



**GOVERNMENT OF INDIA**  
**MINISTRY OF FINANCE, DEPARTMENT OF REVENUE**  
**NATIONAL ACADEMY OF CUSTOMS, INDIRECT TAXES & NARCOTICS (NACIN)**  
**Plot No: 3/86-E, AIEMA Road, Ambattur Industrial Estate, Chennai-600 058.**

**NOTICE INVITING ONLINE E-TENDER FOR HIRING OF VEHICLES**

The National Academy of Customs, Indirect Taxes & Narcotics (NACIN), Chennai invites tenders in two separate offers viz. one for Technical and the other for Financial bid in the prescribed format from reputed Service Providers for hiring of **(05) Five vehicles (01 staff car + 04 operational vehicles) along with Drivers** for the Office of the Principal Additional Director General, NACIN, Chennai.

2. The detailed tender process and terms & conditions are contained in three parts viz. the pre-qualification requirement Terms & Conditions (as **Annexure-A**), Technical Bid (as **Annexure-B**) and Declaration (as **Annexure-C**).

3. The tender documents can be downloaded from the websites [www.gem.gov.in](http://www.gem.gov.in), [www.cbic.gov.in](http://www.cbic.gov.in), [www.nacin.gov.in](http://www.nacin.gov.in) as per the schedule by the bidders who are registered on the GeM site as seller of Supply of Vehicles for Services of transportation of Passengers Bidders may follow the time schedule shown below: Bidders may follow the time schedule shown below:

**TIME SCHEDULE OF TENDER**

S. No.	Particulars	Date	Time
1	Tender e- publish date	30.10.2024	14.00 Hrs.
2	Document download start date	30.10.2024	14.30 Hrs.
3	Bid submission start date	30.10.2024	15.00 Hrs.
4	Bid Submission last date	21.11.2024	17:00 Hrs.
5	Tender Opening date (Qualifying Bid)	22.11.2024	10.30 Hrs.

**Bid Submission**

- a) Bids shall be submitted online only at Government e Marketplace Portal (GeM) website [www.gem.gov.in](http://www.gem.gov.in). Tenderer / Service provider are advised to follow the instructions.
- b) A tenderer who has downloaded the tender from GeM website **shall not tamper / modify the tender form in any manner**. In case if the same is found to be tampered / modified in any manner, tender will be completely rejected and is liable to be banned from doing business with the office.

- c) Intending tenders are **advised to visit** GeM website **regularly till the closing date of submission** of tender for any corrigendum / addendum / amendment
- d) The tenderers should fulfil the following eligibility conditions.

6. It will be obligatory on the part of the tenderers sign and stamp each page of the tender documents and all other enclosures appended to it as a token of having read and understood the terms and conditions contained therein and submit the same along with the qualifying bid. On award of work, the tenderer will have to enter into an agreement with the Pr. Additional Director General of NACIN, Chennai.

7. The tenders/quotations received unsigned/incomplete shall be summarily rejected. The financial bids of those bidders who have qualified in the technical bid only shall be opened and taken for consideration. The Financial Bid of the bidders who do not qualify in technical bid will not be opened. The format of the "Technical Bid" is enclosed as Annexure 'B'.

8. The Pr. Additional Director General, NACIN, Chennai reserves the right to accept or reject any or all tenders without assigning any reasons thereof.

Encl.: Annexures	A	-	Tender Process.
	B	-	Qualifying Criteria for technical bid.
	C	-	Declaration.

**Copy to:**

Websites-[www.cbic.gov.in](http://www.cbic.gov.in), [www.nacin.gov.in](http://www.nacin.gov.in)

*R. Srivatsan*

29.X.2024.

आर. श्रीवत्सन, आई.आर.एस  
R. SRIVATSAN, I.R.S.  
सहायक निदेशक  
ASSISTANT DIRECTOR  
(VEHICLES).

