



भारत सरकार/Government of India  
वित्त मंत्रालय, राजस्व विभाग/Ministry of Finance, Department of Revenue  
सीमा शुल्क सहायक आयुक्त का कार्यालय  
Office of the Assistant Commissioner of Customs (Preventive)  
Customs Division:Guwahati

Nilamoni Phukan Path, Christian Basti, Guwahati - 781 005

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C.No.II(39)1/MISC/VEH/PRO/CUS/GAU/2020/

Date:-

### **TENDER NO. 01/2020**

#### **NOTICE INVITING E-TENDER FOR HIRING OF MOTOR VEHICLES (A/C)**

The Office of the Assistant Commissioner, Customs Division, Guwahati invites e-Tender (in prescribed format) from reputed service providers/**MSMEs** for hiring of 02 (Two) no. of Small sized vehicles along with drivers on monthly basis for a period of 1 (one) year from the date of awarding contract for using as Operational vehicles in the O/o the Assistant Commissioner, Customs Division Guwahati, CUSTOM HOUSE, NILAMONI PHUKAN PATH, CHRISTIAN BASTI, GUWAHATI-781005. The details of the vehicles proposed to be hired are as follows:

Sl. No.	Type of vehicle	Category	No. of Vehicle required	Max.No. of Days/ Kms to be run in a month
01	Small sized vehicle ( Operational Vehicle )	Honda City /Verna/Ciaz/ Ford Ecosport /Toyota Etios/Swift Dezire ( Top model)/Honda Amaze	02( two)	25/26 days 2,000 kms

#### **Tender Critical Date Sheet**

Tender Publishing Date & Time	<b>04.06.2020</b>
Bid document download start date and time	<b>05.06.2020 10.00 a.m.</b>
Clarification start date and time	<b>06.06.2020 10.00 a.m.</b>
Clarification end date and time	<b>20.06.2020 06.00 p.m.</b>
Bid Submission Start Date & Time	<b>05.06.2020 10.00 a.m.</b>
Bid Submission Closing Date & Time	<b>23.06.2020 02.00 p.m.</b>
Technical Bid Opening Date & Time	<b>24.06.2020 03.00 p.m.</b>

2. The complete tender document the containing general terms & conditions, pre-qualification requirements etc. available on <http://eprocure.gov.in> and can be downloaded free of cost.
3. The interested Service providers who comply with the terms and conditions of this tender provided in the **ANNEXURE-I** may submit their bids online in the prescribed format with all the necessary documents signed with digital signature at <http://eprocure.gov.in> on or before the closing date and time of the bid submission.
4. The bidders shall submit their bids online only at CPP Portal website: <https://eprocure.gov.in>. Bidders are advised to follow the “Instructions for Online Bid Submission” provided in the **ANNEXURE-IV** for online submission of bids.
5. Bidder who has downloaded the Tender from the Central Public Procurement Portal (CPPP) website <https://eprocure.gov.in> shall not tamper/modify the tender form including the downloaded price bid template, in any manner. In case the same is found to be tampered/ modified in any manner, the tender shall be completely rejected and the bidder shall become liable to be banned.
6. Intending bidders are advised to visit CPPP website <https://eprocure.gov.in> regularly till the closing date of submission of tender for any corrigendum / addendum/ amendment.
7. Technical Bid shall be opened as per the date and time mentioned in the Tender Critical Date Sheet.
8. The rate shall be quoted excluding the GST and any revision in the statutory taxes, fees, etc. shall be the sole responsibility of the Bidder.
9. In case of any difference in the amounts indicated in figures and words the amount in words shall prevail and shall be considered.
10. The quoted rates shall remain firm throughout the tenure of the contract and no revision is permissible for any reason.
11. Not more than one tender shall be submitted by one or more service providers having business relationship. Under no circumstances, persons/firms having 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 shall render the tenders of both the parties liable for rejection.

**NOTE: The Deputy Commissioner, Customs Division, Guwahati 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.**

12. Submission of Tender: -

- (a) The tender shall be submitted online in two parts viz., **Technical Bid** in Annexure-“II” and **Financial Bid** in Annexure-“III”.
- (b) All the pages of the bid being submitted must be signed and sequentially numbered by the bidder irrespective of the nature of content of the documents before uploading.

(c) The offers submitted by Fax/email/Post shall not be considered. No correspondence shall be entertained in this matter.

13. For any queries regarding the bidding procedure, the following person may be contacted:-

Shri J.N.D Mahanta, PRO, Mobile No. 86380 59451.

Encl: As above.

Sd/-  
(ंजीत कुमार /Sanjeet Kumar)  
उप आयुक्त/Deputy Commissioner

C.No.II(39)1/MISC/VEH/PRO/CUS/GAU/2020/1972-73

Date : 03-JUN-2020

1. The Deputy Commissioner ( Computer & Training ) ,Customs (P) Hqrs, N.E.R. , Shillong. with a request to upload the Tender Notice in the departmental website.
2. Notice Board, O/o the Assistant Commissioner, Customs Division, Guwahati.

