


भारत सरकार वित्त मंत्रालय केन्द्रीय नारकोटिक्स ब्यूरो 19, माल रोड, मुरार, ग्वालियर - म०प्र० 474006				Government of India Ministry of Finance Central Bureau of Narcotics 19, The Mall, Morar, Gwalior (M.P.) - 474006	
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Website http://cbn.nic.in/		F.No.I(23)05/ADM/HV/19		Dated, Feb.2020	

**NOTICE INVITING TENDER FOR HIRING OF PREMIUM SUV CATEGORY
 OPERATIONAL VEHICLE
 TENDER NOTICE No. 02/2020**

1. **The Office of the Narcotics Commissioner, Central Bureau of Narcotics (CBN), Gwalior** invites tenders / bid documents from reputed Service Providers for hiring of 1 (one) operational vehicle of premium SUV category along with Driver for the use of **O/o Narcotics Commissioner, CBN, Gwalior** for a period of one year from **01.03.2020 to 28.02.2021** as detailed below :

Type of Vehicle		No. of vehicle	Working days/Month	Distance Ceiling (KM)	Cost Ceiling (Exclusive of GST)
Category	Purpose				
Premium SUV	Operational Vehicle (All India)	01	30/31 days (24*7)	2500	Rs.50,000

2. **Document Download:** The tender documents can be downloaded from <http://cbn.nic.in/> as per the schedule given in the CRITICAL DATE SHEET as under:

CRITICAL DATE SHEET	
Tender Publishing Date	10.02.2020
Start Date for downloading Tender Document	10.02.2020 from 18.00 hrs onwards
Last Date for Submission of offline Bid	17.02.2020 up to 12:00 hrs.
Technical Bid Opening Date	19.02.2020
Financial Bid Opening Date	20.02.2020

3. The bids are invited in two separate parts i.e. **(i) Technical Bid (II) Financial Bid**. The proforma for Technical Bid and Financial Bid are prescribed in Annexure – II and Annexure –IV respectively of this tender”.
4. The duly filled Technical and Financial bid documents should be sent in two separate sealed envelopes with **“Quotation for Hiring of Vehicle” along with “Technical Bid” or “Financial Bid”** as the case may be, written on top of each envelopes and should reach **Assistant Narcotics Commissioner (Admin), 19, The Mall, Morar, Gwalior -474006 latest by 17.02.2020 up-to 12:00 hrs.**
5. **Earnest Money Deposit of Rs.5,000/-(Rupees Five Thousand only)** should be paid by bidders by Demand Draft/Banker’s Cheque, drawn on a Scheduled Commercial Bank in India, in favour of **“DDO, CBN, Gwalior”** payable at Gwalior. Tenders without EMD will be treated as non-responsive and will be rejected, at the initial stage itself “as Tenders received without EMD”.
6. The bidders shall sign and stamp each page of the tender document as a token of having read and understood the terms and conditions contained therein.
7. The tenders/quotations received unsigned/incomplete shall be summarily rejected. The financial bids of only those bidders who have qualified in the technical bid shall be opened and taken for consideration.
8. All information sought under Terms and Conditions and other information is to be given along with the Technical Bid while the price quoted is to be mentioned only in the Financial Bid.
9. This Office 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 **Narcotics Commissioner, CBN, Gwalior** will be final and binding.

Sd/

Assistant Narcotics Commissioner
O/o Narcotics Commissioner
CBN, Gwalior

APPENDIX I**Terms and Conditions**

- 1) The Bidder should be able to provide the vehicles as requisitioned above in para 1 of tender document.
- 2) The service provider should have a well-established agency engaged in providing hired vehicles.
- 3) The Service Provider should give an undertaking that he or his firm has not been blacklisted by any organization/ Government Department as on the date of submission of the bid.
- 4) **Vehicles offered for hire should conform to the relevant Motor Vehicle Act/Rules and must be having valid commercial registration of Madhya Pradesh.** They should be kept in perfect running/mechanical condition and fitted with appropriate seat belts and safety air bags.
- 5) The service provider should ensure that the vehicle is covered under comprehensive insurance during the period of contract. In the event of accident, the claim for the damage of property or injury to third party the same shall be settled by the service provider himself. The department will not have any liability.
- 6) The vehicle shall not be earlier than **2018** model and it should be with proper exteriors and new interiors & upholstery.
- 7) The bid should be for monthly hire charges. The rates quoted should be exclusive of GST.
- 8) No increase on rate due to cost escalation due to whatsoever factors would be permitted during the period of contract.
- 9) LPG Cylinders should not be used for running the vehicles in any case.
- 10) 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 will be borne by the service provider.
- 11) The vehicle must be available as and when desired by the **Narcotics Commissioner, CBN, Gwalior** subject to maximum number of days per month for which the vehicle is hired. No extra charges will be paid for duty even after office hours or night. Vehicle should be provided on Saturdays/Sundays or any other holidays at the request of the hiring department.
- 12) The service provider should be eligible to hire out vehicle as per the RTO norms. It is the sole responsibility of the service provider to obtain

