



## प्रवर्तन निदेशालय

भारत सरकार

प्रथम एवं द्वितीय मंजिल, 'जीवन विश्वास',  
एल.आई.सी. बिल्डिंग, ईडीसी कॉम्प्लेक्स, पाटो प्लाजा,  
पणजी, गोवा - 403001

### ENFORCEMENT DIRECTORATE

Government of India

1<sup>st</sup> & 2<sup>nd</sup> Floor, 'Jeevan Vishwas', LIC Building,  
EDC Complex, Patto Plaza, Panaji, Goa 403001.

Off.: 0832-2438266, Fax: 0832-2438189

Email : jd-ed.goa@nic.in

File no-D-11/01-Goa/2018

Date: - 18 .09.2020

## Tender Notice for Hiring of two office Vehicles

Tenders are invited by the Directorate of Enforcement Panaji Zonal Office, Panaji in sealed envelopes from experienced and reputed service provider for hiring two Non-AC Vehicles (Taxi) on monthly basis for a period of one year on the following terms and conditions: -

1. Vehicles will be hired for 22-25 days in a month subject to maximum of 2000 Kms within state of Goa.
2. The monthly charges payable shall be all inclusive i.e. salary of driver, fuel maintenance, insurance, taxes and any other incidental expenses etc.
3. A log book specifying daily reporting and relieving time as well as daily opening and closing meter reading shall be maintained.
4. In case of breakdown, alternate arrangements have to be provided by the service provider immediately.
5. The latest/new vehicles will be given preference. The year of registration of the vehicles should not be prior to the year 2018. The vehicles should possess excellent neat exterior and interior.
6. The vehicles should be in good running condition. The vehicles must be properly and comprehensively insured and should carry necessary permits/clearance from the Transport Authority or any other concerned Authority including pollution Certificate.
7. The Directorate will not be responsible for any damage to the vehicles or occurrence of any untoward incident etc. during usage by the Directorate.
8. The vehicles shall be provided on any day including Saturday, Sunday and closed holidays if required by the Directorate. Hiring charges shall be on the basis of Zero-based mileage i.e. mileage starting/ending from/at the office of the Directorate of Enforcement, Jeevan Vishwas, LIC Building, EDC Complex, Patto Plaza, Goa.
9. In case of any mishap/accident, all the claims arising shall be met by the vehicles provider and in case of any condition of vehicle is found unsatisfactory, they shall be returned for

immediate replacement. In case no replacement is provided on time, this Authority shall have the right to hire a vehicle from the market and additional cost incurred by the Authority shall be borne by the vehicle provider.

10. In case of any breakdown of vehicle on duty, the agency shall make arrangement for providing another vehicle. In such case, mileage from the garage to the point of break down would not be paid.
11. The vehicles provider should ensure that the driver(s) employed possesses a valid driving license. The drivers of the vehicles provided must follow the Traffic Rules and other regulations prescribed by the Govt. from time to time.
12. The drivers shall observe all etiquette and protocol while performing duty and shall be neatly and properly dressed and must carry a mobile phone in working condition for which no separate payment shall be made by this Directorate.
13. If the vehicles does not report for duty on any day(s) then an amount calculated on prorate basis shall be deducted from the monthly bill, in addition a penalty of Rs. 500/- per day shall be levied if any vehicle/agency fails to met any above terms & conditions on any day.
14. LPG cylinders should not be used for running the vehicle in any case.
15. The drivers of the vehicles should maintain utmost work discipline. The drivers deputed on duty should be well conversant with roads and routes.
16. The service provider should ensure that there is no due like instalment/insurance etc.
17. Payment shall be made only on monthly basis and on receipt of the bill.
18. Pre-receipted bill shall be submitted by the service provider/agency in duplicate for payment of monthly bill duly supported with the copy of log book.
19. TDS 2% and 2% TDS-GST will be deducted by the Directorate from the monthly bill amount and the service provider has to submit his PAN to the Directorate for the said purpose.
20. Quotation in sealed envelopes superimposed with "Quotation for hiring of vehicles" addressed to the Assistant Director, Directorate of Enforcement, Jeevan Vishwas, LIC Building, EDC Complex, Patto Plaza, Goa shall be submitted on or before **29.09.2020 till 03:00A.M.**
21. Bids received later than the stipulated date and time will not be considered under any circumstances. The office reserves the right to accept or reject any tender, even the lowest one, without assigning any reason thereof.
22. On acceptance of the quotation, the service provider shall submit copies of the Registered Certificate, insurance certificate, tax paid receipt etc. to the department before tendering into the contract of verification.
23. The Directorate will not be under any obligation, legal or otherwise to provide employment to any of the personnel of the service provider during any or expiry of the entire period.
24. The successful tenderer will have to sign an agreement with the Department for these terms and conditions.
25. The agency shall ensure that the odometer of then vehicle provided is properly sealed so that no tempering is done with a view to inflate distance travelled.
26. The agency should provide name & address of the driver and police verification report along with driving license number and copy thereof while submitting the acceptance offer

once the hiring commences the driver deployed with the vehicle shall not be changed unless and until asked by this Directorate.

27. The renderer should furnish an undertaking that he or his firm has not been blacklisted by any organization/Govt. Department for any reason.
28. Notwithstanding anything contained herein, the Directorate of Enforcement reserves the right to terminate the contract, by giving 30 days' notice in writing without assigning any reason and without incurring any liability whatsoever to the service provider.

MAN/18.09.2020

(Rajesh Nair)  
Assistant Director (Admin.)

Copy to:

- ✓ 1. The Deputy Director (Admin.), Directorate of Enforcement, Hqrs, office, New Delhi with request to upload the same on official website of Directorate.
2. The Notice Board of Directorate of Enforcement, Panaji Zonal office, Panaji, Goa