



भारत सरकार / GOVERNMENT OF INDIA

उप निदेशक का कार्यालय, प्रवर्तन निदेशालय, विशाखापट्टणम उप-आंचलिक कार्यालय
DIRECTORATE OF ENFORCEMENT, VISAKHAPATNAM SUB-ZONAL OFFICE

द. सं. ३९-३३-९३/२, प्लॉट सं. यम. रे. जि. २३०, माधवाधारा वुडा लेआउट, विशाखापट्टणम - ५३००१८
D.NO.39-33-93/2, PLOT NO. MIG-230, MADHAVADHARA VUDA LAYOUT, VISAKHAPATNAM-530018

त न / PHONE NO.: 0891-2725061

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फाइल सं./F.No. D-16/01/VKSZO/2017

दिनांक / Date: 03.01.2018

NOTICE

Directorate of Enforcement, Visakhapatnam Sub-Zonal Office invites quotations in sealed covers from reputed vendors for providing one vehicle (SUV/Sedan) for use in the Directorate of Enforcement, Visakhapatnam Sub-Zonal Office, D.No.39-33-93/2, Plot No. MIG-230, Madhavadhara VUDA Layout, Visakhapatnam- 530018 as per the Terms and Conditions as per Annexure-III to this letter.

Vendors who have sufficient experience in providing such services to various Government Departments, Public Sector Undertakings and Government Autonomous Organization, may apply/ participate. The period of contract shall be for a period of one year from 01.02.2018 to 31.01.2019 extendable at the discretion of the Directorate of Enforcement.

Interested vendors are requested to bid in two parts placed in separate envelopes super scribed as "Technical Bid" in proforma as per Annexure-I and "Financial Bid" in proforma as per Annexure-II as well as Demand Draft/Bankers Cheque of Rs.10,000/- in favour of " Deputy Director., Directorate of Enforcement, Visakhapatnam " payable at Visakhapatnam towards the earnest money. The above two bids and the Demand Draft should be placed in a bigger envelop which should be superscribed as 'Quotation for Supply of Vehicle' and addressed to the Directorate of Enforcement, Visakhapatnam Sub-Zonal Office, D.No.39-33-93/2, Plot No. MIG-230, Madhavadhara VUDA Layout, Visakhapatnam- 530018. The completed sealed tender should reach the above address by 12.00 hours on 29.01.2018. Bids received after the specified date/ time will not be accepted. The Quotations will be opened on 29.01.2018 at 17.00 hours., in the presence of the designated committee at the address as above. If any of the bidders likes to participate in the tender opening process, they may present themselves at the venue at the aforesaid time. This office reserves the right to reject any prospective application without assigning any reasons thereof and/or to postpone the date of receipt/opening of Tenders or to withdraw the same without assigning any reason thereof. If any information furnished by the agency is found to be incorrect at a later stage, the agency shall be liable to be debarred from providing the services and may face financial consequences. The bidder may inspect the premises on any working day during working hours, if needed.

(G.K. SUDHAKAR)
ASSISTANT DIRECTOR

TECHNICAL BID FOR TENDER-DATED 03.01.2018

FOR HIRING OF VEHICLE IN O/o THE DIRECTORATE OF ENFORCEMENT,
VISAKHAPATNAM

The interested parties are requested to provide the following information along with the quotations:-

(All the particulars furnished below must have documentary support with self attestation)

S. No.	Particulars	
1.	Name, Address and telephone no./ mobile no. of the vendor	
2.	AADHAR No. of the vendor/agency	
3.	Nature of Business	
4.	Income Tax assessment particulars, Ward/ Circle & PAN, Please furnish copies of Balance Sheet, P&L A/c, Computation of Income etc. along with returns filed for the last three Financial Years, if applicable.	
5.	Service Tax particulars with copies of returns filed for the last three Financial Years, if applicable	
6.	GST Registration Number	
7.	Number of vehicle owned with details along with proof of ownership	
8.	If the vehicle not owned is to be pressed in service, contract with the owner placing the vehicle at the disposal of the bidder should be furnished.	
9.	Turnover in the last three years, if applicable	
10.	Details of hiring of vehicle done in the past, if any. Names and address of the parties to whom vehicle was given on hire: Period for which the vehicle was hired out: Number of vehicles given on hire	
11.	Details of vehicle proposed to be provided i.e. make and the date of purchase.	
12.	Remarks if any, towards the services proposed to be provided	
13.	Details of Demand Draft/ Banker's Cheque in respect of Earnest Money of Rs.10,000/- (Demand Draft/ Banker's Cheque should be enclosed) in favour of "Drawing and Disbursing Officer, Directorate of Enforcement, Visakhapatnam" payable at Visakhapatnam.	



