



प्रवर्तन निदेशालय, भारत सरकार
श्रीनगर क्षेत्रीय कार्यालय, दुर्रानी हाउस, निकट राजबाग
पुलिस स्टेशन
राजबाग , श्रीनगर, (जे&के)

ENFORCEMENT DIRECTORATE
Government of India
Srinagar Zonal Office
Durrani house, Near Raj Bagh Police Station
Raj Bagh, Srinagar-190008 (J&K)
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TENDER DOCUMENT

Sub: Hiring of 2 Vehicles by Directorate of Enforcement, Srinagar-reg.

The Directorate of Enforcement, Srinagar invites quotations in sealed covers from reputed vendors latest by 22.03.2022 for hiring two vehicles for the use of the Directorate of Enforcement, Srinagar.

The bid shall consist of two parts –**Technical bid and financial bid**. Both bids 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. **Bids of all parties whose Financial Bid is not in a separate sealed cover or the rates quoted by them find mention in their Technical Bid shall be rejected forthwith.** All the information sought under the Head ‘Conditions’ and other information to be supplied is to be given in Technical Bid while price quoted for the same will have to be mentioned only in the Financial Bid. The Financial bids of only those parties will be opened whose Technical Bids are found to be eligible while the financial bid of disqualified bidders shall not be opened.

The bid/quotation shall be opened at 3.00 PM on 23.03.2022 in the Directorate of Enforcement, Durrani House, Near Rajbagh Police Station, Rajbagh, Srinagar in the presence of one representative of each of the bidder who wishes to be present.

The Tender document may be downloaded from the website of Directorate of Enforcement <http://www.enforcementdirectorate.gov.in> and central public procurement portal <https://eprocure.gov.in>. The bidders are requested to visit the websites regularly. Any changes/modifications in the Tender will be intimated by corrigendum through this website only.

Details of Vehicles required: -

Purpose	Type of Vehicle	No. of Vehicles required	Services Required
Operational Vehicle	SUV/Mid-size/ Sedan	2	Upto 2000 Kms for 30-31 days per month.

(A) Eligibility Criteria for Bidder (Supporting evidences should be submitted along with Technical Bid):-

- (i) The applicant vendor should own sufficient vehicle at the time of making application for the contract and should produce evidences to that effect.
- (ii) The applicant's Average Annual Turnover should not be less than 3 lakh from the business of hiring of SUV vehicles in the Assessment years 2019-20 to 2020-21. In support of this, Applicant vendor should submit their copies of return of income filed with the Income Tax Department along with balance sheet & profit and loss account for Financial Year 2019-19, 2019-20.
- (iii) Applicant vendor should have a reputed client base & should not have been black listed by any Govt. Department in last three years. The client list along with proof of work orders received should be submitted in support of the same.
- (iv) The applicant vendor should have the experience of running a fleet of Vehicles on hiring basis for at least 1 year.
- (v) The above conditions will not apply to Government or Semi-Government Enterprises.

(B) Technical Bid :-

Eligible transport vendors, tour/taxi operators are requested to provide the following information in the proforma enclosed with this tender document:-

- (i) Name & Address of the bidder.
- (ii) Nature of Business.
- (iii) Income Tax assessment particulars ward/circle & PAN.
- (iv) Number of vehicles presently owned by the vendor along with proof of ownership of each vehicle.

- (v) Turnover in the past three years along with documentary evidence.
- (vi) Copies of I.T. Returns for the last three years along with P&L account and Auditors Report if any.
- (vii) Details of hiring of vehicles done in the past:-
 - (1.) Name & Address of the parties to whom vehicles were given on hire during last 3 Financial Years.
 - (2.) Period for which the vehicles were hired out;
 - (3.) Number of Vehicles given on hire.

Financial Bid:-

- (a) The rate for vehicles should be quoted for 2000 KM per month for vehicle. The distance will be calculated from the time & place of reporting to the time and place of release.
- (b) The balance kilometres/hours run during the month are to be carried forward to the next month and any cumulative shortage will lapse at the end of contract year and any cumulative excess will be paid at the end of Contract year, as per kilometre basis.
- (c) Rates for extra KMs must be separately specified.
- (d) The rates quoted should be exclusive of Service Tax as well as any other Govt. Levies etc. As applicable.
- (e) Toll Tax/ Parking Fees/ other such charges will be paid on production of valid vouchers.

Quotation would be sent in sealed cover super scribed **QUOTATION FOR HIRING OF VEHICLES** & should reach the office of the Joint Director, Enforcement Directorate, Durrani House, Near Rajbagh Police Station, Rajbagh, Srinagar. On or before 22.03.2022 by 5.00 PM. The quotation will be opened on 23.03.2022 at 3.00 PM.

GENERAL TERMS AND CONDITIONS

1. The Joint Director of Enforcement, Srinagar reserves the right to postpone and extend the date of receipt/opening rates/quotations or to withdraw the same, without assigning any reason thereof.
2. Rates/quotations duly filled in, will be received up to the date and time letter given in the website.
3. The rates shall be valid for a period of one year or for the duration of the contract and is extendable for a further period as decided to do so by the competent authority.

