



भारत सरकार / GOVERNMENT OF INDIA  
वित्त मंत्रालय, राजस्व विभाग / MINISTRY OF FINANCE, DEPTT. OF REVENUE  
कार्यालय उपायुक्त, सीमा शुल्क संभाग, श्री गंगानगर (राज०)

OFFICE OF THE DEPUTY COMMISSIONER, CUSTOMS DIVISION, SRIGANGANAGAR (RAJ.)  
सुखाडिया नगर, श्रीगंगानगर (राज०) - 335001  
SUKHADIYA NAGAR, SRIGANGANAGAR (RAJ)-335001

फा.सं. : I-07(01)प्रशा/MV/SGNR/2019/59

दिनांक: 08.05.2019

### ई-निविदा सूचना

सीमा शुल्क संभाग, श्रीगंगानगर के मुख्यालय कार्यालय के लिए वाहन किराए पर लेने हेतु  
ई-निविदा सूचना

भारत के राष्ट्रपति महोदय की ओर से उपायुक्त, सीमा शुल्क संभाग, श्रीगंगानगर के द्वारा वित्तीय वर्ष 2019-20 के लिए कार्यालय उपायुक्त, सीमा शुल्क संभाग, सुखाडिया नगर, श्रीगंगानगर (राज०) में सरकारी कार्यों हेतु वाहन किराए पर लेने हेतु वार्षिक अनुबंध के आधार पर ट्यूब एवं ट्रेवल्स कार्यों में प्रवृत्त अनुभवी, इच्छुक, प्रतिष्ठित एवं पंजीकृत सेवाप्रदाताओं/फर्मों से द्विबोली प्रणाली के अन्तर्गत ऑनलाईन ई-निविदाएं आमंत्रित की जाती हैं।

2 किराए पर लिए जाने वाले वाहन का विवरण निम्नानुसार है-

Sr. No.	Name of Office	Type of Vehicle	No. Of Vehicles required	Usage	Estimate maximum Amount
1	Customs Division, Sriganaganagar	Vehicle- MUV/ MPV i.e. Innova	1	To be used subject to maximum * of 2000 Kms in a month	Rs. 40000/-

3. निविदा सूचना के साथ निम्नलिखित दस्तावेज, पूर्ण विवरण के साथ, संलग्न हैं-

1	Terms and Conditions	Annexure-I
2	Technical Bid	Annexure-II
3	Financial Bid	Annexure-III
4	Undertaking	Annexure-IV
5	Tender Acceptance Letter	Annexure-V
6	Instruction for online bid submission	Annexure VI

4. ई-निविदा के प्रपत्र एवं दस्तावेज दिनांक 09.05.2019 से विभागीय वेबसाइट <http://eprocure.gov.in/eprocure/app> एवं [www.rajasthancustoms.gov.in](http://www.rajasthancustoms.gov.in) पर उपलब्ध होंगे। निविदा निवेदन केवल सीपीपी पोर्टल <http://eprocure.gov.in/eprocure/app> पर ऑनलाईन जमा की जाएगी। ऑनलाईन निविदा प्रस्तुत करने या सीपीपी पोर्टल से सम्बन्धित कोई भी समस्या के लिए सीपीपी पोर्टल हैल्पडेस्क से सम्पर्क किया जा सकता है। इस सम्बन्ध में इस कार्यालय से कोई भी पत्राचार नहीं किया जाएगा।

5. निविदाकर्ता को अनुलग्नक-I में उल्लेखित निबंधन एवं शर्तों का अनुसरण करना होगा। साथ ही अनुलग्नक-II एवं III में तकनीकी एवं वित्तीय निविदा की आवश्यकताओं को पूरा करते हुए अनुलग्नक-IV एवं V में क्रमशः अंडरटेकिंग एवं निविदा स्वीकार्य पत्र निविदा के साथ जमा करना होगा। निविदा दो भागों में स्वीकार की जाएगी - यथा तकनीकी एवं वित्तीय निविदा। निविदा ऑनलाईन अपलोड करने से पूर्व निविदा के सभी पृष्ठों पर पृष्ठ संख्या अंकित होनी चाहिए तथा सभी पृष्ठों पर निविदाकर्ता के हस्ताक्षर मय मोहर होना चाहिए। निविदा ऑनलाईन स्वीकार की जाएगी तथा अन्य किसी माध्यम से स्वीकार नहीं की जाएगी। इस सम्बन्ध में इस कार्यालय से कोई भी पत्राचार नहीं किया जाएगा।

