



प्रधान आयुक्त का कार्यालय, सीमा शुल्क सदन, मुन्द्रा  
**OFFICE OF THE PRINCIPAL COMMISSIONER  
CUSTOM HOUSE MUNDRA**  
5B, Port User Building, Mundra Port, Mundra (Gujarat)  
Phone:02838-271426/271423 Fax:02838-271425/271169

F. No. I/22-10/Adm/Vehicle/2020

Date: 06.02.2020

**E-TENDER NOTICE**

**Sub: Notice for Inviting of e-Tenders for the hiring of Vehicles for Customs Commissionerate Mundra.**

E-Tenders (in prescribed format) are invited from the vehicle providers, through e-Procurement portal, for the hiring of vehicles as per the requirements mentioned below in the schedule, for the Office of the Principal Commissioner of Customs, Custom House Mundra, for the year 2020-21, from the date of execution of the agreement. **The contract shall be awarded for period of one year.**

S. N.	Type of Vehicle	No. of Vehicles	Rate / Month	Cost Ceiling (Exclusive of GST)
1	Mid-sized Vehicle	01	30/31 Days for maximum of 2500 kms (Including Saturdays/Sundays and Other Holidays)	Rs.50,000/-
2	Small-sized Vehicle	01	30/31 Days for maximum of 2500 kms (Including Saturdays/Sundays and Other Holidays)	Rs.40,000/-

2. The complete tender document containing general terms & conditions, pre-qualification requirements etc. are available on <http://eprocure.gov.in/eprocure/app> and our departmental website [www.mundracustoms.gov.in](http://www.mundracustoms.gov.in) for reference and can be downloaded free of cost.

**Tender Critical Date Sheet**

Tender Publishing Date & Time	10.02.2020 at 14:00 Hrs.
Bid Submission Start Date & Time	10.02.2020 at 16:00 Hrs.
Bid Submission End Date & Time	02.03.2020 at 16:00 Hrs.
Bid Opening Date & Time	04.03.2020 at 12:00 Hrs.

3. Interested bidders/Service Providers/reputed firms providing such services on all India basis, may submit their bids in the prescribed format with all the necessary documents online with digital signature at <http://eprocure.gov.in/eprocure/app> on or before bid submission closing date & time.

—Sd—

(Ajay Kumar)  
Additional Commissioner (P&V)  
Custom House Mundra



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Phone:02838-271426/271423 Fax:02838-271425/271169

**Notice inviting e-Tenders for the Hiring of Vehicles for Customs  
Commissionerate Mundra through Central Public Procurement Portal  
(e-Procurement Portal)**

1. Office of Principal Commissioner of Customs, Custom House Mundra, 5B, Port User Building, Adani Port & SEZ, Mundra Distt-Kachchh (Gujarat)-370421, invites e-Tenders under Two-Bid System Enquiry from reputed agencies for the hiring of Two (2) Vehicles for a period of One (1) Year from the date of issuance of work order.
2. The bidders shall submit their bids online only at CPPP website: <http://eprocure.gov.in/eprocure/app> and follow the terms and conditions provided in Annexure-I and Annexure-II and also 'Instructions to Bidders for Online Bid Submission' provided in the Annexure-III for the online submission of bids.
3. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
4. Not more than one tender shall be submitted by one bidder having business relationship. Under no circumstance 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 contract as separate competitors. A breach of this condition will render the tenders of both parties liable for rejection.
5. Bidder who has downloaded the Tender from the Central Public Procurement Portal (CPPP) website <https://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 tender will be liable to be banned.
6. Intending bidders 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.
7. Technical Bids will be opened at the date/time as mentioned in the Tender Critical Date Sheet. After online opening of Technical-Bid, the results of their qualification as well as Price-Bid opening, will be in also indicated in the Tender Critical Date sheet.
8. **Submission of Tender:-**
  - (a) The tender shall be submitted online in two part, viz., technical bid and price bid.
  - (b) 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.
  - (c) The offers submitted by Telegram/Fax/email shall not be considered. No correspondence will be entertained in this matter.

