



भारत सरकार

GOVT. OF INDIA

प्रवर्तन निदेशालय

ENFORCEMENT DIRECTORATE

Sub Zonal Office, Shimla, HP

(FOREIGN EXCHANGE MANAGEMENT ACT 1999 & PREVENTION OF MONEY LAUNDERING ACT 2002)

Office address: - Rani Villa, Bagrian House, Strawberry Hills, Chotta Shimla, 171002.HP

(Phone- 0177 2629450, 2629650; Fax-0177 2629450, Email – aded-sml-hp@nic.in)

जारी  
दिनांक 25/08/2020  
हस्ताक्षर [Signature]

F.No: D-16/01/SHSZO/20-21 - 883

Dated: 25.08.2020

सेवा में

उप निदेशक, (प्रशासन) प्रवर्तन निदेशालय

भारत सरकार, लोक नायक भवन, खान मार्केट, नई दिल्ली

महोदय,

विषय:- शिमला उप-क्षेत्रीय कार्यालय को वाहन किराये पर लेने हेतु निविदा -संबंध में

उप-क्षेत्रीय कार्यालय शिमला को GEM के माध्यम से वाहन ना मिल पाने पर यह कार्यालय open tender के माध्यम से एक वाहन लेना चाहता है जिसके लिये एक टेंडर नोटिस (संलग्न) आपको भेजा जा रहा है। आपसे अनुरोध है कि इसे मुख्यालय कार्यालय के वेबसाइट पर publish करवाया जाये ताकि सेवादाता इस कार्यालय से संपर्क कर सके।

संलग्न:- टेंडर नोटिस



भवदीय

[Signature]  
25/8/2020

उप निदेशक, शिमला

प्रिय रंजन श्रीवास्तव (भा.रा.से.)  
उप निदेशक, प्रवर्तन निदेशालय  
वित्त मंत्रालय, राज्य विभाग  
भारत सरकार, शिमला (हि.प्र.)



भारत सरकार

GOVT. OF INDIA

प्रवर्तन निदेशालय

ENFORCEMENT DIRECTORATE

Sub Zonal Office, Shimla, HP

(FOREIGN EXCHANGE MANAGEMENT ACT 1999 & PREVENTION OF MONEY LAUNDERING ACT 2002)

Office address: - Rani Villa, Bagrian House, Strawberry Hills, Chotta Shimla, 171002.HP

(Phone- 0177 2629450, 2629650; Fax-0177 2629450, Email – aded-sml-hp@nic.in)

जारी

दिनांक 25/08/2020

हस्ताक्षर राश्री

F.No.D-16/1/SHSZO/2020-21 -883

Dated: 25-08-2020

## TENDER NOTICE FOR HIRING OF VEHICLE

### वाहन को किराये पर लेने हेतु निविदा की सूचना

Tenders are invited by the Directorate of Enforcement Shimla Sub-Zonal office, Shimla in sealed envelopes from Shimla or Chandigarh based eligible experienced and reputed service provider for hiring one sedan AC Vehicle on monthly basis for a period of one year on the following terms and conditions:-

प्रवर्तन निदेशालय का शिमला उप-क्षेत्रीय कार्यालय अहर्ताधारी, अनुभवी तथा ख्यातिप्राप्त सेवा प्रदाताओं से एक सिडान AC वाहन (Taxi) को मासिक भुगतान के आधार पर एक वर्ष की अवधि के लिए किराये पर अनुबंध कराने के लिए सीलबंद लिफाफे में निम्न शर्तों के अंतर्गत निविदा आमंत्रित करता है।

1. Vehicle will be hired subject to a maximum of 2000 Km. per month. The extra kilometres beyond 2000 km will be paid prescribed rate Rs. 12 per km.
2. The Monthly charges payable shall be all inclusive i.e salary of driver, fuel, maintenance, insurance, taxes and any other incidental expenses etc.
3. Vehicle should be registered in Himachal Pradesh or Chandigarh only.
4. Driver should be well versed about hilly areas driving and also it is expected he must be known to places of Himachal Pradesh.