भारत  
08/05/19

निविदा दस्तावेजों को 100 डीपीआई पर ब्लैक एण्ड व्हाइट ऑप्शन के साथ स्केन किया जाए जोकि स्केन किए गए दस्तावेजों के आकार को कम करने में मदद करता है।

6. निविदाकर्ता को निविदा के साथ राशि रूपये 10,000/- (अक्षरे दस हजार रुपये मात्र) की अमानत राशि का आहरण एवं वितरण अधिकारी (डीडीओ), सीमा शुल्क संभाग, श्रीगंगानगर को देय तथा किसी राष्ट्रीयकृत/वाणिज्यिक बैंक द्वारा जारी अकाउन्ट पेयी डिमाण्ड ड्राफ्ट जमा कराना होगा तथा इसकी मूल प्रति तकनीकी निविदा खोलने की तिथि एवं समय से पूर्व कार्यालय में प्रस्तुत करनी होगी। यदि अमानत राशि का डिमाण्ड ड्राफ्ट की मूल प्रति तकनीकी निविदा खोलने की तिथि एवं समय से पूर्व कार्यालय में प्राप्त नहीं होती है तो निविदा को प्रारम्भिक स्तर पर ही अस्वीकार कर दिया जाएगा। असफल निविदाकर्ता को चयन प्रक्रिया के समाप्त होने के बाद बिना ब्याज के अमानत राशि लौटा दी जाएगी। यदि चयन प्रक्रिया के दौरान सफल निविदाकर्ता की तकनीकी निविदा एवं वित्तीय निविदा में गलत सूचनाएं पाई जाती हैं अथवा सफल निविदाकर्ता द्वारा कार्य करने से इंकार किया जाता है तो ऐसी अवस्था में अमानत राशि लौटाई नहीं जाएगी एवं विभाग द्वारा जब्त कर ली जाएगी।

7. निविदाकर्ता द्वारा सीपीपी पोर्टल अथवा अन्य किसी विभागीय वेबसाइट से डाउनलोड किए गए निविदा प्रपत्रों/दस्तावेजों में किसी प्रकार का संशोधन/छेड़छाड़ नहीं किया जाएगा। ऐसा होने की स्थिति में निविदा अस्वीकार कर दी जाएगी, अमानत राशि जब्त कर ली जाएगी तथा निविदाकर्ता को भविष्य के लिए प्रतिबंधित कर दिया जाएगा।

8. ई-निविदा से सम्बन्धित समय सीमा का विवरण निम्नानुसार है-

**Schedule to Tender**

Sr. No.	Activity Description	Schedule
1	Published Date	08.05.2019 (11:00 AM)
2	Bid Document Download Start Date	09.05.2019 (11:00 AM)
3	Bid submission Start Date	09.05.2019 (11:00 AM)
4	Bid Document Download End Date	30.05.2019 (11:00 AM)
5	Bid Submission End Date	30.05.2019 (03:00 PM)
6	Technical Bid Opening Date	31.05.2019 (03:00 PM)
7	Financial Bid Opening Date	As decided by the e-procurement committee.

9. यदि किन्हीं कारणों से कम संख्या 6 में उल्लेखित तिथि को अवकाश घोषित किया जाता है तो तकनीकी निविदा अगले कार्यरत दिवस को निर्धारित समय पर खोली जाएगी।

10. इच्छुक सेवाप्रदाताओं को सलाह दी जाती है कि निविदा समाप्त होने की तिथि तक निविदा के लिए जारी शुद्धिपत्र/संशोधन के लिए सीपीपी पोर्टल की नियमित रूप से जांच करें।

11. एक निविदाकर्ता या व्यापार सम्बन्ध रखने वाले निविदाकर्ताओं द्वारा जमा करवाई गई एक से अधिक निविदा स्वीकार्य नहीं होगी। किसी भी परिस्थिति में पिता-पुत्र या अन्य सम्बन्धी जिनका आपस में व्यापारिक सम्बन्ध हो (अर्थात् एक या अधिक पार्टनर/निदेशक कॉमन हों), को अलग-अलग निविदा जमा कराने की अनुमति नहीं दी जाएगी। इस शर्त के उल्लंघन करने वाली फर्मों की निविदा अस्वीकार कर दी जाएगी।

