



भारत सरकार
Government of India
वित्त मंत्रालय, राजास्व विभाग
Ministry of Finance, Department of Revenue
सीमा शल्क आयुक्त (निवारक) का कार्यालय
Office of the Commissioner of Customs (Preventive)
110, महात्मा गांधी रोड, पूर्वोत्तर क्षेत्र, शिलांग 793001- मेघालय
110, Mahatma Gandhi Road, NER, Shillong - 793001, Meghalaya

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C.No. II(35)01/Admn/CUS/Hqrs./Hire-Veh/SH/2015/Pt-II

Dated:

NOTICE INVITING E-TENDER FOR HIRING OF VEHICLE FROM 01.04.2020 TO 31.03.2021

Online bids are invited from the service providers for hiring of vehicles on monthly basis as per requirements mentioned below in the schedule for the Office of the Commissioner of Customs (Preventive), N.E.R, Shillong.

| Sl No | Name of the office with address | Description of the vehicle | Period & No of vehicles required. |
|-------|---|---|--|
| 1 | O/o The Commissioner of Customs (Preventive), NER, 110, MG Road, Shillong | Vehicle to be used up to 30/31 days subject to maximum of 2500 Km in a month. (Mid Size vehicle) suitable for hilly terrain. Not more than 3 yrs old. | 01.04.2020 to 31.03.2021. One mid size vehicle |
| 2 | | Vehicle to be used up to 25/26 days subject to maximum of 2000 Km in a month. (Small Size vehicle) suitable for hilly terrain. Not more than 3 yrs old. | 01.04.2020 to 31.03.2021. One small size vehicle |

The interested bidders may download the Tender Documents from the Central Public Procurement Portal (CPPP) website www.eprocure.gov.in/eprocure/app and also from shillongcustoms.gov.in as per the schedule as given in the DATA SHEET as under:

| Item | Description |
|---|--|
| Tender Inviting Authority | O/o the Commissioner of Customs (P), N.E.R., 110, M.G. Road, Shillong, Meghalaya |
| e-Tender Name | Hiring of vehicles |
| e-Tender Publishing Date | 05.03.2020 |
| Start Date & Time for downloading Tender Document | 05.03.2020 from 16:00 hrs onwards |
| Last Date and Time for Submission of Online Bid | 15.03.2020 up to 17:00 hrs. |
| Bids Opening Date and Time | 16.03.2020 at 11:00 hrs. |
| Period of Hiring | 01.04.2020 to 31.03.2021 |
| Type of Vehicle | One Small size vehicle and One Mid size vehicle. |

MODE OF SUBMISSION OF BIDS:

1. Aspiring Bidders who have not enrolled/registered in e-procurement should enroll/register before participating through the website <http://eprocure.gov.in/eprocure/app>. Interested bidders may submit their quotation online on <http://eprocure.gov.in/eprocure/app> under two bid systems i.e. (i) Technical/Qualifying bid and (ii) Financial bid in the prescribed proforma. **All the self-attested documents in support of eligibility criteria etc. are also to be scanned and uploaded along with the tender documents. Tender sent by any other mode will not be accepted.**

2. The service providers are required to submit the complete rates/quotations only after satisfying each and every condition laid down in the terms and conditions. All the rates must be mentioned both in figures and words. In case of discrepancy between the words and figures the rates indicated in words shall prevail.

3. Rates/Quotations should be submitted and signed by the firm with its current business address.

4. The Contractors must comply with the rates/quotations, specification and all terms and conditions of contract. No deviation in the Terms & Conditions of the Contract shall be entertained unless specifically mentioned by the Service Provider in the rates/quotations and accepted by this office.

5. THE LAST DATE FOR SUBMISSION OF TENDER IS 03.03.2020 TILL 17 00 HRS.

This office reserves the right to reject any tender, even the lowest one, without assigning any reasons thereof.

6. The tenders will be opened on 04.03.2020 at 1100 Hrs in the presence of the Tender Committee, at the O/o the Commissioner of Customs (Preventive), NER, Shillong, 110 M.G. Road, Shillong -793001, Meghalaya.

TERMS & CONDITIONS.

1. The vehicles should be as per Registration Certificates already submitted by the vendor to the Department. The vehicles will also be kept neat and clean and in perfect running condition with shining body and clean interior with good upholstery.

2. This contract will be valid for one year w.e.f 01.04.2020 to 31.03.2021.

3. In case, if any of the vehicles is found to be not satisfactory or not roadworthy condition, it/they shall be immediately replaced. In case replacement is not provided in time, the

department shall have the right to hire vehicles from the market and the additional cost, if any, incurred by the department shall be borne by the vendor.