4. Tender Fee is Rs. 500/- which is payable at the time of procurement of the tender document and is non-refundable.
5. The agency will not contact in any way any person/authority for availing the contract. If found so, the tender of the agency doing so will be rejected.
6. The tender must be submitted along with Demand Draft/Cheque drawn in favour "The Joint Director, Directorate of Enforcement, Srinagar of Rs. 5,000/- (non interest bearing) as Earnest Money Deposit (EMD) for each vehicle. Bid submitted without EMD will summarily be rejected. The EMD of the successful bidder will be treated as Security Deposit during the contract period and refunded on expiry of the contract. The EMD of the other bidders will be refunded at the earliest after completing bidding process.
7. All the rates must be written both in figures and words. Corrections, if any, is to be made by crossing out, initialling, dating and rewriting shall be authenticated.
8. The vehicles should be in excellent condition. The vehicle will preferably be white. The vehicles must have valid permit to run in territory of J & K, Punjab, Haryana, Chandigarh.
9. Vehicle having manufacturers specification shall be accepted while those of altered/modified specifications will be rejected out rightly.
10. The vehicle should be for the exclusive use of the Directorate of Enforcement for each day of the month as per the requirement of this office. The Department shall not allow use of the hired vehicles, by the vendor, for any other purpose.
11. The vehicles will be at the disposal of the Directorate of Enforcement and the timing and duration of deployment of vehicles will be as per the requirement of the controlling officers.
12. The vehicles will be utilized during the period from 0900 hrs to 2000 hrs; however, the vehicle may be utilized for work or in case of any emergency beyond normal working hours without bringing to the knowledge of transport operator and no extra charges will be paid to the service provider in this regard.
13. All expenses relating to salary and allowance of the driver, over time payment, maintenance of vehicles, insurance, diesel oil or and other expenditure related to the vehicle and the driver will be borne by the vendor.
14. Service provider shall make available names and address of the drivers. The drivers employed in service of this office shall not have any adverse police

records/criminal cases against them. Service provider should conduct and ensure all necessary verification in respect of such drivers before employing them in the service of this office.

15. All legal obligations in respect of the vehicle i.e. Road Tax, RTO Registration and permissions etc. And in respect of the driver i.e. minimum wages as per Govt. Regulation, social security etc. will be responsibility of the vendor.
16. The vehicles will be kept neat and clean and in perfect running condition. The seat covers & curtains shall also be provided by the vendor.
17. In the event of breakdown of vehicle or absence of driver, the vendor shall provide a substitute vehicle/ driver immediately. In case vehicle does not report on time/ does not report at all, the Department would have a right to hire a vehicle from the market & the additional cost incurred by the Department will be borne/ reimbursed by the vendor or deducted from his monthly bill.
18. Penalty: In case of breach of any conditions of the contract and for all type of losses caused including excess cost due to hiring of Taxi from the market in the event of Contractor failing to provide requisitioned taxis or not providing Taxis, this office reserves the right to make deductions double the rate of hiring rate on pro rata basis from the bills preferred by the Contractor or that may become due to the contractor under this or any other contract or from the security deposit or may be demanded from him to be paid within seven days to the credit of the Directorate.
19. The drivers should have valid driving license with minimum experience of two (2) year. The vehicles should be registered with the concerned authorities of Central/ State Govt. A certificate to this effect should be provided. All the drivers of the vehicle must follow traffic rules and other regulations prescribed by the Government from time to time.
20. The Driver must observe all the etiquette and protocol while performing the duty. They must be neatly dressed in the prescribed uniform and he should wear proper uniform & he must carry a mobile phone in working condition.
21. Vendor and the drivers shall be bound to carry out the instructions of the Department as well as the officers to whom the vehicle are assigned
22. In case of any accident, all the claims/ damages arising out of it shall be met by the vendor. The vendor will be responsible for any loss/ damage to property because of negligence of driver or poor maintenance of vehicle or due to an accident. The department will not be responsible for any such loss.

23. A daily record indicating time and mileage for vehicle shall be maintained in a log book and shown to the officer every day and initials of the officers should be obtained.
24. The Kilometres entry in the log book maintained for vehicle should start from the place of pick-up and drop of the officer.
25. TDS will be deducted from the payment due to the vendor as per the income tax act.
26. The contract for a vehicle can be terminated at any time after giving 15 days notice without assigning any reason by the department and two month's notice by the vendor.
27. The rate should be specified (exclusive of Service Tax and other Govt. Levis as applicable) for 2000 kms (reckoned from place of reporting to place of release). On monthly basis (reckoned from time of reporting to the time of release) for vehicle. The charges for each vehicle for additional distance after 2000 km per month should also be specified in the rate.
28. The vendor should ensure payment of wages, as per minimum wages Act to the drivers deployed by them. Department may call for the wages or salary register/ vouchers for verification, as and when required in order to ensure payment of correct wages as per law.
29. While computing the amount payable as per clause (22) above, on account of extra kms, over and above the agreed 2000 kms per month provided, the total unused kms of vehicles of the vendor for that month shall be reduced. In case the utilization of kms per month is less than 2000 kms the un-utilized number of kms. shall be added to the next month for the concerned officer's opening balance and so on for the succeeding month
30. The vendor should have been be registered with the authority concerned of state or central government. He also required to fulfil the conditions prescribed in section 66 of Motor Vehicle Act, 1988 for hiring vehicle.
31. If the total kilometres/hours run during a month is more/ less than the scheduled, if any, would be carried forward and cumulative shortage will lapse at the end of contract year and any cumulative excess will be paid at the end of contract year, as per kilometre/hour basis.
32. No other person except the vendor's personnel/ driver shall be allowed to enter the office premises.

