



भारत सरकार/**GOVERNMENT OF INDIA**
प्रवर्तन निदेशालय/**ENFORCEMENT DIRECTORATE**
उप-क्षेत्रीय कार्यालय, देहरादून/**Dehradun Sub-Zonal Office**
5 क्रॉस रोड, देहरादून/5- Cross Road, Dehradun- 248001
TELE: 0135-2715572, FAX- 0135-2716672

File No. A-1/01/Ag/DNSZO/2019-20

दिनांक/Date: 27.09.2019

TENDER NOTICE No. 02/2019

निविद सूचना संख्या 02/2019

अनुबंध आधार पर कार्यालय के उपयोग के लिए एक परिचालन वाहन
किराए पर लेना हेतु निविदा नोटिस।

**Tender Notice for Hiring of One Operational Vehicle
for office use on contract basis-reg.**

एक वर्ष की अवधि के लिए प्रवर्तन निदेशालय, उप-क्षेत्रीय कार्यालय के लिए अनुबंध आधार पर मध्य आकार के एक परिचालन वाहन MARUTI CIAZ/ HONDA CITY/ ERTIGA कार्यालय के उपयोग के लिए किराए पर लेने हेतु मुहरबंद निविदाएं आमंत्रित की जाती हैं।

- नियम और शर्तें अनुलग्नक-III पर संलग्न है।
Terms and conditions are enclosed in Annexure-III.
- निविदा प्रपत्र-विस्तृत जानकारी इस कार्यालय से 03.10.2019 से 17.10.2019 तक कार्यालयीन समय में 10.00 बजे से 17.00 बजे के बीच प्राप्त की जा सकती हैं।
Detailed information/forms may be collected from this office from 03.10.2019 to 17.10.2019 in between 10:00 hours to 17:00 hours during working days.
- निविदा दस्तावेजों को जमा करने की अंतिम तिथि 17.10.2019 को 18.00 बजे तक है।
Last date of submitting Tender documents is 17.10.2019 up to 18.00 Hrs.
- निविदा 18.10.2019 को 15.00 बजे उपरोक्त कार्यालय में खोली जाएगी। इच्छुक निविदाकर्ता/कंपनी/उनके अधिकृत प्रतिनिधि इसमें उपस्थित रह सकते हैं।

Tender will be opened on 18.10.2019 at 15:00 hrs in above mentioned office, interested bidder/Company/Firm or their authorised representative may attend the same also.

- बोली को दो मूहबंद लिफाफे में प्रस्तुत किया जाना चाहिए, जिसमें एक लिफाफे में तकनीकी बोली (अनुलग्नक-I) और दूसरे लिफाफे में वित्तीय बोली (अनुलग्नक-II) शामिल हो।

Bid should be submitted in two sealed envelope one containing technical bid (Annexure -I) and the other containing financial bid(Annexure-II)

- तकनीकी बोली युक्त लिफाफे में समस्त सहायक दस्तावेज के साथ-साथ 10,000/- रुपये का डिमांड ड्राफ्ट/बैंकी चेक होना चाहिए जोकि "Drawing and Disbursing officer, Directorate of Enforcement, Dehradun" के पक्ष में देहरादून में देय हो।
- निविदा आमंत्रित करने की विस्तृत सूचना (एनआइटी) प्रवर्तन निदेशालय की साइट <http://www.enforcementdirectorate.gov.in> से डाउनलोड की जा सकती है।


The detailed Notice of inviting Tender (NIT) may be downloaded from the site of Enforcement Directorate <http://www.enforcementdirectorate.gov.in>.

- प्रवर्तन निदेशालय, देहरादून कार्यालय निविदाओं की प्राप्ति या खोलने की तारीख स्थागित करने या विस्तार करने का अधिकार रखता है या किसी भी कारण के बिना वापस लेने का अधिकार रखता है।

Office of the Directorate of Enforcement, Dehradun reserves the right to postpone/and/or extend the date of receipt/opening of Tenders or to withdraw the same without assigning any reason thereof.

- अधो हस्ताक्षरी किसी भी कारण के बिना किसी भी उद्धरण को स्वीकार या अस्वीकार करने का अधिकार रखते हैं।

The undersigned reserves the right to accept or reject any quotation without assigning any reason.


