



**DIRECTORATE OF ENFORCEMENT
(PREVENTION OF MONEY LAUNDERING ACT, 2002 & FOREIGN
EXCHANGE MANAGEMENT ACT, 1999)**

Delhi Zonal Office

MTNL Building, 1st & 2nd Floor, J.L. Nehru Marg, New Delhi – 110002.

F.No.D-16/1-Del/2018-19

Dated: 11.07.2018


TENDER NOTICE No.1/2018 dated 11 /07/2018

Tenders are invited by the Directorate of Enforcement Delhi Zonal Office-I in sealed envelopes from eligible experienced and reputed service provider for hiring two Non-AC vehicle (Taxi) on monthly basis for a period of one year from 01.10.2018 to 30.09.2019 on the following terms and conditions:-

1. Vehicles will be hired for 20-25 days in a month subject to a maximum of 2000 km.
2. The hired vehicles shall be used within the jurisdiction of the Directorate of Enforcement, Delhi Zonal Office, (within Delhi & NCR). The Vehicle should be registered in NCR of Delhi.
3. The monthly charges payable shall be all inclusive i.e. salary of driver, fuel, maintenance, insurance, taxes and any other incidental expenses.
4. A log book specifying daily reporting and relieving time as well as daily opening and closing meter reading shall be maintained in the vehicle.
5. In case of break down, alternate arrangements have to be provided by the service provider immediately.
6. Payment shall be made only on monthly basis and on receipt of the bill.
7. The latest/new vehicle will be given preference. The Year of registration of the vehicle should not be prior to the year 2014. The vehicle should possess excellent, neat exterior and interior and 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 Department will not be responsible for any damage to the vehicle or occurrence of any untoward incident etc. during the usage by the Department.
9. The Driver of the vehicle should maintain utmost work discipline. The Driver deputed on duty should be well conversant with roads and routes of Delhi and

10. The vehicle shall be provided on any day including Saturday, Sunday, and closed holidays if required by the Department. Hiring charges shall be on the basis of zero based mileage, i.e. mileage starting/ending from/at the office of Directorate of Enforcement, Delhi Zonal Office, MTNL Building, Jawaharlal Nehru Marg, and New Delhi.
11. 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.
12. 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.
13. Quotation in sealed envelopes superimposed with "Quotation for hiring of vehicles" addressed to the Joint Director, Director of Enforcement , Delhi Zonal Office-I , MTNL Building, 1st and 2nd Floor, Jawarlal Nehru Marg, New Delhi, shall be submitted on or before 17.08.2018 at 05 p.m.
14. Bids received later than the stipulated date 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.
15. The Sealed envelopes containing quotations will be opened on 20.08.2018 at 11.am. The Parties who wish to be present at the time of opening of tenders can present themselves in person or through their representative with an authority letter for the said purpose.
16. TDS @ 2 % will be deducted by the Department from the monthly bill amount and the service provider has to submit his PAN to the Department for the said purpose.
- 17. Quotations may also be provided on hourly/Daily basis for hiring the vehicles for serches.**
18. The bidder should be a registered firm/company.
19. In case of any mishap/accident, all the claims arising, shall be met by the vehicle provider; and in case of any condition of the vehicle is found unsatisfactory, they shall be returned for immediate replacement. In case no replacement is provided on time, this Authority shall have the right to hire a vehicle from the market and additional coast incurred by the Authority shall be borne by the vehicle provider;
20. In case of any breakdown of vehicle on duty, the agency shall make arrangement for providing another vehicle. In such case, mileage from the garage to the point of break down would not be paid;
21. The vehicle provider should ensure that the driver(s) employed 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.

22. 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.
23. If the vehicle does not report for duty on any day (s) 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 any vehicle/agency fails to meet any above terms & conditions on any day.
24. Pre-receipted bill shall be submitted by the vehicle provider/agency in duplicate for payment of monthly bill duty supported with the copy of log book.
25. The renderer should furnish an undertaking that he or his firm has not been blacklisted by any organization/Govt. Department for any reason as on the submission of bid.
26. The successful renderer will have to sign an agreement with the Department for these terms & Conditions.
27. The agency shall ensure that the odometer of the vehicle provided is properly sealed so that no tampering is done with a view to inflate distance traveled.
28. The Agency should provide name & address of the driver and police verification report alongwith 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.
29. LPG Cylinders should not be used for running the vehicle in any case.
30. 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.


(Rakesh Chandra Sharma)
ASSISTANT DIRECTOR (ADMN.)

Copy to:

1. The Notice Board of the Directorate of Enforcement, Delhi Zonal Office, New Delhi.
- ✓ 2. The Deputy Director (Computer Section) Head Quarters, Directorate of Enforcement , New Delhi with a request to upload the same in the official website of Directorate of Enforcement.


(Rakesh Chandra Sharma)
ASSISTANT DIRECTOR (ADMN.)

Annexure 'A'

TECHNICAL BID

Name, Address and Telephone No. of Tenderer :

Name and address of 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 photocoy 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 2016-17 provided Vehicles on hire for over
6 months to Central/State Govt./Public Sector office
Yes/No
 8. If reply to 7 above is yes, then provide names of the office
Yes/No
- * I have read the terms & conditions of the Tender Notice.*

Signature
Name of Authorized Signatory

Seal/stamp

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	Rate in Rs. (exclusive of Service Tax)	Extra Km.charge in Rs./Km.
Two Vehicle (up to 20-25 days subject to a maximum of 2000 km in a month)		

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

Signature
Name of Authorized Signatory
Seal/Stamp