ANNEXURE – ‘A’

**I. Tender Process and submission of tender documents: -**

1. Only those bidders, **who have their offices and workforce in Chennai city**, shall post their bids for this e-tender; they will have to provide valid address proof as evidence for the same, failing which the technical bid will not be considered for financial evaluation.
2. The tenders/quotations received unsigned / incomplete shall be summarily rejected. The financial bids of those bidders who have qualified in the technical bid only shall be opened and taken for consideration. The financial bid of the bidders who do not qualify in technical bid will not be opened.
3. All information sought under Terms and Conditions and other information is to be given along with Technical Bid while the price quoted by the bidders will be mentioned only in the Financial Bid in GeM portal.
4. The tender documents must be **uploaded online** before 17.00 Hrs on 21.11.2024.
5. The documents received incomplete and / or filed after the due date & time shall not be accepted. The Tender shall be opened on 22.11.2024 at 10:30 Hrs.
6. The Department reserves the right to accept or reject any or all tenders without assigning any reason. In case of any dispute of a kind and in respect of whatsoever, the decision of the Pr. Additional Director General, NACIN, Chennai will be final and binding.
7. The offers submitted by Fax/email and other social media shall not be considered. No such correspondence in any form will be entertained in this matter.

## II. Terms and Conditions: -

1. The Bidder should be able to provide the vehicles as requisitioned in Table - A. The type and number of vehicles are: -

**TABLE – A**

S.No.	Category	Type of Vehicle	No. of Vehicles	Cost Ceiling (per vehicle)
(1)	(2)	(3)	4	5
1.	Vehicle to be used for <b>30/31 days</b> for maximum of <b>2500 Kms</b> in a month.	Toyota Innova Crysta BS-VI, Honda City	One	<b>Rs.50,000/-</b> + applicable GST
2.	Vehicle to be used for <b>25 days</b> subject to maximum of <b>2000 Kms</b> per month	Maruti Suzuki Ertiga / Honda Amaze/ Toyota Etios	Four	<b>Rs.50,000/-</b> + applicable GST

2. The bidder has to furnish the offer of bid for all the above said five vehicles. Any offer of bid for less than five vehicles will not be considered and is liable to be rejected.
3. In the financial Bid only, the total amount mentioned for 05 vehicles will be considered for arriving at the lowest bid offer (L-1) and not the bid amount of each vehicle individually, subject to cost ceiling under column No.5 of above Table: A.
4. The contract for the vehicles shall be valid for a period of one year with effect from notified date, subject to clause/(s) of terms & conditions. Upon expiry of contract period, any extension for one year at the existing rate will be considered at his discretion by the Pr. Additional Director General, NACIN, Chennai under extraordinary situations to warrant such action.
5. The Service Provider should submit a list of vehicles to be provided to this NACIN Office which must be enclosed along with the tender documents. Vehicles **should not be more than 3 years old on the date of Application**. Vehicles shall be in excellent running condition with shining body, White colour and good upholstery. The officers of the Academy would examine all the vehicles and the bid would be rejected if the same are not found to the satisfaction of the committee.
6. The vehicles are to be fitted with appropriate seat belts and safety air bags. The vehicle should be always kept in a neat and clean condition. Vehicles should be fumigated, periodically to avoid infections.
7. The vehicles to be hired should conform to the Motor Vehicle Act / Rules and be in perfect running / mechanical condition. The vehicles should be registered with Tamil Nadu Registration numbers only.
8. There should be at least two sets of white seat covers, towels and napkins for each vehicle. It should be changed every week. There should be sustainable, non-toxic air and fabric fresheners, air freshener, fire extinguisher in every vehicle. The items mentioned shall be made available at the cost of the owner of the agency/firm.
9. The driver should be having valid driving license and clean driving record, with a minimum of 5 years' experience. Their antecedents of the drivers are sole responsibility of the Service Provider.