रविन्द्र जोशी / **Ravindra Joshi**
उप- निदेशक / **Deputy Director**

प्रतिलिपि (Copy to):

- i) मुख्यालय, नई दिल्ली, ई.डी को अपनी वेबसाइट पर अपलोड करने के लिए आवश्यक कार्रवाई हेतु निवेदन।

TECHNICAL BID FOR TENDER-DATED 27.09.2019

FOR HIRING OF VEHICLE IN THE SUB-ZONAL OFFICE OF ENFORCEMENT
DIRECTORATE, DEHRADUN

The interested parties are requested to provide the following information along with the quotation:-

(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 file for the last three Financial Years, if applicable.	
5.	Goods & Service Tax particulars with copies of returns filed for the last three Financial Year, if applicable.	
6.	GST Registration Number	
7.	Number of vehicle 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 year, 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 vehicle 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	
13.	Details of Demand Draft/ Banker's Cheque in respect of Earnest Money of Rs. 10,000/- (Demand Draft/ Banker's Cheque should be enclosed) in favour of "Drawing and Disbursing Officer, Directorate of Enforcement, Dehradun" payable at Dehradun	

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 27.09.2019
FOR HIRING OF VEHICLE IN THE SUB-ZONAL OFFICE OF
ENFORCEMENT DIRECTORATE, DEHRADUN

1. Name, address and telephone No. of the tender :
2. PAN No. :
3. Name and address of the proprietor/ Partner/Directors and their PAN :
4. Vehicle Type (HONDA CITY/ERTIGA MARUTI CIAZ/ specify, if any other.) :
5. Make of the Vehicle and year of purchase :
6. Approx. KM run by the vehicle as on date :
7. Rate Chart of the vehicle) Exclusive of GST :

1.	A. per day rate of vehicle with 100 Km. (with 10 Hrs of official duty B. Above 100 Km	
2.	Outstation Charges	
3.	Halt Charges (with 100 Km running)	
4.	Night Charges	
5.	Permit and Road Tax will be paid by	
6.	Toll and parking will be paid by	

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

Note:

1. The operational mid-size vehicle to be provided should be registered on 2017 or onwards and should be comfortable for long journey.
2. It may be noted that while evaluating the financial bid, along with the rate quotation, model of the vehicle (year of the purchase) and/or KMs run by the vehicle may be considered by the tender committee.

TERMS AND CONDITIONS OF TENDER NOTICE No. 02/2019-2020

1. The service provider shall be required to provide a self attested copy of registration documents/The vehicle provided under the contract must be properly and comprehensively insured and should carry necessary permits/clearance including pollution clearance certificate from, the concerned state transport authority or any other concerned authority.
2. The rates for hiring of car shall be:-

1.	A. per day rate of vehicle with 100 Km. (with 10 Hrs of official duty B. Above 100 Km	
2.	Outstation Charges	
3.	Halt Charges (with 100 Km running)	
4.	Night Charges	
5.	Permit and Road Tax will be paid by	
6.	Toll and parking will be paid by	

3. Contract charges include charges of driver, repair and, maintenance of vehicle, petrol or diesel and also other expenses.
4. The vehicle shall be provided for the exclusive use of the office and shall not be used by the contracted agency for any other purpose.
5. In case of any accident, all claims will be met by the contractor.
6. If the vehicle gets out of order the contractor shall provide substitute vehicle immediately. In case vehicle does not report on time or does not report at all, the Directorate would have the right to hire a vehicle from market and the additional cost incurred by directorate would be borne by the contractor.
7. The service provide shall maintain a record of journey performed by the hired vehicle in a log book system which shall be verified by an officer in charge of hired vehicle in the Directorate of Enforcement, Dehradun. Only the mileage verified by the in charge officer will be taken into consideration by this office at the time of payment of bill.
8. Payment shall be made at the end of the every month on the basis of actual bill.
9. The service provider shall ensure compliance of all labour laws.
10. The driver of the vehicle must follow all traffic rules and other regulations prescribed by the govt. Of India time to time.
11. The service provider must provide the name & address of the driver with an attested copy of the driving licence of the driver clearly indication the driver's name and period of validation. Once the hiring commences the driver deployed with the vehicle will be changed/retained only on the recommendation of this officer.

12. The service provider must submit an undertaking that neither he nor his firm has been blacklisted by any state or central govt. Organisation.
13. The contract between the Directorate and contractor can be cancelled with prior notice of 30 days from either side.
14. In the event of any unsatisfactory performance of the vehicle or driver, the contract can be cancelled without assigning any reason whatsoever.
15. Dedicated driver and vehicle must be provided. The vehicle can be availed at any time of the requirement of the directorate.
16. The driver must observe all the etiquettes and protocols while performing his duty. He must be neatly dressed should wear proper uniform and remain disciplined during the course of duties.
17. The driver must carry a mobile phone which should be available for 24 hours,
18. The operator and driver shall be bound to carry out the instruction of the directorate and its officers to whomsoever vehicle is assigned.
19. The contract will be effective from 23.10.2019 to 22.10.2020 unless terminated earlier as per the clause provided in the agreement.
20. The contract can be extended for a period up to three years on yearly basis & on mutual understanding and granting satisfactory services.
21. Penalty Rs. 2000/- will be levied if the vehicle fails to meet the above mentioned terms and conditions.
22. All damages/charges arising on account of or connected with the negligence of the service provider/contractor agency or its staff or any person under his control whether concerning public or any person in general while executing the contracted work or otherwise will be settled by the contractor.