



GOVERNMENT OF INDIA  
OFFICE OF THE PRINCIPAL COMMISSIONER OF CUSTOMS (AIRPORT & AIR  
CARGO COMPLEX & ADMINISTRATION)  
15/1, STRAND ROAD, CUSTOM HOUSE, KOLKATA-700001.

F. No. S.38-06/2017 P (MTO)

Date: 09 .05.2018

**TENDER NOTICE NO. 04 /2018 (MTO).**

**NOTICE INVITING E-TENDERS FOR SUPPLY OF ONE VEHICLE ON  
MONTHLY HIRING BASIS FOR OFFICIAL USE**

E-tenders are invited from prospective reputed Vehicle Service Providers with good track record in the field of Rent–a-cab service for supply of one vehicle along with driver as per following schedule for the office of the Commissioner of Customs (Airport & Admn), Custom House, Kolkata, as **Operational Vehicle** on monthly hiring basis for a period of one year from the date of issue of work order for Departmental use.

Details of the cars to be hired are as follows:

Sl. No.	Category	Type of Vehicle	No. of vehicles	Cost Ceilings	Year of Registration
01.	Vehicle to be used for 25/26 days in a month for maximum 2000 Kms in a month.	Mid Size AC vehicles (SUVs)	01 (One)	Maximum Rs.40,000/- per month per vehicle (exclusive of GST)	Not earlier than May, 2015

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

3. Bid submission: Bids shall be submitted online only at CPPP website: <http://eprocure.gov.in/eprocure/app>. Tenderers/Suppliers are advised to follow the instructions “Instructions to Bidder for Online Bid Submission” provided in the Annexure VI for online submission of bids.

4. Suppliers have to follow the “terms and condition” 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 and undertaking as prescribed under Annexure – IV and tender acceptance letter as prescribed under Annexure – V. 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 of content of the documents before uploading. The offers submitted by Telegram/Fax/email etc. shall not be considered. No correspondence will be entertained in this matter.

5. The bid forms and other details can be obtained from the website [www.eprocure.gov.in](http://www.eprocure.gov.in) (CPPP Portal).

6. Tenderer who has downloaded the tender 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 tenderer is liable to be banned.

7. Interested suppliers are advised to visit CPP website <http://eprocure.gov.in/eprocure/app> regularly till closing date of submission of tender for any corrigendum/addendum/amendment.

8. 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 is issued with the approval of the Additional Commissioner of Customs (A & A).

(Shiv Shankar)  
Asstt. Commissioner of Customs (Vehicle)  
Custom House: Kolkata.

Copy to:

- 1) The Asstt. Commissioner of Customs, Computer Cell (A & A), C. H., Kolkata with a request to upload the subject Tender in the official website of CBEC as well as Kolkata Customs Commissionerate (A & A).
- 1) Notice Board.
- 2) Nodal Officer of the websites of CBEC and Kolkata Customs & CPPP.

(Shiv Shankar)  
Asstt. Commissioner of Customs (Vehicle)  
Custom House: Kolkata.

## 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 make of the vehicle should be specified separately & the model should not be earlier than May, 2015. All the vehicles must have valid Taxi permit to run. The Vehicle Service Provider should submit the proof of having necessary permits.
3. The vehicle may be required to ply during day and night on 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 Commissionerate.
4. 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.
5. In the case of any accident, all the claims arising out of it shall be met by the Vehicle Service Provider.
6. The car should be kept in neat and clean and in perfect running condition provided with seat covers & shining body and clean interior with good upholstery.
7. 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 Commissionerate has the right to hire a vehicle from the market and the additional cost to be incurred by this Commissionerate in this regard will be borne by the Vehicle Service Provider.
8. In case any vehicle does not report on time, this Commissionerate has the right to hire a vehicle from the market and the additional cost to be incurred by this Commissionerate in this regard will be borne by the Vehicle Service Provider.

