



Government of India
Ministry of Finance (Department of Revenue)
Directorate of Revenue Intelligence
No. 8(P)2, 1st Block, 3rd Main, HBR Layout, Opp. BDA Complex/JSS Public
School, Kalyan Nagar Post, Bengaluru-560043
Tel: 080-25421215 (Office), 25421251(ADG) 25421148(Additional Director)
Fax: 080-2542 1315 (Office) 2542 1292 (ADG)

DRI. F. No. A-3501/02/2016

Dated: 01/01/2018

TENDER NOTICE
TENDER NOTICE FOR INVITING RATES/QUOTATION FOR SUPPLY OF
MANPOWER (DRIVER)

The Directorate of Revenue Intelligence, Zonal Unit, Bangalore intend to avail services of an agency for Supply of manpower (One Driver), for a period of one year from the date of agreement/contract. The following documents, giving full details, are enclosed.

1.	General terms and conditions	Annexure-I
2.	Special terms and conditions	Annexure-II
3.	Pre-qualification requirements for award of Contract for supply of manpower	Annexure-III
4.	Proforma for quotation rates	Annexure-IV

Interested parties/Service Providers/Contractors may submit the above mentioned Annexure-I, II and III duly filed in and signed for having accepted the General and Special terms and conditions and pre-qualification in one envelop and Annexure-IV (Financial bid) in another envelop. Both the sealed envelopes be placed in another sealed cover super scribing "QUOTATION/RATES FOR SUPPLY OF MANPOWER (DRIVER)" and the same may be sent to the **Additional Director General, Directorate of Revenue Intelligence, Opposite to BDA Complex, No 8(P)2, 1st stage, 3rd block, HBR Layout, Kalyan Nagar, Bangaore- 560043** so as to reach before 17.00 Hrs on 22/01/2018. The quotations / rates for Supply of Manpower (Driver) separately along with Annexure-I, II and III will be opened on 23/01/2018 at 15.00 Hrs in the presence of bidders, if any.

It may please be noted that Agencies which do not fulfill the pre-qualification requirement will not be considered. Financial bid under Annexure-IV of those Agencies which fulfill the terms and conditions (Annexure-I, II & III) will only be opened separately on 23/01/2018 itself in the presence of the bidders.

This office reserves the right to accept or reject any or all the quotations without assigning any reason whatsoever.

This issues with the approval of Additional Director General, BZU.

Yours faithfully,

Encl: As above

Sd/-
(S.P.SHYAMSUNDHAR)
DEPUTY DIRECTOR

ANNEXURE-I

1. The Tenderers are invited to quote their rate only on monthly basis. Rates/quotations dully filled-in, will be received up to the date and time mentioned in the letter.
2. Rates quoted should be inclusive of PF, ESI etc. No separate amount would be payable over and above the rates thus quoted.
3. Directorate of Revenue Intelligence (hereinafter referred to as DRI) reserves the right to postpone and/or extend the date of receipt/opening of rates/quotations or to withdraw the same, without assigning any reason thereof.
4. The contractors/service providers are required to submit the complete rates/quotations only after satisfying each and every condition laid down in the annexure enclosed.
5. All the rates must be written both in figures and in words. Correction, if any, are to be made by crossing out, initialing, dating and rewriting. In case of discrepancy between the words and figures, the rates indicated in figures shall prevail. All overwriting/cutting, insertions shall be authenticated and attested.
6. Rates/quotations should be submitted and signed by the firm with its current business address.
7. Rates shall be valid for a period of at least one year from the date award of contract for the said service.
8. Service providers / Contractors should satisfy themselves before submission of rate/quotations to DRI that they meet the qualifying criteria and capability as laid down in the annexure.
9. Service providers / Contractor must comply with the rates/quotations, specification and all terms and conditions of contract. No deviation in the terms and conditions of the contract shall be entertained unless specifically mentioned by the Service provider/contractor in the rates/quotations and accepted by DRI.
10. In case of any default by the Service provider/ contractor in respect of the terms and conditions (whether general or special), DRI may without prejudice to any other right/remedy, which shall have accrued or shall accrue thereafter, terminate the contract, in whole or part, by giving 15 days notice in writing to the contractor.
11. Notwithstanding anything contained therein, DRI also reserves the right to terminate the contract, by giving 15 days notice in writing without assigning any reasons and without incurring any financial liability whatsoever to the contractor/service provider.

