



राष्ट्रीय अकादमी, सीमा शुल्क, अप्रत्यक्ष कर एवं नार्कोटिक्स अकादमी

भारत सरकार बित्त मंत्रालय, राजस्व विभाग नासिन कॉम्प्लेक्स सेंक्टर -29 फरियाबाद -121008

**NATIONAL ACADEMY OF CUSTOMS, INDIRECT TAXES & NARCOTICS,  
overnment of India, Ministry of Finance, Department of Revenue  
NACIN Complex, Sector-29 Faridbad- 121008  
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Phone No.0129 -2504652-54 2504632 (FAX)

C.No. IX-Admn(22)1/2018-

Date: 14.09.2018

### **LIMITED TENDER ENQUIRY**

National Academy of Customs, Indirect Taxes & Narcotics, Faridabad invites sealed quotations from reputed/established service providers stationed at Delhi & NCR in two bid system i.e. Technical bid and the Financial bid in separately for hiring of following vehicle for Departmental use by the academy situated at Faridabad, Haryana-121008.

<b>Sl No.</b>	<b>Category</b>
01	Two mid size vehicle (Ciaz, Honda City & Innova or Similar Car, on monthly contract basis for 25 days subject to maximum of 2500 Kms. in a month.

The following documents giving details are enclosed.

1. Terms & Conditions - Annexure I
2. Technical Bid - Annexure II
3. Financial Bid (Proforma for quoting rates) - Annexure III

Interested service providers may send sealed quotations with separate Technical and Financial Bids to the Additional Director, National Academy of Customs, Indirect Taxes & Narcotics, Faridabad Haryana-121008 before 3 PM on .9.2018.

The tender documents may be downloaded from the following websites.

[www.cbec.gov.in](http://www.cbec.gov.in)

[www.nacen.gov.in](http://www.nacen.gov.in)

CPP Portal E-Publisher

The Additional Director, NACIN reserves the right to accept or reject one or all the bids received.

**(DR MANOJ KUMAR)**  
**ADDITIONAL DIRECTOR**

## ANNEXURE-1

### TERMS AND CONDITIONS

#### GENERAL CONDITIONS:

1. Rates should be indicated in both figures and words. If there is difference between the two said rates, the rates quoted in words will prevail. The rates should be quoted for the vehicle as referred at Sl. No. 1 to 2 of Annexure III. Rates quoted should be inclusive of all expenses and exclusive of taxes. NACIN, Faridabad will not pay any extra amount.
2. The Technical Bids will be opened first. The Financial Bids, of only these Service Providers, will be opened, who fulfil the Technical Bids and have agreed for terms of contract.
3. The Department reserves right to accept / reject any tender or all tenders without assigning any reason.
4. The Rates shall be valid for a period of One Year from the date of acceptance of contract. At the end of the year, the contract will be terminated and fresh Tenders will be called for as per the direction of the Department.
5. The Additional Director, NACIN, Faridabad reserves the right to terminate the contract, by giving 15 days notice in writing without assigning any reason and without incurring any financial liability whatsoever to the Service Provider.
6. The Contractor shall in no case lease / transfer / sublet / appoint caretaker for the Services rendered.
7. The Vehicles provided by the Contractor should not be older than three years and in very good running condition.
8. The Contractor should provide Driver in uniform for the vehicle. Contractor shall ensure that the personnel deployed by him do not have any criminal antecedents.
9. Contractor shall be solely responsible for any / all disputes between him and the personnel deployed by him. The Department will not entertain

any such dispute and there should be no claim or liability against NACIN, Faridabad or any of its officers on this account. The Contractor will keep the NACIN indemnified against all actions.

10. The Service Provider will be responsible for any violation of Traffic Rules by the Driver or any contravention of Motor Vehicle Act as a result of use of said vehicle. NACIN shall have no liability whatsoever in this regard.
11. In case of any accident, involving the use of vehicle and / or injury etc to the driver deployed, all the claims arising out of the same shall be met by Service Provider / Contractor and NACIN, Faridabad shall have no liability whatsoever in this regard.
12. Contractor 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 Rates etc., other Laws etc. as applicable to personnel deployed that might become applicable under any Act or Order of the Government. NACIN Faridabad shall have no liability whatsoever in this regard.
13. The Department shall not entertain any claim, damages, insurance liability, etc. arising out of mishap / accident etc. to the personnel employed by the Contractor. The Contractor will take such necessary action, under the various Acts / Rules / Laws as required to take care of personnel deployed including medical treatment and transportation to hospital etc. as and when required. National Academy of Customs, Indirect Taxes & Narcotics, Faridabad will not be responsible for any claim in this regard.
14. The Contractor should specifically note that the engagement of the Service Provider under this contract does not in any way confer any right on the Service Provider or the persons that may be deployed by him in this office, for claiming any regular employment in this office or any other Government Office .The Service Provider should also obtain a written undertaking from the persons deployed by him to work in this office that they are fully aware that their deployment to work in this office does not

