



भारत सरकार

## प्रवर्तन निदेशालय

राजगढ़रोड, बाई लेन न. - 01, मकान संख्या- 20, द्वितीय तल

गुवाहाटी- 781003

Government of India

### ENFORCEMENT DIRECTORATE

Rajgarh Road, Bye Lane No. 1, House No. 20, 2<sup>nd</sup> Floor,  
GUWAHATI-781003

ईमेल -/ E-mail : [dd.edghy@gov.in](mailto:dd.edghy@gov.in) ,  
[ed2010ghy@gmail.com](mailto:ed2010ghy@gmail.com)

दुरभाष नं./Tel. Nos. (0361) 2465052/2468833

फेक्स नं./ Fax No. (0361)2466746

TENDER NOTICE NO.  
F.NO.- D-16/01/Gau/2021

Date: - 08-06-2021

### NOTICE INVITING E-TENDER FOR HIRING OF VEHICLES FOR OFFICE OF THE ENFORCEMENT DIRECTORATE, GUWAHATI ZONAL OFFICE

E-Tenders are invited for the hiring of SUV or MPV commercial passenger vehicles along with drivers for the Office of the Enforcement Directorate, Guwahati Zonal Office, House No. 20, 2<sup>nd</sup> Floor, Bye Lane No. 1, Rajgarh Road, Guwahati-781003, Assam.

The details of the vehicle to be hired are as under: -

Sl. No	Category/Usage	Type of Vehicle	No. of Vehicles required	Cost Ceiling (Inclusive of GST)
1.	Vehicle to be used up to maximum of 2000 Kms in a month & monthly duty hours 300 hours.	SUV (Toyota Innova or Innova Crysta)	01 (one)	Rs. 50,000/- per month
2	Vehicle to be used to maximum of 2000 Kms in a month & monthly duty hours 300 hours.	Sedan (Maruti Suzuki Swift Dzire)	02 (two)	Rs. 40,000/- per month
3.	SUV vehicle (Need basis/ per day) fixed rate upto 80 Kms & 10 Hrs.)	(Toyota Innova)	01 (one)	
4.	Sedan Vehicle (Need basis/ per day) fixed rate upto 80 Kms & 10 Hrs.)	(Maruti Suzuki Swift Dzire)	01 (one)	

Tender documents may be downloaded from Central Public Procurement Portal (CPPP) at <https://eprocure.gov.in/epublish/app> or from the website of Enforcement Directorate at <https://www.enforcementdirectorategov.in> .

Bids shall be submitted offline only. Instructions for offline Bid submissions are given in Annexure-F.



*Bose.*  
8/6/2021

Bidders have to follow the terms and conditions laid down in Annexure-A of Tender documents. The tender shall be submitted offline in two parts viz. technical bid and financial bid as in Annexure -B and Annexure -C respectively.

The bidder should sign all the tender documents such as Annexure-A (Terms & Conditions), Annexure-B (Technical Bid), Annexure-C (Financial Bid), Annexure - D (Price Bid Undertaking), Annexure-E (Tender Acceptance letter) and send the hard copies to Office of the Enforcement Directorate, Guwahati Zonal Office, House No. 20, 2<sup>nd</sup> Floor, Rajgarh Bye Lane No. 1, Guwahati-781003, Assam. The bidders should quote their price only in format downloaded from the site. Sample is given in Annexure - C and put in a separate sealed cover inside the bid documents. All the pages of bid being submitted must sequentially numbered by the bidder irrespective of nature of content of the documents before submission.

A Bidder who has downloaded the tender from the Central Public Procurement Portal (CPPP) website <https://eprocure.gov.in/epublish/app> or from the website <https://www.enforcementdirectorate.gov.in> shall not tamper/modify the tender form in any manner. In case, if the same is found to be tampered / modified in any manner, tender will be completely rejected.

The critical dates for bid Submission and processing are as under:

Bid Published Date	08.06.2021
Bid Document Download Start Date	09.06.2021
Bid Submission Start Date	09.06.2021
Bid Document Download End Date	29.06.2021 (04.00 PM.)
Bid Submission End Date	30.06.2021 (04:00 PM.)
Technical Bid Opening Date	30.06.2021 (04:00 PM.)

Interested bidders/service providers are advised to visit CPPP website <https://eprocure.gov.in/epublish/app> or <https://www.enforcementdirectorate.gov.in> regularly till closing date of submission of tender for any corrigendum / addendum/ amendment.

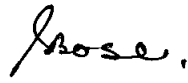
For any query / assistance related to the notice and for submission of bid, bidders can contact Sri Chandramanishi Kumar, Asstt. Director (Admn.) through his cell number 7086085454.