संलग्न: उपरोक्तानुसार।

08/05/19  
उपायुक्त  
सीमा शुल्क संभाग, श्रीगंगानगर

प्रति सूचनार्थ एवं आवश्यक कार्यवाही हेतु-

1. श्रीमान् आयुक्त, सीमा शुल्क आयुक्तालय, जयपुर को सूचनार्थ।
2. अधीक्षक (कम्प्यूटर), सीमा शुल्क आयुक्तालय, जयपुर को विभागीय वेबसाइट [www.rajasthancustoms.gov.in](http://www.rajasthancustoms.gov.in) पर अपलोड करने हेतु।
3. नोटिस बोर्ड पर चरपा हेतु।

TERMS AND CONDITIONS

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

1. The bid/tender will consist of two parts - The e-tender/bid documents for 'Technical Bid' in the proforma prescribed in Annexure-II and for the 'Financial Bid' in the proforma prescribed in Annexure-III shall be completed in all aspects and are to be uploaded/submitted online in the Government of India, Central Public Procurement Portal (e-procurement) website.
2. The tenderer shall sign and stamp each page of the tender document as a token of having read and understood the terms and conditions contained therein.
3. The tenders/quotations received unsigned/incomplete shall be summarily rejected. The financial bid 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 considered and opened.
4. All information sought under Terms and Conditions and other information is to be given in Technical Bid while the price quoted by them will be mentioned only in the Financial Bid.
5. The tender documents must be uploaded/submitted online on or before 15:00 Hrs. on 30.05.2019. The documents received incomplete and/or filed after the due date and time shall not be accepted. The technical bid shall be opened on 31.05.2019 at 15:00 Hrs.
6. The financial bids of only those parties who's Technical Bids are found to be eligible will be opened and considered.
7. The Department reserves the right to accept or reject any or all tenders without assigning any reason. In case of any dispute of any kind and in respect of whatsoever, the decision of the Deputy Commissioner, Customs Division, Sriganaganagar will be final and binding.

**II. Terms and Conditions:**

1. The Bidder should be able to provide the vehicle as requisitioned. Type and number of vehicle are:
- 2.

Sr. No	Name of Office	Type of Vehicle	No. Of Vehicles required	Usage	Estimate maximum Amount
1	Customs Division, Sriganaganagar	Vehicle- MUV/MPV -Innova	1	To be used subject to maximum of 2000 Kms in a month	Rs. 40000/-

2. The contract for the vehicle shall be valid for a period of one year from the date of award of contract, subject to clause/(s) of terms and conditions. The number of vehicles can be increased/decreased as per requirement at any time during the contract period.
3. Vehicles should not be more than 3 years old and should be in good condition.
4. The Service Provider should be preferably based in Sriganaganagar for operational conveniences. They should be capable of providing services of such nature and should also possess valid PAN number and GST Registration (if applicable). The service provider must have experience of minimum 3 years with Central/State Government/PSU organisation and

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have to enclose the satisfactory letter/Experience Certificate of similar services in this regard. The Service provider should be registered under Shop Act/ MSME/ BRN and any other department as required under the Law and the documents in this respect must be enclosed in their technical bid.

5. Vehicle should be kept in perfect running condition with shining body and good upholstery. The vehicle is to be fitted with appropriate seat belts and safety air bags. The vehicle should be always kept in a neat and clean condition.

6. The vehicle to be hired should conform to the relevant Motor Vehicle Act/Rules and be in perfect running/mechanical condition. The vehicle should be registered with Rajasthan Registration numbers only.

7. 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 an air spray in the vehicle. The items mentioned shall be made available at the cost of the owner of the agency/firm.

8. The driver should be having valid driving licence and clean driving record with a minimum of Three (03) years experience. Their antecedents should be duly verified by Police authorities, at the instance of the Service Provider.

9. 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.

