

*F. No. 6-5/2006-FIU (Admin)*  
**Government of India**  
**Ministry of Finance**  
**Department of Revenue**  
**Financial Intelligence Unit-India**

6th Floor, Hotel Samrat  
Kautilya Marg, Chanakyapuri  
New Delhi – 110021

*Dated: 30<sup>th</sup> January 2013*

Subject : **Tender for hiring of vehicles**

1. Tenders are invited from agencies/service providers, for supply of vehicles on hire on monthly basis [05 (five) Mid Size Cars] in **sealed envelopes**. The vehicles are required for use of the office of Financial Intelligence Unit – India, New Delhi.
2. The bid shall consist of two parts i.e. Technical Bid and Commercial Bid. Both the bids are to be placed in two separate sealed envelopes (clearly super-scribing 'Technical Bid' and 'Commercial Bid') which in turn are to be placed in one sealed cover. The bids of all the bidders whose commercial bid is not in a separate sealed cover or the rates quoted by them find mention in their Technical Bid shall be rejected forthwith. The Commercial Bids of only those bidders shall be opened whose Technical Bids are found to be eligible.
3. The sealed quotations may be submitted in the prescribed format to the undersigned by 1500 hrs on 28.2.2013. The quotations will be opened on 28.2.2013 at 1600 hrs at Conference Hall of Financial Intelligence Unit – India, 6th Floor, Hotel Samrat, Chanakyapuri, New Delhi – 110021 in the presence of the bidders or their authorized representatives, if any, who wish to participate in the bid opening.
4. The prescribed tender documents with the Terms and Conditions are enclosed.
5. The Director, FIU-IND reserves the right to accept or reject any or all bids without assigning any reason.

Yours sincerely,

(P K Sharma)  
Asstt. Director  
Tele No :24672851

**Enclosures:** (a) Terms and conditions in two pages.  
(b) Format for Technical and Commercial Bid.

**TERMS AND CONDITIONS**  
**(FOR CONTRACT FOR HIRING OF VEHICLES)**

The Financial Intelligence Unit-India, Ministry of Finance, Government of India, New Delhi, invites sealed quotations for Hiring of 05 Mid Size Cars for a period of one year from 1.4.2013 to 31.3.14. The period of the contract may be extended further subject to approval of the Government.

2. The bids are invited under two bid system i.e. Technical and Financial Bid. The agencies are advised to submit two separate sealed envelopes super scribing "Technical Bid for providing Hiring of 05 Mid Size Cars and "Financial Bid for Hiring of 05 Mid Size Cars. Both sealed envelopes should be kept in a third sealed envelope super scribing "Bids for Hiring 05 Mid Size cars, addressed to the Asstt. Director (Admn.), Financial Intelligence Unit-India, 6th Floor, Hotel Samrat, Kautilya Marg, Chanakyapuri, New Delhi-110021.

3. The agency/service provider should submit the technical bid and financial bid in the 'prescribed format enclosed herewith. No bids would be received/ allowed after expiry of last date and time mentioned in the' notice inviting bids.

4. The envelope containing Technical Bid shall be opened first on the scheduled date and time in the presence of the bidder or their authorized representative who wish to be present at that time. Technical Bids shall be evaluated by the Tender Committee appointed by the Director, FIU-IND. Financial Bids of the technically qualified, eligible bidders meeting all the requisite criteria only shall be opened and L1 bidder would be arrived at after considering the price/amount quoted for the manpower in the financial bid.

5. The bidder is required to make an Earnest Money Deposit (EMD) of Rs.25,000 (Rupees Twenty five Thousand only), refundable (without interest), accompanied with the Technical Bid in the form of Demand Draft / Pay Order from any of the Scheduled banks drawn in favour of DDO, FIU-IND, payable at New Delhi valid for a period of 90 days. Bids not accompanied by earnest money of the requisite amount or without proper validity will be summarily rejected.

6. The successful bidder shall have to deposit a Performance Security Deposit of a sum of Rs.75,000 (Rupees Seventy five thousand only) within 7 days of the receipt of the offer letter. The performance security will be furnished in the form of the Bank Guarantee drawn in favour of DDO, FIU-IND payable at New Delhi, or Fixed Deposit Receipt (FDR) from a Scheduled Bank made in the name of the Company / Firm I Agency but hypothecated to the DDO, FIU-IND, payable at New Delhi. The performance security should remain valid for a period of 60 days beyond the date of completion of all the contractual obligations of the supplier.

7. The bidder should have experience of a minimum period of five years in tour and travel business and past experience of providing minimum 10 vehicles on hire to at least three government office/government undertaking/autonomous body.

8. The rates shall be valid for one year or for the duration of the contract and is extendable for a further period, if decided to do so by the competent authority.

9. The bidder should have PAN Number and Service Tax Registration Number and attach a photocopy of the same with the technical bid.