4. The vehicle should be provided with fuel and driver. Alternative suitable vehicles should be provided in case of breakdown or otherwise of the car so provided.
5. The terms of rental charge, as offered by the vendor will be accepted by way of payment of rental charges for the said hired vehicles subject to max. (i) 2500 kms up-to 30/31 days (ii) 2000 kms up-to 25/26 days per month respectively, whichever will be higher.
6. The vendor will maintain adequate number of telephones for establishing contact round the clock. The driver shall observe all the etiquette and protocol while performing the duty and shall be neatly dressed and must carry a mobile phone in working condition for which no separate payment shall be made by the department.
7. The drivers should have valid license and the vehicles should be registered with the Competent Authorities of Central Govt. or State Govt. Any violation would be attended by pro-rata deduction of rental charges.
8. The drivers should strictly follow traffic Rules and other regulations. Any fine/penalty due to negligence/fault of the drivers/vehicles shall be borne by the vendor.
9. The Department is not responsible for any repair and maintenance and fuel of the vehicles. No other charge will be borne by the Department. All Tax liabilities i.e. Road-Tax, Service Tax, Insurance etc. shall be borne by the vendor.
10. The vendor and driver should carry out the instructions of the Department as well as the Officers assigned to the vehicles and shall maintain proper courtesy and discipline.
11. In case of any accident, all claims arising out of such accident shall be borne by the vendor. He would also indemnify the department for any departmental loss, damage of property and/or of life arising out of negligence/fault of the driver or the vehicle.
12. Regarding the vehicle timings, the vehicle provider will not pass on the instructions directly to the driver concerned. All the instructions should be routed through the Superintendent/Public Relation Officer, Customs Office, 110 MG Road, Shillong.
13. A daily record indicating time and mileage for each vehicle should be maintained in a logbook in the prescribed form and must be certified by the officer using the vehicle and should be produced regularly for scrutiny to any other officer nominated by the department.

The duly certified logbook should be accompanied with bill for rental charge to be submitted by the vendor monthly against each vehicle.

14. The designated vehicles and drivers provided should not be changed unilaterally by the vendor unless requested by this office. The vehicle must be available at any time of any day as desired by the concerned officer including Saturdays, Sundays and holidays.
15. The bills for hiring of cars along with the logbooks complete in all respects for every month must be submitted in triplicate to this office by 1st week of the subsequent month positively, after getting the bills verified/checked & certified by the concerned officer.
16. In case of any dispute whatsoever, the decision of the department shall be final, conclusive and binding.
17. The contract may be considered for extension by mutual agreement for such further period(s) as may be agreed upon by the competent authority subject to satisfactory performance of the vendor.
18. The vendor will not utilize the vehicle for any purpose whatsoever even if the vehicle is not being used by the Departmental Officers.
19. No garage facility will be provided by the department.
20. Any breach of service rendered on the part of the vendor will tantamount to serious lapse and as such the party shall be held liable for compensation whatsoever.
21. In case the vendor wish to terminate the contract, the vendor should intimate in writing to the office 30 (thirty) days before withdrawal. In case of termination of the service by the vendor with less than 30 days intimation, the vendor must compensate the department at (i) Rs. 1667/- per day subject to a maximum of Rs 50,000/- per month (ii) Rs. 1,600/- per day subject to a maximum of Rs. 40,000/- per month respectively, for the number of days that he has failed to intimate the termination. The department reserves the right to cancel/terminate the agreement without citing any reason by giving 15 (fifteen) days' notice.
22. Any matter during the period of this agreement, which has not been specifically covered by this agreement, shall be decided by the Commissioner, Customs (Prev), NER, Shillong whose decision shall be final and conclusive.
23. In case of any dispute of any kind and in any respect whatsoever, the decision of the Commissioner, Customs (Prev), NER, Shillong shall be final and binding.

24. The Department reserves the right to accept/reject any tender or all tenders without giving any reason.



(Tarun Reddy Gangireddy)
Deputy Commissioner
Customs (HQRS), Shillong

C.No. II(35)01/Admn/CUS/Hqrs./Hire-Veh/SH/2015/Pt-II 17790-94

Dated: 5 MAR 2020

Copy forwarded to

1. The Deputy Commissioner, Shillong Customs Division with a request to put the Notices at the Notice Board of the Division.
- ✓ 2. The Superintendent (Computer Cell). He is directed to put the Notice in Central Public Procurement Portal (CPPP) website www.eprocure.gov.in/ and also in the Departmental website shillongcustoms.gov.in.
3. Notice Board, Customs House, 110 M.G. Road, Shillong.
4. Notice Board, GPO, Shillong, East Khasi Hills, Shillong.
5. Notice Board, DC Office, East Khasi Hills, Shillong.