- confer any right on them for claiming any regular employment in this office or any other Government Office. Attested copy of such undertaking has to be submitted to the Department at the time of signing of Contract.
15. The Contractor will comply with all the Legal Rules, Regulations and Statutory obligations cast on him as per the Central / State Government / Municipality / Local Bodies relating to such deployment of personnel.
  16. In case of any default by the Contractor in respect of any of the Terms & Conditions (whether General or Special), the Additional Director, NACIN may without prejudice to any other right/remedy which shall have accrued or shall accrue thereafter, terminate the contract, in whole or part, by giving 15 days notice in writing to the Contractor. The said notice will be deemed to have been issued if a Registered Copy of Notice is sent to the address of the Contractor as per the Agreement.
  17. Driver should be in proper uniform, well versed with Faridabad & Delhi NCR routes and places and should be well behaved and courteous to the passengers. He should have a mobile connection with him.
  18. The vehicle provided by the contractor should be registered for taxi purpose from the concerned State Transport Authority.

**TERMS OF PAYMENT:**

19. The Contractor will submit the monthly bill for reimbursement in duplicate to NACIN Faridabad in the first week of following month and payment will be made thereafter through e-payment.
20. The Contractor shall make regular, timely and full payment of labour charges, salaries and other payments as due, as per the labour laws or any other laws to its personnel deputed under service contract.
21. At the time of payment of bills, the taxes liable to be deducted, if any, shall be deducted at source as per Government rules and guidelines as may be prevailing at the time of payment.

22. The Additional Director, NACIN, Faridabad shall be at liberty to withhold any of the payments in full or in part for default in rendering service and /or for the loss incurred by the Department as result of theft/ burglary etc.
23. In case the Contractor fails to carry out the said services or fails to deliver services to the desired standard due to absence of his personnel or any other reason, penalty as decided by the Additional Director, NACIN, Faridabad shall have to be paid by the Service Provider. The decision of the Department will be final and binding on the Contractor and shall not be subject to any dispute or arbitration and the penalties so imposed will be recovered from the amount / payment due to the Service Provider.
24. All disputes will be subject to local jurisdiction only.
25. Rates once finalized will be fixed at least for a period of one year. Upward change in rates will not be considered due to any hike in petrol / diesel / CNG prices or taxes.
26. The normal period of contract is for one year starting from the date of communication of acceptance of Contract unless it is cancelled earlier in terms of the contract.
27. The bid should be accompanied with an Earnest Money deposit of Rs. 25,000 (Rupees Twenty Five Thousand) in the form of a D.D. drawn in favour of Pay & Accounts Officer, CBIC New Delhi . The EMD of the unsuccessful bidder will be returned within 10 days of opening of the Technical bid. The EMD of the successful bidder shall be returned on furnishing of security deposit.

**(DR. MANOJ KUMAR)**  
ADDITIONAL DIRECTOR

## ANNEXURE-II

### (TECHNICAL BID)

**To be submitted in a separate *sealed* envelope subscribing “Technical Bid”**

**Pre-qualification requirements for award of contract for ‘Hiring of Vehicles’**

1.	Name of the Organization / Firm with full address with pin code, Phone No., Fax No., email id., etc.	
2.	Name of all the Proprietor / Partners / Director	
3	PAN No. of the Firm as allocated by the Income Tax Department.	
3(a)	Copy of the Income Tax Return filed for last three years and Income Tax Clearance Certificate (ITCC) for the last year to be attached.	
4	The bidder should have a minimum experience of three to five years in providing vehicles to various departments/organizations. The bidder to indicate the years of experience against this column and furnish documents in support of the same.	
4	Total strength of staff / workers available with the Service Provider.	
5	List of Government departments where similar service is provided	
6	The bidder to enclose the entire relevant certificate issued by the Government departments in running of his business,if any	
8	Registration Number of Tenderer / Concern with GST Department: (if registered)  (Attested photo copy of registration certificate should be attached)	
9	Total Nos. of Taxis/ Vehicles available with Service Provider together with make / Model :	
10	Whether Service Provider will be able to provide vehicle not older than three years.	
11	Any other information to be considered:	

**ANNEXURE- III**

**(FINANCIAL BID)**

**PROFORMA FOR QUOTING RATES**

To be submitted in a separate sealed envelope subscribing “FINANCIAL BID”

<b>Sl No.</b>	<b>Category</b>	<b>Rate in Rs.</b>
01	Two mid sized vehicle (Ciaz, Honda City & Innova or Similar Car, on monthly contract basis for 25 days subject to maximum of 2500 Kms. in a month. (with driver)	