

**BY SPEED POST**

F.No. 6-5/2006-FIU(Admin)  
Government of India,  
Ministry of Finance,  
Department of Revenue,  
**Financial Intelligence Unit-India**  
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6<sup>th</sup> Floor, Hotel Samrat,  
Kautilya Marg, Chankyapuri,  
New Delhi-110021  
Dated 26<sup>th</sup> March, 2012

**Tender for hiring vehicles.**

Sealed Tenders are invited from agencies/service providers, supplying vehicles on hire on monthly basis for supply of 05 (Five) non-AC cars (Ambassador/Indica) in sealed envelopes for use of the office of Financial Intelligence Unit-India, New Delhi.

2. The bid shall consist of two parts-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 29<sup>th</sup> March, 2012. The quotations will be opened on 29<sup>th</sup> March, 2012 at 1600 hrs at Conference Hall of Financial Intelligence Unit-India, 6<sup>th</sup> Floor, Hotel Samrat, Chankyapuri, New Delhi-21 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.

**(K.K.Verma)**  
Deputy Director  
Tel: No.26874473

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

## **TERMS & CONDITIONS**

### **(FOR CONTRACT FOR HIRING OF VEHICLES)**

1. The bidder should have past experience of providing minimum 06 vehicles on hire to at least one government/government undertaking/government body.
2. The bidder should have PAN Number and Service Tax Regn. Number and attach a photocopy of the same with the technical bid.
3. The model of the vehicle should not be earlier than 2009. The vehicle should be registered in NCR of Delhi.
4. The vehicle should be in good running condition and provided with clean seat covers.
5. 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.
6. 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.
7. The time & mileage is to be calculated from the time & place of reporting to the time & place of release of vehicle and will not be calculated on garage to garage basis.
8. Vehicles shall be made available on all days including Saturday, Sunday and Holidays as per requirement.
9. Toll Tax and parking charges shall be reimbursed by FIU-IND against the production of proper documentary evidence.
10. 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.
11. 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.
12. 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.
13. The Drivers must observe all the etiquette and protocol while performing the duty. He must be neatly dressed, should wear proper uniform & must carry a mobile phone in working condition, for which, no separate payment shall be made by FIU-IND.

14. 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.
15. A daily record indicating time and mileage for each vehicle shall be maintained in a log book.
16. In case vehicles provided by the contracting agency run on CNG/LPG, the copy of the RC should bear the necessary endorsement.
17. The contracting agency should have an adequate number of telephones/mobile phone for establishing contact round the clock.
18. Contract charges include monthly charges of driver, repairs and maintenance of vehicle, insurance, petrol/diesel, oil & consumables and also any other incidental expenses.
19. Payment shall be processed on presentation of bill at the end of every month.
20. A penalty of Rs. 1000/- per day per vehicle may be levied if any vehicle fails to meet the terms & conditions prescribed herein on any day.
21. Dedicated Vehicles & Drivers must be provided & changes will be allowed only in exceptional circumstances or unless requested by the office of FIU-IND.
22. In the event of the award of the tender& 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.
23. In case quality of service by the contracted agency is found wanting, the Director, FIU-IND may terminate the contract after giving one month notice.
24. 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.

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## **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 & 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**

Sl. No	Description	Rate (Excluding Service Taxes)
1.	The rate for hiring of vehicles for 2400 kms & 300 hours per month	Rs_____per month
2.	Extra charges per km beyond 2400 kms.	Rs_____per KM
3.	Extra charge per hour beyond 300 hrs.	Rs_____per hour

