ENFORCEMENT DIRECTORATE
GOVT OF INDIA ::MIN. OF FINANCE
#209, PALIKA PLAZA PHASE-II,MTH
COMPOUND, INDORE-452001
TEL: 0731-2434262, 2535262(F)

Safe Economy- Safe India

प्रवर्तन निदेशालय
भारत सरकार :: वित्त मंत्रालय
#209, पालिका प्लाजा फेज़-II,
एम.टी.एच. कंपाउंड, इंदौर-452001
फ़ोन:0731-2434262,2535262(F)

File No: G-26(01)/IND/2017

Date:12.03.2019

TENDER NOTICE No. 01/2019
निविदा सूचना संख्या. 01/2019

अनुबंध आधार पर कार्यालय के उपयोग के लिए एक परिचालन वाहन किराए पर लेना हेतु निविदा नोटिस ।

Tender Notice for Hiring of One Operational Vehicle for Office use on contract basis -reg.

एक वर्ष की अवधि के लिए प्रवर्तन निदेशालय, इंदौर उप-क्षेत्रीय कार्यालय के लिए अनुबंध आधार पर मध्य आकार के एक(०१) परिचालन वाहन SUV/MUV (**विशेषतः(1) TOYOTA INNOVA CRYSTA or (2) TATA HEXA or (3) MAHINDRA XUV500 or (4) MAHINDRA SCORPIO** कार्यालय के उपयोग के लिए किराए पर लेने हेतु मुहरबंद निविदाएं आमंत्रित की जाती हैं, जिन्हें संतोषजनक प्रदर्शन के आधार पर तीन साल तक बढ़ाया जा सकता है:

- नियम और शर्तें अनुलग्नक-III पर संलग्न हैं।
  Terms and conditions are enclosed in Annexure-III.

- निविदा प्रपत्र / विस्तृत जानकारी इस कार्यालय से 13.03.2019 से 29.03.2019 तक कार्यालयीन समय में 10.00 बजे से 17.00 बजे के बीच प्राप्त की जा सकती हैं।
  Detailed information/ forms may be collected from this office from 13.03.2019 to 29.03.2019 in between 10:00 hours to 17:00 hours during working days.

- निविदा दस्तावेजों को जमा करने की अंतिम तिथि 29.03.2019 को 18.00 बजे तक है।
  Last date of submitting Tender documents is 29.03.2019 up to 18.00 Hrs.

- निविदा 01.04.2019 को 15.00 बजे खोला जाएगा । इच्छुक निविदाकर्ता / कंपनी / उनके अधिकृत प्रतिनिधि इसमें उपस्थित रह सकते हैं ।
  Tender will be opened on 01.04.2019 at 15:00 hrs. Interested bidder/Company/ Firm or their authorised representative may attend the same also.

- बोली(bid) को दो मूँहबंद लिफाफे में प्रस्तुत किया जाना चाहिए, जिसमें एक लिफाफे मे तकनीकी बोली (अनुलग्नक -I) और दूसरे लिफाफे मे वित्तीय बोली (अनुलग्नक -II) शामिल हो।
  Bid should be submitted in two sealed envelope one containing technical bid (Annexure-I) and the other containing financial bid(Annexure-II).

- तकनीकी बोली युक्त लिफाफे में समस्त सहायक दस्तावेज के साथ साथ 10,000 / - रुपये का डिमांड ड्राफ्ट/बैंकर चेक होना चाहिए जोकि " Drawing and Disbursing officer, Directorate of Enforcement, Indore" के पक्ष में इंदौर में देय हो ।
  The envelope containing Technical Bid should contain all the supporting documents along with Demand Draft/Bankers Cheque of Rs.10,000/- in favour of " Drawing and Disbursing officer, Directorate of Enforcement, Indore" payable at Indore towards the earnest money.

• निविदा आमंत्रित करने की विस्तृत सूचना (एनआईटी) प्रवर्तन निदेशालय की साइट http://www.enforcementdirectorate.gov.in तथा http://eprocure.gov.in साइट से डाउनलोड की जा सकती है |
The detailed Notice of inviting Tender (NIT) may be downloaded from the site of Enforcement Directorate http://www.enforcementdirectorate.gov.in or from the site - http://eprocure.gov.in .

