



भारत सरकार

Government of India

अपर निदेशक का कार्यालय, कोलकाता जोन-1

Office of the Additional Director, Kolkata Zone-I

प्रवर्तन निदेशालय/ DIRECTORATE OF ENFORCEMENT

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मिसिल सं./ File No. D-16/01/Kol/2019/6875

दिनांक/Date- 24.01.2022

प्रवर्तन निदेशालय, कोलकाता के परिचालन वाहनों को किराए पर लेने के लिए दो बोली प्रणाली के तहत निविदा आमंत्रण सूचना।

विशेष निदेशकका कार्यालय, प्रवर्तन निदेशालय, कोलकाता द्वारा दो बोली प्रणाली (अर्थात तकनीकी बोली और वित्तीय बोली) में मासिक किराये के आधार पर, ड्राइवर सहित परिचालन वाहनों को किराए पर लेने हेतु पंजीकृत/वाणिज्यिक वाहन सेवा प्रदाताओं से टेबल-क में दी गई विवरण के अनुसार वाहन उपलब्ध कराने के लिए मुहरबंद निविदाएं आमंत्रित की जाती हैं। ये वाहन पूरे पश्चिम बंगाल राज्य में परिचालित होंगे।

2. निविदा दस्तावेज सी.पी.पी.पी. पोर्टल की वेबसाइट <http://www.eprocure.gov.in> और विभाग की वेबसाइट <http://www.enforcementdirectorate.gov.in> से डाउनलोड/ देखे जा सकते हैं।

महत्वपूर्ण तिथियां

निविदा प्रक्रिया	तिथियां
निविदा दस्तावेज प्राप्त करने/डाउनलोड करने की प्रारंभिक तिथि और समय	25.01.2022, पूर्वाह्न 11 बजे से
निविदा जमा करने की प्रारंभिक तिथि और समय	26.01.2022, पूर्वाह्न 11 बजे से
निविदा जमा करने की अंतिम तिथि और समय	24.02.2022, अपराह्न 3 बजे तक
तकनीकी निविदा खोलने की तिथि और समय	24.02.2022 अपराह्न 4 बजे
निविदा की वैधता की अवधि	120 दिन

3. वाहनों की आवश्यकताएं इस प्रकार हैं -

टेबल - 'क'

मद संख्या	कार्यालय का नाम	वाहन के प्रकार	विवरण	वाहनों की संख्या	दिनांक 11/02/2019 के F. No. G/1/2019-IIU/EC-II के अनुसार अधिकतम दर (कर छोड़कर) (रूपये में)
1	कोलकाता क्षेत्रीय कार्यालय	मध्यम आकार के एस.वी.यू. वाहन	एक माह में अधिकतम 2000 किमी 25/26 दिनों के लिए।	02	50,000/- प्रति माह
2	कोलकाता जोन- I	मध्यम आकार	एक माह में अधिकतम 2000	02	50,000/- प्रति माह



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	एवं कोलकाता जोन-II कार्यालय	के एस .वी.यू. वाहन	किमी 25/26 दिनों के लिए।		
3	कोलकाता क्षेत्रीय कार्यालय एवं कोलकाता जोन-II कार्यालय	सीडान तथा इसी आकार के अन्य वाहन	एक माह में अधिकतम 2000 किमी 25/26 दिनों के लिए।	05	40,000/- प्रति माह
4	कोलकाता जोन- I कार्यालय	सीडान तथा इसी आकार के अन्य वाहन	एक माह में अधिकतम 2000 किमी 25/26 दिनों के लिए।	05	40,000/- प्रति माह
5	कोलकाता क्षेत्रीय कार्यालय, कोलकाता जोन- I एवं कोलकाता जोन-II कार्यालय	किराए पर लेते समय वाहनों के प्रकार का निर्णय लिया जाएगा	50 किमी से अधिक दूरी के लिए शहर से बाहर की सेवाओं हेतु परिचालन वाहन।	आवश्यक तानुसार वाहनों की संख्या सूचित की जाएगी।	एस.यू.वी./ सीडान हेतु किलोमीटर तथा अवधि (घंटे) दोनों के आधार पर उद्धृत किया जाना अपेक्षित है।

4. निविदा जमा करना: निविदा दस्तावेज सामान्य कार्यालयीन समय के दौरान इस कार्यालय के पते पर जमा की जा सकती है। निविदाकर्ताओं को सलाह दी जाती है कि वे अनुलग्नक-I में वर्णित निविदा के नियमों और शर्तों तथा अनुलग्नक-II में वर्णित सामान्य नियमों का पालन करें तथा दिए गए निर्देशों को ध्यान में रखें।

5. निविदाकर्ताओं/सेवा प्रदाताओं को उपरोक्त वर्णित वाहनों के लिए अपनी बोली अनिवार्य रूप से दो अलग-अलग लिफाफों में जमा करनी होगी और दोनों बोलियों के लिए वित्तीय बोली का अलग-अलग मूल्यांकन किया जाएगा यद्यपि दोनों बोलियों के लिए तकनीकी बोली समान होगी। वाहनों की संख्या सांकेतिक है और उनमें यथाआवश्यक परिवर्तन किए जा सकते हैं। यदि सभी बोलीदाता समान दर उद्धृत करते हैं, तो तकनीकी और अन्य कारकों को ध्यान में रखते हुए निविदा का मूल्यांकन किया जाएगा। आंशिक मूल्यांकन पर विचार नहीं किया जाएगा। यदि न्यूनतम बोली लगाने वाला निविदाकर्ता कार्य आदेश में उल्लिखित समय के भीतर सेवाएं प्रदान करने में विफल रहता है या अनुबंध के किसी अन्य शर्तों का उल्लंघन करता है, तो द्वितीय न्यूनतम बोली लगाने वाले निविदाकर्ता को सेवा प्रदान करने पर विचार किया जा सकता है।

6. उच्चतम निर्धारित मूल्य से अधिक उद्धृत दरों वाली बोलियों पर मूल्यांकन के लिए विचार नहीं किया जाएगा और उन्हें सरसरी तौर पर किया जा सकता है। अपूर्ण वित्तीय बोलियां तथा रिक्त/ओवरराइटिंग/व्हाइटनर के उपयोग वाले निविदाओं को सरसरी तौर पर खारिज किया जा सकता है।

7. अनुबंध की अवधि: सफल निविदाकर्ता के साथ अनुबंध पर हस्ताक्षर किए जाने की तिथि से अनुबंध की अवधि एक वर्ष के लिए होगी, जिसे संतोषजनक प्रदर्शन के आधार पर परस्पर सहमति के आधार पर आगे भी बढ़ाया जा सकता है। प्रवर्तन निदेशालय, कोलकाता के पास अनुबंध की अवधि को बढ़ाने या कम



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करने का अधिकार सुरक्षित है। असंतोषजनक सेवाओं की स्थिति में अनुबंध को किसी भी समय, एक महीने की पूर्व सूचना देकर समाप्त किया जा सकता है (कृपया अनुलग्नक I&II का संदर्भ लें)।

