



भारत सरकार / GOVERNMENT OF INDIA

कार्यालय संयुक्त निदेशक, प्रवर्तन निदेशालय, चेन्नई ज़ोनल कार्यालय
 OFFICE OF THE JOINT DIRECTOR, DIRECTORATE OF ENFORCEMENT, CHENNAI ZONAL OFFICE I
 दूसरा एवं तीसरा तल, मुरुगसा नायकर कॉम्प्लेक्स सं, 84, ग्रीम्स मार्ग 600006 - चेन्नई,
 2ND & 3RD FLOOR, MURUGESA NAICKER COMPLEX, No.84, GREAMS ROAD, CHENNAI - 600 006
 फ़ोन नं./ PHONE NO: 044-2829 9728 & 2829 9729 फ़ैक्स नं./ FAX NO: 044 - 2829 9799

F. No: D-16/2/CEZO/2019-ZONE-I


Dated: 28.2.2019

TENDER NOTICE NO. 01/2019

Tender Notice for Hiring of Operational Mid - Size Vehicle (Preferably Sedan/SUV) -4 No's

for Office use on contract basis - reg.

- Terms and conditions are enclosed in Annexure - III.
- Detailed information / forms may be collected from this office from **02.03.2019 to 15.03.2019** between 10.00 hours to 17.00 hours during working days.
- Last date for submitting tender documents is **18.03.2019 up to 17.00 hrs**
- Tender will be opened on **19.03.2019 at 15.00 hrs**. Interested bidder/company/firm or their authorised representative may attend the same also.
- Bid should be submitted in two sealed envelope one containing Technical bid (Annexure-I) and the other containing Financial bid (Annexure -II).
- The detailed notice of inviting tender (NIT) may be downloaded from the site of Enforcement Directorate - <http://enforcementdirectorate.gov.in>.
- The Office of Directorate of Enforcement, Chennai reserves the right to postpone/and/ or extend the date of receipt/opening of tender or to withdraw the same without assigning any reason thereof.
- The undersigned reserves the right to accept or reject any quotation without assigning any reason.


 JOINT DIRECTOR
 CHENNAI ZONE-I

Copy to:

- Notice board of this office.
- Head office, New Delhi for taking necessary action for uploading this NIT on ED's own website and on the website of central public procurement portal.
- The SDE(SR).

Annexure-I

TECHNICAL BID FOR TENDER-DATED 28.02.2019**FOR HIRING OF VEHICLE IN OFFICE OF THE DIRECTORATE OF ENFORCEMENT,
CHENNAI.**

The interested parties are requested to provide the following information along with the quotations.-
(The particulars furnished below must have documentary support with self-attestation)

S.NO	Particulars	
1	Name, Address and telephone no./mobile no of the vendor	
2	AADHAR No. of the vendor/agency	
3	Nature of Business	
4	Income Tax assessment particulars ward/circle & PAN, Please furnish copies of Balance sheet, P&L A/c, Computation of Income etc. along with returns filed for last three Financial Years, if applicable	
5	Goods & Services Tax particulars with copies of returns filed for the last three Financial Years, if applicable	
6	GST Registration Number	
7	Number of vehicles owned with details along with proof of ownership	
8	If the vehicle not owned is to be pressed in service, contract with the owner placing the vehicle at the disposal of the bidder may be furnished.	
9	Turnover in the last three years, if applicable	
10	Details of hiring of vehicle done in the past, if any i Names and address of the parties to whom vehicle was given on hire. ii Period for which the vehicle was hired out. iii Number of vehicles given on hire	
11	Details of vehicle proposed to be provided i.e. make and the date of purchase.	
12	Remarks if any, towards the services proposed to be provided	

Note: if a vendor doesn't fulfil any of the technical condition, the financial bid will not be considered.

**Name and Signature of the Authorized
Signatory with seal, stamp & date**

Annexure-II**FINANCIAL BID FOR TENDER DATED 28.02.2019**

FOR HIRING OF VEHICLE IN OFFICE OF THE DIRECTORATE OF ENFORCEMENT,
CHENNAI

1	Name, Address and telephone No. of the Tenderer	:	
2	PAN No.	:	
3	Name and address of the proprietor/ Partner/Directors and their PAN	:	
4	Make of the Vehicle and year of purchase	:	
5	Rate Chart of the vehicle (Exclusive of GST)	:	

Note: The Mid-size vehicle (preferable sedan/SUV) to provided and should be comfortable for long journey.