•प्रवर्तन निदेशालय, इंदौर कार्यालय निविदाओं की प्राप्ति या खोलने की तारीख स्थगित करने या विस्तार करने का अधिकार रखता है या किसी भी कारण के बिना वापस लेने का अधिकार रखता है।
The O/o Directorate of Enforcement, Indore reserves the right to postpone/and/or extend the date of receipt/opening of Tenders or to withdraw the same without assigning any reason thereof.

• अधो हस्ताक्षरी किसी भी कारण के बिना किसी भी उद्धरण को स्वीकार या अस्वीकार करने का अधिकार रखते है।
The undersigned reserves the right to accept or reject any quotation without assigning any reason.

(पलाश भोयर)
उप निदेशक

प्रतिलिपि(Copy to) :

i) मुख्यालय, नई दिल्ली ई . डी को अपनी वेबसाइट तथा सेंट्रल पब्लिक प्रोक्योरमेंट पोर्टल की साईट पर इस NIT को अपलोड करने के लिए आवश्यक कार्रवाई हेतु निवेदन।
Head Office, New Delhi for taking necessary action for uploading this NIT on ED's own website and on the website of central public procurement portal.

Annexure-I

TECHNICAL BID FOR TENDER-DATED 12.03.2019

FOR HIRING OF VEHICLE IN O/o DIRECTORATE OF ENFORCEMENT, INDORE

The interested parties are requested to provide the following information along with the quotations:-

(The particulars furnished below must have documentary support with self attestation)

S. No.	Particulars	
1.	Name, Address and telephone no./ mobile no. of the vendor	
2.	AADHAR No. of the vendor/agency	
3.	Nature of Business	
4.	Income Tax assessment particulars, Ward/ Circle & PAN, Please furnish copies of Balance Sheet, P&L A/c, Computation of Income etc. along with returns filed for the last three Financial Years, if applicable.	
5.	Goods & Service Tax particulars with copies of returns filed for the last three Financial Years, if applicable	
6.	GST Registration Number	
7.	Number of vehicle owned with details along with proof of ownership	
8.	If the vehicle not owned is to be pressed in service, contract with the owner placing the vehicle at the disposal of the bidder may be furnished.	
9.	Turnover in the last three years, if applicable	
10.	Details of hiring of vehicle done in the past, if any i. Names and address of the parties to whom vehicle was given on hire: ii. Period for which the vehicle was hired out: iii. Number of vehicles given on hire	
11.	Details of vehicle proposed to be provided i.e. make and the date of purchase.	
12.	Remarks if any, towards the services proposed to be provided	
13.	Details of Demand Draft/ Banker's Cheque in respect of Earnest Money of Rs.10,000/- (Demand Draft/ Banker's Cheque should be enclosed) in favour of "Drawing and Disbursing Officer, Directorate of Enforcement, Indore" payable at Indore.	

Note: if a vendor doesn't fulfill any of the technical condition, the financial bid will not be considered.

Name and Signature of the Authorized Signatory with seal, stamp & date

Annexure-II

FINANCIAL BID FOR TENDER DATED 12.03.2019

FOR HIRING OF VEHICLE IN O/o DIRECTORATE OF ENFORCEMENT, INDORE

1. Name, Address and telephone No. of the Tenderer :
2. PAN No. :
3. Name and address of the proprietor/ Partner/ Directors and their PAN :
4. Vehicle Type **(MAHINDRA SCORPIO/ MAHINDRA XUV500/ TATA HEXA/ TOYOTA INNOVA CRYSTA) specify , if any other.**

5.Make of the Vehicle and year of purchase :

6.Approx. KM run by the vehicle as on date :

7.Rate Chart of the vehicle (Exclusive of GST) :

S. No.	Description	Rate
1.	For 2000 Kms. Per month	
2.	For every extra Kilometer beyond average 2000 Kms. Per month	

Name and Signature of the Authorized Signatory with seal, stamp & date

Note:

1. **The operational mid-size vehicle to be provided should be registered on 2017 or onwards and should be comfortable for long journey.**
2. **It may be noted that while evaluating the financial bid, along with the rate quotation, model of the vehicle(year of the purchase) and/or KMs run by the vehicle may be considered by the tender committee.**

Annexure-III

GOVERNMENT OF INDIA
DIRECTORATE OF ENFORCEMENT, INDORE

TERMS AND CONDITIONS OF THE TENDER FOR HIRING OPERATIONAL VEHICLE

1. The operational vehicle to be provided should be in a good condition and must be registered on 2017 or onwards.

2. The seat and seating arrangement in the vehicle must be comfortable for long distance journey.

3. The vehicle shall be at the disposal of O/o Directorate of Enforcement, Indore, for all the days including holidays during the contract period..

4. The quotations will be exclusive of all taxes for the vehicle. The rate quotations for the vehicle should be on monthly basis with the usage of average 2000 kms per month.

5. The excess shall be carried over to next month onwards, with an overall limit of 24000 km per annum with the excess now over 24000 km being paid for at the rate of extra charges per kilometre. The rates for extra mileage should be given separately.

6. While computing the amount payable as per clause (5) above on account of extra mileage, the rates will be for over and above agreed kms per annum, i.e. 24000 kms. For computing extra mileage of the vehicle, the total of unused kilometres of the vehicle of the operator/vendor at the year end shall be reduced.
   Explanation : For the purpose of this clause, the unused kms would mean the difference between cumulative agreed kms and the cumulative actual kms, run by the vehicle of the contractor, if the cumulative actual kms run is less than the cumulative agreed kms.

7. Contracted hire charges shall include monthly charges of driver, repairs and maintenance of vehicle, periodical servicing of the vehicle, insurance, petrol/ diesel, oil and also any other incidental expenses in running and maintenance of vehicle.

8. The driver should be paid his monthly salary well in time and preferably before 7th of the next month failing which this department reserves the right to deduct a minimum/lumpsum amount from the monthly hire charges payable, which shall be paid to the driver directly.

9. In case of any accident or any other contingency, any claim arising out of it shall be borne by the vendor only and no claim whatsoever shall be borne by the O/o Directorate of Enforcement, Indore.

10. The vehicle shall be kept neat and clean and in perfect running condition and should be provided with neat and clean seat covers, floor mats, window-curtains etc.

11. If the vehicle is out of order, the vendor shall provide a substitute vehicle immediately. In case the vehicle does not report on time/ does not report at all, the O/o Directorate of Enforcement, Indore shall have the right to hire any other vehicle from the market and the additional cost incurred by this Office shall be borne by the vendor/ shall be deducted from the monthly hire charges payable.

12. Payment of monthly rental charges shall be made by the O/o Directorate of Enforcement, Indore after the end of every month on the presentation of the bill duly supported by copy of Log book within a reasonable time. However, no interest is payable on delayed payment if at all it occurs.

13. The fuel tank should ordinarily be always filled to its full capacity whenever a refilling is being done. Further, there should be no undue or unreasonable delay in refilling failing which the Directorate of Enforcement, Indore reserves the right to fill it at its own cost and deduct the same from monthly hire charges payable.

14. The driver running the vehicle should have valid driving license and the vehicle should be registered with the concerned authorities of Central/ State Govt. A certificate to this effect should be provided. The driver of the vehicle provided must follow all the traffic rules and other regulations prescribed by the Governments from time to time.

15. The driver must be provided adequate transportation facilities from his place of residence to the office or the residence of the officer to whom vehicle is assigned or is to be reported by the vendor. He should always carry a mobile phone in working condition for which no separate payment will be made by the O/o Directorate of Enforcement, Indore.

16. The service provider has to give in writing two months prior notice to the O/o Directorate of Enforcement, Indore to terminate contract. The Directorate of Enforcement, Indore can however terminate the contract on a notice period of 30 without assigning any reasons whatsoever.

