



प्रवर्तननिदेशालय  
DIRECTORATE OF ENFORCEMENT  
राजस्वविभाग, वित्तमंत्रालय  
Department of Revenue, Ministry of Finance  
भारतसरकार / Government of India

11 वें तल, सत्या वन, हेल्मेटसर्कलके निकट, मानव मंदिरकेसामने, ड्राइव-इन रोड,  
11th Floor, Satya One, Nr. Helmet Circle, Opp. ManavMandir, Drive-in Road,  
अहमदाबाद /Ahmedabad - 380 052.  
द्व. / Tel : (079) 29709373, 29709374 फैक्स/ Fax : (079) 29709394

F.No: D-16/05/AMZO/2018

Dated:04/09/2018

**TERMS AND CONDITIONS OF TENDER NOTICE**

- I) The Directorate of Enforcement, Ahmedabad propose to hire one Non-AC vehicle of the type of One Innova on monthly hire basis for One year (1<sup>st</sup> Oct 2018 to 31<sup>st</sup> Sep 2019) on the following terms and condition :
- 25-26 days (i.e. six days week) a month @ **12 Hours** per day, maximum 2,000 Kms in a month.
  - If exceeding the above limit, extra charges payment as per agreement will be made. The rates for this to be mentioned in the quotation.
  - The hired vehicle shall be used within the jurisdiction of this office which primarily includes State of Gujarat and Madhya Pradesh as and when required.

Limited tenders in sealed envelopes are invited for the above and on behalf of the President of India for eligible, experienced and reputed service providers.



**II) While quoting, every Service provider should specifically note that:-**

- a) The monthly charges payable shall be all inclusive i.e. driver, fuel, maintenance, cleanliness, repairs, insurance charges etc. and any other incidental expenses.
- b) On acceptance of quotation, the copy of the registration certificate of the vehicle and the particulars of driver shall be submitted to this office. The driver should have valid driving license without any adverse records and with clear antecedents. Drivers should be conversant with the routes in Ahmedabad. As far as possible the same vehicle and driver shall be deployed continuously. Driver should be easily available during working hours and should preferably be provided with a cell phone and should preferably reside in a radius of 5 KMs from office. Further relevant documents such as RC/TC books, comprehensive Insurance policy etc, should be furnished to the Office so that they can be verified before the assignment of the agreement.
- c) A log book specifying daily reporting and relieving time as well as daily opening and closing meter reading shall be maintained for each vehicle. The Service provider shall provide a copy of logbook along with the remarks, if any of the officers/departments to whom the vehicles have been assigned along with the bill.
- d) In case of break down, alternate arrangements have to be provided by the service provider immediately.
- e) Payment shall be made only on monthly basis and on receipt of the bill after rendering satisfactory service.
- f) Interested tour operators/tour and travel agencies may also submit details of organization to which they extended similar services in the recent past as well as at present. They should provide their (GST) Registration Certificate Number in their tender documents.



- g) The new latest vehicle will be given first preference. The rate quoted should be for commercially registered vehicles only. The year of registration of the vehicle offered should not be prior to year 2016. All the vehicle should be without any accident history. All the vehicles should possess excellent, neat exterior and interior and should be in good running condition, which they shall be so maintained during the period of hire.
- h) One month prior notice should be given for termination of contract.
- i) This office reserves the rights to terminate the contract without giving any notice/reasons.
- j) This department will not be held responsible for any damage to the vehicle or occurrence of any untoward incident etc.
- k) Work discipline should be maintained by the staff of the service provider.
- l) The vehicle shall be provided on any day including Sunday, Saturday and Holidays, if required by the Department. Service provider should have arrangements for establishing contact and round the clock service.
- m) The department will not be under any obligation, legal or otherwise to provide employment to any of the personnel of the service provider during or after the expiry of the hire period. The department recognize no employer-employee relation 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 hire.
- n) Any person who is in government service or an employee of the Department should not be a partner directly or indirectly with the service provider.



o) If any of the terms and condition mentioned above are not followed by the Contractor, penalty will be applicable for such violations.

**III) Mode of Submission of bids:-**

1) Quotation in sealed envelopes superimposed with words.

"QUOTATION FOR HIRING OF VEHICLE" addressed to the Joint Director, Directorate of Enforcement, Ministry of Finance, 11<sup>th</sup> floor, "Satya One", opp. Manav Mqandir, near Helmet Circle, Drive in road, Memnagar, Ahmedabad-380052, Shall be Submitted before 20<sup>th</sup> Sept 2018. The tender conditions and Bid format will be available at the above address and Enforcement Directorate's Website.

2) Bids received later than the stipulated date will not be considered under any circumstances. This office reserves the right to accept or reject any tender, even the lowest one, without assigning any reasons thereof. Quotation for hiring a vehicle should reach this office on or before 20.09.2018 by 17:00 Hours and the sealed envelopes therein shall be opened on 24.09.2018 at 17:00 Hours. The parties who wish to be present at the time of opening of tenders can present themselves or their authorized representative with an authority letter for the said purpose.



  
(K Varadharajan)  
ASSISTANT DIRECTOR



**PROFORMA FOR BID**

1) **NAME, ADDRESS, TELEPHONE NO. OF TENDERER:**

2) **NAME AND ADDRESS OF THE PROPRIETOR/PARTNERS / DIRECTORS:**

3) **TECHNICAL DETAILS**

Sr.No.	Model & Make of the Vehicle	Reg. No.	Year of Manufacturing	Kilometers covered so far	Owner of vehicle
1	Maruti SX 4				
2	Honda City				
3	Innova				
4	Swift Dzire				

4) **Rate per Vehicle (Exclusive of Tax):**

Sr.No.	Category of vehicle	Rate (in Rs.)	Extra KM charges in Rs. For per KM	Extra hours charges in Rs. For per hours.
1	Maruti SX 4			
2	Honda City			
3	Innova			
4	Swift Dzire			

Signature

Name of Authorised Signatory, Seal / Stamp