



GOVERNMENT OF INDIA
OFFICE OF THE COMMISSIONER (A.R)
CESTAT (EASTERN ZONAL BENCH): KOLKATA
7th FLOOR, BAMBOOVILLA, 169, A.J.C. BOSE ROAD: KOLKATA-700014
Telephone -(033) 2286 5846, FAX-(033) 2284 7805/3739

F.No.- Commr(AR)/Kol/CESTAT/Vehicle/17/16/Pt-V/

Dated: 01.09.2021

TENDER NOTICE NO. - 01/2021(CESTAT).

NOTICE INVITING E-TENDERS FOR SUPPLY FOR 1 (ONE) VEHICLE ON MONTHLY HIRING BASIS FOR OFFICIAL USE.

The office of the Commissioner (AR), CESTAT, EZB, Kolkata, Bamboo Villa (6th & 7th Floor), 169, A.J.C. Bose Road, Kolkata-700 014 invites offers/ bids from reputed taxi operators/ service providers/ agencies for hiring of Vehicles on monthly basis for using as operational vehicles for the office of the Commissioner (AR), CESTAT, EZB, Kolkata for a period of one year (w.e.f. 01.11.2021 to 31.10.2022). The details of vehicles proposed to be hired are as under.

Sl. No.	Category	Type of vehicles	No. of Vehicle	Cost ceilings	Tenure	Year of registration
1	Vehicle required for 25/26 days in a month for maximum 2000 km in a month.	A-2 small (Zen/Swift/Wagon R etc.) Vehicle with AC operational vehicle	01 (One)	Maximum Rs. 40,000/- per month/per car(exclusive of GST)	01.11.2021 to 31.10.2022	Not earlier than November, 2018

2. The Tender enquiry documents will be available on official website <http://eprocure.gov.in>, www.cbic.gov.in & www.kolkatacustoms.gov.in .

3 Bid Submission: Bids shall be submitted online only at CPP Portal: <http://eprocure.gov.in/eprocure/app>. Tenderers/Suppliers are advised to follow the instructions "Instructions to Bidders for Online Submissions" provided in the **Annexure-VI** for online submission of bids.

1. Suppliers have to follow the "Terms and conditions" provided in **Annexure - I** "Requirement of Bidder for Online Bid Submission" i.e. "Technical Bid/Financial Bid" provided in the **Annexure-II** & **Annexure-III** for online submission of bids and submit an undertaking as prescribed under **Annexure-IV** and tender acceptance letter as prescribed under **Annexure V** and Bid Checklist as prescribed under **Annexure-VII**. Bid documents may be scanned with 100 dpi with black and white option which helps in

reducing size of the scanned document. All the pages of bid being submitted must be signed and sequentially numbered by the bidder irrespective of nature on content of the documents before uploading. The offers submitted by Telegram/FAX/e-mail etc shall not be considered. No correspondence will be entertained in this matter.

2. The bid forms and other details can be obtained from the website www.eprocure.gov.in (CPP Portal)
3. Tenderer / Bidder who has downloaded the tender form from the Central Public Procurement Portal website <http://eprocure.gov.in/eprocure/app> shall not tamper/modify the tender form including downloaded price bid template in any manner. In case if the same is found to be tampered/modified in any manner, tender will be completely rejected and tenderers/ bidders are liable to be banned.
4. Interested suppliers are advised to visit CPPP website <http://eprocure.gov.in/eprocure/app> regularly till closing date of submission of tender for any corrigendum/addendum/amendment.
5. The bidder shall quote their rates for the service to be provided in Indian Rupees (in both words and figures). The amount quoted by the bidder shall be inclusive of all general maintenance of the vehicle, driver batta & fuel charges and the same would not be payable over and above the rates thus quoted.
6. This office reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time, without thereby incurring any liability to the affected Bidder or Bidders or any obligations to inform the affected Bidder or Bidders of the grounds for such action.
7. Not more than one tender shall be submitted by one supplier or suppliers having business relationship. Under no circumstances will father and his son(s) or other close relations who have business relationship with one another (i.e. when one or more partner(s)/director(s) are common) be allowed to tender for the same supply as separate competitors. A breach of this condition will render the tenders of both parties liable to rejection.

This issues with the approval of Commissioner (A.R), CESTAT, EZB, Kolkata.



