



**DIRECTORATE OF ENFORCEMENT  
CHENNAI ZONE-I  
GOVT.OF INDIA  
II & III Floor, Murugesu Naicker complex,  
No.84 Greams Road,Chennai-600 006  
Telephone:28299702,28299704, Telefax: 28279729**

F. No.D-16/1/CEZO/2019

**Date: 06.05.2020**

**Notice for inviting quotations for hiring of vehicle for the Year 2020 - 21**

Sealed quotations are invited for hiring of vehicles along with drivers for use by this Directorate of Enforcement, Chennai Zone, Chennai on monthly hiring basis. The details are as under :-

S.No.	Type / Model	Qty.
<b>01.</b>	<b>AC Sedan type vehicle to be used for 25/ 26 days upto 2,000 Kms. In a month</b>	<b>10</b>

The above vehicles should not be older than **June 2018 model**, to be used on monthly basis by the office of the Directorate of Enforcement, Chennai Zonal Office, Chennai Interested parties are to submit their bids as two bids system i.e. Technical Bid and Financial bid.

The detailed Tender documents can be personally received from our office premises at the above address and also at our office at III Floor, III Block, "B' Wing, Shastri Bhavan, 26 Haddows Road, Chennai 600 006 and also can be downloaded from our departmental website **enforcementdirectorate.gov.in** and also by a request mail addressed to **ddoed-chen-rev@nic.in**. The last date for submission of the bids is **20-05-2020 at 12:00 hrs.** The technical bids will be opened by a committee in presence of all bidders, if they appear, **on 26-05-2020 at 15:00 hrs.** The department reserves the right to reject any or all the bids without assigning any reason.

**(DR. S. KARTHIKEYAN)  
DEPUTY DIRECTOR (ADMN.)**

## **Tender Documents**

### **1. Tender Process and submission of Tender documents: -**

- The bid / tender will consist of two parts - Technical bid and financial bid. Each of the bid are to be placed in two separate sealed envelopes (clearly super scribing "Technical bid" and "Financial bid") which in turn are to be placed in one sealed cover (clearly super scribing "Tender for Hiring Vehicle for 2000 kms ") for each vehicle separately. The name of the Agency / firm must be mentioned on envelopes. The bid of all parties whose Price Bid is not in a separate sealed cover or the rates quoted by them finds mention in their Technical Bid shall be rejected forthwith. All information sought under "Terms and conditions" and "other information to be supplied" is to be given in Technical Bid while the price quoted by them will be mentioned only in the Financial Bid.
- The offers / bids received incomplete and / or filed after the due date shall be summarily rejected.
- The Technical Bids shall be opened on **26.05.2020 at 15:00 hrs** in the presence of bidder or their authorized representative with authority letter, if they appear.
- The financial bids of only those parties shall be opened whose Technical Bids are found to be eligible.
- The Department reserves the right to accept or reject any or all tenders without assigning any reason. In case of any dispute of any kind and in respect of whatsoever, the decision of office of the Directorate of Enforcement, Chennai Zonal Office, Chennai will be final and binding.
- The tender documents must be received latest by **20.05.2020 at 12:00 hrs**. The documents received after due date & time due to any reason even postal delay shall not be accepted.

**(Signature of the tenderer with stamp  
in token of having fully agreed with mentioned above)**



**Authenticity of the tender document: -**

Every page of tender document along with enclosures must be signed by the bidder.

- **Rates: -**
- Rate / bid / offer must be without any condition, assumption, qualification, reservation or variation. Rate / bid / offer must be mentioned in prescribed proforma in figures and in words in respect of each vehicle separately. In case of any discrepancy, rates quoted in words will prevail. Conditional tender offer or offer at variance from prescribed specification would be ineligible to compete for the tender. 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.
- Contracted hire charges include all charges, viz. charges of driver, repairs and parking, maintenance of vehicle, insurance, all taxes as per Motor Vehicle Act / State Government / Central Government, petrol / diesel, oil and also any other incidental expenses in running and maintenance of vehicle and penalty / fine etc.
- The lowest tender will be arrived based on sum of the quoted rate for 25/26 days in the month upto 2000 kms respectively. The tender getting lowest consolidated rate will be declared as successful bidder.
- **Subletting of Contract: -**  
**The successful bidder shall not be allowed to sublet / subcontract the contract to any Other contractor.**

**(Signature of tenderer with stamp  
in token of having fully agreed with mentioned above)**

- **Contract period: -**

- The contract shall be in force for a period of 01 (one) year from the date of execution of the contract in respect of each vehicle separately.

Directorate of Enforcement, Chennai Zonal Office, Chennai 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 advance notice. The department will have the right to terminate the contract of successful bidder and allot the same to L-2 bidder for rest of period or any other willing valid bidder in case of unsatisfactory performance of the successful bidder. The contract can also be terminated prematurely in case of introduction of change of system of the instant tender.

- **Capabilities, specification & formalities for Driver: -**

- The bidders must ensure that the drivers employed have valid driving license and clean driving record.
- The drivers of the vehicle provided must follow traffic rules and all other regulations prescribed by the Government from time to time.
- The drivers shall observe all the etiquette and protocol while performing the duty and shall be neatly dressed.
- The drivers should have minimum 5 years of experience of driving. They should have valid driving license for driving vehicles.
- The drivers should be well versed with the roads and the places in Tamil Nadu and specifically Chennai and should have experience in city/urban driving as well as rural driving.
- Once the driver has been allotted to a particular vehicle, he should remain with the same vehicle for a period of at least one year. Any change in the designated driver should be intimated to the CONCERNED AUTHORITY before 24 hours such change is effected.