10. Driver should wear white shirt, white trouser and black shoes. Driver should observe cleanliness and all the etiquette and protocol while performing the duty. The driver must carry a mobile phone in working condition, for which no separate payment shall be made by this office. The driver deployed shall not use the mobile phone while driving the vehicle.

11. The driver should be well conversant with roads and routes of the jurisdiction of this office i.e. districts of Sriganganagar & Hanumangarh. The operation and functions of driver shall be governed as per the Motor Vehicle Act and Rules.

12. This office reserves the right to revise requirements of vehicle being hired. The service providers shall be required to provide as many vehicles as may be required by this office. This office may terminate the contract permanently in case of unsatisfactory service.

13. An undertaking in prescribed proforma i.e. Annexure-IV regarding non-blacklisting or non convicting by any court of law is to be duly submitted in respect of each vehicle separately.

14. **Earnest Money Deposit (EMD) / Performance Security Deposit:**

(i) The Service provider shall make refundable Earnest Money Deposit/Bid Security of Rs. 10,000/- (Rs. Ten Thousand Only) in the form of Demand Draft from any nationalized Bank/Scheduled Bank drawn in favour of 'Drawing & Disbursing Officer (DDO), Customs Division, Sriganganagar' payable at Sriganganagar and shall be submitted in person to the Superintendent (Prev.), Customs Division, Sriganganagar on or before 14:00 hrs. on 31.05.2019 i.e. before opening Technical Bid. Qualifying bids without EMD will be rejected. EMD will be returned to all the unsuccessful bidders at the end of the selection process. However, the EMD shall be forfeited in case the successful bidder withdraws or the details furnished found to be incorrect or false during the tender selection process. No interest shall be paid on the EMD.

7/4/19  
02/05/19

(ii) The successful bidder shall give performance security in the form of Fixed Deposit Receipt/Bank Guarantee issued by a Nationalized Bank/Scheduled Bank amounting to 5% of the total annual contract value as specified in the bid documents, in respect of the vehicle towards in favour of the 'Drawing & Disbursing Officer (DDO), Customs Division, Sriganaganagar' and payable at Sriganaganagar before execution of the contract/agreement in respect of the vehicle. Performance security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the contractor.

(iii) The performance security will be forfeited in case of unsatisfactory performance of the successful bidder. The decision of the Deputy Commissioner of Customs Division, Sriganaganagar on this account shall be final and binding on successful bidder.

(iv) The EMD of the successful bidder will be refunded only after the remittance of security deposit in the manner as aforesaid. Till such time, the earnest money shall remain its character, as such, till the successful bidder furnishes the security deposit.

**15. Rates:**

(i) Utmost care may kindly be taken to upload price schedule/BOQ. Any change in the format of price schedule/BOQ file shall render it unfit for bidding. Following steps may be followed:

- (a) Download price Schedule/BOQ in XLS format.
- (b) Fill rates in downloaded price Schedule/BOQ as specified in XLS format only. Please enter only bidder name and rates in figures.
- (c) BOQ file is password protected XLS file. Don't unprotect the file. Price has to be filled in the same file and the same has to be uploaded.
- (d) Save filled copy of downloaded price Schedule/BOQ file in your computer and remember its name and location for uploading correct file (duly filled in) when required.

(ii) Rate/bid/offer must be without any condition, assumption, qualification, reservation or variation. Rate/bid/offer must be mentioned in prescribed proforma in figures and in words. In case of any discrepancy, rates quoted in words will prevail. Conditional tender offer or offer at variance from prescribed specification would be ineligible to compete for the tender. Prices and price 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.

(iii) Contracted hire charges include all charges viz. charges of driver, repairs and parking, maintenance of vehicle, insurance, all taxes as per Motor Vehicle Act/State Government/Central Government, petrol/diesel, oil and also any other incidental expenses in running and maintenance of vehicle and penalty/fine etc.

(iv) The rates quoted should be exclusive of GST. All other taxes, fees, levies, insurance charges etc. other than GST would be borne by the Service Provider. All the taxes and toll required to be paid within Rajasthan State will be done by service provider.

(v) The lowest tender will be arrived based on the sum of the quoted rate for upto 2000 Kms in a month for operational vehicle. The tender getting lowest consolidated rate will be declared as successful bidder.