10. The driver of the vehicle provided must follow traffic rules and all other regulations prescribed by the Government from time-to-time. In case of issue of any challan for whatsoever reason by the Police / Traffic Police, Service Provider shall be liable to pay the fine imposed, and bear other consequences. The Academy will not be responsible for any act of misdemeanours by the drivers, on or off the road.
11. Drivers should wear with appropriate white uniform and black shoes. Drivers should observe cleanliness and all the etiquette and protocol while performing the duty. The drivers must carry a mobile phone in working condition, for which, no separate payment shall be made by this Academy. The driver deployed strictly shall not use the mobile phone while driving the vehicle.
12. The driver should be well conversant with roads and routes of Chennai and suburbs. The operation and functions of the driver shall be governed as per the Motor Vehicles Act and Rules, for the time being in force.
13. Any complaints against the drivers should be probed into by the owner of the vehicle / Service provider and action taken against the erring Driver, if found guilty, should be intimated to the Department.
14. The Service Provider should give an undertaking that he or his firm has not been blacklisted by any Organization / Government Department as on the date of submission of the bid and the same has to be submitted along with technical bid.

15. **Rates:** -

- i) Rate / bid / offer must be without any condition, assumption, qualification reservation or variation. A bidder who offers a conditional tender or who offer is at variance from prescribed specification would be ineligible to compete for the tender. Prices components shall be firm and shall not be subject to any price variation or adjustment on account of any price escalations throughout the execution of the contract.
  - ii) The rates quoted should be exclusive of GST. All taxes, fees, levies, insurance charges etc. other than GST would be borne by the Service Provider.
  - iii) The lowest tender will be assumed based on the **total sum of the Quoted rate for all the five types of vehicles put together per month**. The bidder quoting lowest consolidated rate will be declared as successful bidder, subject to cost ceiling as per column No. 5 of Table A.
16. The Service Provider will comply with the labour laws in force and all liabilities in this connection will be theirs.
  17. NACIN, being a Training Institute, preference would be given to those service providers who have **prior experience in rendering service to a training institute / educational institute**.
  18. The Department will not be under any obligation, legal or otherwise, to provide any 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 agreement.

19. The contract between the Pr. Additional Director General of NACIN, Chennai and the Service Provider can be cancelled with a prior notice of one month from either side, in the event of poor service or violation of any of the conditions stipulated.
20. The responsibility for the safety and security of the operational vehicles provided solely lies with the Service Provider. It is also the Service Provider's absolute responsibility to take care of any damage / repairs caused to his operational vehicle during the period of the contract.
21. Operational vehicles should be arranged even at short notice. The vehicle shall be deemed to be at the disposal of the NACIN, Chennai for all the days of the month, seven days a week.
22. The Service Provider shall have a telephone connection working 24 hours 7 days for contacting the Service Provider in case of needs and emergency and the said telephone number has to be informed to NACIN, Chennai.
23. A daily record indicating time and mileage for each vehicle shall be maintained. The calculation of mileage shall be from the reporting point to relieving point and will not be calculated on garage-to-garage basis.
24. Any person in government service or an employee of the department is not eligible to participate in this tender process.
25. Vehicles should be comprehensively insured and should carry necessary permits / clearance from the Transport Authority or any other concerned Authority. The vehicles should also carry necessary pollution certificates issued by the competent authority. Copy of the above certificates has to be furnished to NACIN, Chennai.
26. LPG Cylinder shall not be used as fuel for running the vehicle in any case.
27. The Service Provider shall in, no case, lease / transfer / sublet / appoint care taker for the service rendered.
28. No GST will be paid if the operator fails to provide proof of valid GST registration and deposit the same into the government account. If the Service Provider is exempted from payment of GST the same should be clearly stated on the quotation, mentioning authority of such exemption.
29. The Pr. Additional Director General, NACIN, Chennai, reserves the right to reject all or any of the offers or accept more than one offer or terminate the order without assigning any reason thereof.
30. The billing will be done on monthly basis; bill preferably typed and in triplicate, in connection with the service shall be submitted to this office before 5<sup>th</sup> of succeeding month.
31. Irrespective of the receipt of the monthly bill amount from the NACIN any dues payable relating to the services rendered including the salary of the Driver, Govt. Taxes etc., shall be promptly settled by the Service Provider without any default, before 10<sup>th</sup> of succeeding month.
32. The Service Providers shall be responsible for timely payment of all the Government / local taxes and dues in respect of the hired vehicles.
33. Once the hiring of vehicles commences, the vehicles and the drivers should not be changed unless instructed by the Pr. Additional Director General, NACIN, Chennai or

by the Officer authorized by him. Any change in the designated driver should be intimated well in advance before such change is affected.