9. Payment shall be made on presentation of the bill on monthly basis on or after 10<sup>th</sup> of next month along with copy of Log Book.
10. 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.
11. The contract between this Commissionerate and the Vehicle Service Provider can be cancelled with prior notice of at least 30 (thirty) days without any reason by this Commissionerate.
12. 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.
13. The Drivers must observe all the etiquette and protocol while performing the duty. He must be neatly and properly dressed and must carry a mobile phone in working condition for 24x7 basis, for which, no separate payment shall be made by this Commissionerate.
14. The Vehicle Service Provider and the driver shall be bound to carry out the instructions of this Commissionerate as well as the officers assigned to the vehicle.
15. A daily record indicating time and mileage for each vehicle shall be maintained in a log book.
16. Dedicated vehicles & Drivers must be provided & changes will be allowed only in exceptional circumstances. In case of change of vehicle/driver, prior approval of the officer concerned should be taken. The replacing vehicle should be of same/better configuration than initially deployed. The vehicle must be available at any time of any day as desired by this Commissionerate.
17. This Commissionerate reserves the right to accept or reject any or all bids/quotations without assigning any reasons.
18. In the event of the award of the tender & prior to execution of the contract, the Vehicle Service Provider shall be required to submit copies of the Registration Certificate & comprehensive Insurance policies of the vehicles and all other documents related to the vehicles being offered for hire & particulars with photograph of the drivers dedicated to each vehicle. He shall also be required to produce the vehicles in the office of the undersigned for physical verification/ inspection.

19. The starting point for reckoning the distance covered by the vehicles shall be Custom House, Kolkata.
20. The vehicle service provider shall not deploy vehicles hired by this Commissionerate for any other purposes or any other business during the validity of the Contract.
21. For evaluation of the lowest bidders, Rate for 2000 Kms for 25/26 days shall be considered.
22. This contract will be effective for a period of one year from the date of issue of work order unless terminated earlier as per clause stated above. The contract may be renewed for a further period of one year as mutually agreed upon, subject to satisfactory performance.
23. The Vehicle Service Provider is required to pay Road taxes and all other statutory taxes as and when levied by the local administrative authority and copy of the same should be available with the driver on duty.
24. The Vehicle Service Provider should make his or her own arrangement to park the vehicle at the place of duty point. No separate payment will be made for that.
25. In case the condition of the provided vehicle is not found to be satisfactory, they shall be returned for immediate replacement. In case no replacement is provided on time, this Commissionerate would have a right to hire a vehicle from the other source and the additional cost incurred by this Commissionerate will be borne by the Vehicle Service Provider.
26. The liability of this Commissionerate is limited to the contract value only.
27. 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.
28. In case of any dispute of any kind and in respect whatsoever, the decision of this office shall be final and binding.
29. The performance of the service provider will be reviewed after every three months.
30. 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.

**ANNEXURE – 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....

## DECLARATION

I/We hereby certify that information furnished above is true and correct to the best of my/our knowledge. I/We understand that if any deviation is of and in above statement at any state, I / We shall be blacklisted and will not have any dealing with the department in future.

I / We hereby confirm that I am authorized to sign the Tender Document.

Signature  
Name of the Authorized Signatory with date  
Seal / Stamp

The following documents are to be furnished/uploaded by the Service provider along with **Technical Bid** as above:

- i. Signed and Scanned copy Certificates like PAN No., GST Registration etc.
- ii. Signed and Scanned Copy of **Tender Acceptance Letter & Letter of authorization to submit bid.**
- iii. An undertaking (self-certificate) that **the agency hasn't been blacklisted** by a Central/State/UT Government institution and there has been no litigation with any government department on account of IT services.
- iv. Signed and Scanned Copy of **Financial Bid Format.**

**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 of Customs (A & A),  
15/1, Strand Road,  
Custom House,  
Kolkata- 700001.

Dear Sir/Madam,

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.

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 of Customs (A & A),  
15/1, Strand road, Custom House,  
Kolkata- 700001

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.

### **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. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document/schedule and generally, they can be in PDF/XLS/RAR/DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
4. 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.

### **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. Bidder has to select the payment option as “Offline” to pay the tender fee/ EMD as applicable and enter the details of the instrument.
4. 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 BoQ 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 BoQ file, open it and complete the coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
5. The server time (which is displayed on the bidder’s 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. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server 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.
7. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
8. 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.
9. 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 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:

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