



भारत सरकार / GOVERNMENT OF INDIA

कार्यालय संयुक्त निदेशक, प्रवर्तन निदेशालय, हैदराबाद जोनल कार्यालय,
OFFICE OF THE JOINT DIRECTOR, ENFORCEMENT DIRECTORATE, HYDERABAD ZONAL OFFICE

तीसरा तल, शककर भवन, बशीरबाग, हैदराबाद 500004

3RD FLOOR, SHAKAR BHAVAN, BASHEERBAGH, HYDERABAD-500004

फोन नं / PHONENO: 040-2321 4726/2321 5108, फैक्स नं / FAXNO : 040 -2321 4620

फा.सं / F.No. D-16/1/HYZO/2015

दिनांक / Date:10/04/2018

NOTICE INVITING QUOTATIONS FOR HIRING OF VEHICLE FOR DIRECTORATE OF ENFORCEMENT, HYDERABAD

Tenders are invited from reputed service providers for the hiring of **1 (one) Sedan Vehicle (viz., Swift Dzire/Etios/Innova)** for use by the office of the Joint Director, Directorate of Enforcement, Hyderabad Zonal Office, No.5-10-174, Shakar Bhavan, Basheerbagh, Hyderabad-500 004 (hereinafter also referred as 'the hirer') for the current financial year i.e., upto 31.03.2019 (or shorter period as may be decided by hirer). Interested parties may submit their bids for providing one (01) Sedan vehicle upto 30-31 days in a month subject to a maximum of 2000 KM in a month. The quotations should be submitted as per two bid system i.e. Technical and Financial bid which should be submitted separately in two different sealed envelopes. These envelopes shall be super-scribed "FINANCIAL BID" and "TECHNICAL BID" and put inside a bigger sealed envelope which shall be super-scribed with the words, "TENDER FOR HIRING OF VEHICLE" and addressed to the Joint Director, Directorate of Enforcement, Hyderabad Zonal Office, No.5-10-174, Shakar Bhavan, Basheerbagh, Hyderabad-500 004.

2. The sealed tenders can be sent by post on the above mentioned address or can be submitted in person in the Office between 1100 hrs to 1700 hrs on all working days till the closing date i.e. 22.05.2018. The tenders will be opened on the next working day i.e. 23.05.2018 at 1500 hrs. The applicants who wish to be present at the time of opening of the Tenders may do so themselves or through their authorized representative at the appointed date and time.

3. The Financial Bids of only those bidders shall be opened, whose Technical Bids are qualified. The format of the technical bid and financial bid is enclosed as Annexure-A and Annexure-B.

4. The terms and conditions of the Tender are as under:

- a) The rate quoted should be for a commercially registered vehicle that is new or up to 2 years old and without any accident history, in excellent and neat exterior, interior and running condition and the same should also be maintained during period of hire.
- b) The vehicle shall be provided on any day including Saturday, Sunday and Holidays, if required by the hirer. No extra payment will be made for providing the vehicle on Saturday, Sunday or holidays;
- c) Zero based mileage i.e. mileage starting and ending at/from duty or drop off location shall be adopted for the purposes of calculating the kilo meters.
- d) The bidder should have arrangements for establishing contact and round the clock service.
- e) The bidder should be registered with the Service Tax Department and hold PAN. Service Tax will not be reimbursed, if the Service Provider fails to produce proof of payment of Service Tax.
- f) The billing will be done on monthly basis and bills to be submitted in triplicate by the 5th of the succeeding month.
- g) The vehicle provided should comply with laws in force in India.
- h) The driver should have valid driving license and comply with all the relevant laws in force and he should be adequately experienced, and maintain decency, politeness, neat dress and good habits.
- i) The driver should be equipped with a functional mobile phone at the bidder's cost, for contact purposes. Driver should be well versed with the routes and locations in entire Hyderabad and its surrounding areas. Driver/service provider shall maintain log-book with vehicle indicating the day to day running mileage.
- j) Once hired, the vehicle will not be put to use for any other purpose, and the vehicle and driver will work under the over all supervision of the department.
- k) In order to ensure day to day functionality of hirer, once hired, service provider shall not keep changing or rotating vehicle and driver, except if the hirer so indicates in case of any eventuality or unsuitability.

- l) The bidder will comply with labour laws in force and all liabilities in this connection will be his.
- m) If the contract is awarded, the bidder will provide to the department, the complete details of vehicles, certified copies of the RC books, comprehensive insurance policies as well as full details of deployed driver, his address, copy of his driving license.
- n) 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 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.
- o) In case of any accident, any and all the claims and damages arising there from shall be met by the service provider.
- p) The service provider shall undertake to indemnify the department against all damages/charges arising on 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.
- q) 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 arrangement, the Department will be at liberty to hire other vehicle and the cost incurred on account of such hiring shall be at the expense of the service provider.
- r) The department 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.
- s) The department reserves the right to terminate the contract without assigning any reason by giving two days notice.
- t) Department shall not make any advance payments and payments shall be made only on the basis of monthly bills submitted by the 5th of the succeeding month.

- u) the Joint Director, Directorate of Enforcement, Hyderabad Zonal Office, No.5-10-174, Shakar Bhavan, Basheerbagh, Hyderabad-500 004 reserves the right to require fulfillment of other conditions, not expressly mentioned, which are consistent with use of vehicles on hire with this office, and to reject any or all tenders without assigning any reason there for.
- v) In case of dispute, the decision of the Joint Director, Directorate of Enforcement, Hyderabad Zonal Office, No.5-10-174, Shakar Bhavan, Basheerbagh, Hyderabad-500 004 shall be final and binding.



(V. PHANI KUMAR)
ASSISTANT DIRECTOR (Admn.)

Copy to:

1. The Notice Board of the Directorate of Enforcement, Hyderabad.
2. The Deputy Director (Computers.), Head Quarters, Directorate of Enforcement, New Delhi with a request to upload the same in the official website of Directorate of Enforcement.



ANNEXURE 'A'

TECHNICAL BID

Name, Address and Telephone no of Tenderer:

Name and address of the Proprietor /Partner/ Directors:

Please put a tick mark against the appropriate entry:

- | | | |
|---|---|----------|
| 1 | The vehicle is registered as commercial Vehicle | Yes / No |
| 2 | We have attached photocopy of RC Book offered in this tender | Yes / No |
| 3 | We have valid Service Tax Registration | Yes / No |
| 4 | We have attached copy of Service Tax Registration | Yes / No |
| 5 | We have valid PAN | Yes / No |
| 6 | We have attached copy of PAN | Yes / No |
| 7 | In 2017-18 provided vehicles on hire for over 6 months to Central/State Government /Public Sector offices | Yes / No |
| 8 | If reply to 7 above is yes, then provide names of the offices | |

"I have read the terms & conditions of the Tender Notice."

Signature
Name of Authorized Signatory
Seal/Stamp

ANNEXURE 'B'

FINANCIAL BID

Name, Address and Telephone no of Tenderer:

Name and address of the Proprietor/Partner/Directors

Service Tax Registration Number

Rate per car (Exclusive of Service Tax)

Category of car [Sedan Vehicle (up to 30-31 days subject to a maximum of 2000 km in a Month)]	Rate in Rs. (exclusive of Service Tax)	Extra Km. Charge in Rs./Km.

"I have read the terms & conditions of the Tender Notice"

Signature
Name of Authorized Signatory
Seal/Stamp