency/firm.

21. A penalty of Rs. 1000/- per day per vehicle may be levied if any vehicle or driver or agency/firm fails to meet above terms & conditions on any day.

**22. In case of any accident, all the claims arising out of it shall be met by the agency/firm.**

23. The liability of the Additional Director General, NACIN, Z.T.I, Chandigarh, C.R. Building, Plot No.19, Sector-17-C, Chandigarh will be limited to the hiring charges only agreed in the contract.

24. The contract between the Additional Director General, NACIN, Z.T.I, Chandigarh, C.R. Building, Plot No.19, Sector-17-C, Chandigarh and the service provider can be cancelled after a prior notice of one month from either side, in the event of poor service or violation of any of the conditions stipulated.

25. Any matter during the period of this agreement, which has not been specifically covered by this agreement, shall be decided by the Additional Director General, NACIN, Z.T.I, Chandigarh, C.R. Building, Plot No.19, Sector-17-C, Chandigarh, whose decision shall be final and conclusive.

26. 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.

27. A log book specifying daily reporting and relieving time as well as daily opening & closing meter reading shall be maintained for the vehicle.

28. The office shall not be responsible for any fine charged by Police or other agencies, parking, 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.

29. In case of any dispute of any kind and in any respect whatsoever, the decision of the Additional Director General, NACIN, Z.T.I, Chandigarh, C.R. Building, Plot No.19, Sector-17-C, Chandigarh, shall be final and binding.

30. The vehicle should be available at the disposal of Department Officer(s) everyday for 30/31 days in a month (including Saturdays, Sundays & Holidays) for a time 10-12 hours per day. It will also be used to make out station trips and can be called during odd hours, when required. During outstation trips, the vehicle should be available at all times with no restriction of hours.

31. The service provider should be eligible to hire out vehicle as per the RTO norms. It is the sole responsibility of the service provider to obtain necessary permission from RTO or other Transport Agencies as required.

**(ANIL KUMAR GUPTA)**  
**ADDITIONAL DIRECTOR GENERAL, NACIN**  
**ZTI, CHANDIGARH**

## (TECHNICAL BID)

(To be submitted in a separate sealed envelope superscribed as "TECHNICAL BID")

1	Name, address and telephone / mobile no. of the tenderer i.e. the Applicant Contractor	
2	Permanent Account No. (PAN) (copy of the PAN to be submitted)	
3	Service Tax Registration No. (Copy of the Certificate to be submitted)	
4	No. of years of experience of running a fleet of vehicles on hiring basis	
5	Details of the Vehicles offered -Model and Year of manufacture of Vehicles offered.  Copy of RC, Insurance certificate and Pollution certificate of vehicles to be attached.	
6	No. Of Drivers available with the tenderer & their years of experience along with License Numbers	
7	Self-certification that no criminal case is pending against the drivers	
8.	The vehicle is registered as commercial vehicle (mention Yes or NO)	
9.	The vehicle is owned (mentioned)	

Signature with Stamp

## ANNEXURE - "C"

## (FINANCIAL BID)

(To be submitted in a separate sealed envelope super-scribed as "Financial Bid")

Vehicle type / Model	Rate per month per vehicle exclusive of Service Tax	Extra charge Rate per KM
<b>01 SUV Size Vehicle</b> for Office at Chandigarh  <b>(without Driver and with Fuel)</b>		<b>Rs _____/Km</b>  [Extra charge Rate per KM beyond 2500 Kms]
<b>01 Mid Size Small Size Vehicle</b> for Office at Chandigarh  <b>(with Driver and with Fuel)</b>		<b>Rs _____/Km</b>  [Extra charge Rate per KM beyond 2000 Kms]
<b>01 Small Size Vehicle</b> for Office at Chandigarh  <b>(with Driver and with Fuel)</b>		<b>Rs _____/Km</b>  [Extra charge Rate per KM beyond 2000 Kms]

Amount Rs.

Amount Rs. in words-

I have read the terms & conditions of the Tender Notice and agree to abide by them. The rate will be fixed for the whole financial year 2017-18."

Seal : Signature of authorized person

Full Name (with seal ) \_\_\_\_\_



Certificate

1. I, \_\_\_\_\_ Son/Daughter/Wife of Shri  
\_\_\_\_\_, Proprietor/Director/ Authorized  
Signatory of the (Agency/Firm) \_\_\_\_\_

\_\_\_\_\_ am competent to sign this  
declaration and execute this tender document; 2. I have carefully read and understood all the terms and  
conditions of the tender and undertake to abide by them; 3. The information/documents furnished alongwith  
the application are true and authentic to the best of my knowledge and belief. I/We am/are well aware of the  
fact that furnishing of any false/misleading information/fabricated document would lead to rejection of my  
tender at any stage.

Date :

Place :

Seal : Signature of authorized person

Full Name (with seal \_\_\_\_\_)