(Melvyn P. Toppo)
Assistant Commissioner (A.R/Admn)
O/o the Commissioner (AR)
CESTAT, EZB, Kolkata

Copy To:

1. The AC/DC, Computer Cell (Airport & Admin), Customs House, Kolkata with a request to upload the subject Tender in the official website of CBIC as well as Kolkata Customs.
2. Notice Board.
3. Nodal Officer of the website CBIC and Kolkata Customs & CPPP.

Annexure – I

DETAILED TERMS AND CONDITIONS

1. The Bidder should have a registered and well-established car rental agency having desired number of latest model vehicles for hiring and having prior experience in this profession/business with at least one Government organization / PSU.
2. The maker of the vehicle should be specified separately & the model should not be earlier than November, 2018. All the vehicles must have valid Taxi permit to operate. The Vehicle Service Provider should submit the proof of having necessary permits.
3. The vehicle may be required to ply during day and night and no extra payment shall be made for night duty. The vehicle must be available at any time of any day as desired by this office.
4. The bidder should bid for whole of the lot of a Category or all the categories. Partial bid of any category will be rejected.
5. Contract Charges include monthly charges of drivers, repairs and maintenance of vehicles, insurance, Petrol/Diesel, Engine Oil and also any other incidental expenses, will be borne by the Vehicle Service Provider.
6. In the case of any accident, all the claims arising out of it shall be met by the Vehicle Service Provider.
7. The car should be regularly kept in neat, clean and in perfect running condition provided with seat covers & shining body and clean interior with good upholstery.
8. If the vehicle breaks down or goes out of order at any moment of this contract, the Vehicle Service Provider shall provide a substitute vehicle of similar or higher configuration immediately, failing which this office will have the right to hire a vehicle from the market and the cost/additional cost to be incurred by this office in this regard will be borne by the Vehicle Service Provider.
9. In case any vehicle does not report on time, this office has the right to hire a vehicle from the market and the cost/additional cost to be incurred by this office in this regard will be borne by the Vehicle Service Provider.
10. Payment shall be made on presentation of the bill on monthly basis on or after 10th of next month along with copy of Log Book.
11. The driver employed by the Vehicle Service Provider should have valid and proper driving license and the vehicle should be registered with the concerned authorities of Central / State Government. A certificate to this effect should be provided. The drivers should follow the traffic Rules and any other regulations prescribed by the Govt. from time to time.
12. This office reserves the right to cancel the contract between this office and the Vehicle Service Provider with prior notice of at least 30 (thirty) days without assigning any reason by this office.
13. A penalty of Rs.500/- per day per vehicle will be levied if any vehicle fails to meet the terms & conditions prescribed herein on any day. However, in case of frequent violations of the terms & conditions, the contract can be cancelled forthwith without any prior notice.

28. The decision of this office shall be final and conclusive and this office shall decide any matter during the period of this agreement, which has not been specifically covered by this agreement.
29. In case of any dispute of any kind and in respect whatsoever, the decision of this office shall be final and binding.
30. The performance of the service provider will be reviewed after every three months.
31. Successful Bidder is required to deposit a sum equal to One month's payment of each category of the Tender as performance guarantee in the form of Bank Guarantee. Bank Guarantee should be in the name of Commissioner of Customs, Kolkata.

ANNEXZURE – II
TECHNICAL BID

(Requirements of Bidder for online Bid submission)

Sr No.	Particulars	To be filled by bidder
01.	Name & address of the Vehicle Service provider contact landline no. Mobile phone number email address.	
02.	Name & address of the contact person of the Service Provider ; contact landline no. ; mobile phone number ; email address ;.	
03.	Address of the Garage / Taxi Stand.	
04.	Nature of business.	
05.	PAN Card No.*	
06.	GST Regn. No.*	
07.	Number of vehicles owned along with proof of ownership.*	
08.	If the vehicles not owned are to be pressed in service, details of contract with the owner placing the vehicles at the disposal of the bidder.*	
09.	Turnover in the past three years as filed with Income Tax authority.*	
10.	Details of hiring out of vehicles done in the past ; a. Name & address of the parties to whom vehicles were given to hire; b. Period for which the vehicles were hired out. c. Number of vehicles given on hire.	
11.	Registration details of vehicles with date of registration	
12.	Permit of running of vehicles as Taxi.	