Financial bids of only those bidders would be considered, who have qualified in technical bid and final approval will be given only after actual inspection of the vehicles.

The method of selection of bid would be on L1 basis i.e., the bidder who has quoted the lowest monthly charges (inclusive of GST).

In the event of any of the above-mentioned date being subsequently declared as a holiday / closed day for this office, the tenders will be opened on the next working day at the scheduled time.

This office reserves the right to accept or reject any or all tenders without assigning any reason.

  
(SWAPAN BOSE) 8.6.2021.  
DEPUTY DIRECTOR  
GWZO, GUWAHATI

## ANNEXURE –‘A’

### TERMS AND CONDITIONS

**1. Type of the vehicles required to be supplied:**

Sl. No	Category	Type of Vehicle	No. of Vehicles required	Cost Ceiling (Inclusive of GST)
1.	Vehicle to be used up to maximum of 2000 Kms in a month & monthly duty hours 300 hours.	SUV (Toyota Innova or Innova Crysta)	01 (one)	Rs. 50,000/- per month
2.	Vehicle to be used to maximum of 2000 Kms in a month & monthly duty hours 300 hours.	Sedan (Maruti Suzuki Swift Dzire)	02 (two)	Rs. 40,000/- per month
3.	SUV vehicle (Need basis/ per day) fixed rate upto 80 Kms & 10 Hrs.)	(Toyota Innova)	01 (one)	
4.	Sedan Vehicle (Need basis/ per day) fixed rate upto 80 Kms & 10 Hrs.)	(Maruti Suzuki Swift Dzire)	01 (one)	

2. Financial bids of only those bidders would be opened, who have qualified in respect of the technical bid and final approval will be given only after actual inspection of the vehicle.
3. The contract for the above vehicles shall be valid for an initial period of one year starting from date of signing the contract, subject to terms and conditions mentioned herein.
4. The vehicle shall be attached with the Office of the Joint Director, Enforcement Directorate, Guwahati Zonal Office.
5. The bidder should have sufficient numbers of vehicles and drivers with them. In case of breakdown of vehicle or non-availability of driver at any time, the bidder shall provide substitute vehicle / driver as the case may be. The Bidder should have adequate number of telephones for contact round the clock.
6. The vehicles should not be older than two years as on date of submission of tender and should be in excellent working condition. The bidder should mention the year of manufacture of the vehicles.

7. The vehicle should be commercially registered with the concerned authority of Central/State Govt.
8. The Bidder shall provide dedicated drivers with the vehicles and any change in vehicle and/or driver should be made only in very exceptional circumstances.
9. In case of vehicle breakdown, a substitute vehicle shall be provided by the Bidder immediately. In case the vehicle does not report within the reasonable time or does not report at all, the Department shall have the right to hire a vehicle from the market and the additional cost incurred by the Department will be borne by the Bidder.
10. The driver employed with the vehicle should satisfy the following conditions:
  - (i) The driver should have a valid Driving License for driving passenger vehicles on hire and should have a clean driving record.
  - (ii) The driver shall observe all the etiquette and protocol while performing duty & shall be neatly dressed.
  - (iii) The driver should be well versed with the roads and the places in and around Guwahati and other North-Eastern States and should have experience in all terrain driving.
  - (iv) Any change in the designated driver should be intimated to this office 24 hours before such change.
  - (v) Driver should possess a mobile phone.
  - (vi) Driver should not be addicted to alcohol and other addictive substances.
  - (vii) The driver must follow traffic rules and all other regulations prescribed by the Govt. from time to time.
  - (viii) The driver should always remain with the vehicle during the entire period of duty. In case of urgency, the driver should seek permission of the concerned officers.
  - (ix) The vehicle should be parked in designated parking place only, while in office or in transit.
  - (x) Being an intelligence agency the Driver should maintain the official secrecy.
11. The billing will be done on monthly basis. Bills preferably typed and in triplicate in connection with the service shall be submitted to the Joint Director, Enforcement Directorate, Guwahati within the first week of each successive month.
12. The rates quoted should be inclusive of the Goods and Services Tax (GST). No GST will be paid if the Bidder fails to provide proof of valid GST registration. All taxes, fee, levy, insurance charges etc. other than GST would

be borne by the Bidder. Agreed rate as per agreement will not be revised during the agreement period.