17. Serious view shall be taken if any vehicle fails to meet the terms and conditions prescribed herein on any day of operation. If after two verbal/ written reminders, the vendor does not take action in this respect, then, the O/o Directorate of Enforcement, Indore may bear the expenses and which shall be deducted from the bill of the immediately succeeding month. However, in case of frequent violations of the terms and conditions, the contract shall be cancelled forthwith at the risk and cost of the vendor.

18. The driver must observe all the etiquette and protocol while performing their duties. He must be neatly dressed, should wear preferably proper uniform and must carry a mobile phone in working condition, for which no separate payment shall be made by the Directorate of Enforcement, Indore.

19. The driver should always remain with the vehicle during the entire period of duty. In case of any relaxation regarding the same, he should seek permission of the concerned officers.

20. The vendor and driver shall be bound to carry out the instructions of the O/o Directorate of Enforcement, Indore as well as of the Officers to whom the vehicle is assigned.

21. Dedicated vehicle and driver must be provided. Changes will be allowed only in exceptional circumstances with the permission of the O/o Directorate of Enforcement, Indore. The vehicle must be made available at any time of any day as desired by the Officer concerned.

22. Tender Committee of the Directorate of Enforcement, Indore reserves the right to accept or reject any or all the quotations/ tenders without assigning any reasons whatsoever.

23. The vehicle is to be provided for duty from 03.04.2019. Any relaxation in the date is subject to the approval of Deputy Director, Indore

24. While submitting the tender, the transport operator shall be required to submit copies of the Registration Certificate and comprehensive Insurance Policies of the vehicle being offered for hire.

25. This contract shall be effective for duration of one year from the date of signing the contract unless terminated earlier as per clause No. 16 and/or 17 mentioned above. The contract may be extended from time to time as mutually agreed upon and keeping in view the rate fluctuation of fuel, driver salary, other maintenance expenses etc. and subject to satisfactory performance of the vendor.

26. The vendor would maintain daily logbook which should necessarily be signed by the officer concerned on the opening and closing of the day at the end, indicating time and kilometres.

27. The rate of the vehicle should be specified (exclusive of GST) for 2000 kms. on monthly basis (reckoned from time of reporting to the time of release). Charges for additional distance after 2000 km per month should also be specified in the enclosed proforma Annexure-II (Financial Bid).

28. Payment of minimum charges agreed upon shall be on monthly basis provided that if the contract does not commence/end in the beginning/end of a month, payment of minimum monthly charges will be made on proportionate basis.

29. Payment shall also be made on actual usage of the vehicle by the Department over a period of one year, over and above the minimum charges agreed upon on monthly average basis, on completion of a year as per computation provided in clause(6) above.

30. **Bid received without earnest money shall be summarily rejected without assigning any reason thereof and the agency/vendor/transport operator shall have no right to represent against it, even if, his quotation happens to be lowest.** Earnest money received from the agencies except the successful bidder/ agency, will be returned without interest immediately **after the process of selection of bid/ quotation is over and successful bidder will receive it after agreement & deposit of Security Money. A successful bidder, receiving the contract, has to deposit Rs.25,000/- as Performance Security in form of an Account payee Demand Draft, Fixed Deposit Receipt from a Commercial Bank, Bank Guarantee from a Commercial Bank having the validity period of sixty days beyond the date of completion of all contractual obligations,** which may be forfeited on refusal/ breach of the contract from his/ her side. **It will be refundable after completion of the Contract period without any interest.**

31. In case of any dispute of any kind and in any respect whatsoever, the decision of Deputy Director, O/o Directorate of Enforcement, Indore shall be final and binding on the vendor

32. This office reserves the right to require fulfilment of other conditions, not expressly mentioned, which are consistent with the use of vehicle on hire by this office.

33. Office Emblem/Logo/Govt. of India should not be displayed on the vehicle when not used by the officers.

Place: **Indore**
Date: **12.03.2019**

PALASH BHOYAR
(DEPUTY DIRECTOR)
Directorate of Enforcement,
Indore Sub-Zonal Office, Indore

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