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Name and Signature of the Authorized Signatory with seal, stamp & date

FINANCIAL BID FOR TENDER DATED 03.01.2018

FOR HIRING OF VEHICLE IN O/o THE DIRECTORATE OF ENFORCEMENT,
VISAKHAPATNAM
RATE QUOTATION

1. Name, Address and telephone No. of :
the Tenderer
2. PAN No. :
3. Name and address of the proprietor/
Partner/ Directors and their PAN :
4. Make of the Vehicle and year of purchase :
5. Rate Chart of the vehicle :
(Exclusive of GST)

Note: The SUV/Sedan vehicle to be provided should have been registered on or after 01.10. 2016 or onwards and should be comfortable for long journey.

S. No.	Description	Rate
1.	For 2000 Kms. Per month	
2.	For every extra Kilometer beyond average 2000 Kms. Per month	

**Name and Signature of the Authorized
Signatory with seal, stamp & date**



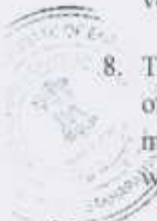
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GOVERNMENT OF INDIA
DIRECTORATE OF ENFORCEMENT, VISAKHAPATNAM

TERMS AND CONDITIONS OF THE TENDER FOR HIRING OPERATIONAL VEHICLE

1. The vehicle to be provided should be an SUV/Sedan vehicle in good condition **(registered on or after 01.10.2016)**.
2. The seat and seating arrangement in the vehicle must be comfortable for long distance journey.
3. The vehicle shall be at the disposal of O/o The Directorate of Enforcement, Visakhapatnam, for all the days including holidays during the contract period..
4. The quotations will be exclusive of all taxes for the vehicle. The quotations for the rates for the vehicle should be on monthly basis with the usage of average 2000 Km. per month.
5. The excess shall be carried over to next month onwards, with an overall limit of 24000 Km. per annum with the excess now over 24000 km to be paid for at the rate of extra charges per kilometer. The rates for extra mileage should be given separately.
6. While computing the amount payable as per clause (5) above on account of extra mileage, the rates will be for over and above agreed Kms. per annum, i.e. 24000 kms. For computing extra mileage of the vehicle, the total of unused kilometers of the vehicle of the operator/vendor at the year end shall be reduced.
Explanation: For the purpose of this clause, the unused kms. would mean the difference between cumulative agreed kms and the cumulative actual kms, run by the vehicle of the contractor, if the cumulative actual kms run is less than the cumulative agreed kms.
7. Contracted hire charges shall include monthly charges of driver, repairs and maintenance of vehicle, periodical servicing of the vehicle, insurance, petrol/diesel, oil and also any other incidental expenses in running and maintenance of vehicle.
8. The driver should be paid his monthly salary well in time and preferably before 7th of the next month failing which this department reserves the right to deduct a minimum/lumpsum of Rs. 8000 per month from the monthly hire charges payable, which shall be paid to the driver directly.



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9. In case of any accident or any other contingency, any claim arising out of it shall be borne by the vendor only and no claim whatsoever shall be borne by the O/o Directorate of Enforcement, Visakhapatnam.
10. The vehicle shall be kept neat and clean and in perfect running condition and should be provided with neat and clean seat covers, floor mats, window-curtains etc.
11. If the vehicle is out of order, the vendor shall provide a substitute vehicle immediately. In case the vehicle does not report on time/ does not report at all, the O/o Directorate of Enforcement, Visakhapatnam shall have the right to hire any other vehicle from the market and the additional cost incurred by this Office shall be borne by the vendor/ shall be deducted from the monthly hire charges payable.
12. Payment shall be made by the O/o Directorate of Enforcement, Visakhapatnam after the end of every month on the presentation of the bill duly supported by copy of Log book within a reasonable time. However, no interest is payable on delayed payment if at all it occurs.
13. The fuel tank should ordinarily be always filled to its full capacity whenever a refilling is being done. Further, there should be no undue or unreasonable delay in refilling failing which the Directorate of Enforcement, Visakhapatnam reserves the right to fill it at its own cost and deduct the same from monthly hire charges payable.
14. The driver running the vehicle should have valid driving license and the vehicle should be registered with the concerned authorities of Central/ State Govt. A certificate to this effect should be provided. The driver of the vehicle provided must follow all the traffic rules and other regulations prescribed by the Governments from time to time.
15. The driver must be provided by the vendor adequate transportation facilities from his place of residence to the office or the residence of the officer to whom vehicle is assigned or is to be reported. He should always carry a mobile phone in working condition for which no separate payment will be made by the O/o Directorate of Enforcement, Visakhapatnam and he should not use mobile phone while driving.