13. The vehicle shall be provided on any day including Saturday, Sunday and Holidays, if required by hirer.
14. A daily record indicating time and mileage for each vehicle shall be maintained in a log book.
15. The Joint Director, Enforcement Directorate, Guwahati reserves the right to reject all or any of the offers without assigning any reason thereof and the decision of this office shall be final and binding.
16. In order to ensure day-to-day functionality of hirer, service provider shall not keep changing or rotating vehicle and driver, except if the hirer so indicates in case of any eventuality or unsuitability.
17. The Second Party will comply with labour laws in force and all liabilities in this connection will be pertaining to the service provider.
18. As far as possible, the same car will be deployed and the driver would not be changed without any prior notice. In case, the car/driver is changed without prior notice and the substitute vehicle/driver is not found suitable, 75% of the charges payable for the day/s the new driver/taxi is deployed would be deducted on each occasion on pro-rata basis.
19. Contract charges include Monthly salary of the driver, repairs and maintenance of vehicle, insurance, fuel etc. and also any other incidental expenses in relation to the care would be provided by the agency.
20. It is the sole responsibility of the agency to obtain all the necessary clearance and permissions from RTO and any other agencies and in case of any default no charges will be paid by this office.
21. The vehicle must be made available at any time on any day as required by the Department.
22. The vehicle should be kept with sufficient stock of fuel. However, in case of emergency, if any officer pays for refuel, the same should be reimbursed by the Bidder on production of the bill.
23. The vehicle should be kept neat and clean and odour free and in perfect running condition with clean interiors and proper upholstery suitable for official use.

24. On awarding of the contract, the Bidder has to furnish to the Department the certified copies of Registration Certificates, driver's driving license, insurance certificate and pollution control certificates.
25. In case of any accident, all the claims arising out of it shall be met by the Bidder.
26. In the event of the award of the tender and prior to execution of the contract, the Bidder would be required to produce the vehicles in the Office of the Joint Director, Enforcement Directorate, Guwahati for physical verification / inspection.
27. During the period of Bid validity, the Bidder will not be allowed to withdraw or modify the bid and if awarded, they are required to sign the contract.
28. In case of default on the part of the agency to provide the vehicle for more than three occasions during the contract period, the contract will be terminated and awarded to another firm at the risk and cost of defaulting firm.
29. The hirer 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 recognizes no employer-employee relationship 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.
30. The service provider shall undertake not to identify the Department against all damages/charges arising an account of or connected with the negligence of the service provider or his staff or any person under his control whether in respect of accident/injury to the person or damages to the property of any member of the public or any person or in executing the work or otherwise and against all claims and demand thereof.
31. In the event of the hired vehicle developing snags, the service provider will ensure that a replacement vehicle is provided on priority and in case of failure to make alternative arrangements, the Department will be at liberty to hire other vehicle and the cost incurred an account of such hiring shall be at the expense of the service provider.
32. The hirer reserves the right to charge penalty Rs. 500 per hour of delay for non provision of vehicle in time and Rs. 500 per instance of misbehavior of driver.



33. The hirer reserves the right to terminate the contract at any time without assigning any reasons whatsoever.
34. The contract can be cancelled after a prior notice of one month from either side, in the event of poor service or violation of any of the conditions stipulated or any other reasons.
35. A penalty of Rs. 1500/- per day per vehicle may be levied if any vehicle or driver or Bidder fails to meet above terms & conditions on any day.
36. Actual parking charges, toll taxes/inter-state taxes for journeys will be reimbursed along with the hiring charges bill on production of the same.
37. Any matter during the period of contract agreement, which has not been specifically covered by the agreement, shall be decided by the Joint Director, Enforcement Directorate, Guwahati whose decision shall be final and conclusive.
38. In case of any dispute of any kind and in any respect whatsoever, the decision of the Joint Director, Enforcement Directorate, Guwahati shall be final and binding.

We agree to the above terms and conditions.

Signature and Name with Date \_\_\_\_\_

Name of the Firm / Agency \_\_\_\_\_

Seal / Stamp:



## ANNEXURE-"B"

### (TECHNICAL BID)

1	Name, address and telephone / mobile no. of the tenderer i.e. the Applicant Contractor	
2	Permanent Account No. (PAN) (copy of the PAN to be submitted)	
3	Goods and Services Tax Registration No., if any. (Copy of the Certificate to be submitted)	
4	No. of years of experience of running a fleet of vehicles on hiring basis	
5	Make, Model and Year of manufacture of Vehicle	
6	Whether the Vehicle(s) is/are registered as commercial vehicles. (Copy of the RC and tax paid to be submitted)	
7	No. of Drivers available with	
8	Self-certification that no criminal case is pending against the applicant and drivers	
9.	Vehicle to be provided by the Contractor should have the comprehensive insurance to cover all risks as per the Motor Vehicles Act and relevant rules and regulations of the State Government and Central Government	
10.	Has your firm/company been black listed at any time in the past by any organization?	

