



**भारत सरकार / GOVERNMENT OF INDIA**

**संयुक्त निदेशक का कार्यालय ,प्रवर्तन निदेशालय ,बंगलौर अंचल कार्यालय**

OFFICE OF THE JOINT DIRECTOR, DIRECTORATE OF ENFORCEMENT, BENGALURU ZONAL OFFICE

3 तल, (बी) ब्लॉक, बी.एम. टी. सी. शांतिनगर, टी.टी.एम.सी. के.एच.मार्ग, शांतिनगर, बंगलौर – 560 027

3<sup>rd</sup> Floor, B Block, BMTC, Shantinagar – TTMC, KH Road, Shantinagar, Bengaluru – 560 027

फोन सं. / PHONE NO: 080-2253 7810

फैक्स सं. / FAX NO: 080-2253 7810

फाईल सं. / F.No. D-14/1/BGZO/2018

दिनांक / Date: 6<sup>th</sup> April, 2018

**TENDER NOTICE NO. 3**

The Office of the Directorate of Enforcement, Bengaluru Zonal Office, invites quotations in sealed covers from reputed service providers/operators for hiring an operational vehicle (brands like Ford Fiesta/Maruti SX4/Maruti Ciaz/Hyundai Accent GLE etal) in excellent running condition to be used in the entire jurisdiction of this office which includes the whole of Karnataka alongwith a driver as mentioned in the Annexure(s) enclosed for the Office premises of the Directorate of Enforcement, situated at 3<sup>rd</sup> Floor, 'B'Block, Shantinagar TTMC, K.H. Road, Shantinagar, Bengaluru, 560 027 and as mentioned in the Terms and Conditions annexed to this letter.

Service Providers/operators who have sufficient experience in providing such services to various Government Departments, Public Sector Undertakings and Government Autonomous Organisations, alone may apply / participate. The period of contract shall be for a period of two years from 1<sup>st</sup> May, 2018 to 31<sup>st</sup> April, 2020 extendable at the discretion of the Joint Director, Directorate of Enforcement Bengaluru Zonal Office, Bengaluru.

The envelopes containing the quote/tender should be super-scribed as 'Quotation for Hiring of vehicles' and addressed to the Joint Director, Directorate of Enforcement, 3<sup>rd</sup> Floor, 'B'Block, Shantinagar TTMC, K.H. Road, Shantinagar, Bengaluru, 560 027. The completed sealed tender should reach this office by 17.00 Hrs., on 13<sup>th</sup> April, 2018. Bids beyond the specified date/time will not be accepted. **The Quotations will be opened on 16<sup>th</sup> April, 2018 at 12.00 Hrs., in the presence of the designated committee at the address as above.** If any of the bidders like 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. 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.

(आशिमा बत्रा/Ashima Batra)

उप निदेशक/Deputy Director

## GENERAL CONDITIONS :-

1. The operational vehicle should be a sedan (**brands like Ford Fiesta/Maruti SX4/Maruti Ciaz/Hyundai Accent GLE etal**) in excellent running condition to be used in the entire jurisdiction of this office which includes the whole of Karnataka.
2. The vehicle shall be provided for office use on all days in a month subject to a maximum mileage of 2000 Kms per month. Additional kilometres if any, during a month over and above the prescribed limit and night pay allowance if any, will be paid as per tender.
3. The prices are inclusive of all taxes and duties, except the following which are re-imbursed/paid by the Department during the contract:-
  - a) Toll Tax Parking Fee, applicable service tax shall be reimbursed on production of the original vouchers.
  - b) The contractor will be reimbursed @ Rs. 250/- per night for stay of the driver on tour to the outstation in addition to the above rates.
4. The period of contract will be initially for a period of one year from 1<sup>st</sup> May, 2018 to 30<sup>th</sup> April, 2019 The period of contract shall be for a period of two years from 1<sup>st</sup> May, 2018 to 31<sup>st</sup> April, 2020 extendable at the discretion of the Joint Director, Directorate of Enforcement Bengaluru Zonal Office, Bengaluru.
5. The hired vehicles shall be used within the jurisdiction of this office which primarily includes the whole of Karnataka as and when required.
6. The monthly charges payable shall be all inclusive, i.e. driver, fuel, maintenance, cleanliness, perfumes, repairs, insurance charges etc and any other incidental expenses.
7. Any payments/taxes paid to the statutory authority with regard to hiring of the vehicle by the Department shall be reimbursed if the contractor produces proof in original of having paid by him
8. On acceptance of the quotation, the copy of registration certificate of the vehicle, comprehensive insurance policy and particulars of driver shall be submitted to this office. The driver should have valid driving licence without any adverse records and with clear antecedents.
9. The successful bidder will have to enter into an agreement with the department on a stamp paper of Rupees 100 and the cost of the agreement shall be borne by the contractor.
10. Driver should be conversant with all the routes in Karnataka. As far as possible, the same vehicle and driver shall be deployed continuously and the Driver should be easily available during working hours and should
11. A log book specifying daily reporting and relieving time as well as daily opening and closing meter readings shall be maintained for the vehicle. The daily record indicating time and kilometres run for the vehicle shall

