



भारत सरकार / GOVERNMENT OF INDIA  
वित्त मंत्रालय, राजस्व विभाग / MINISTRY OF FINANCE, DEPTT. OF REVENUE

**कार्यालय आयुक्त, सीमा शुल्क (निवारक), जोधपुर**  
O/o. THE COMMISSIONER OF CUSTOMS (PREVENTIVE), JODHPUR  
मुख्यालय : नव केन्द्रीय राजस्व भवन, स्टेच्यू सर्किल, सी-स्कीम, जयपुर . 302005 (राज.)  
HQRS. AT NEW CENTRAL REVENUE BUILDING, STATUE CIRCLE, C-SCHEME, JAIPUR - 302005 (RAJ.)

फा.सं. : I-22(03)प्रशा/सी.शु./2020

दिनांक: 18.02.2020

### ई-निविदा सूचना

सीमा शुल्क (निवारक), आयुक्तालय, जोधपुर (मुख्यालय : जयपुर) के मुख्यालय कार्यालय एवं अधीनस्थ कार्यालयों के लिए वाहन किराए पर लेने हेतु ई-निविदा सूचना

भारत के राष्ट्रपति महोदय की ओर से आयुक्त, सीमा शुल्क (निवारक), जोधपुर (मुख्यालय-जयपुर) के द्वारा वित्तीय वर्ष 2020-21 के लिए सीमा शुल्क आयुक्तालय, नव केन्द्रीय राजस्व भवन, स्टेच्यू सर्किल, जयपुर एवं अधीनस्थ कार्यालयों में सरकारी कार्यों हेतु वाहन किराए पर लेने हेतु वार्षिक अनुबंध के आधार पर टयूर एवं देवल्स 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 वाहनों का विवरण निम्नानुसार है-

क्रम सं.	वर्गीकरण	कार्यालय	वाहनों की संख्या	उपयोग	अनुमानित राशि
1	A-3 Segment - Dzire/ Etios etc.	कार्यालय आयुक्त सीमा शुल्क आयुक्तालय, एन.सी.आर.बी., जयपुर	04	Maximum of 2000 KMs in (25/26 days) a month	40000
2	B-2 Segment - MUV/MPV - Innova etc.		02	Maximum of 2000 KMs in (25/26 days) a month	50000

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

4. ई-निविदा के प्रपत्र एवं दस्तावेज दिनांक 19.02.2020 से विभागीय वेबसाइट <http://eprocure.gov.in/eprocure/app>, [www.cbic.gov.in](http://www.cbic.gov.in) 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। निविदा दस्तावेजों को 100 डीपीआई पर ब्लैक एण्ड व्हाइट ऑप्शन के साथ स्कैन किया जाए जोकि स्कैन किए गए दस्तावेजों के आकार को कम करने में मदद करता है।

6. निविदाकर्ता को निविदा के साथ रू. 25000/- (पच्चीस हजार) अमानत राशि का मावधी जमा प्रशासनिक अधिकारी (डी.डी.ओ.), सीमा शुल्क आयुक्तालय, जयपुर के नाम जमा करवाना होगा। बिना अमानत राशि के निविदा अस्वीकार कर दी जायेगी। असफल निविदादाता को चयन प्रक्रिया के समाप्त होनेके बाद बिना व्याज के अमानत राशि लौटा दी जायेगी। यदि चयन प्रक्रिया के दौरान सफल निविदादाता की तकनीकी एवं वित्तीय निविदा में अपूर्ण / गलत सूचनाएं पाई गईं या सफल निविदादाता द्वारा अपनी निविदा वापिस लेने का अनुरोध किया गया तो ऐसी स्थिति में उसके द्वारा जमा करवाई गई अमानत राशि विभाग द्वारा जब्त कर ली जायेगी। संविधा अवधि समाप्ति के पश्चात सेवा प्रदाता को अमानत राशि लौटा दी जायेगी। अपूर्ण भरी हुई निविदाएं या गलत सूचनाएं पाई जानेपर निविदाएं निरस्त कर दी जाएंगी।

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**

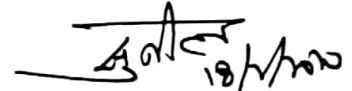
Sr. No.	Activity Description	Schedule
1	Published Date	19.02.2020 (10:00 AM)
2	Bid Document Download Start Date	19.02.2020 (05:00 PM)
3	Bid submission Start Date	19.02.2020 (05:00 PM)
4	Bid Document Download End Date	14.03.2020 (05:00 PM)
5	Bid Submission End Date	14.03.2020 (05:00 PM)
6	Technical Bid Opening Date	15.03.2020 (11:00 AM)
7	Financial Bid Opening Date	As decided by the e-procurement committee.

9. यदि किन्हीं कारणों से कम संख्या 6 में उल्लिखित 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।





सहायक आयुक्त  
सीमा शुल्क आयुक्तालय, जयपुर

प्रति-

1. [webmaster.cbec@icegate.gov.in](mailto:webmaster.cbec@icegate.gov.in) को सीबीआईसी वेबसाइट पर अपलोड करने हेतु।
2. विभागीय वेबसाइट हेतु।
3. नोटिस बोर्ड।

**TERMS AND CONDITIONS****I. Tender Process and submission of tender documents:-**

- 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.
- 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.
- 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.
- 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.
- The tender documents must be uploaded/submitted online on or before 17.00 Hrs. on 14.03.2020. The documents received incomplete and/or filed after the due date and time shall not be accepted. The tender shall be opened on 15.03.2020 at 11.00 Hrs.
- The financial bids of only those parties whose Technical Bids are found to be eligible will be opened and considered.
- 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 Commissioner of Customs (Preventive) Jodhpur (Hqrs. At Jaipur) will be final and binding.