## ANNEXURE-I

### TERMS AND CONDITIONS

The interested parties must be capable of providing vehicles on their own, on the following terms and conditions: -

1. The Contract is for the period of **One year**. The contract for the vehicles shown at Sr. No. 1 and 2 above, will be awarded immediately after finalization of successful bidder.
2. The bidder should have a registered and well-established Taxi Agency/ Firm having sufficient number of latest models of taxi cars for hiring. List of vehicles owned by the bidders and the details of the vehicles to be provided to the Customs Headquarters office / Divisional office must be attached along with the Technical Bids. Also the bidder should have registered under GST, valid PAN card.
3. The bidder should preferably have past experience of providing minimum four vehicles on hire to at least one government organization/PSU/ a prominent private sector entity. The vehicle should be registered as Commercial vehicle.
4. The successful bidder shall have to provide the desired number of vehicles. However, in case the successful bidder expresses his inability to supply the total number of vehicles required, the option shall be given to the next lowest bidder to supply remaining number of vehicles at the lowest quoted rates.
5. The Taxi cars will be kept neat and clean and in perfect running condition with shining body and clean interior with good upholstery.
6. In case condition of taxies is not found to be satisfactory, they shall be returned for immediate replacement. In case no replacement is provided on time, this office would have a right to hire vehicles from the market and the additional cost incurred by this office will be borne by the Contractor.
7. The Firm would ensure that the drivers employed have valid driving license. The vehicle should be registered with the concerned authority of Central/State govt. The Transport operator shall provide a certificate to this effect. The driver of the vehicle provided must follow Traffic Rules and other regulations prescribed by the Govt. from time to time.
8. The Firm should have an adequate number of telephones for contact round the clock. The driver shall observe all the etiquette and protocol while performing the duty & shall be neatly dressed, should wear proper uniform & must carry a mobile phone in working condition, for which, no separate payment shall be made by the customer.
9. The rates quoted should specifically mention the GST component. No tax will be paid if the operator fails to provide proof of valid GST Registration. No extra charges will be paid except GST, if applicable.
10. The Principal Commissioner of Customs, Customs Commissionerate Mundra reserves the right to accept or reject the quotation wholly or partly, without assigning any reasons thereof or accept more than one offer.
11. The billing will be done on monthly basis; bill preferably typed and in triplicate, in connection with the service shall be submitted to the Administrative Officer, Custom House Mundra in the 1<sup>st</sup> week of every month. The payment will be made as per availability of fund.
12. A daily record indicating time and mileage for each vehicle shall be maintained in a log book and log book shall be submitted to the PRO, Custom House Mundra, regularly for scrutiny.
13. Once the hiring of cars commences from a particular operator, the driver should not be changed unless requested by the Office. The vehicle must be available at any time on any day as desired by the officers concerned.
14. The Custom House Mundra shall be liable to pay the hiring charges only. Hiring charges include monthly charges of driver, maintenance of vehicles, petrol/diesel oil and any others charges.

**Annexure-II**  
**Summary of Documents to be Submitted**

**A. Technical Bid:-**

The following documents are to be furnished by the Service Provider along with Technical Bid as per the tender document:

- i) Signed and Scanned Copy of the Technical Data Sheet (As per Annexure-A)
- ii) Signed and Scanned Copy of the Tender Acceptance Letter (As per Annexure-B) & 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.
- iv) Signed and Scanned copies of the Certificates like GST Registration, PAN No., SHOPS & ESTABLISHMENTS, RC BOOK of offered vehicles, and experience, if any etc.
- v) Price bid undertaking (As per Annexure-C)

**B. Price Bid:-**

- (a) Schedule of price bid in the form of Excel sheet (As per Annexure-D).