- be maintained and should be handed over to the officer-in-charge of the vehicle and the counting of distance will be from the office premises and back.
12. The duty hours of the vehicles are normally from 9.00 am to 9.00 pm on all working days of the month, except holidays.
  13. In case of break-down alternate arrangements have to be provided by the service provider immediately.
  14. The contractor and the drivers shall be bound to carry out the instructions of the departmental officer in charge of the vehicle as well as any of the officers assigned to use the vehicle.
  15. The hired vehicle should not be used by the contractor or driver for any activity not covered by the contract.
  16. Payments shall be made only on monthly basis and on receipt of the bill after rendering satisfactory service.
  17. The contractor should have functional telephone/mobile phone for establishing contact round the clock. The driver should be in proper uniform and observe cleanliness and all the etiquette and protocol while performing the duty.
  18. The driver should have working knowledge of English/Hindi and the driver should carry a mobile phone in working condition for which no separate payment shall be made by the department.
  19. Interested tour operators and travel agents may also submit details of organisation to which they extend similar services in the recent past as well as at present. They should provide their Service Tax Registration Certificate Number in their tender documents.
  20. The new latest vehicle will be given first preference. The rate quoted should be for commercially registered vehicles only. The year of registration of the vehicles offered should not be prior to 2014. All the vehicle should be without any accident history. All the vehicles should possess excellent neat exterior/interiors and in good running condition which they shall maintain during the period of hire.
  21. One month prior notice shall be given prior to the termination of the contract.
  22. The office reserves the right to terminate the contract without giving any notice/reasons.
  23. This department will not be held responsible for any damage to the vehicle or occurrence of any untoward incident etal.
  24. Work discipline should be maintained by the staff of the service Provider.
  25. The vehicle shall be provided on any day including Sunday, Saturday and Holidays. If required by the Department, service provider should have arrangements for establishing contact and round the clock service.

26. 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.
27. The department shall not be held responsible financially or otherwise for any injury to the vehicle or driver or person deployed by the service provider during the course of the hire.
28. Any person who is a government service or an employee of the Department should not be a partner directly or indirectly with the service provider
29. If any of the terms and conditions mentioned above are not followed by the contractor, penalty as decided by the Competent Authority will be applicable for such violation.

Limited tenders in sealed envelopes are invited for the above and on behalf of the President of India from eligible service providers. The Bids should reach the undersigned by 13<sup>th</sup> April, 2018 either by post or through an authorised representative. The technical and Commercial Bids would be opened on 16<sup>th</sup> April, 2018 at about 12.00 Hours in the conference room of the office at the address aforementioned.

Those desirous to be present at the time of opening of tenders should carry proper authority letter. Submission of Bids by itself does not confer any right or entitlement to do the job. Unsealed Bids will be rejected out-rightly. The Competent authority reserves the right to accept or reject any or all tenders received, without assigning any reasons what-so-ever. Terms and conditions on which the work will be awarded to the successful tender are appended below. The undersigned may be contacted between 10.00 A.M. to 05.00 P.M. on any working day the office if further information is required.

The limited tender notification is uploaded on the official website <http://www/enforcement Directorate.com>

**The last date for obtaining Tender Notice is 13<sup>th</sup> April, 2018 upto 16.00 Hours. The Tender will open on 16<sup>th</sup> April, 2018 at about 12.00 Hrs.**

**(आशिमा बत्रा/Ashima Batra)  
उप निदेशक/Deputy Director**

## PROFORMA FOR BID

- 1) Name, Address and Telephone number of the Tenderer:
- 2) Name and Address of the Proprietor/Partner/Directors:-
- 3) Phone Numbers:
  - a) Land Line Number :
  - b) Mobile Number :
- 4) PAN number of the Bidder
- 5) Taxi permit number and date
- 6) Technical Details:-

S.No	Model and Make of the vehicle	Registration No.	Year of Manufacturing	Kilometres covered so far	Owner of the vehicle

- 7) Rate per vehicle (inclusive of tax)

S.No	Category of the vehicle	Rate in (Rs.)	Extra Kilometre charges in Rs. per Kilometre per month in figures as well as words	Extra Hours charges in Rupees per Kilometre in figures as well as words

## DECLARATION

I,

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\_\_\_ (name and address of the bidder) hereby agree that I will abide with all the terms and conditions as stipulated in the tender notice issued vide D-14/01/BGZO/2018 dated 6<sup>th</sup> April, 2018 by the Deputy Director, Directorate of Enforcement, Bengaluru for hiring of vehicle for departmental use for a period of two years with effect from the date of signing of the contract.

2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them. I have no objection that in the event of any violation of various clauses of the tender document any action as deemed fit may be taken against me.

3. The information/documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I/We are all aware of the fact that a furnishing of any false information/fabricated documents would lead to rejection of my tender at any stage.

**(Signature of Authorized Bidder with Name & date)**  
**(To be submitted on the letter head of the Bidder)**