10. The model of the vehicle should not be earlier than 2010. The vehicle should be registered in NCR of Delhi.

11. The vehicle should be in good running condition and provided with clean seat covers.

12. The vehicle should be properly and comprehensively insured and should carry necessary permits/clearance from the transport authority or any other concerned authority including pollution certificates.

13. The office of FIU-IND shall not be responsible for any challan, loss, damage or any accident of the vehicle or to any other vehicles or for the injury to the driver or to any other third party. The loss or damage or legal expenses on this account shall be borne by the contracted agency.

14. The time and mileage is to be calculated from the time and place of reporting to the time and place of release of vehicle and will not be calculated on garage to garage basis.
15. Vehicles shall be made available on all days including Saturday, Sunday and Holidays as per requirement.
16. Toll Tax and parking charges shall be reimbursed by FIU-IND against the production of proper documentary evidence.
17. In case of any breakdown of vehicle on duty, the contracting agency shall make arrangement for providing another vehicle in shortest possible time. In such a case, mileage from garage to the point of breakdown would not be paid.
18. The driver deputed on duty should not be involved in more than two punch or challan for negligent driving. The contracting agency would ensure that the drivers employed have valid driving license.
19. The driver should be well conversant with roads and routes of Delhi and NCR. The operation and functions of the driver shall be governed as per Motor Vehicles Act and Rules.
20. The drivers must observe all the etiquette and protocol while performing the duty. He must be neatly dressed, should wear proper uniform and must carry a mobile phone in working condition, for which, no separate payment shall be made by FIU-IND.
21. The driver should always remain with the vehicle during entire period of duty. In case of urgency, the driver may seek permission of the concerned officers.
22. A daily record indicating time and mileage for each vehicle shall be maintained in a log book.
23. In case vehicles provided by the contacting agency run on CNG/LPG, the copy of the RC should bear the necessary endorsement.
24. All records, documents under various statutory provisions maintained by the tenderer and vehicles officered for hiring shall be open to inspection by an authorized representative of FIU-IND and tenderer shall produce the same as and when required for inspection.
25. The contracting agency should have an adequate number of telephones/mobile phone for establishing contact round the clock.
26. Contract charges include monthly charges of driver, repairs and maintenance of vehicle, insurance, petrol/diesel, oil and consumables and also any other incidental expenses.
27. Payment shall be processed on presentation of bill at the end of every month.
28. FIU-IND shall not be responsible for payment of wages or any other emoluments to the Drivers of the Tenderer so deployed by the Tenderer to work and it shall be the sole responsibility of the Tenderer to make payment of the said Drivers in time.
29. A penalty of Rs. 1000/- per day per vehicle may be levied if any vehicle fails to meet the terms and conditions prescribed herein on any day.
30. Dedicated Vehicles & Drivers must be provided and changes will be allowed only in exceptional circumstances or unless requested by the office of FIU-IND.
31. In the event of the award of the tender and prior to execution of the contract, the contracting agency would be required to produce the vehicles in the office of FIU-IND for physical verification/inspection.
32. In case quality of service by the contracted agency found wanting and/or any provisions of the contract are found violated, the Director, FIU-IND may terminate the contract after giving one month notice.
33. The successful bidder shall have to provide the desired number of vehicles. However, in case the successful bidder expresses his inability to supply remaining number of vehicles at the lowest quoted rates, option shall be given to the next lowest bidder to supply remaining number of vehicles at the lowest quoted rates.

**FORMAT OF TECHNICAL BID FOR PROVIDING VEHICLES TO  
FINANCIAL INTELLIGENCE UNIT – INDIA**

1. Name of the bidder.
2. Complete address and contact Nos (including mobile Nos).
3. Income Tax Assessment particulars (Copy of PAN card and copy of the latest return of Income filed to be attached).
4. Service Tax Registration No along with copy of the Registration Certificate to be attached.
5. Details of vehicles along with copies of the registration paper of vehicle to be attached.
  - (a) Make/Type of vehicle.
  - (b) Model/Year of manufacture.
  - (c) Registration No of vehicle.
6. Details of vehicles given on hire in the past to government/government undertaking/government body:-
  - (a) Name and address of the parties to whom vehicles were given on hire.
  - (b) Period for which the vehicles were hired.
  - (c) Number of vehicles given on hire.

**FORMAT FOR SUPPLY OF COMMERCIAL BID FOR PROVIDING VEHICLES TO FINANCIAL INTELLIGENCE UNIT – INDIA**

<b>Ser No</b>	<b>Description</b>	<b>Rate (Excluding Service Taxes)</b>
1.	The rate for hiring of vehicles for 2400 kms and 300 hours per month.	Rs. .... per month
2.	Extra charges per km beyond 2400 kms.	Rs. .... per month
3.	Extra charge per hour beyond 300 hours.	Rs. .... per month