33. Within the office premises, the vendor's personnel/ driver shall not do any Private work other than assigned duties.
34. The vendor shall ensure that peace and order is maintained in the office premises by his employees.
35. The vendor or his representative would ensure that all his personnel/driver would behave courteously and decently with the officer/officials of the Directorate Enforcement and also ensure good manners.
36. The vendor shall submit copies of the Registration Certificate and comprehensive insurance policies of the vehicles being offered for hire and particulars with photograph of the drivers dedicated to vehicle.
37. The successful bidder shall be required to produce the vehicle in the office for the physical verification/ inspection.
38. The vendor must deploy one separate supervisor at Durrani House, Near Rajbagh Police Station, Rajbagh, Srinagar for supervising the smooth implementation of the vehicle contract.
39. The competent authority reserves the right to accept or reject any or all of the bids without assigning any reason, whatsoever. The decision of the competent authority in this regard shall be final and binding on all.
40. If at any stage, before/after the tendering process, it is found that any of the details/documents furnished by the bidder is false/misleading/fabricated, then his/her bid would be liable for rejection/disqualification with suitable charges in that regard. If such rejection/disqualification occurs after the bid/quotation have been opened and the highest bidder gets rejected/disqualified, then the competent authority reserves the right to consider the next bidder or take any other measure as may be deemed fit including annulment of the selection process.
41. At any time before the due date of submission of the bid/quotation, the competent authority may for any reasons whether at his own initiative or in any response to a clarification requested by the firms, modify the documents by amendments which will be uploaded in the website.
42. **TERMS OF PAYMENT:-**
 - (a) The monthly consolidated bill in duplicate for the vehicles hired will be submitted to the office of Directorate of Enforcement within five days of the beginning of the month along with log book, which shall be got duly verified and signed by

the officer-in-charge. Payments will be released by the office of the Directorate of Enforcement after making necessary verification.

(b) Directorate of Enforcement, Srinagar shall release due amount after making recoveries from the penalties imposed during the month, if any, through crossed account payee cheque, in favour of vendor, subject to deduction of tax at source.

43. Any violation of above mentioned terms/conditions may lead to termination of the contract without any notice.

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Joint Director
Directorate of Enforcement
Srinagar.

TECHNICAL BID

(Information is required to be submitted in the following format with adequate supporting proof thereof)

<u>Sr. No.</u>	<u>Particulars</u>									
1	Name, address & telephone no. of the vendor									
2	Income Tax assessment particulars, Ward/ Circle & PAN									
3	Number of vehicles presently owned along with proof of ownership									
4	Turnover in the past two year along with documentary evidence									
5	Copy of I.T. Returns for the last Two , A.Y. 2017-18, 2018-19, 2019-20 along with P&L A/C and Balance Sheet									
6	GSTN (if available)									
7	<u>Details of hiring of vehicles done in the past:-</u> a. Address of the parties to whom vehicles were given on hire; b. Period for which the vehicles were hired out; c. Number of vehicles given on hire.									
8	Whether the tender has been black listed by any Govt. office/ department in last 5 years if yes, details thereof									
9	<u>Details of year of make and mileage done by the vehicle bided for at 11 above</u>									
	<table border="1"><thead><tr><th><u>Sr. No</u></th><th><u>Model of Vehicle</u></th><th><u>Yr. of Make</u></th><th>Mileage (in Kms)</th></tr></thead><tbody><tr><td></td><td></td><td></td><td></td></tr></tbody></table>	<u>Sr. No</u>	<u>Model of Vehicle</u>	<u>Yr. of Make</u>	Mileage (in Kms)					
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“I/we have read the terms & conditions of the tender notice and agree to the same”

FINANCIAL BID

(Separate form is to be submitted for different models)

1. Name, Address & Telephone no. of the Bidder i.e. the Applicant Vendor

Rate Chart per Vehicle

(exclusive of GST, other taxes & duties)

TYPE OF VEHICLE: - _____

(Specify the type of Vehicle)

Sr. No.	Description	Rate (Rs.) for
1	For 2000kms	
2	For every extra kilometre (as per above)	

“I/we have read the terms & conditions of the tender notice and agree to the same”

Name & signature of the
Authorized signatory

[Note-1: The maximum rate limit for hiring of a vehicle is (Rs. 50,000/- per month exclusive of GST for SUV) and any other Taxes as levied by Govt.]