



प्रवर्तन निदेशालय  
**ENFORCEMENT DIRECTORATE**  
 भारत सरकार / Government of India  
 वित्त मन्त्रालय, कोच्चिन क्षेत्र कार्यालय  
 Ministry of Finance, **Cochin Zonal Office**  
 कानूस कैसल, ए.के. शेशाद्री रोड (मुल्लासेरी कैनाल रोड वेस्ट)  
 Kanoos Castle, A.K. Sheshadri Road,  
 कोच्चिन 682011 /Cochin 682011  
 Tel: 0484- 2350402, 2350403, 2350404, Fax: 0484-2350406  
 e-mail : [enforcement.cochin.ker@nic.in](mailto:enforcement.cochin.ker@nic.in)

No. D-16/1-KCZO/2017

Dated 14-01-2019

**TENDER NOTICE No. 01/2019 DATED 09-01-2019**

Limited tenders are invited by the Directorate of Enforcement, Kochi Zonal Office in sealed envelopes from eligible experienced and reputed service providers for hiring of 3 nos. of vehicles (Innova/Scorpio/SUV/Sedan) on monthly contract basis for a period one year from the date of awarding the contract on the following terms and conditions:

- a) Vehicles will be hired for 20-25 days in a month subject to a maximum of 2000 km. and will be used without AC.
- b) The hired vehicles shall be used within the jurisdiction of the Directorate of Enforcement, Kochi Zonal Office (comprising the whole of Kerala).
- c) The monthly charges payable shall be all inclusive i.e. salary of driver, fuel, maintenance, insurance, taxes and any other incidental expenses.
- d) A log book specifying daily reporting and relieving time as well as daily opening and closing meter reading shall be maintained in the vehicle.
- e) In case of break down, alternate arrangements have to be provided by the service provider immediately.
- f) Payment shall be made only on monthly basis and on receipt of the bill.
- g) The latest/newest vehicle will be given preference. The year of registration of the vehicle should not be prior to the year 2016. The vehicle should possess excellent, neat exterior and interior and should be in good running condition.
- h) The Department will not be responsible for any damage to the vehicle or occurrence of any untoward incident etc. during the usage by the Department.
- i) The Driver of the vehicle should maintain utmost work discipline.
- j) The vehicle shall be provided on any day including Saturday, Sunday and closed holidays if required by the Department.

- k) 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 hiring period.
- l) The service provider shall give one month's prior notice for termination of the contract.
- m) The Department reserves the rights to terminate the contract without assigning any reasons by giving one month notice to the service provider.
- n) On acceptance of the quotation, the service provider shall submit copies of the Registration Certificate, Insurance certificate, tax paid receipts etc. to the Department before entering into the contract for verification.
- o) Quotation in sealed envelopes superimposed with "Quotation for hiring of vehicles" addressed to the Joint Director, Directorate of Enforcement, Kochi Zonal Office, Kanoos Castle, A.K.Sheshadri Road, Cochin 682011 shall be submitted on or before 01-02-2019 at 05.00 p.m.
- p) Bids received later than the stipulated date 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 reasons thereof.
- q) The sealed envelopes containing quotations will be opened on 04-02-2019 at 11.00 a.m. The parties who wish to be present at the time of opening of tenders can present themselves in person or through their representative with an authority letter for the said purpose.
- r) TDS @ 2% will be deducted by the Department from the monthly bill amount and the service provider has to submit his PAN to the Department for the said purpose.

  
(VAGISH KUMAR SINGH)  
DEPUTY DIRECTOR (ADMN.)

**PROFORMA FOR BID**

1. NAME, ADDRESS AND TELEPHONE NUMBER OF TENDERER

2. NAME, ADDRESS AND TELEPHONE NUMBER OF THE PROPRIETOR/PARTNER/  
DIRECTORS

3. TECHNICAL DETAILS

S.No.	Model & Make of the vehicle	Regn. No.	Year of manufacturing	Kilometers covered so far	Owner of the vehicle
1					
2					
3					
4					
5					

4. RATE PER VEHICLE (EXCLUSIVE OF SERVICE TAX)

S.No.	Category of vehicle	Rate (in Rs.)	Extra KM charges in Rs. (for per KM)	Extra hours charges in Rs. (for per hour)
1				
2				
3				
4				
5				

Signature  
Name of authorized signatory: Seal/Stamp