### DECLARATION

I/We hereby certify that the information furnished above is true and correct to the best of my/our knowledge. I/We understand that if any deviation from the above statement is found / noticed at any date / stage, I/We shall be blacklisted and will not have any dealing with the department in future. I hereby confirm that I am authorized to sign the Tender Document.

Signature

Name of the Authorized signatory

Seal / Stamp.





**FINANCIAL BID**

Name, Address and Contact No. of the Tenderer:

Name, Address of the Proprietor/Partner/Director:

GST Registration Number:

Rate per Car (Inclusive of GST)

Category of Car	Rate in Rs. (Inclusive of GST)	Extra KM Charges in Rs./ KM	Night Halt Outside Guwahati In Rs./night
<b>SUV Vehicle (Toyota Innova)</b> (for a month subject to a Maximum of 2000 KM in a month & Monthly duty hours 300 hrs.)			
<b>Sedan Vehicle (Maruti Suzuki Swift Dzire)</b> (for a month subject to a Maximum of 2000 KM in a month & Monthly duty hours 300 hrs.)			
<b>SUV Vehicle (Toyota Innova)</b> (Need Basis/per day) (fixed rate upto 80 kms & 10 hrs.)			
<b>Sedan Vehicle (Maruti Suzuki Swift Dzire)</b> (Need Basis/per day)(fixed rate upto 80 kms & 10 hrs.)			

"I have read the Terms and Conditions of the Tender Notice".

Signature  
Name of Authorized Signatory  
Seal/Stamp

**ANNEXURE – D**

**PRICE BID UNDERTAKING**

From: (Full name and address of the Bidder) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To,  
The Joint Director,  
Enforcement Directorate,  
Guwahati Zonal Office,  
Guwahati

Dear Sir,

I submit the Price Bid for hiring of one number of \_\_\_\_\_  
\_\_\_\_\_ (provide the make, model and  
year of manufacture of the car) and related activities as envisaged in the Bid document.  
**(Bidders should NOT quote the price here. It should be given only in the format in  
annexure- C)**

2. I have thoroughly examined and understood all the terms and conditions as contained in the Bid document, and agree to abide by them.
3. I offer to work at the rates as indicated in the price Bid, Annexure C inclusive of all applicable taxes.
4. I/We undertake that I /We have carefully studied all terms and conditions of the tender and shall abide by them. Further, it is certified that I/We have never been blacklisted by any Govt./PSU Department.

Yours Faithfully,

Signature of the bidder or  
Authorized Representative with  
Name and Contact No.:  
Seal / Stamp

**ANNEXURE-E**  
**TENDER ACCEPTANCE LETTER**  
(To be given on company/firm/agency Letter Head)

Date:

To,

The Joint Director,  
Enforcement Directorate,  
Guwahati Zonal Office,  
Guwahati

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: \_\_\_\_\_

Name of Tender / Work: \_\_\_\_\_

Dear Sir,

1. I/ We hereby certify that I / we have read the entire terms and conditions of the tender documents (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.
2. The corrigendum(s) issued from time to time by your department/ organization have also been taken into consideration, while submitting this acceptance letter.
3. I / We hereby unconditionally accept the tender conditions of the above mentioned tender document(s) / corrigendum(s) in its totality / entirety.
4. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/ Public sector undertaking.
5. 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.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

## Annexure-F

### Instructions for Offline Bid Submission:

The bidders are required to submit hard copies of their bids by speed post/ by hand or through courier. The instructions given below are meant to assist the bidders in submitting their bids offline to the Office of the Enforcement Directorate, Guwahati Zonal Office, House No. 20, 2nd Floor, Rajgarh Bye Lane No. 1, Guwahati-781003, Assam.

### SEARCHING FOR TENDER DOCUMENTS

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal. However the bidder can search the tender document in the website of Enforcement Directorate.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective, "My Tenders" folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help they may seek it from the Helpdesk of CCP.

### PREPARATION OF BIDS

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. This will lead to a reduction in the time required for bid submission process.

### SUBMISSION OF BIDS

1. Bidder should visit and take the note of the notice and submit the hard copies on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
2. The bidder has to sign all the required bid documents one by one as indicated in the tender document.

3. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. No other cells should be changed. If it is found to be modified by the bidder, the bid will be rejected.
4. The bidder should submit the bids documents in a sealed cover superscripted "Quotation for Hiring of Vehicle"
5. The bidder should obtain a copy as acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

#### ASSISTANCE TO BIDDERS

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.