S. NO	Description	Rate
1.	For 2000 Kms per month	
2.	For every extra Kilometre beyond 2000 Kms. Per month	

Name and Signature of the Authorized
Signatory with seal, stamp & date

Annexure-III

**GOVERNMENT OF INDIA
DIRECTORATE OF ENFORCEMENT, CHENNAI ZONE II**

TERMS AND CONDITIONS OF THE TENDERS FOR HIRING OPERATIONAL VEHICLE

1. The vehicle to be provided should be a Mid-Sized vehicle (preferable sedan/SUV) in good and in pristine condition.
2. The seat and seating arrangement in the vehicle must be comfortable for long distance journey.
3. The vehicle shall be at the disposal of O/o The Directorate of Enforcement, Chennai for all the days including holidays during the contract period.
4. The Quotations will be exclusive of all taxes for the vehicle. The rate quotations for the vehicle should be on monthly basis with the usage of 2000 kms per month.
5. The rates for extra mileage beyond 2000 kms per month should be given separately.
6. Contracted hire charges shall include monthly charges of driver, repairs and maintenance of vehicle, periodical servicing of the vehicle, insurance, petrol/ diesel, oil and also any other incidental expenses in running and maintenance of vehicle.
7. In case of any accident or any other contingency, any claim arising out of it shall be borne by the vendor only and no claim whatsoever shall be borne by the O/o Directorate of Enforcement, Chennai.
8. The vehicle shall be kept neat and clean and in perfect running condition and should be provided with neat and clean seat covers, floor mats, window-curtains etc.
9. If the vehicle is out of order, the vendor shall provide a substitute vehicle immediately. In case the vehicle does not report on time/does not report at all, the O/o Directorate of Enforcement, Chennai shall have the right to hire any other vehicle from the market and the additional cost incurred by this Office shall be borne by the vendor/shall be deducted from the monthly hire charges payable.
10. A log book specifying daily reporting and relieving time as well as daily opening and closing meter reading shall be maintained in the log book which shall be signed by the Vehicle Officer concerned.
11. Payment of monthly rental charges shall be made by the O/o Directorate of Enforcement, Chennai after the end of every month on the presentation of the bill duly supported by copy of Log book within a reasonable time. However, no interest is payable on delayed payment if at all it occurs.
12. The fuel tank should ordinarily be always filled to its full capacity whenever a refilling is being done. Further, there should be no undue or unreasonable delay in refilling failing which the Directorate of Enforcement, Chennai reserves the right to fill it at its own cost and deduct the same from monthly hire charges payable.
13. The driver running the vehicle should have valid driving license and the vehicle should be registered with the concerned authorities of Central/State Govt. A certificate to this effect should be provided. The driver of the vehicle provided must follow all the traffic rules and other regulations prescribed by the Government from time to time.

14. The driver must be provided adequate transportation facilities from his place of residence to the office or the office or the residence of the officer to whom vehicle is assigned or is to be reported by the vendor. He should always carry a mobile phone in working condition for which no separate payment will be made by the O/o Directorate of Enforcement, Chennai.
15. The service provider has to give in writing two months prior notice to the O/o Directorate of Enforcement, Chennai to terminate contract. The Directorate of Enforcement, Chennai can however terminate the contract on a notice period of 30 days without assigning any reason whatsoever.
16. Serious view shall be taken if any vehicle fail to meet the terms and conditions prescribed herein on any day of operation. If after two verbal/ written reminders, the vendor does not take action in this respect, then, the O/o Directorate of Enforcement, Chennai may bear the expenses and which shall be deducted from the bill of the immediately succeeding month. However, in-case of frequent violations of the terms and conditions, the contract shall be cancelled forthwith at the risk and cost of the vendor.
17. The driver must observe all the etiquette and protocol while performing their duties. He must be neatly dressed, should wear preferably proper uniform and must carry a mobile phone in working condition, for which no separate payment shall be made by the Directorate of Enforcement, Chennai.
18. The driver should always remain with the vehicle during the entire period of duty. In case of any relaxation regarding the same, he should seek permission of the concerned officers.
19. The vendor and driver shall be bound to carry out the instructions of the O/o Directorate of Enforcement, Chennai as well of the Officers to whom the vehicle is assigned.
20. Dedicated vehicle and driver must be provided. Changes will be allowed only in exceptional circumstances with the permission of the O/o Directorate of Enforcement, Chennai. The vehicle must be made available at any time of any days as desired by the Officer concerned.
21. Tender Committee of the Directorate of Enforcement, Chennai reserves the right to accept or reject any or all the quotations/ tenders without assigning any reasons whatsoever.
22. The vehicle is to be provided for duty on or before 01.03.2019.
23. While submitting the tender, the transport operator shall be required to submit copies of the Registration Certificate and valid comprehensive Insurance Policies of the vehicle being offered for hire.
24. This contract shall be effective for duration of one year from the date of signing the contract unless terminated earlier as per clause No. 15 mentioned above.
25. The contract may be extended from time to time as mutually agreed upon and keeping in view the rate fluctuation of fuel, driver salary, other maintenance expenses etc. and subject to satisfactory performance of the vendor.
26. The rate for the vehicle should be specified (exclusive of GST) for 2000 kms. On monthly basis (reckoned from time of reporting to the time of release). Charges for additional distance after 2000 km per month should also be specified in the enclosed proforma Annexure-II (Financial Bid).
27. In case of any dispute of any kind and in any respect whatsoever, the decision of Joint Director Directorate of Enforcement, Chennai shall be final and binding on the vendor.

28. This office reserves the right to require fulfilment of other conditions, not expressly mentioned, which are consistent with the use of vehicle on hire by this office.

29. Office Emblem/Logo/Govt. of India should not be displayed on the vehicle when not used by the officers.

30. The latest/newest vehicle will be given preference and the year of registration of the vehicle should not be prior to the year 2017.

31. TDS @ 2% will deducted by the Department from the monthly bill amount and the service provider has to submit his PAN for the said purpose.

32. The bidder should quote the bid for each type of Etios, Ertiga, Dezire Model Vehicles separately. The tender will be finalised based on the make and model of the vehicle.

ASR
28/2/2019
JOINT DIRECTOR
CHENNAI ZONE 1

Place: Chennai
Date: 28.2.2019