16. The service provider will comply with the labour laws in force and all liabilities in this connection will be theirs.

17. It is obligatory on the part of the Service Provider that driver is paid not less than minimum wages prescribed under the Minimum Wages Act from time to time.

17/21  
02/05/19

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 Department and the Service Provider can be cancelled after 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 vehicle 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 vehicle during the period of the contract.

21. Vehicle should be arranged even at short notice. The vehicle shall be deemed to be at the disposal of this office for all the days of the month.

22. The service provider shall have a telephone connection working 24 X 7 for contacting the Service Provider in case of needs and emergency and the said telephone number has to be informed to this office.

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. Vehicle should be comprehensively insured and should carry necessary permits/clearance from the Transport Authority or any other concerned Authority. The vehicle should also carry necessary pollution certificates issued by the competent authority. Copy of the above certificates has to be furnished to this office.

26. LPG Cylinder shall not be used as fuel for running the vehicle in any case.

27. In case the condition of vehicle is not found to be satisfactory, they shall be returned for immediate replacement. In case no replacement is provided on time, this office has the right to hire a vehicle from the market and the additional cost incurred by this office will be borne by the service provider.

28. The Service Provider shall in, no case, lease/transfer/sublet/appoint caretaker for the service rendered.

29. 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 and an undertaking of such effect should be uploaded while submitting technical bid. This office reserves the right to check from the jurisdictional authority, the authenticity of such information.

30. Against Income Tax, under Section 194(c) of the Income Tax Act and the rules framed there under, the Department is free to deduct the amount at the rates applicable under the rules from the monthly due and payable to the Agency as TDS and shall issue suitable TDS certificate to that effect to the Agency. Similarly the Department is free to deduct the amount at the rates

by 27  
08/05/19

applicable under the CGST/SGST/UTGST Act from the monthly due and payable to the Agency as TDS and shall issue suitable TDS certificate to that effect to the Agency.

31. This office 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.

32. The billing will be done on monthly basis. The monthly bill in duplicate shall be submitted to the concerned vehicle in-charge on the last date of the corresponding month or at the earliest. The department will not make any advance payment.

33. Irrespective of the receipt of the Monthly Bill amount from this office, 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 the succeeding month.

34. The Service Provider shall be responsible for timely payment of all the Government/local taxes and dues in respect of the hired vehicle.

35. Once the hiring of vehicle commences, the vehicle and the driver should not be changed unless instructed by the Department. Any change in the designated driver should be intimated well in advance before such change is affected. The vehicle must be available at any time as desired by this office.

36. This office shall be liable to pay only the monthly hiring charges. Other liabilities viz. monthly charges of driver, repair and maintenance of vehicle, insurance, petrol/diesel, oil and any other incidental expenses etc. shall be borne by the Service Provider.

37. 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, this office would have the right to hire a vehicle from the market and the additional cost incurred by this office will be borne by the Service Provider.

38. 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 the Service Provider and this office shall have no liability whatsoever in this regard.

39. The Service Provider shall be solely responsible for payment of wages/salaries, other benefits, allowances to driver 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 be applicable under any Act of order of the Government. This office shall have no liability whatsoever in this regard.

40. No increase on rate due to the escalation cost due to whatsoever factors would be permitted during the period of contract.

41. This office reserves the right to increase or decrease the number of vehicle hired without assigning any reasons to the Service Provider during the currency of the contractual period.

42. Driver must not smoke or drink (liquor or intoxicated), while on duty. In case of misbehaviour of the driver or failure to meet any of the agreed/accepted terms and condition, this office will have discretion on the continuance of the contracted driver.

43. The service provider shall provide name and addresses of the drivers alongwith driving licence number and copy thereof while submitting acceptance of offer.