12. The service provider/ contractor shall take insurance cover protecting the agency against all claims applicable under the Workmen's Compensation Act, 1948. Further, they shall arrange necessary insurance cover for all persons deployed by him even for short duration. The DRI shall not entertain any claim arising out of mishap, if any, which may take place. In the event of any liability/claim falling on this DRI, the same shall be borne/reimbursed/indemnified as the case may be by the service providers/ contractor.
13. **The present requirement for drivers is ONE number; the eligibility criterion for Drivers is given at Serial no 22 of this annexure.**
14. No other person except authorized representative of the service provider /contractor shall be allowed to enter in the DRI premises.
15. Within the premises of DRI, the service provider/contractor's personnel shall not perform any private work other than their normal duties.
16. Service provider /contractor shall be directly responsible for any/all disputes arising between him and his personnel and keep the DRI indemnified against all action, losses, damages, expenses and claims whatsoever arising thereof.
17. Service providers/contractor shall be solely responsible for payment of wages/salaries, other benefits and allowances to the personnel employed which might become applicable under any of the Acts or Orders of the Government. DRI shall have no liability whatsoever in this regard and the seeks to be specifically indemnified against any/all claims which may arise under the provisions of various Acts, Government orders etc.
18. The personnel shall report to the officer-in-charge assigned by the DRI.
19. Service provider /contractors not registered under the ESI&PF Acts, the Contract Labour (Regulation and Abolition) Act, 1970 and the Rules and Notifications issued there under and any other relevant statutory enactments dealing with employment of labour need not apply. It shall be their responsibility to comply with the provisions of the said Acts, Rules and Notifications.
20. Service provider/contractor shall be fully responsible for theft, burglary, fire or any mischievous deeds by the personnel employed by them in DRI.
21. Service provider/ contractor shall ensure that the persons employed with DRI shall be well-mannered and shall wear neat and clean uniform every day while on duty and free from any communicable diseases.
22. The eligibility criteria for Drivers shall be as follows:
 - a. should have a minimum experience of five years in driving LMV
 - b. should produce the original license at the time of their deployment

- c. Discipline, punctuality, obedience and cordial relation with the officers/staff of DRI should be maintained during their duty and shall be the responsibility of the drivers to maintain the vehicle in good condition.

We agree to the above terms and conditions.

Signature with Date

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Name of the Firm

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Seal

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ANNEXURE-II

SPECIAL TERMS & CONDITIONS FOR DRIVER

1. SCOPE OF WORK

1. The drivers shall ensure proper maintenance of the vehicle. Log book shall be maintained besides proper account of fuel bill corresponding to the mileage.

2. JOBS TO BE CARRIED OUT DAILY

- a. The office being an intelligence and investigative agency may require work to be carried out at odd hours. The drivers should be ready to make themselves available immediately at a short notice and excuses on flimsy grounds shall not be entertained. Service charges shall be deducted to the extent of expenses incurred in case of drivers not responding to such duty, be it vehicles deployed on hire basis/call drivers.
- b. It shall be duty of the driver to clean the vehicle on daily basis and maintain the vehicle which is allotted to him in good condition. The driver shall not mingle with any outside person which shall be detrimental to the normal functioning of the Directorate.

3. MISCELLANEOUS CONDITIONS

- a. The services provided by contractor/service provider shall be to the satisfaction of DRI.
- b. Driver must have his own mobile phone with connection.
- c. Driver must be physically fit, Age of driver should be 21 to 55.
- d. Agency shall ensure that their drivers shall drive the vehicles carefully. The cost of repairing due to accident occurred due to fault of driver and which cannot be claimed through insurance shall be recovered from Agency.