**II. Terms and Conditions:-**

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

क्रम सं.	वर्गीकरण	कार्यालय	वाहनों की संख्या	उपयोग	अनुमानित राशि
1	A-3 Segment - Dzire/ Etios etc.	कार्यालय आयुक्त सीमा शुल्क आयुक्तालय,	04	Maximum of 2000 KMs in (25/26 days) a month	40000
2	B-2 Segment - MUV/MPV - Innova etc.	एन.सी.आर.बी., जयपुर	02	Maximum of 2000 KMs in (25/26 days) a month	50000

- 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.
- Vehicles should not be more than 3 years old and should be in good condition. The service provider should have sufficient numbers of vehicles (at least 12 or more) with them and scanned copies of registrations attached/ upload.
- The Service Provider should be based in Jaipur for operational conveniences. They should be capable of providing services of such nature and should also possess valid PAN number and GST Registration. The service provider must have experience of minimum 3 years with Central/State Government/PSU organisation and have to enclosed the satisfactory letter/Experience Certificate of similar services in this regard. The Service provider should be registered under Shop Act of Government of Rajasthan 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 every 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 five (5) 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 Jaipur and suburbs. The operation and functions of driver shall be governed as per the Motor Vehicle Act and Rules.
12. The vehicle should display at a conspicuous place the following: "In case of irresponsible/rash driving or exceeding speed limit prescribed on a particular stretch of road, you may complain to the owner of the vehicle (name of the owner, Telephone and Mobile No. Should be displayed)". All such complaints should be probed into by the owner of the vehicle and action taken against the erring driver, if found guilty, under intimation to the Department.
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. 25,000/- (Rs. Twenty Five Thousand Only) in the form of Demand Draft/Banker Cheque from any nationalized Bank/Scheduled Bank drawn in favour of 'Administrative Officer (DDO), Customs Commissionerate, Jaipur' payable at Jaipur and shall be submitted in person to the Superintendent (Hqrs.), Customs Commissionerate, Jaipur on 14.03.2020 (05:00 PM). 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.
  - (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 all vehicles towards in favour of the 'Administrative Officer (DDO), Customs Commissionerate, Jaipur' and payable at Jaipur before execution of the contract/agreement in respect of each 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 Commissioner of Customs (Preventive) Jodhpur (Hqrs. At Jaipur) on this account will 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.

(v) The lowest tender will be arrived based on the sum of the quoted rate in upto 2000 Kms a month for operational cars. 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.

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 the Customs Commissionerate, Jaipur for all the 25/26 days in a 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. 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 thereunder, 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 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 before 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.

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.

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 fuels.

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 for a maximum period of 25/26 days 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. No additional terms and conditions over and above the conditions stipulated above shall be entertained by this office.
58. Any other dispute arising out of the contract will be subject to the jurisdiction of Courts of Jaipur.
59. The successful bidder will be required to give letter of acceptance within 3 days after receipt of confirmation letter from the Department.
60. For further details, following officers may be contacted:-

- (1) Shri Vinod Sharma, Superintendent (Preventive) - Mob. No. 9414994600
- (2) Shri Sandeep Ola, Inspector (Preventive) - Mob. No. 8005878504

#### 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 -

Sl. 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	



**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 eligible, attach copies)	
9	Details of registration Under Shop Act	
10	Details of other registration if any	
11	Total numbers of vehicles owned by the Bidder	
12	Annual turnover for 3 years	
13	Model and year of manufacture of vehicle (for each vehicle)	Vehicle Model - Year of Manufacture -
14	RC Book No. For each vehicle (enclose self attested copies of proof)	
15	Kms run by the vehicle upto date of filing of tender (for each vehicle)	
16	Name(s) of Public Sector/Govt. Organization to whom similar services have been provided by the firm during last three years	
17	Whether blacklisted by any Central/State Government/PSU. Whether convicted any court of law? If yes, indicate details.	
18	Whether Company has ISO Certificate No. ISO-14001-2015 & ISO-9001- 2015 (latest copy to be attached)	

**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.

(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) Signed and Scanned copy of proof of payment of Earnest Money Deposit
- (ii) Signed and Scanned copy of Certificates like PAN No., GST Registration No., ESI & EPF Registration, Registration under Shop Act etc.
- (iii) Signed and Scanned copy of Tender Acceptance Letter and Letter of authorization to submit bid.
- (iv) 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.
- (v) Signed and Scanned copy of Balance Sheets of last 3 financial years.
- (vi) Signed and Scanned copy of Technical Bid Format

- (vii) Signed and Scanned copy of Experience Certificates in Central/State/UT Government institution/PSUs.
- (viii) Signed and scanned copies of RC Books of all vehicles proposed to be hired alongwith Insurance Policy.
- (ix) Enclose Copy of ISO Certificate as mentioned in Col. 18 of Technical Bid.

*Handwritten signature*

- (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 Commissioner of Customs,  
Jaipur

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

**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



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

To,  
The Commissioner of Customs,  
NCRB, Statue Circle, C-Scheme,  
Jaipur

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.

Yours faithfully,



Signature of authorized person  
Name & Seal