7/27  
06/05/19

44. 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 MTO would carry out surprise checks of speedometer and odometer of the vehicle. If found defective, it should be got fitted from authorized workshop and cost thereof will be recovered from the Service Provider. The calculation of kilometres run shall be from the reporting point to the relieving point, and will not be calculated on garage to garage basis.
45. This office shall be at liberty to withhold any of the payments in full or part for default in service and/or for the loss incurred by the Department as result of theft, burglary etc.
46. Vehicle should be always with full tank of fuel.
47. In case of any dispute of any kind in any respect whatsoever, the decision of this office shall be final and binding.
48. On awarding the contract, the service provider has to furnish this office with the certified copies of RCs of vehicles, the comprehensive insurance policy and copies of driving licences of drivers of the vehicle.
49. The Service Provider and his driver shall be bound to carry out the instructions of this office as well as any of the officers assigned to use the vehicle.
50. The vehicle provided should be of exclusive use of this office. The vehicle to be deployed will not be used for any other commercial/personal purpose or any other purpose by the service provider.
51. The successful bidder will have to execute a contract agreement with the department and the validity of contract agreement will be for a period of one year from the date specified as per the agreement.
52. A penalty of Rs. 500/- per day per vehicle shall be levied if any vehicle fails to meet the above terms and conditions.
53. The vehicle must be available at any time of any day on 24X7 basis, subject to maximum number of days per month from which the vehicle is hired, as desired by the department.
54. The liability of this office is limited to the contract value only.
55. Any matter during the period of contract, which has not been specifically covered by Terms and Conditions, shall be decided by this office, whose decision shall be final and conclusive.
56. The usage of the vehicle will be used subject to maximum of 2000 Kms per month. If the specified kilometre of 2000 remain un-utilized in a month, the same shall be carried forward to the next months on first in first out basis.
57. Vehicle may be used anywhere within Rajasthan State and outside Rajasthan State as per official requirement.
58. No additional terms and conditions over and above the conditions stipulated above shall be entertained by this office.
59. Any other dispute arising out of the contract will be subject to the jurisdiction of Courts of Sriganganagar.

Handwritten: 02/05/19

60. The successful bidder will be required to give letter of acceptance within 3 days after receipt of confirmation letter from the Department.

61. During the period of this agreement, any matter which has not been specifically covered by this agreement shall be decided by the competent authority of this office and his decision shall be final. This office reserve the right to require fulfilment of other conditions, not expressly, mentioned, which are consistent with use of the vehicle on hire by this office.

62. For further details, following officers may be contacted:

- (1) Shri Sanjay Kumar Soni, Superintendent (Preventive) – Mob. No. 8005743902
- (2) Shri Vijay Kumar Dhuria, Inspector – Mob. No. 9982742814

63. Every bidder has to file a declaration in the following format:

### DECLARATION

I undertake that I have read all the general terms and conditions and will abide by the same.

(Signature of Authorized Signatory with date and seal)

### CHECK LIST OF DOCUMENTS TO BE SUBMITTED

#### BID CHECKLIST

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

S. No.	Item Description	Yes/No
1	Earnest Money enclosed	
2	Tender Acceptance Letter	
3	Letter of authorization to submit bid	
4	An undertaking that the agency has not been blacklisted	
5	Technical Bid undertaking	
6	Financial Bid Undertaking	

मं 27  
01/05/19

## TECHNICAL BID (QUALIFYING BID DOCUMENT)

Pre-qualification requirements for award of contract for Housekeeping Work

1	Name of Bidder	
2	Status of ownership Proprietary/ partnership/ Company	
3	Address of the Bidder (with Tel. No./Fax No. and Email)	
4	Name(s) & Address of the Proprietors/ Partners/Directors with Mobile Numbers	
5	Name of Contact person with Mobile Number	
6	Details of EMD	
7	PAN No. of the firm (copy to be attached)	
8	GST Registration details (if applicable, attach copies and if not applicable attach undertaking of this effect)	
9	Details of registration Under Shop Act/ MSME/ BRN	
10	Total numbers of vehicles owned by the Bidder	
11	Annual turnover for 3 years	
12	Model and year of manufacture of vehicle (for each vehicle)	Vehicle Model - Year of Manufacture -
13	RC Book No. For each vehicle (enclose self attested copies of proof)	
14	Kms run by the vehicle upto date of filing of tender (for each vehicle)	
15	Name(s) of Public Sector/Govt. Organization to whom similar services have been provided by the firm during last three years	
16	Whether blacklisted by any Central/State Government/PSU. Whether convicted any court of law? If yes, indicate details.	

## DECLARATION

I 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 will be blacklisted and will not have any dealing with the Department in future.