34. The vehicles must be available at any time as desired by the NACIN, Chennai.
35. The Pr. Additional Director General, NACIN, Chennai shall be liable to pay only the monthly hiring charges. Other liabilities viz. Monthly charges of driver, repair, parking and maintenance of vehicle, insurance, fuel, oil and any other incidental expenses etc. shall be borne by the Service Provider.
36. In case of breakdown of any vehicle during official duty, it shall be the responsibility of the Service Provider to provide a substitute vehicle / replacement immediately. In case the vehicle does not report on time / does not report at all, the customer would have the right to hire a vehicle from the market and the additional cost incurred by NACIN will be borne by the Service Provider.
37. In case of any accident, involving the use of vehicle and / or injury etc., to the persons and driver deployed, all the claims arising out of the same shall be met by Service Provider and NACIN, Chennai shall have no liability whatsoever in this regard.
38. The Service Provider shall be solely responsible for payment of wages / salaries, other benefits, allowances to drivers deployed and all other statutory / other dues payable as per Central / State Government / Municipality rate etc. other laws etc. as applicable to personnel deployed that might before applicable under any Act of order of the Government. NACIN, Chennai shall have no liability whatsoever in the regard. It is obligatory on the part of Service Provider that drivers are paid not less than minimum wages prescribed under the Minimum Wages Act from time to time.
39. No increase in rate due to the escalation cost or due to any other factor would be permitted during the period of contract.
40. NACIN, Chennai reserves the rights to increase or decrease the number of vehicles hired without assigning any reasons to the Service Provider during the currency of the contractual period at the same rate, terms and conditions.
41. Driver must not smoke on duty or drink liquor or be in intoxicated state while on duty. In case of misbehaviour of the driver or failure to meet any or the agreed / accepted terms and condition. NACIN, Chennai will have discretion on the continuance of the contracted driver, for future.
42. The Service Provider shall provide name & addresses of the drivers along with valid driving license number, Aadhaar number and copy thereof while submitting acceptance of offer.
43. The Service Provider shall ensure that speedometer and odometer (for measuring distance covered) of vehicle supplied are properly sealed so that no tampering is done with a view to inflate distance travelled. The authorised officers of the NACIN would carry out surprise checks of speedometer and odometer of the vehicle. If found defective, it should be got fitted from authorised workshop and cost thereof will be recovered from the Service Provider.
44. NACIN, Chennai shall be at liberty to withhold any of the payments in full or in part for default in service and / or for the loss incurred by the Department as result of theft burglary or otherwise

45. In case of any dispute of any kind, in any respect whatsoever, the decision of the Pr. Additional Director General, NACIN, Chennai, shall be final and binding.
46. On awarding the contract, the Service Provider has to furnish to the Pr. Additional Director General, NACIN, Chennai the self-certified copies of RC Books, the comprehensive insurance policies and copies of driving licence of the drivers of the vehicle.
47. The Service Provider and his drivers shall be bound to carry out the instructions of the Pr. Additional Director General, NACIN, Chennai as well as any of the Officers assigned to use the vehicle.
48. The vehicle provided should be of exclusive use of NACIN, Chennai. The vehicle to be deployed will not be used for any other commercial / personal purpose or any other purpose by the Service Provider even during holidays.
49. Applicable TDS amount will be deducted from the total bill amount.
50. The vehicles must be available at any time of any day on 24 x 7 basis, subject to maximum number of days per month for which the vehicle is hired, as desired by the department
51. The liability of NACIN, Chennai is limited to the contract value only.
52. Any matter during the period of this agreement, which has not been specifically covered by this agreement, shall be decided by the Pr. Additional Director General, NACIN, Chennai, whose decision shall be final and conclusive.
53. The Kilometres of all vehicles will be calculated annually after aggregating the Kms run per month. If the vehicle does not travel 2000 kms in a month, then the remaining kms will be carried forward to the next month to the same vehicle. Only when the vehicle travels exceed to 24000 kms during the year, the payment of extra kilometres will be paid. The extra per KM charges will be decided on the basis, of the quoted rate on Pro – rata basis for each such vehicle.
54. No additional terms & conditions over and above the conditions stipulated above shall be entertained by NACIN, Chennai.
55. Any other dispute arising out of the contract will be subject to the jurisdiction of Courts of Chennai.
56. The offered vehicles should have “FASTTAG” installed. All these expenses are deemed to be covered under Hiring Charges including Toll deducted through FASTTAG.
57. If the L1 Bidder fails to comply any of the conditions during tendering process, the contract may be awarded to next lowest bidder at the Lowest Quoted Rate.
58. The bills and logbook will be duly verified by the officer in charge such of outsourcing vehicles. The Department will not make any advance payment. The payment will be made as per availability of funds.