5. Driver must be habituated to adjust in extreme weather of Himachal Pradesh.
6. A log book specifying daily reporting and relieving time as well as daily opening and closing meter reading shall be maintained in the vehicle.
7. In case of breakdown, alternate arrangements have to be provided by the service provider immediately.
8. The vehicle should be in good running condition. The vehicle must be properly and comprehensively insured and should carry necessary permits/clearances from the Transport Authority or any other concerned Authority including pollution certificate.
9. The Directorate will not be responsible for any damage to the vehicle or occurrence of any untoward incident etc. during usage by the Directorate.
10. The vehicle shall be provided on any day including Saturday, Sunday and closed holidays if required by this Directorate.
11. In case of any mishap/ accident, all the claims arising, Shall be met by the vehicle provider, and in case of any condition of vehicle is found unsatisfactory, they shall be returned for immediate replacement. In case no replacement is provided on time, this Directorate shall have the right to hire a vehicle from the market and additional cost incurred by the Directorate shall be borne by the vehicle provider.
12. In case of breakdown of vehicle on duty, the agency shall make arrangement for providing another vehicle without any extra charges.
13. The vehicle provider should ensure that the driver possesses a valid driving license. The driver of the vehicle provided must follow the Traffic Rules and other regulations prescribed by the Govt. from time to time.
14. The driver shall observe all etiquette and protocol while performing duty and shall be neatly and properly dressed and must carry a mobile phone in working condition, for which no separate payment shall be made by this directorate.

- 15.If the vehicle does not report for duty on any days then an amount calculated on prorata basis shall be deducted from the monthly bill. In addition a penalty of Rs. 500/- per day shall be levied if the vehicle /agency fails to meet any above terms & conditions on any day.
- 16.LPG Cylinder should not be used for running the vehicle in any case.
- 17.The driver of the vehicle should maintain utmost work discipline. The driver deputed on duty should be well conversant with roads and routs.
- 18.The service provider should ensure that there is no due like instalment/insurance etc.
- 19.Payment shall be made only on monthly basis and on receipt of the bill.
- 20.Pre-receipted bill shall be submitted by the vehicle provider/agency in duplicate for payment of monthly bill duly supported with the copy of log book
- 21.TDS 2% and TDS-GST 2% will be deducted by the Directorate from the monthly bill amount and the service provider has to submit his PAN and GST no. to this Directorate for the said purpose.
- 22.The bidder should be a registered firm/company.
- 23.Quotation in sealed envelopes superimposed with "Quotation for hiring of vehicles" addressed to the Deputy Director , Directorate of Enforcement , Shimla Sub-Zonal office , Rani Villa, Bagarian House, Strawberry Hills, Chhota Shimla, Shimla HP-171002 shall be submitted on or before 15.09.2020 till 4:00 PM and the same will be opened on 5:00 PM same day.
- 24.Willing service provider has to submit application in two sealed envelope one for technical bid and second for financial bid. In technical bid service provider has to ensure all condition is being fulfilled with relevant documents like copy of registration paper, insurance paper, pollution certificate, etc. in financial bid service provider has to quote the price on monthly basis.
- 25.Bids received later than the stipulated date and time will not be considered under any circumstances. The office reserves the right



- to accept or reject any tender, even the lowest one , without assigning any reasons thereof,
26. On acceptance of the quotation, the service provider shall submit copies of the Registration Certificate, insurance certificate, tax paid receipt etc. to the department before entering into the contract for verification.
  27. The Directorate will not be under any obligation, legal or otherwise to provide employment to any of the personnel of the service provider during or after expiry of the hire period.
  28. The successful tenderer will have to sign an agreement with the Department for these terms and conditions.
  29. The agency shall ensure that the odometer of the vehicle provided is properly sealed so that no tempering is done with a view to inflate distance travelled.
  30. The agency should provide name & address of the driver and police verification report along with driving license number and copy thereof while submitting the acceptance offer. Once the hiring commence, the driver deployed with the vehicle shall not be changed unless and until asked by this Directorate.
  31. The tenderer should furnish an undertaking that he or his firm has not been blacklisted by any organization/Govt. Department for any reason a on the submission of bid.
  32. If the service is satisfactory it can be extended further.
  33. Notwithstanding anything contained herein, the Directorate of Enforcement, reserves the right to terminate the contract, by giving 15 days notice in writing without assigning any reason and without incurring any liability whatsoever to the service provider.

80  
प्रिय रंजन श्रीवास्तव

उप निदेशक, शिमला  
प्रिय रंजन श्रीवास्तव (भा.रा.से.)  
उप निदेशक, प्रवर्तन निदेशालय  
वित्त मंत्रालय, राजस्व विभाग  
Enforcement HQ's office

प्रति प्रेषित:-

1. The Deputy Director (Admn), Directorate of Enforcement, New Delhi with request to upload the same on official website of Directorate.

2. The Notice Board of Directorate of Enforcement , Shimla Sub-Zonal office, Shimla.

प्रिय रंजन  
25/8/2020

प्रिय रंजन श्रीवास्तव  
उप निदेशक, शिमला



प्रिय रंजन श्रीवास्तव (आ.प्र.से.)  
उप निदेशक, प्रवर्तन निदेशालय  
वित्त मंत्रालय, राजस्व विभाग  
भारत सरकार, शिमला (हि.प्र.)