17/02/19  
08/05/19

(Signature of Authorized Signatory with date and seal)

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

- (i) Fully filled & dully signed and Scanned copy of all the annexures.
- (ii) Signed and Scanned copy of proof of payment of Earnest Money Deposit.
- (iii) Signed and Scanned copy of Certificates like PAN No., GST Registration No., ESI & EPF Registration, Registration under Shop Act/ MSME/BRN etc.
- (iv) Signed and Scanned copy of Tender Acceptance Letter and Letter of authorization to submit bid.
- (v) An undertaking (self-certificate) that the agency has not been blacklisted by a Central/State/UT Government Institution and there has been no litigation with any Government department.
- (vi) Signed and Scanned copy of Balance Sheets of last 3 financial years.
- (vii) Signed and Scanned copy of Technical Bid Format & Price Bid Undertaking
- (viii) Signed and Scanned copy of Experience Certificates in Central/State/UT Government institution/PSUs.
- (ix) Signed and scanned copies of RC Books of all vehicles proposed to be hired alongwith Insurance Policy.

1  
05/05/17

FINANCIAL BID

- (A) Price Bid Undertaking
  - (B) Schedule of price bid in the form of BOQ\_vehicle.xls
1. The rates shall be quoted in Indian Rupee only.
  2. The rates will be inclusive of all taxes (except GST), fees, levies, etc. and any revision in the statutory taxes, fees, etc will be the responsibility of the Bidder.
  3. In case of any discrepancy/difference in the amounts indicated in figures and words the amount in words will prevail and will be considered.
  4. The quoted rates shall remain firm throughout the tenure of the contract and no revision is permissible for any reason.

PRICE BID UNDERTAKING

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

.....  
.....  
.....

To,  
The Deputy Commissioner  
Customs Divison,  
Sukhadiya Nagar,  
Sriganganagar (Raj)-335001

Dear Sir,

I submit the Price Bid for ..... and related activities as envisaged in the Bid documents.

I have thoroughly examined and understood all the terms and conditions as contained in the Bid document, and agree to abide by them.

I offer to work at the rates as indicated in the Price Bid, Annexure-IV inclusive of all applicable taxes except GST.

Yours faithfully,

Signature of authorized person  
Name & Seal

21  
08/05/19

UNDERTAKING BY THE BIDDER

1. I \_\_\_\_\_ Son / Daughter /  
Wife of Shri \_\_\_\_\_ and Proprietor  
/ Director / Authorized signatory of  
\_\_\_\_\_ am competent to sign this  
declaration and execute this tender document.

2. I/we \_\_\_\_\_ undertake that my/our firm M/s  
\_\_\_\_\_ has not been  
blacklisted by any Government Department/PSU/Autonomous Body.

3. I have 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 authentic to the best of my knowledge and belief. I / We am/are well aware of  
the fact that the furnishing of any false / misleading 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 case any deviation is found in the above statement at  
any stage, my/our concern firm/company shall be blacklisted and shall not have any  
dealing with the department in future.

Date:

Place:

Signature of authorized person  
Name & Seal

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02/05/19

**TENDER ACCEPTANCE LETTER  
(TO BE GIVEN ON COMPANY LETTER HEAD)**

To,  
The Deputy Commissioner  
Customs Divison,  
Sukhadiya Nagar,  
Sriganganagar (Raj)-335001

Date:

Subject: Acceptance of Terms and Conditions of Tender

Tender Reference Number: .....

Name of Tender/Work:

Dear Sir,

1. I/we have downloaded/obtained the tender documents for the above mentioned Tender from the website(s) namely:  
.....  
.....
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), schedules 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 has also been taken into consideration, while submitting this acceptance letter.
4. I/we hereby unconditionally accept the tender conditions of above mentioned tender documents/corrigendum in its totality/entirely.
5. I/we do hereby declare that our Firm has not been blacklisted/debarred by any Govt. Department/PSU.
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.

Yorus faithfully,

Signature of authorized person  
Name & Seal

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### 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 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/TCS/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 DSCs 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.

#### 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 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.

08/05/19

## 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 details of the instrument.
4. Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
5. 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 sky blue 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.
6. 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.
7. 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 symmetric encryption using a system generated symmetric key. Further this key 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.
8. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
9. 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 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.

02/05/19