- The driver should be provided with a good working mobile phone which should not be in switch off mode at any point of time.
- The driver should be decent and well behaved and should not have any criminal/adverse police record against him and he should not have any past history of accidents.
- The driver should not be addicted to liquor, pan-masala, tobacco etc.
- The driver should be ready / prepared for outstation journeys at short notice.

- **Billing and Payment: -**

- The billing will be done on monthly basis. The monthly bills, in duplicate, shall be submitted to the concerned vehicle in-charge within 1<sup>st</sup> week of every subsequent month. The bills should be duly verified by the concerned authority of this office.
- The department will not make any advance payment. The payment will be done as per availability of grant.

- **Agreement: -**

- (i) The successful bidder will have to execute a contract agreement as per with the department and the validity of contract agreement will be for a period of 01 (one) Year.

- **Penalty: -**

A penalty of Rs. 1,000/- only per vehicle/ day will be levied if any vehicle or driver or agency / firm fail to meet effective terms and conditions on any day.

- **Terms and conditions: -**

- The vehicles will be used for office as staff car and operational vehicle up to 25/26 days up to 2000 kms in a month.
- The vehicles will be deemed to be at the disposal of Directorate of Enforcement, Chennai Zonal Office, Chennai during the period of operational use and contractor shall have to make available the vehicle on all the days of a month, six days a week.



S(b)

- 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 is to be provided by the contractor.
- In case of any dispute of any kind and in any respect whatsoever, the decision of the Joint Director Directorate of Enforcement, Chennai Zonal Office, Chennai shall be final and binding.
- **Manufacturing year of the cars should be June 2018 and onwards.**
- As regard vehicle timings, the transport operator will not pass on the instructions directly to the driver concerned. All the instructions should be routed through the concerned authority of the Directorate of Enforcement, Chennai Zonal Office, Chennai
- **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 Courts at Chennai will be final and binding.

**(Signature of the tenderer with stamp  
in token of having fully agreed with mentioned above)**

5(a)

- The vehicles must be available at any time of any day as desired by the department. Also, in case of breakdown of any vehicle, substitute vehicle shall be provided in time failing which the department shall have the right to hire a vehicle from the market and cost incurred for this will be borne by the firm.
- The liabilities of the official of this office will be limited to the hiring charges agreed in the contract.
- The responsibility for the safety and security of the vehicles provided to department solely lies with the contractor. It is also the contractor's absolute responsibility to take care of any damage / repairs caused to the vehicle during the validity of the contract.
- The vehicle should fulfill the legal obligations prescribed by the State Transport Authority like payment of road tax, etc. All requirements under various statutory laws must be complied with. Any default will be liability of the contractor and this department shall not be liable in any matter whatsoever. In case of any accident or any other contingency, any claim arising out of it shall be borne by the contractor only and no claim whatsoever shall be borne by the Directorate of Enforcement, Chennai Zonal Office, Chennai
- Insurance of the vehicles and the risk of passenger travelling in the vehicles should be covered by the contractor to the extent of liability as specified in the Motor Vehicle Act & Rules made there-under or any other law in force.
- Vehicle must be kept clean, odour free, in excellent condition, mechanically fit, suitable for official use and should not be more than 2 years old on the date of the tender notice.
- The firm / agency should not be blacklisted from any Central Government / State Government / Central and State undertakings and / or convicted by a Court of Law.
- The successful bidder shall have to provide the desired number of vehicle. However, in case the successful bidder expresses his inability to supply the total number of vehicle required, the option shall be given to the next lowest bidder to supply remaining number of vehicles at the lowest quoted rates.
- Vehicles should not have LPG/CNG gas kits as fuel.

**Annexure-“A”**

**List of documents to be provided for technical evaluation**

**(Should be placed with technical bid)**

(please tick enclosed/not enclosed)

S.No.	Detail	Enclosed	Not Enclosed
01.	Self attested copy of company/firm/agency's incorporation / registration with any Centre govt./State Govt./Municipality		
02.	Self attested copy of company/firm/agency's PAN Card		
03.	Self attested copy of company/firm/agency's Service Tax Registration certificate, if registered		
04.	Self attested copy of company/firm/agency's past and current customers list		
05.	Self attested copy of company/firm/agency's owned vehicles list		
06.	Self attested copy of company/firm/agency's income tax return of last two year		
07.	Self attested copy of work order/contract of hiring vehicle with Centre/State/PSU Govt. department of last two year		
08.	Self attested copies of RC Book of the vehicle that is to be provided to this office for one year.		

(if the bidder failed to provide any of the above self attested document(s)he will be technically disqualified)

**(Sign and seal of the bidder/ authorized person of bidder)**



**FINANCIAL BID** (To be placed in separate envelope)

1. Rate per vehicle per month **excluding GST**

Sr. No.	Model Manufacturer and registration number of Vehicle (to be filled by tenderer)	No. of vehicles required	Rate (in Rupees) <b>excluding GST /Vehicle/month</b> to be filled by tenderer
01.	Model : <b>Sedan</b> Manufacturer _____ Manufacturing Year _____ Registration No. _____  (vehicle to be used up-to 25-26 days subject to maximum of 2000 Kms in a month)	<b>10 (Ten)</b>	<b>Rate for Sedan</b> Rs. _____ (in words----- -----)

**Signature and name with office seal**

**Annexure "B"**

Detail of the Vehicle that is to be provided to this office for the period for  
2020-21

(Should be placed with Technical Bid)

S.No	Model and Manufacturer of vehicle	Registration No.	Month and year of manufacture	Chasis No.	Engine No.	Fuel used
01.						
02.						
03.						
04.						
05						
06						
07						
08						
09						
10						

Copies of registration (RC Book) (self attested) of above vehicles should be enclosed. **If the service provider is ready to provide new vehicle, then he is exempted from providing the same.**

Name and Signature of Authorized signatory  
Seal/Stamp