8. निविदा दो भागों में प्रस्तुत की जाएगी अर्थात् तकनीकी निविदा और वित्तीय निविदा। प्रस्तुत की गई निविदा के सभी पृष्ठ विधिवत रूप से भरे हुए और हस्ताक्षरित होने चाहिए। जमा की गई निविदा दस्तावेज के सभी पृष्ठ, चाहे वे किसी भी प्रकृति के हों, पर पृष्ठ संख्या अंकित की जानी चाहिए। टेलीग्राम/फैक्स/ईमेल आदि द्वारा प्रस्तुत निविदा पर विचार नहीं किया जाएगा। निविदा के संबंध में अलग से किए गए किसी भी प्रकार के पत्राचार पर विचार नहीं किया जाएगा।

9. मद संख्या 1 तथा 2 में उल्लिखित वाहनों के लिए बयाना राशि (ईएमडी) 12,000/- प्रति वाहन, मद संख्या 3 और 4 के लिए लिए 10,000/- प्रति वाहन तथा मद संख्या 1 से 4 के लिए कुल बयाना राशि (ईएमडी) 1,44,000/- (एक लाख चौवालीस हजार रुपए मात्र होगी एवं मद संख्या 5 के लिए बयाना राशि ईएमडी 20,000/- होगी, जो कि बोलीदाताओं द्वारा मर्दों/वाहनों की संख्या के आधार पर जमा की जाएगी। बयाना राशि (ईएमडी) आहरण एवं संवितरण अधिकारी, प्रवर्तन निदेशालय, कोलकाता के पक्ष में एकाउंट पेयी डिमांड ड्राफ्ट के रूप में जमा की जाएगी। बयाना राशि की वैधता निविदा जमा करने की अंतिम तिथि से 45 दिनों के बाद तक की होनी चाहिए तथा इसे तकनीकी बोली के साथ प्रस्तुत की जानी चाहिए, ऐसा न करने पर निविदा को सरसरी तौर पर खारिज कर दिया जाएगा। बयाना राशि (ईएमडी) जमा करने में छूट/शिथिलता मौजूदा सरकारी नियमों के अनुसार दी जाएगी।

10. जिन निविदाकर्ताओं का चयन नहीं होता है, उनकी बयाना राशि निविदा प्रक्रिया पूरी होने के तीस दिनों के भीतर वापस कर दी जाएगी। बयाना राशि पर कोई ब्याज देय नहीं होगा। यदि निविदाकर्ता अपनी कार्य आदेश दिए जाने के बाद निविदा में कोई संशोधन करता है या अनुबंध को स्वीकार नहीं करता है तो उसके बयाना राशि को जब्त कर लिया जाएगा। सफल बोलीदाता की बयाना राशि उसके द्वारा निविदा स्वीकार करने और समतुल्य राशि की बैंक गारंटी जमा करने के बाद ही वापस की जाएगी।

11. सफल बोलीदाता को उक्त टेंडर में निहित कार्यों के अपेक्षित वार्षिक मूल्य के 5% के बराबर राशि की निष्पादन प्रतिभूति (Performance Security), जिसकी वैधता अनुबंध की अवधि समाप्ति के बाद 60 दिनों तक के लिए हो, अनुलग्नक - VI में दिए गए प्रारूप के अनुसार किसी भी अनुसूचित बैंक द्वारा जारी की गई बैंक गारंटी के रूप में अथवा "डीडीओ, प्रवर्तन निदेशालय, कोलकाता" के पक्ष में देय, डिमांड ड्राफ्ट के रूप में, देना होगा। भारत सरकार / उपनिदेशक (प्रशासन), प्रवर्तन निदेशालय, कोलकाता से निष्पादन प्रतिभूति जमा पर किसी भी प्रकार के ब्याज का दावा नहीं किया जा सकता है।

12. निविदाकर्ता यदि किसी एक मद/ श्रेणी हेतु निविदा दे रहा है तो उसे केंद्र सरकार के मंत्रालयों/विभागों/स्वायत्त निकायों/पीएसयू/संगठनों में किराए पर वाहन सेवाएं प्रदान करने/ समान क्षेत्र में कम से कम तीन वर्षों का अनुभव होना चाहिए तथा उनकी कंपनी के माध्यम से कम से कम 10 वाहन परिचालन में होने चाहिए और यदि वह एक से अधिक/ सभी श्रेणियों हेतु निविदा दे रहा है तो उसके पास न्यूनतम पांच वर्षों का अनुभव उनकी कंपनी के माध्यम से कम से कम 25 वाहन परिचालन में होने चाहिए। इनके समर्थन में प्रासंगिक प्रमाण प्रस्तुत किया जाना अपेक्षित है।



बोलीदाताओं द्वारा प्रस्तुत की गई बोलियों की संख्या के आधार पर इस कार्यालय की निविदा समिति की सिफारिशों के अनुसार उक्त मानदंड में शिथिलता प्रदान की जा सकती है।

13. निविदा प्रपत्र और अन्य विवरण सी.पी.पी.पी. पोर्टल की वेबसाइट <http://www.eprocure.gov.in> और विभाग की वेबसाइट <http://www.enforcementdirectorale.gov.in> से प्राप्त किए जा सकते हैं।

14. सेंट्रल पब्लिक प्रोक्योरमेंट पोर्टल (Central Public Procurement Portal) (सीपीपीपी) की वेबसाइट <http://www.eprocure.gov.in> और विभाग की वेबसाइट <http://www.enforcementdirectorale.gov.in> से डाउनलोड किए गए टेंडर में निविदाकर्ता किसी भी प्रकार की छेड़छाड़/संशोधन नहीं करेंगे। यदि इसमें किसी भी प्रकार की छेड़छाड़/संशोधन पाया जाता है, तो निविदा को सरसरी तौर पर निरस्त कर दिया जाएगा और बयाना (earnest money) को जब्त कर लिया जाएगा। साथ ही निविदाकर्ता को निविदा में भाग लेने से भी प्रतिबंधित किया जा सकता है।

15. इस टेंडर से संबंधित किसी भी प्रकार की शुद्धिपत्र/परिशिष्ट/संशोधन की सूचना सीपीपीपी की वेबसाइट <http://www.eprocure.gov.in> और विभाग की वेबसाइट <http://www.enforcementdirectorale.gov.in> पर दी जाएगी। निविदाकर्ताओं को सलाह दी जाती है कि निविदा जमा करने की अंतिम तिथि तक वे उक्त वेबसाइटों का नियमित रूप से अनुसरण करते रहें।

16. आपस में व्यापारिक संबंध रखने वाले निविदाकर्ताओं द्वारा एक से अधिक निविदा स्वीकार नहीं की जाएगी। किसी भी परिस्थिति में पिता और उनके पुत्र (पुत्रों) या अन्य निकट संबंधियों, जिनका एक दूसरे के साथ व्यावसायिक संबंध हैं [अर्थात एक या अधिक भागीदार/निदेशक समान हों] को एक ही अनुबंध के लिए अलग-अलग प्रतिस्पर्धी के रूप में निविदा में भाग लेने की अनुमति नहीं दी जाएगी। उल्लंघन के मामले में दोनों पक्षों की निविदाएं अस्वीकृत की जा सकती हैं।

17. उपर्युक्त वर्णित तिथियों में से कोई भी तिथि यदि बाद में अवकाश/बंद घोषित हो जाती है, तो निविदाएं अगले कार्य दिवस के दिन निर्धारित समय पर खोली जाएंगी।