Sd/-  
(संजीत कुमार /Sanjeet Kumar)  
उप आयुक्त/Deputy Commissioner

## ANNEXURE-I

### TERMS & CONDITIONS

1. The vehicles shall be in excellent running condition which shall be maintained during the period of hire.
2. The Contract of hiring of vehicle shall be for a period of 1 year i.e. from the date of awarding this contract but in case of default shall be liable to be terminated at any time without assigning any reason by the department. The Service Provider would ensure that the drivers employed have valid driving license and clean driving record including track record of not indulging in any major accident in the past three years. The driver must follow traffic rules and all regulations prescribed by the Government from time to time. The driver shall observe all the etiquette and protocol while performing the duty and shall be neatly dressed in proper uniform. Drivers should not have any addiction such as alcohol, gutkha etc.
3. The vehicle shall be provided on any day including Saturday, Sunday and Holidays, if required by the Hirer i.e. the department. Two small sized vehicles Honda City /Verna/Ciaz/ Ford Ecosport /Toyota Etios/Swift Dezire ( Top model)/Honda Amaze and its equivalent with desired features) shall be hired for 25/26 days subject to maximum of 2,000 kms per month.
4. The vehicle should be of latest model ( not older than 3 years) . 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 or any other delay , a penalty shall be levied @ Rs 1,000/- on day to day basis in addition to cost of hiring vehicle(s) from the market and the cost incurred shall be borne by the service provider.
5. The billing shall be done on monthly basis and the bills shall be submitted in triplicate.
6. The rate quoted should be all inclusive (Vehicle hire charges, taxes, maintenance, driver's salary, allowances ,insurance etc. including GST and other taxes ) The rate quoted should be all inclusive rate per month per vehicle.
7. A daily record indicating time and mileage for each vehicle shall be maintained by the driver in a log book in the prescribed format as per Government's instructions and this log book shall be submitted to the PRO, Customs Divisional Office, Guwahati for regular scrutiny.
8. Financial bids shall be opened only for those Service Providers who qualify the technical requirements.
9. Customs Divisional Office, Guwahati shall be liable to only pay the hiring charges and GST as applicable. Any other charges, including monthly charges of driver, repair and maintenance of vehicles, insurance, petrol/diesel, oil and any other incidental expenses shall be borne by Service Provider.
10. The vehicles must be owned by the service provider and not leased from anybody else. He/they shall not engage any sub-contractor or transfer the contract to any other person.
11. The vehicles must be fitted with fire Extinguisher(s) in proper working condition at all

times and the driver should be trained to use them.

12. There should be at least two sets of white covers, towels and napkins which should be changed every week. There should be an air spray in every car. The items mentioned shall be made available at the cost of the service provider.
13. Self attested photocopies of Registration Certificate should be attached with the Technical Bid. Vehicles should have pollution clearance certificate issued by competent authority.
14. The vehicle should have necessary permits from the transport department authority. This office shall not be responsible for any case of challan, loss, damage and accident to the vehicle or any other vehicle or injury to anybody.
15. In case of any accident, all the claims arising out of it shall be met by the Service Provider.
16. It is obligatory for the Service Provider that the drivers are paid not less than the minimum wages prescribed under the Minimum wages Act, fixed by the Government from time to time.
17. If any of the terms and conditions above, is not found fulfilled during the currency of the contract, the Deputy Commissioner, Customs Division, Guwahati reserves the right to terminate the contract with a notice period of one month.
18. No additional terms and conditions over and above the conditions stipulated above shall be entertained by this office.
19. In case of any dispute, decision of the Deputy Commissioner, Customs Division, Guwahati shall be final and binding.

I/We agree to the above terms and conditions.

Signature of authorized signatory with date: \_\_\_\_\_

Name of the Firm : \_\_\_\_\_

Seal : \_\_\_\_\_

**ANNEXURE-“II”**

**TECHNICAL BID (QUALIFYING BID DOCUMENT)**

1	Name of the Service Provider & Registration No. (copy of registration to be enclosed) (Proprietorship/Partnership/Pvt .Ltd. company as the case may be)	
2	Name of owner/Managing Director /authorised person )	
3	Address of the Service Provider  ( With Telephone No. & Fax No.)	
4	GST Registration No.(copy to be enclosed)	
5	Make, model, distance run (in km) and registration number of vehicle (self attested copies of registration certificates to be enclosed)	
6	Permanent Account No (PAN) (copy to be enclosed )	
7	Name of the driver(s) along with copy of the driving license	
8	Annual turnover for the last three years (documents duly certified by CA/Income tax returns to be enclosed)	
9	Name(s) of Public Sector /Govt. Organization to whom similar services have been provided by the firm during the last three years.	

**DECLARATION**

I / We \_\_\_\_\_ hereby certify that the information furnished above is true and correct to the best of my/our knowledge. I understand that in case any deviation is found in the above statement at any stage, I/we shall be blacklisted and shall be barred from having any dealing with the Department in future.

Signature of Authorized Signatory with date  
Name of the Firm \_\_\_\_\_

**ANNEXURE-“III”**

**FINANCIAL BID DOCUMENT**

1. Name of bidder ( Company /Firm /Agency) :
2. Address (with Tele & Fax No.) :
3. Name & Address of the Proprietor/  
Partners/Directors (With Mobile Numbers) :
4. Quotation Details:

Sl.No.	Types of Vehicles (Make & Model )	Rate /Monthly Charges ( in Rs) for Small-sized vehicle ( Inclusive of all other taxes, rate/duties/levies) ( <b>Excluding GST</b> )
		Running for maximum 2,000 Km per month

**DECLARATION**

I/We, \_\_\_\_\_ , hereby, certify that the information furnished above is true and correct to the best of my/our knowledge. I/We understand that in case, any deviation is found in the above statement at any stage , I/We shall be blacklisted and shall be barred from having any dealing with the Department in future.

Signature of Authorized Signatory with date

Name of the Firm \_\_\_\_\_

## **ANNEXURE- IV**

### **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, preparing 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 enrol 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 (Digital Signature Certificate) 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 or Shri J.N.D. Mahanta ,PRO , Customs Division Guwahatil.
- 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.