4. TERMS OF PAYMENT

- a. The Service Provider/contractor will submit the monthly bill for reimbursement in duplicate enclosing the certificates as indicated below,

which shall be got duly certified by the officer-in-charge and the same shall paid thereof after making recovery, if any

- b. The Service Provider /contractor shall make regular and full payment of labour charges, salaries and other payments as due, as per labour laws to its personnel deputed under services contract and furnish necessary proof whenever required.
- c. Any complaint regarding non-payment of wages to persons employed on contract may result in termination of the contract.
- d. Payment to Service Provider/Contractor shall be made under account payee cheques only, on presentation of the bill. Tax payable shall be deducted at source as per the rates notified by Income Tax Department.

5. PENALTIES

- a. The Service Provider/Contractor will attract a penalty of Rs 400/- (Rupees Four hundred only) per day, per person in case the persons fails to carry out the services due to his absence or any other reasons. For the purpose of imposing penalty, the decision of the DRI will be final and binding on the Service Provider/Contractor and shall not be subject to dispute or arbitration.
- b. The Service Provider/Contractor would ensure that all his personnel would behave courteously and decently with employees of the DRI and also ensure good manners.

6. CHARGES AND PAYMENTS

Bills chargeable to the DRI shall be paid after every month of services rendered if found in order. In case of any complaint of non-fulfillment or any obligations under the contract, the DRI reserves the right to deduct the payments due from the Service Provider/Contractor from monthly bill(s).

We agree to the above terms and conditions

Signature with date

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Name of the firm

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Seal

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ANNEXURE-III

1.	Name of the organization/firm	
2.	Name(s) of the proprietors/Director	
3.	Registered address	
4.	Telephone No. Fax No.	
5.	Whether firm is registered and license holder under Contract Labour (Regulation & Abolition) Act.	
6.	Registration No. of the firm (copy to be enclosed)	
7.	Permanent Account No. of the firm (PAN)	
8.	Copy of Income Tax Clearance Certificate (ITCC) to be attached	
9.	Provident Fund Number allotted by Regional Provident Fund Office	
10.	ESI Registration No.	
11.	Total staff/workers of the firm	
12.	Name(s) of public sector/Govt. organisation to whom similar services have been provided by the firm during last five years. (Please attach the job order/service certificate from the Govt. officer/Public Sector)	

Signature with Date

Name of the firm

Seal

ANNEXURE-IV

S.No.	Description of payment	Rate per month	Any other remarks (Night driver Bata charges if any)
1.	Cost per Driver		
2.	ESI, PF ,Taxes, and other administrative Charges if any		
	Grand Total (per month)		
	Grand Total (per year)		

Signature with Date

Name of the firm

Seal



Directorate of Revenue Intelligence

**Zonal Unit: Opposite to BDA Shopping Complex,1st Stage,
2nd Block, HBR Layout,BANGALORE-560043**

**Tel: 080-254211780 (Office), 25421251(ADG) 25421148(Additional Director) Fax: 080-
2542 1315(Office) 25421292(ADG)**

DRI.F.No. A-3501/02/2016

Dated: 01.01.2018.

**TENDER NOTICE FOR INVITING RATES/QUOTATION FOR SUPPLY OF
MANPOWER (DRIVER)**

Sealed tenders are invited from prospective service providers with good track record in the field of manpower service for supply of 1 no. of manpower (driver) on monthly hire basis for a period of one year from February, 2018.

Tender forms along with terms and conditions can be obtained from the Vehicle In-charge at the above address or downloaded from cbec.gov.in. Further for any information you may contact Shri D P Suresh, Senior Intelligence officer (Vehicle In-charge), DRI, Bangalore (Mobile No. 9900048144)

Last date of receipt of tender: **22.01.2018
(5.00P.M.)**

Time of opening of bids : **23.01.2018
(3.30P.M.)**

This issues with the approval of ADG.DRI BZU.

Sd/-

Date : 01.01.2018
Place : Bangalore

SHYAMSUNDHAR SP
DEPUTY DIRECTOR