16. The contract between the O/o Directorate of Enforcement, Visakhapatnam and the Transport Operator/ vendor can be cancelled within a notice period of 30 days by either side without assigning any reasons whatsoever.

Serious view shall be taken if any vehicle fails to meet the terms and conditions prescribed herein on any day of operation. However, in case of frequent violations of the terms and conditions, the contract shall be cancelled forthwith at the risk and cost of the vendor.



18. The driver must observe all the etiquette and protocol while performing his duties. He must be neatly dressed, should wear preferably proper uniform and must carry a mobile phone in working condition, for which no separate payment shall be made by the Directorate of Enforcement, Visakhapatnam. If after two verbal/written reminders, the vendor does not take action in this respect, then, the O/o Directorate of Enforcement, Visakhapatnam, may bear the expenses and which shall be deducted from the bill of the immediately succeeding month.
19. The driver should always remain with the vehicle during the entire period of duty. In case of any need, he should seek permission of the concerned officers.
20. The vendor and driver shall be bound to carry out the instructions of the O/o Directorate of Enforcement, Visakhapatnam as well as of the Officers to whom the vehicle is assigned.
21. Dedicated vehicle and driver must be provided. Changes will be allowed only in exceptional circumstances with the permission of the O/o Directorate of Enforcement, Visakhapatnam. The vehicle must be made available at any time of any day as desired by the Officer concerned.
22. Tender Committee of the Directorate of Enforcement, Visakhapatnam, reserves the right to accept or reject any or all the quotations/ tenders without assigning any reasons whatsoever.
23. The vehicle is to be provided for duty from 01.02.2018.
24. While submitting the tender, the transport operator shall be required to submit copies of the Registration Certificate and comprehensive Insurance Policies of the vehicle being offered for hire and also the photograph of the vehicle.
25. This contract shall be effective for duration of one year from the date of signing the contract or 01.02.2018, whichever is later, unless terminated earlier as per clause No. 16 and/or 17 mentioned above. The contract may be extended from time to time as mutually agreed upon and keeping in view the rate fluctuation of fuel, driver's salary, other maintenance expenses etc. and subject to satisfactory performance of the vendor.
26. The vendor would maintain daily logbook which should necessarily be signed by the officer concerned on the opening and closing of the day at the end, indicating time and kilometres run.
27. The rate of the vehicle should be specified (exclusive of GST) for 2000 kms. on monthly basis (reckoned from time of reporting to the time of release). Charges for additional distance after 2000 km per month should also be specified in the enclosed proforma Annexure-II (Financial Bid).



28. Payment of minimum charges agreed upon shall be on monthly basis provided that if the contract does not commence/end in the beginning/end of a month, payment of minimum monthly charges will be made on proportionate basis.
29. Payment shall also be made on actual usage of the vehicle by the Department over a period of one year, over and above the minimum charges agreed upon on monthly average basis, on completion of a year as per computation provided in clause(6) above.
30. **Bid received without earnest money shall be summarily rejected without assigning any reason thereof and the agency/vendor/transport operator shall have no right to represent against it, even if, his quotation happens to be lowest.** Earnest money received from the agencies except the successful bidder/ agency, will be returned without interest immediately **after the process of selection of bid/ quotation is over and successful bidder will receive it after agreement & deposit of Security Money. A successful bidder, receiving the contract, has to deposit Rs.25,000/- as Performance Security in form of an Account payee Demand Draft, Fixed Deposit Receipt from a Commercial Bank, Bank Guarantee from a Commercial Bank having the validity period of sixty days beyond the date of completion of all contractual obligations, which may be forfeited on refusal/ breach of the contract from his/ her side. It will be refundable after completion of the Contract period without any interest thereon.**
31. In case of any dispute of any kind and in any respect whatsoever, the decision of Deputy Director, O/o Directorate of Enforcement, Visakhapatnam, shall be final and binding on the vendor.
32. This office reserves the right to require fulfilment of other conditions, not expressly mentioned, which are consistent with the use of vehicle on hire by this office.
33. Office Emblem/Logo/Govt. of India should not be displayed on the vehicle when not used by the officers.

Place: Visakhapatnam
Date: 03.01.2018




03/01/18
(G.K. SUDHAKAR)
ASSISTANT DIRECTOR
Directorate of Enforcement
Visakhapatnam Sub-Zonal Office
Visakhapatnam