**ANNEXURE 'B'****TECHNICAL BID****QUALIFYING CRITERIA FOR TECHNICAL BID**

1	Name and Address of the Organisation	
2	Name of The Proprietor / Partner / Directors	
3	Whether black listed by any Court of Law? If so, indicate details.	
4	Whether black listed by any Central / State Government / undertakings? If so, indicate details.	
5	<b>Contact Details</b>	
a)	Land Line No. which is operational 24 X 7	
b)	Mobile Phone No. which is operational 24 X 7	
c)	E - Mail-id which is operational	
6	PAN Card No. (Enclose copy)	
7	Valid GST Registration No. (Enclose Copy)	
8	Name of the Coordination Manager / Supervisor & Contact No.	

**Vehicle Information**

S.No	Details	Vehicle - 1	Vehicle-2	Vehicle-3	Vehicle-4	Vehicle-5
1	Registration No. (Enclose RC copy)					
2	Make & Model No.					
3	Kilometres run by the vehicle up to date of filing of tender					
4	Year of Manufacturing					
5	Details of previous Hire, if any					

I have read the terms and conditions of the Tender Notice along with its Annexures.

**Signature**

Name of the Authorized Signatory  
Seal/Stamp

**DECLARATION**

(To be submitted with the Technical Bid)

1. I / we, \_\_\_\_\_, Son/ Daughter/ Wife / Husband of Shri / Smt \_\_\_\_\_, Proprietor/ Director/ Authorized Signatory of the (Agency/Firm) \_\_\_\_\_ am competent to sign this declaration and execute this tender document;
2. I/We, undersigned, offer to provide vehicle in conformity with the conditions of contract and specifications for the amount quoted above.
3. I/We undertake to enter into agreement within 07 days of being called upon to do so and bear all expenses including charges for stamps, typing etc and agreement will be binding on us.
4. I / We understand that the department is not bound to accept the lowest or any bid and the acceptance of the bid is subject to our financial stability.
5. It is hereby certified that the rate quoted by us in our financial bid is inclusive of drivers, salary, daily bata, fuel expenses, vehicle & maintenance expenses and other incidental expenses except GST, if any payable.
6. I/We have carefully read and understood all the terms and conditions of the tender and undertake to abide by them;
7. The information / documents furnished along with the application are true and authentic to the best of my/our knowledge and belief.
8. I / We am / are well aware of the fact that furnishing of any false/ misleading information/ fabricated document would lead to rejection of my / our tender at any stage.
9. I / We have not been blacklisted / terminated / debarred by any Central Government Ministry/ Department/ Organization and CPSU or come to the adverse notice of any other organization.
10. The salary payments made to the drivers will be in consonance with the provisions of Minimum Wages Act, 1948.

Date:

Place:

Seal / Stamp with organisation name:

Signature of authorised person

Full Name \_\_\_\_\_

(Enclose Aadhar / PAN Card / Any Government Photo id card copy)