(Tarun Reddy Gangireddy)
Deputy Commissioner
Customs (HQRS), Shillong

INSTRUCTIONS FOR ONLINE BID SUBMISSION

Instructions to the Bidders to submit the bids online through the Central Public Procurement Portal for e-Procurement are at <https://eprocure.gov.in/eprocure/app>. The bidders must carefully follow the instructions:

i) Possession of valid Digital Signature Certificate (DSC) and enrolment/registration of the contractors/bidders on the e-procurement/e-tender portal is a prerequisite for e-tendering.

ii) Bidder should do the enrolment in the e-Procurement site using the "Click here to Enrol" option available on the home page. Portal enrolment is generally free of charge. During enrolment/registration, the bidders should provide the correct/true information including valid e-mailid. All the correspondence shall be made directly with the contractors/bidders through e-mail-id provided.

iii) Bidder need to login to the site through their user ID/ password chosen during enrolment/registration.

iv) Then the Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by NIC/SIFY/TCS/nCode/eMudra or any Certifying Authority recognized by CCA India on eToken / Smart Card, should be registered.

v) The DSC that is registered only should be used by the bidder and should ensure safety of the same.

vi) Contractor/ Bidder may go through the tenders published on the site and download the required tender documents/ Annexures for the tenders he/she is interested.

vii) After downloading /getting the tender document/ Annexures/ Appendices, the Bidder should go through them carefully and then submit the documents as asked, otherwise bid will be rejected.

viii) If there are any clarifications, this may be obtained online through the tender site, or through the contact details. Bidder should take into account the corrigendum / Addendum published before submitting the bids online.

ix) Bidder then logs in to the site through the secured log in by giving the user id/password chosen during enrolment/registration and then by giving the password of the e-Token/ Smart Card to access DSC.

x) Bidder selects the tender which he/she is interested in by using the search option & then moves it to the „my tenders“ folder.

xi) From my tender folder, he selects the tender to view all the details indicated.

xii) It is construed that the bidder has read all the terms and conditions before submitting their offer. Bidder should go through the tender Annexure and appendices carefully and upload the documents as called for; otherwise, the bid will be rejected.

xiii) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document/ Annexure and generally, they can be in PDF/xls/rar/zip/dwf formats. If there is more than one document, they can be clubbed

together and can be provided in the requested format. Each document to be uploaded through online for the tenders should be less than 2 MB. If any document is more than 2MB, it can be reduced through zip/rar and the same can be uploaded, if permitted. Bidder's Bid documents may be scanned with 100 dpi with black and white option. However if the file size is less than 1 MB the transaction uploading time will be very fast.

xiv) Bidder should take into account the corrigendum / Addendum published from time to time before submitting the online bids.

xv) The Bidders can update well in advance, the documents such as certificates, annual report details etc., under My Space option and these can be selected as per tender requirements and then send along with bid documents during bid submission. This will facilitate the bid submission process faster by reducing upload time of bids.

xvi) Bidder should submit the Tender Fee/ EMD as specified in the tender. The original should be posted/couriered/given in person to the Tender Inviting Authority, within the bid submission due date & time for the tender. Scanned copy of the same should be uploaded as part of the offer.

xvii) While submitting the bids online, the bidder reads the terms & conditions and accepts the same to proceed further to submit the bid packets.

xviii) The bidder has to select the payment option as offline to pay the Tender FEE/EMD as applicable and enter details of the instruments.

xix) The details of the DD physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise submitted bid will not be acceptable.

xx) The bidder has to digitally sign and upload the required bid documents one by one as indicated. Bidders to note that the very act of using DSC for downloading the bids and uploading their offers shall be deemed to be a confirmation that they have read all sections and pages of the bid document including General conditions of contract without any exception and have understood the entire document and are clear about the requirements of the tender requirements.

xxi) The bidder has to upload the relevant files required as indicated in the covered content. In case of any irrelevant files, the bid will be rejected.

xxii) If the price bid format is provided in a spread sheet file like BoQ_xxxx.xls, the rates offered should be entered in the allotted space only and uploaded after filling the relevant columns. The Price Bid/ BOQ template must not be modified/replaced by the bidder; else the bid submitted is liable to be rejected for this tender.

xxiii) The bidders are requested to submit the bids through online e-tendering system to the Tender Inviting Authority (TIA) well before the bid submission end date & time (as per Server System Clock). The TIA will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders at the eleventh hour.

xxiv) After the bid submission (i.e after Clicking "Freeze Bid Submission" in the portal), the acknowledgement number, given by the system should be printed by the bidder and

kept as a record of evidence for online submission of bid for the particular tender and will also act as an entry pass to participate in the bid opening date.

xxv) The time settings fixed in the server side & displayed at the top of the tender site, will be valid for all actions of requesting, bid submission, bid opening etc., in the E tender system. The bidders should follow this time during bid submission.

xxvi) All the data being entered by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered will not be viewable by unauthorized persons during bid submission & not be viewable by any one until the time of bid opening.

xxvii) 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.

xxviii) The confidentiality of the bids is maintained since the secured Socket Layer 128 bit encryption technology is used. Data storage encryption of sensitive fields is done.

xxix) The bidder should logout of the tendering system using the normal logout option available at the top right hand corner and not by selecting the (X) exit option in the browser.

xxx) Filling all the fields in both technical and financial bids is mandatory. Incomplete bid will summarily be rejected at the discretion of the Department.

xxxi) For any queries regarding e-tendering process, the bidders are requested to contact as provided in the tender document. Simultaneously for any further queries, the bidders are asked to contact over phone: 1800-3070-2232 or send an email to cppp-nic@nic.in.