- necessary permissions from RTO or other Transport Agencies as required.
- 13) The service provider should ensure that the vehicle complies with the norms of pollution control and obtains required Certificate from time to time from competent authority under the period of contract.
 - 14) The service provider should deploy a well experienced driver having a valid driving license for the hired vehicle. The vehicle should be legally utilizable all over India. The antecedents of the drivers should be duly verified by Police authorities, at the instance of the service provider.
 - 15) In case the driver is indisposed or otherwise unable to attend to his duties it shall be the responsibility of the service provider to provide a relief/substitute.
 - 16) Driver must not smoke or drink (liquor or other intoxicants), while on duty. In case of misbehavior of the driver or failure to meet any or the agreed/accepted terms and condition, the **Narcotics Commissioner, CBN, Gwalior** will have discretion on the continuance of the contracted driver. The contract shall be terminated without assigning any reasons.
 - 17) 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 Service Provider and the **Department** shall have no liability whatsoever in this regard.
 - 18) The driver of the vehicle shall maintain a "Log Book" for the movement of the vehicle and shall submit the extract every month before 5th of the next month duly verified by the driver and the contractor (owner) along with bill and duty slip.
 - 19) The bid should be for monthly rental which would include all charges. Hence all expenses relating to salary and allowances of the driver, over time payment, maintenance of vehicle, fuel, oil or any other expenditure related to the vehicle and the driver including outstation stay of the driver will be borne by Service provider.
 - 20) The service provider shall ensure that all maintenance works related to assigned vehicle shall be carried out in off duty hours.
 - 21) The Service provider shall ensure that vehicle deployed shall arrive at designated location on time and with full or sufficient tank of fuel. On every occasion that driver or the vehicle is not able to reach at the appointed time, pro-rata deduction for that day and an additional penalty of Rs 2000/- per day would be imposed and deducted from the monthly bill.
 - 22) All vehicle shall be equipped with an emergency medical kit and a fire extinguisher.

- 23) In the event of any break-down, servicing and repairs of vehicles, the service provider at his own cost shall make alternate arrangement by providing similar or higher class of vehicle for which agreement is entered into. Failure to do so will evoke penalty or possible termination of contract.
- 24) **The contract can be terminated by the department without assigning any reason and by giving an advance notice of 15 days.**
- 25) **The Financial bid will be opened only if the Technical bid is found to be satisfactory.**
- 26) The duly filled Technical and Financial bid documents should be sent in two separate sealed envelopes with **“Quotation for Hiring of Vehicle”** along with **“Technical Bid”** or **“Financial Bid”** as the case may be, written on top of each envelope and should reach **Assistant Narcotics Commissioner (Admin), 19, The Mall, Morar, Gwalior - 474006** latest by **17.02.2020 up-to 12:00 hrs.** Bids received after scheduled time shall not be accepted under any circumstances.

ANNEXURE - I**TENDER ACCEPTANCE LETTER**
(To be given on Company Letter Head)

Date:

To,

Assistant Narcotics Commissioner
 Central Bureau of Narcotics
 19, The Mall, Morar Gwalior-
 474006

Sub: Acceptance of Terms & Conditions of 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 too have also been taken into consideration, while submitting this acceptance letter.

4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.

5. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.

6. I / We certify that all information furnished by 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 including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

Signature of the Bidder, with Official Seal

ANNEXURE-II**TECHNICAL BID**

(To be submitted in a separate sealed envelope superscripted as “Technical Bid”)

1.	Name of Tendering Company (Attach Certificate of registration with a brief profile of the company)	
2.	Name of Proprietor/Director of Company	
3.	Full address of Registered Office with Telephone No. Fax and E-mail.	
4.	Full address of operating/Branch office with Telephone No. Fax and Email	
5.	PAN No. (Attach attested copy)	
6.	GST Registration No. (Attach attested copy)	
7.	Details of the vehicles owning/in Possession for providing on hire (With Make, Model and Year along with the copy of Registration Certificate of the vehicle).	
7.	Details of contract with Government Department for hired vehicles with supporting documents.	
8.	Affidavit stating that the company is/has not been black listed by Central/State Government/PSU (Attach Copy) in the last three years nor does it have any litigation pending with any of the Government Departments.	
9.	Declaration about Fraud and corrupt practices (Duly signed & attested as given in the Tender Document- Annexure-III)	
10.	Authorization of person by the firm to execute the tender document	
11.	List of other clients	
12.	Tender acceptance letter (Annexure -I)	

Signature of the Authorized person with
Name, Designation and seal Date:

Place:

Date:

ANNEXURE-III**DECLARATION ABOUT FRAUD AND CORRUPT PRACTICES**

We Certify that in last three years, we have neither failed to perform on any contract, since no imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award nor been expelled from any project or contract by and public authority for breach on our part.

- a) We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as defined in section B of Fraud and Corrupt Practices of the Terms and Conditions of the document, in respect of any tender or request for proposal issued by or any agreement entered into with the Authority or any other public sector enterprise or any Government, Central or State; and
- b) We have taken steps to ensure that in conformity with the provision of Section B of Fraud and Corrupt Practices of the Term and Conditions of the document, no person action for us on our behalf has engaged or will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.

We certify that in regard to matters other than security and integrity of the country, we or any of our Associates have not been convicted by a Court of Law or indicate or adverse orders passed by a regulatory authority, which could cast a doubt on our ability to undertake the project or which relates to a grave offence that outrages the moral sense of the community.

We further certify that in regard to matters relating to security and integrity of the country, we have not been charge-sheeted by any agency of the Government or convicted by a Court of Law.

We further certify that no investigation by a regulatory authority is pending either against us or against our CEO or any of our directors/managers/employees.

Signature
Name & Designation with office Seal

Date:
Place:

ANNEXURE IV**FINANCIAL BID**

**(To be submitted in a separate sealed envelope superscribed as
“Financial Bid”)**

1. Name, Address and Telephone number of Bidder:-
2. Name and address of the Proprietor/Partner/Directors

Detail of the Vehicle	Base Fare (Rs.) (Exclusive of GST)	Rate for Extra KM
Premium SUV category vehicle for 2500 km/month for 30/31 days (24*7) for operational purpose with all India liability		
Bid Amount in words		

Signature

Name & Designation with office Seal

Date:

Place:

Note: Base fare corresponds to monthly charges for the contracted distance and number of days i.e.2500 km for 30/31 days (24*7) in a month.