18. यद्यपि निविदा दस्तावेजों के प्रारूपण में त्रुटियों से बचने के हरसंभव प्रयास किए गए हैं तथापि निविदाकर्ताओं को सलाह दी जाती है कि वे सावधानीपूर्वक निविदा दस्तावेजों को पढ़ें। निविदा दस्तावेजों में पाई गई किसी भी त्रुटि के कारण उत्पन्न किसी भी प्रकार के दावे पर विचार नहीं किया जाएगा। निविदा के पक्षकार 'निविदाकर्ता' (जिन्हें कार्य सौंपा गया है) और अपर निदेशक का कार्यालय, कोलकाता अंचल कार्यालय-I, प्रवर्तन निदेशालय, कोलकाता होंगे।

19. निविदा में दिए गए मदों में से किसी एक के लिए अथवा एक से अधिक/ सभी के लिए निविदा दिया जा सकता है।

20. उद्धृत दर टैक्सी या सार्वजनिक परिवहन/ वाहन के रूप में पंजीकृत वाहनों के लिए होनी चाहिए।

21. निविदा की अवधि के दौरान वाहनों का उपयोग समूचे समय के लिए कार्यालय के आवश्यकतानुसार किया जाएगा। उपयोग हेतु निर्दिष्ट वाहन और चालक उपलब्ध कराया जाना अपेक्षित है। चालक के पास वैध ड्राइविंग लाइसेंस और पर्याप्त अनुभव होना चाहिए। साथ ही उसे शहर की सड़कों से परिचित होना चाहिए। निर्दिष्ट वाहन और चालक को तत्कालीन उपयोगकर्ता/किराए पर लेने वाले प्राधिकारी के पूर्व



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अनुमोदन के बिना नहीं बदला जाना चाहिए। ड्राइवर को बदलने की अनुमति उपयोगकर्ता द्वारा केवल असाधारण परिस्थितियों में ही दी जाएगी।

22. निविदाकर्ता को अनुबंध को निष्पादित करने की अपनी क्षमता को सही ठहराने के लिए निम्नलिखित दस्तावेज रखना चाहिए: वाहनों का पंजीकरण का प्रमाण पत्र, वाहनों का बीमा, सड़क कर प्रमाण पत्र, मूल रूप में, प्रदूषण अनापत्ति प्रमाण पत्र।

23. वाहनों के मालिक और चालक संबंधित उपयोगकर्ता के निर्देशों का पालन करने के लिए बाध्य होंगे।

24. निविदाकर्ता को वाहन में पर्याप्त ईंधन सुनिश्चित कराना होगा।

25. वाहन के खराब होने की स्थिति में निविदाकर्ता को तत्काल वैकल्पिक वाहन की व्यवस्था करनी होगी। वैकल्पिक वाहन उपलब्ध कराने में असमर्थ होने की स्थिति में मासिक बिल से प्रतिदिन 2500/- रुपये की कटौती की जाएगी।

26. किसी भी दुर्घटना के मामले में निविदाकर्ता सभी प्रकार के दावों/खर्चों के भुगतान के लिए स्वयं उत्तरदायी होगा। वह चालक की लापरवाही या वाहन के खराब रखरखाव के कारण किसी भी नुकसान/क्षति/ या जनहानि के लिए कार्यालय को भी क्षतिपूर्ति देगा।

27. भले ही वाहन विभागीय अधिकारियों द्वारा नहीं किया जा रहा हो फिर भी निविदाकर्ता किसी भी उद्देश्य के लिए वाहन का उपयोग नहीं करेगा। वाहन को प्रवर्तन निदेशालय, सी.जी.ओ. कॉम्प्लेक्स, डी.एफ. ब्लॉक, साल्टलेक, कोलकाता-700064 के परिसर में रखना होगा।

28. आयकर अधिनियम/नियमों के प्रावधानों के अनुसार टीडीएस की कटौती की जाएगी और इस संबंध में एक प्रमाणपत्र भी जारी किया जाएगा।

29. किसी भी विवाद के मामले में, इस मुद्दे पर अपर निदेशक/संयुक्त निदेशक, प्रवर्तन निदेशालय, कोलकाता का निर्णय अंतिम और सभी संबंधित पक्षों पर बाध्यकारी होगा।

30. उपरोक्त वर्णित नियम एवं शर्तों के उल्लंघन की स्थिति में, सक्षम प्राधिकारी को बिना कोई कारण बताए संविदा रद्द करने का अधिकार होगा और उस स्थिति में विभाग द्वारा कोई क्षति/हानि देय नहीं होगी।

31. इस अनुबंध को समाप्त करने के लिए निविदाकर्ता की ओर से लिखित में दो माह पूर्व नोटिस देना आवश्यक होगा। हालांकि, प्रवर्तन निदेशालय बिना कोई कारण बताए 30 दिनों के नोटिस पर इस अनुबंध को समाप्त कर सकता है।

32. सेवा प्रदाता/ नियुक्त कर्मचारी किसी भी व्यक्ति/एजेंसी को कार्यालय की परिचालन प्रक्रिया, तकनीकी जानकारी, सुरक्षा व्यवस्था और प्रशासनिक/संगठनात्मक मामलों, गोपनीय/गुप्त सूचना आदि का खुलासा नहीं करेगा। उक्त नियम एवं शर्तों के उल्लंघन के मामले में यथाआवश्यक दंडात्मक कार्रवाई/ सख्त कार्रवाई की जाएगी।



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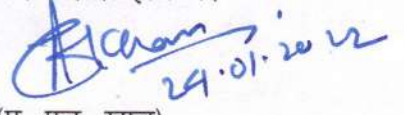
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33. इच्छुक निविदाकर्ता को दो अलग-अलग सीलबंद लिफाफे में आवश्यक दस्तावेजों सहित अपनी बोलियां जमा करनी होगी, जिसमें एक पर "परिचालन वाहनों को किराए पर लेने के लिए तकनीकी बोली" (अनुलग्नक - III (ए और बी) सहित) और दूसरे पर "परिचालन वाहनों को किराए पर लेने के लिए वित्तीय बोली" (अनुलग्नक - IV (ए और बी) सहित) लिखा होगा। इन दो अलग-अलग लिफाफों को एक बड़े लिफाफे / पैकेट में रखा जाना चाहिए और इसे प्रवर्तन निदेशालय, छठी मंजिल, सी.जी.ओ. कॉम्प्लेक्स, साल्टलेक - 700064 में रखे सीलबंद निविदा बॉक्स में 24.02.2022 को 15:00 बजे तक डालना होगा। निविदा उक्त तिथि तक स्पीड पोस्ट के माध्यम से भी भेजी जा सकती है। स्पीड पोस्ट 24.02.2022 को या उससे पहले 15:00 बजे तक कार्यालय में पहुंच जाना चाहिए। निविदा के प्रारूप अनुबंध III, IV और V में दिए गए हैं। निविदा 24.02.2022 को 16:00 बजे खोली जाएंगी। निविदाकर्ता या उनके अधिकृत प्रतिनिधियों, जो निविदा खोलने के समय उपस्थित रहना चाहते हैं, वे निर्धारित समय पर उपस्थित रह सकते हैं। पहले तकनीकी बोलियां खोली जाएंगी और केवल वही एजेंसी/ठेकेदार/फर्म, जो तकनीकी नियमों और शर्तों को पूरा करते हैं, उनकी बोलियों को ही वित्तीय मूल्यांकन हेतु विचार किया जाएगा।

