



प्रवर्तन निदेशालय

भारत सरकार

उपक्षेत्रीय कार्यालय,

दुसरा तल, ए -1 ब्लॉक, पुजारी चैम्बर्स, न्यू धमतरी रोड,

पचपेडीनाका, रायपुर (छत्तीसगढ़) 492001

दूरभाष फ़ैक्स / : 0771-2274900/2274225 ई - मेल : ed.raipur@gov.in

Directorate of Enforcement

Govt. of India

Sub Zonal Office,

2nd Floor, A-1 Block, Pujari Chambers, New Dhamtari Road,

Pachpedinaka, Raipur (Chhattisgarh) 492001

Tel. / Fax : 0771-2274900/2274225; E-mail : ed.raipur@gov.in

फा. सं. : D-16/01/RPSZO/2019/809

रायपुर, दिनांक: 20-08-2019

LIMITED TENDER NOTICE

Tender Notice for hiring 02 Vehicles for office use on contract basis for twelve months-reg.

Limited tender in sealed envelope are invited for hiring of 02 vehicles (01 sedan segment and 01 SUV segment) on behalf of the president of India from eligible experienced and reputed service providers.

Terms and conditions are enclosed in Annexure-III.

Details information/forms may be collected from this office from 16.08.2019 to 27.08.2019 during working hours ie 10:00Hrs to 18:00 Hrs.

Last date of submitting tenders documents is 28.08.2019 (16:00 Hrs).

Tender will be opened in 28.08.2019 at 16:30 Hrs. Interested bidder/company/firm or their authorised representative may attend the same also.

Bid should be submitted in one sealed envelope superimposed with the word 'QUOTATION FOR HIRING OF VEHICLE' addressed to the Assistant Director, Enforcement Directorate, Raipur (Chhattisgarh), containing two sealed envelopes {1.- technical bid (Annexure-I) & 2. financial bid (Annexure-II)} inside it

The envelope containing technical bid should contain all the supporting documents.

Bids received after the stipulated time will not be considered under any circumstances. The O/o Enforcement Directorate, Raipur Sub-zonal office reserves the right to postpone/extend the date of receipt /opening of tender/ to accept or reject any quotation without assigning any reason thereof.

Date : 16/08/2019




(Sreekanth Purohit)

Assistant Director

Enforcement Directorate,
Sub-Zonal office, Raipur (C.G.)

Copy to :

1. The Deputy Director (Admn), Enforcement Directorate, HO, New Delhi to upload the same of departmental website.
2. Notice Board.




(Sreekant Purohit)
Assistant Director
Enforcement Directorate,
Sub-Zonal office, Raipur (C.G.)

Annexure-I

Technical Bid for hiring vehicle at Enforcement Directorate, Raipur

Sr. No.	Particulars	
1	Name, Address and Telephone number of the vendor	
2	PAN No. of the vendor/agency (copy to be attached)	
3	Income Tax Returns filed for last two Financial years (copy to be attached)	
4	GST Registration no. (Copy to be Attached)	
5	Number of vehicles owned with the details along with proof of ownership	
6	Experience in government organizations if any (i) Name and address of parties	
7	Model of vehicle proposed (i) Sedan segment (ii) SUV segment	
8	Remarks if any, towards the services proposed to be provided	



(Name and Signature of Authorized
Signatory with Seal and date)

Annexure-II

Financial Bid for hiring vehicle at Enforcement Directorate, Raipur

1. Name, Address and telephone No. of the vendor

2. PAN Number

3. Make of the vehicle and rate of hiring per month (exclusive of GST):

a). For sedan segment (preferably Dzire, Zest)

Sr. No.	Description	Rate
	For 2000 Kms per month	
	For every extra Km beyond 2000 Kms	

b). For SUV segment (preferably Innova)

Sr. No.	Description	Rate
	For 1500 Kms per month	
	For every extra Km beyond 1500 Kms	



(Name and Signature of Authorized

Signatory with Seal and date)

Annexure-III

Terms and condition of the tender for hiring vehicle at Enforcement Directorate, Raipur

1. The vehicles to be provided should be in good condition.
2. Vehicle not older than 05 years with commercial permit shall be provided by the service provider. The Vehicle's upholstery and interior should be neat and clean and the body of the vehicle should be maintained clean every day.
3. The vehicle shall be provided on any day including Saturday, Sunday and closed holiday if required by this office.
4. The charges payable shall be all inclusive i.e. cost of driver, fuel, maintenance, insurance charges etc and any other incidental expenses. GST, toll taxes and parking taxes (if applicable) will be paid by the office on production of original vouchers with the bills at the end of the respective month.
5. The quotation will be for 2000 Kms for sedan segment vehicles and 1500 kms for SUV segment vehicles.
6. The unused kilometers of the vehicle in a month will be carried forward to the next month.
7. The driver should be paid his monthly salary well in time and preferably before 10th of the next month.
8. 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 Enforcement Directorate, Raipur.
9. In case of break down, immediate alternate arrangement has to be made by the Contractor/ service provider.
10. Payment shall be made only on monthly basis on receipt of the bill duly supported by copy of logbook after rendering satisfactory service. The service provider shall submit the bill in the first week of the following month. However, no interest is payable on delayed payment, if at all it occurs.
11. Deduction of requisite IT- TDS and GST-TDS will be affected from the payment as per norms.
12. An office of the firm/company/proprietor must be situated in Raipur, Chhatisgarh.
13. Minimum 05 vehicles are to be registered/owned in the name of firm/company/vendor.
14. The driver should have valid commercial driving license without any adverse records and with clear antecedents. Drivers should be well conversant with the routes and topography of Raipur. Driver should be easily available during the working hours of the office and it is mandatory that the driver should be provided with cell phone for which no separate payment will be made by the O/o Enforcement Directorate, Raipur. It is also preferable that the driver resides within a radius of 7 Kms. from the office.
15. Discipline shall be maintained by the driver deployed by the service provider.
16. The contract shall be effective for a duration of one year from the date of commencement of contract unless terminated earlier. The contract may be extended for further one year upon mutual agreement.
17. A log book specifying daily reporting and relieving time as well as opening and closing meter reading shall be maintained for the vehicle. The service provider shall provide a copy of the logbook along with the remarks, if any, of the officers of the department to whom the vehicle has been



assigned, along with the bill. The said log book should be got-verified weekly from the official incharge of the vehicle hiring.

18. In case of any dispute of any kind and in any respect whatsoever, the decision of Deputy Director, Enforcement Director, Raipur shall be final and binding to the vendor.
19. Office Emblem/Logo/Government of India should not be displayed on the vehicle when not used by officers.
20. Not withstanding, anything contained herein, the office reerves the right to teminate the contract, by giving 15 days notice in writing withour assigning any reason and without incurring any liability whatsoever to the service provider.

Date : 16/08/2019




(Sreekant Purohit)
Assistant Director
Enforcement Directorate,
Sub-Zonal office, Raipur (C.G.)