• Submit duly attested photo copy along with original at the time of finalization of Technical Bid.

Contd.....

ANNEXURE-III

PRICE/FINANCIAL BID DOCUMENT

- (A) Price Bid undertaking
- (B) Schedule of price bid in the form of BoQ.

PRICE BID UNDERTAKING

From: (Full name and address of the Bidder) _____

To,

The Commissioner (AR)
CESTAT, EZB, KOLKATA
169 , A.J.C Bose Road,
6th & 7th Floor, Bamboo Villa
Kolkata-700 014

Dear Sir,

1. I submit the Price Bid for.....
..... and related activities as envisaged in the Bid document.
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, Annexure III inclusive of all applicable taxes (excluding GST).

Yours faithfully

Signature of Authorized Representative

ANNEXURE- IV
UNDERTAKING BY THE BIDDER

1. I/We undertake that my/our firm/company, M/s..... has not been blacklisted by any Govt. Department/Public Sector Undertaking/Autonomous Body.

2. I Son / Daughter / Wife of Shri..... Proprietor/ Partner/ Director/ Authorized signatory of M/s..... am competent to sign this declaration and execute this tender document.

3. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.

4. The information/documents furnished along with the above application are true and correct to the best of my knowledge and belief. I/We am/are well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

5. I/We understand that in any case any deviation is found in the above statement at any stage, my/our concern/firm/co. shall be blacklisted and shall not have any dealing with the Department in future.

Date:

Signature of the authorized Signatory of the firm/company/Organization

Place:

Office Stamp/Seal:

ANNEXURE - V
TENDER ACCEPTANCE LETTER
(To be given on Company Letter Head)

Date: _____

To,
The Commissioner(A.R),
CESTAT, EZB, Bambbovilla, 6th & 7th Floor,
169 A.J.C. Bose road,
Kolkata - 700014.

Sub: Acceptance of Terms and 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 website(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 from Page no. _____ to _____ (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 too 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 our firm is true and 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 therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

ANNEXURE- VI

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 Enrollment" 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 Certificates (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/eToken.

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.

8. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
9. Upon 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.
11. In case the prospective bidders are unable to upload the tender documents in the Government eProcurement Portal, they may forward the hardcopy of all the tender documents to the Assistant Commissioner (AR/Admn), O/o the Commissioner (AR), CESTAT, EZB, Kolkata, 169, AJC Bose Road, 6th & 7th Floor, Bamboo Villa, Kolkata-700 014. The prospective bidders should put the Technical Bids and Financial Bids in two different sealed envelopes and put these two envelopes and put these two envelopes in another envelope and seal it.

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 indicated in the tender.
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-VII

BID CHECKLIST

Bidder is required to fill-up this checklist and enclose along with the envelope containing the Earnest Money:

Sl.	Item description	Yes/No	Bid Reference
1.	Tender Acceptance Letter		
2.	Letter of authorization to submit bid		
3.	An Undertaking that the agency hasn't been blacklisted		
4.	Financial/Price Bid Undertaking		

DECLARATION

(Requirement of Bidder for online Bid submission)

I/We hereby certify that I/we have submitted the following mentioned self certifying documents/papers and all the information furnished are true and correct to the best of my/our knowledge. I/We understand that if any deviation is and/or incorrect information at any state, I / We shall be not considered for technical bids and will not have any dealing with the e-tender notice.

The submitted documents are:

Sl. No.	Particulars	To be filled by the Bidder
01.	PAN Card	
02.	Registration Certificate of GST of the agency	
03.	Acceptance of Terms & Condition of the e-Tender Notice	
04.	An under taking that the agency has submitted correct information and if any deviation, the agency shall be blacklisted	
05.	Proof of work experience with any Government/PSU agency	
06.	All annexure i.e. I-VII of the e-Tender Notice to be submitted	
07.	Permit/authorization/tax paid document(s) of the agency from the Central/State Government/Municipality corporation etc.	
08.	Taxi permit of the offered vehicle(s)	
09.	Pollution control certificate of the offered vehicle(s)	
10.	Insurance premium paid certificate of the offered vehicle(s)	
11.	Registration certificate of the offered vehicle(s)	
12.	Turnover in the past three years as filed with Income Tax Authority	

Signature

Name of the Authorized Signatory with date

Seal / Stamp