34. अधोहस्ताक्षरी के पास बिना कोई कारण बताए किसी भी बोली को अस्वीकार करने का अधिकार सुरक्षित है। साथ ही, यह कार्यालय न्यूनतम बोली को स्वीकार करने के लिए बाध्य नहीं है। इस संबंध में किसी भी प्रकार के पत्राचार पर विचार नहीं किया जाएगा।

35. किसी भी प्रकार की सूचना/ स्पष्टीकरण हेतु निविदाकर्ता मुकेश कुमार यादव, प्रवर्तन अधिकारी (प्रशासन), प्रवर्तन निदेशालय, छठी मंजिल, तीसरी एमएसओ बिल्डिंग, डीएफ ब्लॉक, साल्टलेक, कोलकाता से किसी भी कार्य दिवस पर सुबह 11.00 बजे से शाम 05:00 बजे के बीच संपर्क किया जा सकता है।

36. उक्त टेंडर कागजात के अंग्रेजी एवं हिंदी संस्करणों में किसी भी तरह की असंगति प्रतीत होने पर अंग्रेजी पाठ ही अंतिम एवं मान्य होगा।


(ए. एच. खान)
उपनिदेशक
प्रवर्तन निदेशालय

मिसिल सं./ File No. D-16/01/Kol/2019/

दिनांक/Date-24.01.2022

प्रति प्रेषित:-

1. सी.पी.पी.पी. पोर्टल की वेबसाइट <http://www.eprocure.gov.in> पर अपलोड करने हेतु प्रशासन अनुभाग
2. उपनिदेशक (प्रशासन), प्रवर्तन निदेशालय (मुख्यालय), नई दिल्ली, प्रवर्तन निदेशालय की आधिकारिक वेबसाइट पर अपलोड करने हेतु।
3. सूचना पट्ट, प्रवर्तन निदेशालय, कोलकाता।








भारत सरकार

Government of India

अपर निदेशक का कार्यालय, ज़ोन-I

Office of the Additional Director, Zone- I

प्रवर्तन निदेशालय/ DIRECTORATE OF ENFORCEMENT

सी.जी.ओ. कॉम्प्लेक्स, तृतीय एम. एस. ओ. भवन, छठा तल, डी. एफ. ब्लॉक, साल्टलेक, कोलकाता - 700064

GGO Complex, 3rd MSO Building, 6th Floor, DF Block,

Salt Lake, Kolkata - 700 064

दूरभाष सं०/Tel.No.: 23219210,23219236 फैक्स/Fax : 23378346:

E-mail: admn.kol-enforce@gov.in

फा. सं/F. NO. D-16/01/Kol/2019/Vol II / 6875

दिनांक/DATED- 24/01/22

NOTICE INVITING TENDERS IN TWO BIDS SYSTEM FOR HIRING OF OPERATIONAL VEHICLES FOR THE OFFICE OF THE ENFORCEMENT DIRECTORATE, KOLKATA.

Sealed Tenders are invited for awarding the work to lowest bidder/ enlistment of service providers for hiring of operational vehicles along with drivers on monthly rental basis for the Office of the Special Director, Enforcement Directorate, Kolkata in two bids system (viz. Technical and Financial) from the interested **registered/commercial vehicle Service Providers** for providing vehicles as per requirement given in Table - A. These vehicles shall be operational in whole state of west Bengal.

2. The tender documents will be available for viewing / downloading on CPP portal i.e. <https://eprocure.gov.in/eprocure/app/> and departmental website of Enforcement Directorate i.e. <http://www.enforcementdirectorate.gov.in>.

Important Dates

Procedure of Bid	Dates
Bid Document Collection/Download Start Date& Time	25-01-2022 at 11 A.M
Bid Submission Start Date& Time	26-01-2022 from 11 A.M
Bid Submission End Date& Time	24-02-2022 at 3 P.M.
Date & Time of Opening of Technical Bid	24-02-2022 at 4 P.M
Bid Validity Period	120 days

3. Requirements of vehicles are as under -

TABLE - A

Item No.	Name of the office	Type of Vehicle	Description	Requirement of vehicle (in No.'s)	Cost Ceiling (exclusive of taxes) (in Rs.) as per F.No. G/1/2019-IIU/EC-II dated 11-02-2019.
1	Kolkata Regional Office	Mid-Sized and SUV vehicles	Vehicle to be used up to 25/26 days every month subject to a maximum of 2000 Kms/ month.	02	50,000/- per month
2	KLZO-I & II	Mid-Sized and SUV vehicles	Vehicle to be used up to 25/26 days every month subject to a maximum of 2000 Kms/ month.	02	50,000/- per month
3	Kolkata Regional Office and KLZO-II	Sedan and similar size vehicles	Vehicle to be used up to 25/26 days every month subject to a maximum of 2000 Kms/ month.	05	40,000/- per month



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4	KLZO-1	Sedan and similar size vehicles	Vehicle to be used up to 25/26 days every month subject to a maximum of 2000 Kms/ month.	05	40,000/- per month
5	For KRO, KLZO-1 & 2	Type of vehicle will be decided at the time of hiring out station services	Operational vehicle for out station services beyond 50 km.	Number of vehicles will be intimated as and when required	Rate to be quoted both for KM & hours basis for SUV/Sedan.

4. **Bid Submission:** Bids shall be submitted in physical copy at this office address during normal office hours. Bidders are advised to follow the instructions and note the Terms and conditions of this contract, mentioned below as per **Annexure -I** and General Terms and conditions mentioned as **annexure II**.
5. While Bidders/Service providers shall submit their bid mandatorily for vehicles mentioned above in two separate envelope and having financial bid for both bids shall be evaluated separately and technical bid for both the bids will be the same. **Number of vehicles is indicative and may vary**. If all bidders are found quoting same rate, then other technical & financial key-factors shall be considered for awarding the bid(s). No partial evaluation shall be entertained. In case, the lowest bidder fails to provide services within the stipulated time as mentioned in work order or commits any other breach of contract, this office may opt services of the second lowest bidder.
6. Bids having quoted rates beyond the ceiling price shall not be considered for evaluation and liable to be rejected. Incomplete financial bids having blank/overwritten/whitened figures against rates may be summarily rejected.
7. **Period of Contract:** The contract will be for a period of one year from date of signing of contract with successful bidder(s) which may be extended mutually for **further tenure of three years** on satisfactory performance. Directorate of Enforcement, Kolkata reserves the right to extend or reduce the period of time. It can terminate the contract in case of poor performance after giving one-month prior notice (Please refer Annexure (I&II)).
8. The tender shall be submitted in **two parts viz. technical bid and financial bid**. All the pages of bid being submitted must be duly filled and signed. All relevant papers should be sequentially numbered by the bidder irrespective of nature of content of the documents before submitting. The offers submitted by Fax/email etc. shall not be considered. No correspondence will be entertained in this matter.
9. **Earnest Money (EMD) or bid security of Rs. 12,000/- per vehicle mentioned in item no. 1 & 2 and Rs. 10,000/- per vehicle for item no. 3 & 4 for item wise bid. And total EMD for item no. 1-4 will be 1,44,000/- (Rs. One Lakh Forty-Four Thousand only) and EMD for Item No. 5 will be 20,000/- shall be submitted by the bidders depending on the numbers of items/vehicles in a bid. EMD submitted in the form of Account Payee Demand Draft in favor of the Drawing and Disbursing Officer, Enforcement Directorate, Kolkata shall be accepted.** The original instrument



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in respect of Earnest Money should **have validity period of 45 days beyond the final bid validity period** & must be submitted with technical bid, failing which bid shall be summarily rejected without consideration. Exemption /Relaxation of depositing EMD shall be given as per existing Govt. Rules.