**Note: The bidders have to submit the Schedule of Price Bid (Annexure 'D') mandatorily in the form of an Excel sheet, else their bid may be cancelled. They can do so by converting the PDF file (Annexure 'D') in Excel format, and then submit it.**

**ANNEXURE - 'A'**

TECHNICAL/QUALIFYING BID FORM FOR TENDER OF hiring of Vehicles for the  
Office of the Principal Commissioner of Customs, Mundra.

1	Name, address & telephone of the service provider:	
2	Name, address of the	
QUALIFYING CRITERIA FOR TECHNICAL BID:		
1	We own the vehicles:	Yes/No
2	We have attached copy of RC Book offered in this tender	Yes/No
3	We have valid Service Tax Registration	Yes/No
4	We have attached copy of Service Tax	Yes/No
5	Attached copy of PAN	Yes/No
6	Shops & establishment Number:	
7	Annual turnover of previous three financial years details (along with copy of profit & loss a/c, balance sheet, Audit report and Income Tax returns for last three years should be	
8	A list containing details of the cars at their disposal and the places where these are deputed for the	
9	Any employee of the office of the Principal Commissioner of Customs, Ahmedabad is on your Board or share holder in	Yes/No, if yes, please Provide details.
10	Have your any director/partner/entrepreneur	Yes/No, if yes, please Provide details.
11	Has your firm/company black listed at any time in past by any	Yes/No, if yes, please Provide details.
12	Any other information contract or may like to furnish (may be Furnished in separate enclosure)	
13	The Vehicles is registered as commercial vehicles.	Yes/No, if yes, please provide details.

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

Signature  
Name of the Authorized signatory  
Seal / Stamp

**ANNEXURE-B**

**TENDER ACCEPTANCE LETTER**

(To be given on Company Letter Head)

Date:

To,

\_\_\_\_\_  
\_\_\_\_\_

**Sub: Acceptance of Terms & 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 web site(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 to 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 Government Department/ Public sector undertaking.

6. I / We certify that all information furnished by the our Firm is true & 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.

Yours faithfully,

(Signature of the Bidder,  
with Official Seal)

**Annexure-C**  
**PRICE BID UNDERTAKING**

Date:

From: (Full name and address of the Bidder)

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To,  
The Office of the Principal Commissioner of Customs,  
5 B, Port User Building, Adani Port & SEZ,  
Mundra Distt-Kachchh (Gujarat)-370421

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 IV inclusive of all applicable taxes except GST.

Yours Faithfully,

(Signature)

Name of Representative  
E-Mail:-  
Phone:-  
Office Address:-

**ANNEXURE-D**

**FORMAT OF FINANCIAL BID**

**(To Be Submitted In Excel Format)**

- 1) Name, address and telephone No. of the tenderer:
  
- 2) GST No.:
  
- 3) Name & address of the Proprietor/Partners/Directors:
  
- 4) **Rates offered per vehicle per month:**

**(Exclusive of GST)**

S. N.	Type of Vehicle	No. of Vehicles required	Vehicles to be used	Price Bid
1	Mid-sized Vehicle	01	30/31 Days for maximum of 2500 kms (Including Saturdays/Sundays and Other Holidays)	
2	Small-sized Vehicle	01	30/31 Days for maximum of 2500 kms (Including Saturdays/Sundays and Other Holidays)	

- 5) Name(s) of the existing customer(s), if any-

(Signature)

Name of the Authorised signatory:-

Seal/Stamp



## **ANNEXURE- III**

### **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: <http://eprocure.gov.in/eprocure/app>.

#### **REGISTRATION**

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <http://eprocure.gov.in/eprocure/app>) by clicking on the link "Online bidder Enrolment" on the CPP Portal which is free of charge.
- 2) As a 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 a 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 / 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/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.
- 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. It should also be ensured that the Price Bid (Annexure 'D') is submitted in Excel Format only. The bidders can do so by converting the PDF file (containing Annexure 'D') into an Excel file.
- 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 / XIS / 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.

#### **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.
- 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.