



Safe Economy - Safe India

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)

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

Dated: -10-2021

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 Operational AC Vehicle on monthly basis for a period of one year on the following terms and conditions:-

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

Sl. No.	Category/ Usage	Type of Vehicle	No. of Vehicles required	Cost Ceiling (Inclusive of GST)
i.	Vehicle to be used up to maximum of 2000 Kms in month & monthly duty hours 300 hours	Operational Vehicle (Innova Crysta, Ertiga, Bolero, etc.)	01	Rs. 40, 000/-

1. The Monthly charges payable shall be all inclusive i.e salary of driver, fuel, maintenance, insurance, taxes and any other incidental expenses etc. The night charges shall be applicable in case of late hours duty.

2. The cost of the contract shall be valid for initial contract period. No price escalation, other than revision of rates per month, shall be entertained.
3. Driver should be well versed about hilly areas driving and also it is expected he must be known to places of Himachal Pradesh.
4. Driver must be habituated to adjust in extreme weather of Himachal Pradesh.
5. A log book specifying daily reporting and relieving time as well as daily opening and closing meter reading shall be maintained in the vehicle.
6. In case of breakdown, alternate arrangements have to be provided by the service provider immediately.
7. 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.
8. The Directorate will not be responsible for any damage to the vehicle or occurrence of any untoward incident etc. during usage by the Directorate.
9. The vehicle shall be provided on any day including Saturday, Sunday and closed holidays if required by this Directorate.
10. 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.
11. In case of breakdown of vehicle on duty, the agency shall make arrangement for providing another vehicle without any extra charges.
12. 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.

13. 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.
14. 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.
15. LPG Cylinder should not be used for running the vehicle in any case.
16. The driver of the vehicle should maintain utmost work discipline. The driver deputed on duty should be well conversant with roads and routes.
17. The service provider should ensure that there is no due like instalment/insurance etc.
18. Payment shall be made only on monthly basis and on receipt of the bill.
19. 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
20. 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.
21. The bidder should be a registered firm/company.
22. 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 21.11.2021 till 4:00 PM and the same will be opened on 5:00 PM same day.
23. 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.

24. 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,
25. 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.
26. 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.
27. The successful tenderer will have to sign an agreement with the Department for these terms and conditions.
28. 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.
29. 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 commences, the driver deployed with the vehicle shall not be changed unless and until asked by this Directorate.
30. The tenderer should furnish an undertaking that he or his firm has not been blacklisted by any organization/Govt. Department for any reason on the submission of bid.
31. If the service is satisfactory it can be extended further.
32. 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.

प्रति प्रेषित:-



चिन्तन रघुवंशी
(चिन्तन रघुवंशी)

उप निदेशक, शिमला
चिन्तन रघुवंशी (भा.रा.से.)
उप-निदेशक, प्रवर्तन निदेशालय
राजस्व विभाग, वित्त मंत्रालय
भारत सरकार, शिमला (हि.प्र.)

1. The Deputy Director (Admn), Directorate of Enforcement, Hqrs office, 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.



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