10. The EMD of the bidders who are not selected will be refundable within thirty days after the completion of the tender process. No interest would be payable on account of EMD. The EMD will be forfeited in case the bidder ask for modification in his /her bids or do not accept the contract after being awarded the same .The EMD of the successful bidder would be returned only after entering into the contract for the hiring period and submission of a Bank Guarantee for equivalent amount.
11. The Successful bidder will have to furnish a Performance Security of amount equivalent to 5% of the expected annual value in the form of either a Bank Guarantee, valid for 60 days beyond the term of the contract, issued by a scheduled bank as per format at Annexure -V or a Demand Draft issued by a Scheduled Bank, favoring "DDO, Enforcement Directorate, Kolkata". No claim shall be made against Government of India / Deputy Director (Admn.), Enforcement Directorate, Kolkata in respect of interest accrued, if any, due on the Performance Security Deposit.
12. The Bidder should have experience in the similar field of providing hired vehicles services in the Central Government's Ministries/Department/Autonomous Bodies/PSU's/Organizations under Central Government for at least 03 years and having minimum 10 vehicles in operation through their companies/concerns if he is bidding for a single item/category, and upto 05 years and having minimum 25 vehicles in operation through their companies/concerns if he is bidding for multiple items/all category. Relevant proof in support shall be submitted.

The above Criterion may be relaxed by the recommendations of Tender Committee as and when need arises.

13. The bid forms and other details can be obtained from the CPPP Portal website <https://eprocure.gov.in/eprocure/app> and department website <http://www.enforcementdirectorate.gov.in>.
14. Bidder who has downloaded the tender from the Central Public Procurement Portal (CPPP) website <https://eprocure.gov.in/eprocure/app> and department website <http://www.enforcementdirectorate.gov.in> shall not tamper/modify the tender form including downloaded price bid template in any manner. In case if the same is found to be tempered/modified in any manner, tender will be summarily rejected and bidder is liable to be banned.
15. Bidders are advised to visit CPPP website <https://eprocure.gov.in/eprocure/app> and department website <http://www.enforcementdirectorate.gov.in> regularly till closing date of submission of tender for any corrigendum / addendum/ amendment.
16. Not more than one tender shall be submitted by bidders having business relationship among themselves. Under no circumstance related parties like any companies/concerns where directors/shareholders/partners are share, tenderer are relatives among them shall not be allowed



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to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable to rejection.

17. 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.
18. While all efforts have been made to avoid errors in the drafting of the tender documents, the bidder is advised to check the same care carefully. No claim on account of any errors detected in the tender documents shall be entertained. The parties to the Bid shall be the 'Bidders' (to whom the work has been awarded) and the Office of the Additional Director, Kolkata Zonal Office -I, Enforcement Directorate, Kolkata.
19. **One vendor can apply for either one item or multiple items.**
20. **The rate quoted should be for vehicles registered as taxi or public transport vehicle.**
21. The vehicle shall be at the disposal of the concerned user throughout the period of agreement, at all times. Dedicated vehicle and driver having valid driving license and sufficient experience, exposure and familiarity with the city roads must be provided. Dedicated vehicle and driver are not to be changed without prior approval of then user/hiring authority. Change of drivers will be allowed only in exceptional circumstances with the prior intimation to the user.
22. The Tenderer should keep the following document to justify their capacity to execute the contract: Certificate of Registration of vehicle, Insurance of vehicle, Road Tax certificate, Emission Test Certificate, in original.
23. The owner and the driver shall be bound to carry out the instructions of the user to whom the vehicle will be assigned as well as the officers.
24. The tenderer must ensure that vehicle have adequate fuel to cover the entire trip.
25. The tenderer should arrange alternative vehicle immediately in case of breakdown of vehicle. In case of the inability of tenderer to provide alternative vehicle, an amount of Rs. 2500 per day will be deducted from monthly bills.
26. The tenderer is liable for payment of all clams/expenses in case of any accident. He will also indemnify the office of the concerned officer against any loss/damage/of property or life attributable to negligence on the part of the Driver or poor maintenance of the vehicle.
27. The tenderer will not utilize the vehicle for any purpose whatsoever even if the vehicle is not being by the departmental Officers. The vehicle is to be parked in the premises of Enforcement Directorate, CGO Complex, D.F. Block, Salt Lake, Kolkata-700064
28. The TDS will be deducted as per the provisions of Income Tax Act/Rules issued from time to time from the payment to be made and a certificate to this effect will be issued.
29. In case of any dispute, the decision of the Additional Director/Joint Director, Enforcement Directorate, Kolkata over the issue shall be final and binding on all the parties concerned.



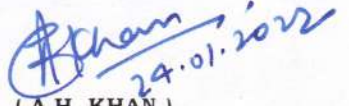
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30. In case of breach of terms and conditions mentioned above, the competent authority will have the right to cancel the contract without assigning any reason thereof and no damage/loss will be payable by the department in that situation.
31. For termination of this agreement, two months prior notice will be required from the contractor's side in writing. The Enforcement Directorate, can however, terminate this contract on a notice of 30 days without assigning any reason whatsoever.
32. The service provider/engaged personnel shall not divulge or disclose any details of office, operational process, technical know-how, security arrangements and administrative / organizational matters, confidential/secret information etc., if any, to any person/agency. In case of violation of the said terms & conditions, strict action including penal action will be taken, if required.
33. Interested venders may submit their bids along with the requisite documents in two separate sealed cover, one super-scribed with **Technical Bid for "Hiring of operational vehicles"(containing Annexure - III (A&B))** and another **"Financial Bid for Hiring of operational vehicles" (containing Annexure - IV (A&B))**. **The duly filled up forms, kept in these two separates envelops should be placed into a single envelop/packet and the same can be dropped on sealed tender box kept** in the office of Directorate of Enforcement, 6th Floor, C.G.O. Complex, Salt Lake - 700 064 at the earliest, but not later than **15-00 hrs on 24.02.2022** Or can be sent through Speed Post and Speed Post must arrive in the office on or before **24.02.2022** at 15:00 pm The formats for bids are given in Annexure III, IV & V. The bids will be opened on **24.02.2022 at 16-00 hours**. Bidders/parties or their authorized representatives, if any, who wish to remain present at the time of opening of tender may be allowed. **The Technical Bids will be opened first and only those agency/contractor/firm, who fulfill the technical terms and conditions, will be eligible for participating in the financial bids.**
34. The undersigned reserves the right to reject any bid without assigning any reason. Also, this office does not bind itself to accept the lowest tender. No correspondence, in this regard, will be entertained.
35. The Bidder should clarify any doubt/query, if any, from **Shri Mukesh Kumar Yadav, Enforcement Officer (Admin.)**, Kolkata Zonal Office -I, Enforcement Directorate, 6th Floor, 3rd MSO Building, DF Block, Salt Lake, Kolkata on any working day between 11.00 A.M.to 05:00 P.M.


(A.H. KHAN)
DEPUTY DIRECTOR
ENFORCEMENT DIRECTORATE

F. No.
Kolkata,

Copy to: -

1. Admin Section for uploading the same on CPP Portal website.
2. The Deputy Director (Admin), ED, HO, New Delhi with request to upload the same on the official website of this Directorate.
3. Notice Board of Enforcement Directorate, Kolkata



ANNEXURE-I
TERMS & CONDITIONS OF THE TENDER

Interested parties are requested to submit their bids mentioning therein the rates to be charged by them subject to the following conditions: -

- i) The Enforcement Directorate, Kolkata, shall be liable to pay the hiring charges which is inclusive of salary and allowances of the driver, his outstation stay, repair and maintenance of vehicle, insurance, petrol/diesel consumed, oil and any other incidental expenses etc. Rates of hiring vehicle in said tender may be revised only after six months in case cost ceiling of hiring vehicles is revised by Department of Revenue (as per F.No. G/1/2019-IIU/EC-II dated 11-02-2019.) with the recommendation of Tender Committee. It is also provided that in case Department of Revenue revises (increase or decrease) the hiring rates, the same shall be increased or decreased in the same proportion on the lowest bid amount as increased or decreased by Department of Revenue for eg. If Department of Revenue increases/decreases the rate of hiring by 10% then proportionate increase/decrease will be applicable in the lowest bid amount. **This shall be applicable only for monthly rented vehicles not for vehicle in item no. 5.**
- ii) Service provider has to ensure that all the drivers should be fully vaccinated and follow all the covid protocol at the time of discharge of duty in this office. Vehicle must be sanitized on regular interval.
- iii) The vehicle should be available at the disposal of the Department for 25-26 days in a month (including Saturdays, Sundays & holidays if required on call basis) for 10 to 12 hrs per day. It may also be used to make outstation trips and may be called during odd hours, when required. During outstation trips, the vehicle should be available at all times. This office may hire/take services of vehicles on any other works in addition to regular service outside West Bengal.
- iv) As regard vehicle timing, the transport operator should not pass on the instructions to the driver concerned. All the instructions should be routed through the concerned authority of the Directorate of Enforcement, Kolkata.
- v) The monthly hiring charges (exclusive of Goods and Services Tax) shall be on the basis of zero-based mileage i.e. mileage starting/ending from/at the Office of the Enforcement Directorate, Kolkata, as the case may be. A log book / duty slips duly acknowledged by the user should be having details of distance travelled in (KM) on daily basis. It should be kept with driver and same may be verified by the dealing staff. The verified log records shall be submitted along with bills at the end of month to this office.
- vi) The vehicles offered for hiring should be registered as taxi and **should be registered after December, 2018**. Vehicle should be in excellent running condition with proper exteriors and new interiors & upholstery. The service book of the vehicle may be inspected. The vehicle should comply



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with the norms of pollution control and obtains required certificate from time to time from competent authority under the period of contract.

- vii) On acceptance, particulars of drivers should be submitted to the office. The vehicle provider would deploy a well experienced driver with good eye sight and having a valid Driving License, for each of the hired vehicles.
- viii) Driver should be in proper uniform, well versed with Kolkata/WB routes and places and should be well behaved and courteous to the passengers. The driver(s) should not have any criminal record and shall observe all etiquette and protocol while performing duty. He should have, working mobile connection with him, for which no separate payment shall be made by this office. No mileage will be allowed for lunch/tea of the driver.
- ix) It will be the responsibility of the service provider to ensure that the vehicle is washed, sanitized and maintained regularly.
- x) There should be at least two sets of white covers, towels and napkins in the car to be provided by the contractor and should be changed every week. The air spray & sanitizer is to be provided by the contractor.
- xi) The hiring charges will be paid to the service provider on monthly basis. TDS and other taxes as applicable will be deducted from each bill.
- xii) Payment will be made after the bills are cleared by competent authorities of Enforcement Directorate.
- xiii) The period of contract is for one year or for period as extended, starting from the date of signing of contract/communication of acceptance of bid/ quotation.



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ANNEXURE-II

GENERAL TERMS AND CONDITIONS

1. **Parties:** -The parties to the Contract are the contractor/ contractors (the bidders to whom the work has been awarded) and the Government of India through Office of the Enforcement Directorate, Kolkata for and on behalf of the President of India.
2. **Addresses:** - For all purposes of the contract including arbitration there under, the address of the contractor mentioned in the tender shall be final unless the contractor notifies a change of address by a separate letter sent by registered post with acknowledgement due to Office of the Enforcement Directorate, Kolkata. The contractor shall be solely responsible for the consequences of any omission or error to notify change of address in the aforesaid manner.
3. **Preparation and Submission of Tender/quotation: -The service provider shall submit different bids viz. Technical and Financial Bid.**
 - i) The Technical Bid shall contain the number of years of experience of the service provider in this field, the make and model of the vehicle offered, date of manufacture, Registration number of vehicle offered, details of permit, if any, required for hiring of vehicle, insurance details, GSTIN & PAN Number of service provider. The self-attested photocopies of these documents shall be attached with the Technical Bid. **Financial quotes such as amount quoted per month etc. should not be mentioned in the Technical Bid.** If such financial quotes are found mentioned in the Technical Bid, the tender will be summarily rejected.
 - ii) The Financial bid will be opened only if the Technical Bid is found to be satisfactory as per ANNEXURE III (A & B).
4. **Signing of Tender:** - Individual Signing the tender or other documents connected with contract must specify whether he/she signs as:-
 - (a) A "sole proprietor" of the concern or constituted attorney of such sole proprietor.
 - (b) A partner of the firm, if it be a partnership firm in which case he must have authority to execute contracts on behalf of the firm and to refer to arbitration disputes concerning the business of the partnership either by virtue of the partnership agreement or by a power of attorney duly executed by the partners of the firm.
 - (c) Director or Assistant, duly authorized by the Board or Directors of the Company, if it is a Company.
5. In case of partnership firms, a copy of the partnership agreement, or general power of attorney duly attested by a Notary Public, should be furnished on stamped paper duly sworn of affirmed by all the partners admitting execution of the partnership agreement or the general power of attorney. The attested copy of the certificate of registration of firm should also be enclosed along with the tender.



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6. In the case of partnership firms, where no authority to refer disputes concerning the business of partnership firm has been conferred on any parties, the tender and all other related documents must be signed by all partners of the firm.
7. A person signing the tender form or any documents forming part of the tender on behalf of another person should have an authority to bid from such other person and if, on enquiry it appears that the persons so signing had no authority to do so, Office of the Enforcement Directorate, Kolkata may, without prejudice cancel the contract and hold the signatory liable for all costs, consequences and damages under the civil and criminal remedies available.
8. **Authenticity of the tender document:** -The bidders should sign and affix his/her firm's stamp at each page of the tender and all its Annexure as the acceptance of the offer made by the bidders will be deemed as a contract and no separate formal contract will be drawn. **NO PAGE SHOULD BE REMOVED/DETACHED FROM THIS TENDER DOCUMENT.** (This sub-clause will not be applicable in cases where signing of a separate agreement is considered by Office of the Enforcement Directorate, Kolkata, if necessary.)
9. The Technical bid should be submitted in form given in **Annexure-III (A&B)** along with other documents/information i.e. Copy of PAN Number, Service Tax No., details of the number of vehicles registered in the name of the tenderer or his firm with photo copies of RCs and any other information sought for in the last section of the **Annexure-III (A& B)**
10. The Financial Bid should be submitted in the form given in **Annexure-IV (A&B)**. The Financial Bids of those bidders, who are found technically compliant, will be opened on the specified date and time given as above. A Committee of officers of Office of the Enforcement Directorate, Kolkata will evaluate the Financial Bids.
11. Terms of payment as stated in the Tender Documents shall be final.
12. At the time of payment of bills, the taxes liable to be deducted, if any, shall be deducted at source as per Government rules and guidelines as may be prevailing at the time of payment.
13. **Criterion for Evaluation of Tender:** -The evaluation of the tenders will be made first on the basis of technical information furnished in form given in **Annexure-III (A&B)** and then on the basis of Financial information furnished in form given in **Annexure-IV (A&B)**. The Financial bid **Annexure-IV (A&B)** of such firms found valid based on technical parameters shall only be opened and then evaluated.
14. In the event of two or more bidders quoting the same price for the tender, then other technical & financial key-factors shall be considered for awarding the bid(s). Office of the Enforcement Directorate, Kolkata may, without prejudice select the eligible service provider(s) or may consider to enlist more than one service providers in such a way that services may be taken from these listed service providers as and when required.
15. The eligible bidder(s) have to provide the details of the vehicles owned / in Possession for providing on hire (with make, model and year along with the Copy of Registration Certificate of each of the vehicle) within one week after receiving the work order in the application itself.



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16. Right of Acceptance: -

16.1 The Office of the Enforcement Directorate, Kolkata, reserves all rights to reject any tender including of those bidders who fail to comply with the instructions without assigning any reason whatsoever and does not bind itself to accept the lowest or any specific tender. The award of work will be further subject to specific terms and conditions of the contract of this tender enquiry. The decision of the Enforcement Directorate, Kolkata, in this regard shall be final and binding.

16.2 Any failure on the part of the contractor to observe the prescribed procedure and any attempt to canvass for the work will prejudice the contractor's quotation.

17. Communication of Acceptance: - Successful bidder will be informed of the acceptance of his tender.

18. Penalty: -

(a) In case of breach of any conditions of the contract and for all type of losses caused including excess cost due to hiring of vehicles from the market in the event of Contractor failing to provide requisitioned vehicles, Office of the Enforcement Directorate, Kolkata reserves the right to make deductions from the security deposit or may be demanded from him to be paid within seven days to the credit of the Department of Revenue.

(b) The powers of the Office of the Enforcement Directorate, Kolkata under these conditions shall in no way affect or prejudice the powers in certain events to terminate the contract vested in him as herein provided.

19. Disclaimer: -The near relatives of employees of Enforcement Directorate, Kolkata or employees working in Enforcement Directorate Kolkata are prohibited from participating in this tender process. The near relatives for this purpose are defined as:-

(a) Members of a Hindu Undivided Family.

(b) Their husband and wife.

(c) The one is related to the other in the manner as father, mother, son(s), son's Wife (daughter-in-law), Daughter(s) & daughter's husband (son-in-law), brother(s) & brother's wife, sister(s) and sister's husband (brother-in-law).

20. Breach of Terms and Conditions: - In case of breach of any of terms and conditions mentioned above, the Competent Authority will have the right to cancel the work order without assigning any reason thereof, and nothing will be payable by Office of the Enforcement Directorate, Kolkata in that event.

21. Prices and price components shall be firm and shall not be subject to any price variation or adjustment on account of any price escalations throughout the execution of the contract.



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22. Subletting of Work:-The firm shall not assign or sublet the work or any part of it to any other person or party.

23. The tender is not transferable.

24. The vehicles should be registered as taxi or public transport vehicles.

25. Bid should be accompanied with EMD as per format at Annexure – III (A&B)).

26. A performance Security of 5 % of estimate work value for one year has to be deposited in the form of either a bank guarantee, valid for 60 days beyond the term of contract, issued by a schedule bank as per format at Annexure –V or a demand draft issued by a schedule bank, favoring “DDO, Enforcement Directorate, Kolkata”. This performance security deposit is refundable but no interest shall be paid on it and Enforcement Directorate, Kolkata may consider forfeiting it on account of lapse(s) or breach of any terms laid down in the contract.

27. Terms of payment:

1. Neither payment shall be made in advance nor any loan from of any bank or financial institution shall be recommended on the basis of the order of award of work.
2. The contractor shall submit the bill on monthly basis in the first week of following month in respect of previous month for sanction of the amount of bill and passing the bill for payment.
3. All payments shall be made online.
4. The Office of the Enforcement Directorate, Kolkata shall be at liberty to withhold any of the payments in full or in part subject to recovery of penalties mentioned in preceding para.
5. The term “payment” includes all types of payment due to the contractor arising on account of this contract excluding Earnest Money and Security Deposit governed by the separate Clauses of the contract.

28. Contract can be terminated with one-month prior notice.

29. Jurisdiction of the Court: -In case of any dispute of any kind and in respect of whatsoever arising out of tender/contract, the decision of the Hon'ble Court at Kolkata will be final and binding.



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ANNEXURE-III (A)

TECHNICAL BID

01	Name of the firm/Company, Agency (copy of Shop Act/ Company Registration Certificate should be enclosed)	
02	Complete Address & Contact Number	
03.	PAN Card No (Attach copy)	
04.	GST particulars with copies of return filed for last two years.	
05.	Number of years' experience of providing vehicles in Government/Semi-Government/Public Sector Govt., Undertakings Experience/ Private Corporate offices.	
06.	Name & Address of the departments in respect of Sl. No. 5 above (separate sheets may be added)	

07. EMD Details:

Item No.	Number of vehicles under Category of Vehicles	Number of vehicles under Category of Sedan and similar size vehicles	Total Amount of EMD submitted	Details of the Instruments for EMD
1	Mid-Sized and SUV vehicles			
2				
3				
4				
5				

(Signature of Authorized Signatory with date & Stamp)

DECLARATION

- I.....(Son/Daughter/Wife of Shri.....&Proprietor / Director/Authorized Signatory of the (Agency / Firm)..... am competent to sign this declaration and execute this tender document,
- I have carefully read and understood all the terms & conditions of the tender and undertake to abide by them,
- My Agency/Firm / Company have not been black listed by any of the organization /govt. department as on date of submission of the bid /tender.
- I declare that in the event we fail to execute formal contract agreement within the given timeline or I /we fail to submit a performance security within the given timeline or I/ we commit any breach of Tender Conditions which attracts penal action of forfeiture of EMD and I/ we will be suspended from being eligible for bidding/ award of all future contract(s) of Enforcement Directorate, Kolkata for a period of one year from the date of committing such breach.
- The information / documents furnished along with the application are true and authentic to the best of my knowledge and belief. I am fully aware of the fact that furnishing of any false/misleading / information / fabricated document would lead to rejection of my tender at any stage.

Dated:

Place:

(Signature of Authorized Signatory with date & Stamp)



ANNEXURE-III (B)

TECHNICAL BID

01	Name of the firm/Company, Agency (copy of Shop Act/ Company Registration Certificate should be enclosed)	
02	Complete Address & Contact Number	
03.	PAN Card No (Attach copy)	
04.	GST particulars with copies of return filed for last two years.	
05.	Number of year's experience of providing vehicles in Government/Semi-Government/Public Sector Govt., Undertakings Experience/ Private Corporate offices.	
06.	Name & Address of the departments in respect of Sl. No. 5 above (separate sheets may be added)	

07. EMD Details:

Item No.	Number of vehicles under Category of Vehicles	Number of vehicles under Category of Vehicles	Total Amount of EMD submitted	Details of the Instruments for EMD
1	Mid-Sized and SUV vehicles	Sedan and similar size vehicles		
2				
3				
4				
5				

(Signature of Authorized Signatory with date & Stamp)

DECLARATION

1. I.....(Son/Daughter/Wife of Shri.....& Proprietor / Director/Authorised Signatory of the (Agency / Firm)..... am competent to sign this declaration and execute this tender document,
2. I have carefully read and understood all the terms & conditions of the tender and undertake to abide by them.
3. My Agency/Firm / Company have not been black listed by any of the organization /govt. department as on date of submission of the bid /tender.
4. I declare that in the event we fail to execute formal contract agreement within the given timeline or I /we fail to submit a performance security within the given timeline or I/ we commit any breach of Tender Conditions which attracts penal action of forfeiture of EMD and I/ we will be suspended from being eligible for bidding/ award of all future contract(s) of Enforcement Directorate, Kolkata for a period of one year from the date of committing such breach.
5. The information / documents furnished along with the application are true and authentic to the best of my knowledge and belief. I am fully aware of the fact that furnishing of any false/misleading / information /fabricated document would lead to rejection of my tender at any stage.

Dated:
Place:

(Signature of Authorized Signatory with date & Stamp)



ANNEXURE-IV(A)

FINANCIAL BID

(To be submitted in a separate sealed envelope super scribed as 'Financial Bid')

1. Name, Address and Telephone number of Bidder:-

2. Name and Address of the Proprietor / Partner/ Directors: -

3.

Sl. No.	Description	Item No.	Rate per month for one vehicle in Rs. (Exclusive of GST)	Total amount per month (Exclusive of GST)	Extra Charges per kms. /per hr. beyond prescribed limit(Rs.)
01	SUV to be used for 25/26 days/months subject to a maximum of 2000 Kms/month (including Saturdays/Sundays/Holidays)	1			
02		2			
03	SUV for outstation service	5	Rate per Km./hour needs to be quoted		

- A) I have thoroughly examined and understood all the terms and conditions as contained in the Bid document, and agree to abide by them.
- B) I offer to work at the rates as indicated above, inclusive of all applicable taxes.
- C) I have read the terms and conditions of the Tender Notice and I agree to and undertake to abide the same.

(Signature of Authorized Signatory with date &Stamp)



ANNEXURE-IV(B)

FINANCIAL BID

(To be submitted in a separate sealed envelope super scribed as 'Financial Bid')

1. Name, Address and Telephone number of Bidder:-

2. Name and Address of the Proprietor / Partner/ Directors: -

3.

Sl. No.	Description	Item No.	Rate per month for one vehicle in Rs. (Exclusive of GST)	Total amount per month (Exclusive of GST)	Extra Charges per kms./per hr. beyond prescribed limit(Rs.)
01	Sedan to be used for 25/26 days/months subject to a maximum of 2000 Kms/month (including Saturdays/Sundays/Holidays)	3			
02		4			
03	Sedan for outstation service	5	Rate per Km./hour needs to be quoted		

- A) I have thoroughly examined and understood all the terms and conditions as contained in the Bid document, and agree to abide by them.
- B) I offer to work at the rates as indicated above, inclusive of all applicable taxes.
- C) I have read the terms and conditions of the Tender Notice and I agree to and undertake to abide the same.

(Signature of Authorized Signatory with date &Stamp)



ANNEXURE-V

To
The Deputy Director (Admn.)
Enforcement Directorate,
Kolkata Zonal Office-I
Kolkata

WHEREAS _____ (Name of Successful bidder) hereinafter called "Successful Bidder" has undertaken, Work Order No. _____ dated _____ 2021 to _____ (Description of Services) hereinafter called "the Contract" in pursuance of Tender Document dated _____ issued by Enforcement Directorate, Kolkata.

AND WHEREAS it is one of the terms of the tender document that the successful bidder has to submit a performance bank guarantee by a nationalized bank for entering into a contract.

AND WHEREAS it has been stipulated by you in the said contract that the successful bidder shall furnish you with a bank guarantee by a nationalized bank for the sum specified therein as security for the compliance with the successful bidder's performance obligations in accordance with the contract.

AND WHEREAS we have agreed to give unconditional and irrevocable guarantee for the successful bidder.

THEREFORE WE hereby affirm that we are guarantors and responsible to you up to a total sum of Rs.-----/Rupees only) and we undertake to immediately pay you, upon your first written demand declaring the successful bidder to be in default under the contract and without demur cavil or argument, any sum or sums within the amount as aforesaid, without your needing to prove or to show the grounds or reasons for your demand or the sum specified therein.

A letter from your office that the successful bidder has committed default in the due and faithful performance of all or any of its obligations under and in accordance with the contract shall be conclusive, final and binding on us. We further agree that you shall be the sole judge as to whether the successful bidder is in default in due and faithful performance of its obligations under the contract and your decision that he is in default shall be final and binding on us, notwithstanding any differences between you and successful bidder or any disputes between you and him pending before an Arbitrator or any other court or tribunal or authority.

In order to give effect to this guarantee you shall be entitled to act as if we are the principal debtor and any change in our constitution or that of successful bidder shall not, in any way, or manner affect our liability or obligation under this guarantee. You shall have liberty, without affecting in any manner our liability under this guarantee, to vary at any time, the terms and conditions of the contract or to extend the time or period for compliance or to postpone for any time the exercise of any of your rights or enforce or forebear from enforcing any of the terms and conditions of the contract and we shall not be released from our liability or obligation under this guarantee by any exercise of such liberty by you or other forbearance, indulgence, act or omission on your part.

We undertake not to revoke this guarantee during its currency.

Any notice by way of request, demand or otherwise hereunder may be sent by post addressed to us at above referred branch, which shall be deemed to have been duly authorized to receive such notice and to effect payment thereof forthwith, and if sent by post it shall be deemed to have been given at the time when it ought to have been delivered in due course of post and in proving such notice, when given by post, it shall be



sufficient to prove that the envelope containing the notice was posted and a certificate signed by any of your officers that the envelope was so posted shall be conclusive.

This guarantee shall come into force with immediate effect and shall remain in force and effect for a period of two months beyond the validity of the contract or until it is released by you pursuant to the provisions of the contract.

Signed and sealed this day of 20.... at

SIGNED SEALED AND DELIVERED

For and on behalf of (Name of the bank)

(Signature)

Name:

Designation:

Address:

