

	<p style="text-align: center;">GOVERNMENT OF INDIA INCOME TAX DEPARTMENT, HYDERABAD OFFICE OF THE PRINCIPAL CHIEF COMMISSIONER OF INCOME TAX, ANDHRA PRADESH & TELANGANA, INCOME TAX TOWERS, AC GUARDS, MASAB TANK, HYDERABAD - 500004. PHONE NO. 040 – 23425477; website: https://www.incometaxhyderabad.gov.in</p>
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TENDER NO.: PR.CCIT/AP & TS/PRO/VEHICLE-TENDER/2022-23

Date: 22-08-2022

NOTICE INVITING TENDERS

Pr. Chief Commissioner of Income Tax, Hyderabad on behalf of the President of India, invites quotations in sealed cover from reputed and experienced vendors for hiring of **Nineteen (19) mid-sized vehicles** as per the terms and conditions of tender document. The vehicles shall be 7 seaters MUV of **Toyota Innova/ Toyota Innova Crysta** make or similar vehicles of make of 2019 or later.

Tender document & tender forms along with terms and conditions can be obtained from the ITO(Hqrs)(PR), O/o Pr.Chief Commissioner of Income Tax, Hyderabad, Ground Floor, I.T. Towers, Masab Tank, A.C. Guards, Hyderabad-500004 or can be downloaded from the website www.incometaxhyderabad.gov.in or <https://eprocure.gov.in/epublish/app>. In case of clarification, the undersigned can be contacted at Ph.No. 040-23425477 from 11:00 hours to 16:00 hours on all working days.

The bids will be opened in the Conference Hall, 10-A, 10th Floor, Income Tax Towers, Hyderabad, in the presence of Tender Committee and the participating bidders or their authorised representatives duly authorised by the bidder. The important dates related to bidding process are given below:

Date of publication of Tender Notice	22-08-2022
Last date of submission	14-09-2022 by 03:00 PM
Opening of Technical Bid	14-09-2022 at 03:30 PM
Opening of Financial Bids	20-09-2022 at 03:00 PM

(MANAS RANJAN BEHERA)
आयकर अधिकारी (मुख्या.) (जनसंपर्क)
INCOME TAX OFFICER (HQRS)(PR),
O/o The Pr.CCIT, AP & TS, Hyderabad,
Ground Floor, Income Tax Towers, A.C. Guards,
Masab Tank, Hyderabad – 500004.

Manas Ranjan Behera
22-08-22



TENDER DOCUMENT

HIRING OF MID SIZE VEHICLES

FOR USE IN

**O/o. THE PR. CHIEF COMMISSIONER OF INCOME TAX,
AP & TS, HYDERABAD.**

:CONTACT:

**THE INCOME TAX OFFICER (Hqrs)(PUBLIC RELATIONS),
O/o. THE PRINCIPAL CHIEF COMMISSIONER OF INCOME-TAX,
ANDHRA PRADESH & TELANGANA
10TH FLOOR, 'C' BLOCK, INCOME TAX TOWERS,
AC GUARDS, HYDERABAD.**

Telephone: 040-23425477

Website: www.incometaxhyderabad.gov.in

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**O/o. THE PRINCIPAL CHIEF COMMISSIONER OF INCOME-TAX,
ANDHRA PRADESH & TELANGANA
10TH FLOOR, 'C' BLOCK, INCOME TAX TOWERS,
AC GUARDS, HYDERABAD.**

TENDER NOTIFICATION

Principal Chief Commissioner of Income-tax, AP & TS, Hyderabad on behalf of President of India invites quotations in sealed covers from reputed and experienced parties for supply of nineteen (19) mid-sized vehicles strictly as per the terms and conditions of tender document published by the Income Tax Department for office use in the O/o Pr. Chief Commissioner of Income Tax, Hyderabad. The vehicles shall be 7 seaters MUV of Toyota Innova/ Toyota Innova Crysta make or similar vehicle of make of 2019 or later.

Tender Notification No.	TENDER NO: PR.CCIT-AP & TS/PRO/VEHICLE-TENDER/2022-23
Tender notification Date	22-08-2022.
Nature of Job	Vehicles proposed to be hired will be used as Staff Cars as well as Operational Vehicles.
Bid Security / EMD Amount	Rs. 1,00,000/- (Rupees One Lakh Only) or MSME Certificate / Registration with the Central Purchase Organisation or the concerned Ministry or Department (Please refer Rule 170 of GFR, 2017 read with the Office Memorandum of Procurement Policy Division, Department of Expenditure, Ministry of Finance, Govt. of India in F.No. F.9/4/2020-PPD, dated 12 th November, 2020 on 'Bid Security / Earnest Money Deposit'.
Period for contract	The contract is for a period of two years starting from the date of commencement of contract, which may be extended for any further period at the administrative convenience of Pr. Chief Commissioner of Income Tax, AP & TS, Hyderabad.
Last date of submission of Bids	14-09-2022 by 03:00 PM
Opening of Technical Bids	14-09-2022 at 03:30 PM
Opening of Financial Bids	20-09-2022 at 03:00 PM

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Tender Documents	Can be download from www.incometaxhyderabad.gov.in or https://eprocure.gov.in/epublish/app .
Submission of tender documents (to be dropped in tender box)	Sealed envelope super-scribed " Vehicle Tender – PRO – O/o Pr.CCIT, AP & TS, Hyderabad " on the top right hand corner of the envelope is to be submitted to: <i>The Income Tax Officer (Hqrs)(Public Relations), Ground Floor, Income-Tax Towers, A.C. Guards, Masab Tank, Hyderabad-500 004.</i> <u>Under no circumstances, the bids received through FAX or e-mail shall be considered.</u>

ENQUIRY REGARDING TENDER TERMS & CONDITIONS: In case of any doubt about Terms & Conditions, interested parties may contact Income Tax Officer (Hqrs)(Public Relations), Hyderabad for clarification over Phone No.: 040-23425477 on all working days between 11.00 AM to 04:00 PM. The Interested parties are advised to study the tender document carefully. Submission of tender bid shall be deemed to have been done only after careful reading, study and examination of tender document and tender notice with full understanding of its implications.

1. NATURE OF JOB:

The vehicles proposed to be hired will be used as Staff Cars as well as for Operational purpose.

2. INSTRUCTIONS TO BIDDERS

This Invitation to Bids is open for all to participants who are fulfilling the following eligibility criteria. Bidders not conforming to any of the below mentioned parameters will not qualify. The BIDDERS hereinafter called as participating bidders / tenderers / vendors / contractors / service providers etc.

(i) Eligibility Criteria:

- The tenderers / vendors / services providers should be experienced in supply of minimum 10 number of mid size 07 seaters vehicles to various offices under Govt. of India / Public Sector Undertaking (PSUs) / State Government, with minimum of 2 years experience. Experience certificates obtained from such Offices / Departments should be attached.
- The service provider shall have **turnover of minimum Rs. 01 crore per year** for the assessment years i.e. 2020-21, 2021-22 & 2022-23.
- The service provider shall have **Main Office or Branch Office within local limits of Greater Hyderabad Municipal Corporation (GHMC)**. The complete address of such

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main or local office shall be provided along with the name and contact details of the concerned person.

- d. The BIDDERS shall be in possession of the necessary permits and licenses and approval by the Competent Authorities or any other Act governing supply or plying of vehicles.
- e. The BIDDERS should have necessary registrations with Labour department and other Govt. Agencies for compliance of all statutory/ Govt. requirements applicable to plying of vehicles services.
- f. The BIDDERS should comply with the Minimum Wages Act, 1948 or any other relevant Act in force and as applicable to Income Tax Department, Hyderabad and as amended from time to time.
- g. The BIDDERS should be an Income-Tax assessee and have filed returns of income for the assessment years i.e. 2020-21, 2021-22 & 2022-23.
- h. One BIDDER can submit only one bid. Multiple bids submitted by the same bidder will summarily be rejected.
- i. The BIDDERS are required to own minimum 50% of vehicles at the time of submission of bids.
- j. The BIDDERS are required to supply commercial / yellow number plate mid size vehicles only.
- k. The vehicles shall be 7 seaters MUV of Toyota Innova / Toyota Innova Crysta make or similar vehicles of make of 2019 or later.

(ii). The BIDDERS is expected to go through all instructions, forms, terms & conditions, and specifications in the bidding document carefully. Failure to furnish information required as per tender document will result in rejection of the bid.

3. The bid is to be submitted in two parts i.e. (i) **Technical Bid should in one sealed cover - "Technical Bid" shall be written on top of envelope and complete address and contact details of the BIDDER** and (ii) **Financial bid should be kept in another sealed cover – "Financial Bid" shall be written on top of envelope and complete address and contact details of the BIDDER.** Both the sealed covers shall be kept in one sealed cover and must be properly sealed which shall be dropped in the tender box. Before dropping the sealed tender bids in the tender box, the BIDDERS shall ensure that the cover of sealed tender bid super-scribed on the top right hand corner of the envelope as "Vehicle Tender – PRO – O/o Pr.CCIT, AP & TS, Hyderabad" and must also contain the contact details of the BIDEERS.

4. The Technical Bid submitted by the bidder shall include the following:

4.1 Copies of documents required at the time of submitting the Bid along with the enclosures as per the checklist for Technical Bid.

- a. Detailed list of vehicles, vehicle number, make / model year, model / make type, distance travelled & remarks (if any) etc.
- b. Detailed list of drivers: Names, Contact numbers etc to be deployed for plying of vehicles to be supplied.
- c. Copies of driving licence of drivers expected to be deployed.
- d. Copies of insurance document of vehicles and no pollution certificates etc.
- e. Taxi or commercial use licence or registration etc.
- f. Valid Permit / License for running vehicles.
- g. Registration Certificates from Registrar Office and Life Certificates etc.
- h. Copy of PAN card
- i. Income-tax Returns for the assessment years i.e. 2020-21, 2021-22 & 2022-23.
- j. Copies of Audited Balance Sheet and Profit & Loss account for the assessment years i.e. 2020-21, 2021-22 & 2022-23.
- k. Certificate from ESI Corporation (if any).
- l. Certificate from EPF Organization (if any).
- m. Registration certificate under Contract Labour Act (Regulation & Abolition) 1970 (if any).
- n. Registration certificate for GST.
- o. Experience certificate and Satisfactory performance certificate from existing principal employers.
- p. Full particulars of all organizations/ institution with maximum number of vehicles deployed at one given time, where the BIDDERS has supplied mid-size vehicles to Govt. Departments in last two years. (Self-attested copies of the relevant work orders are to be enclosed).
- q. Non blacklisting declaration.
- r. Bank Solvency Certificate.
- s. Certificate of ethical practices
- t. Undertaking of Accepting Terms and conditions of tender document.
- u. All the necessary supporting documents required as per the **check-list for Technical Bid**.
- v. The **check-list for Technical Bid** shall be properly filled & enclosed along with the page numbering of the enclosures as necessary evidences/ supporting documents.

4.2 Information must be provided regarding any litigation, current or during the last two years in which the bidder was/ is involved, the opposite party(s) and the disputed amount. Non-disclosure of such information may lead to cancellation of contract (if any) in future.

4.3 Details must be provided regarding any work order that was abandoned at any stage, prematurely terminated or resulted in inordinate delay along with reasons for the same (copies of relevant documents to be enclosed). Non-disclosure of such information may lead to cancellation of contract (if any) in future.

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4.4 The bidders are required to submit Bid Security / Earnest Money Deposit (EMD) of Rs.1,00,000/- by means of Demand Draft Pay / Banker's Cheque drawn in favour of **Zonal Accounts Officer, CBDT**, payable at **Hyderabad**, along with their Technical Bid which shall remain valid up to 120 days.

4.5 The Bidder shall sign the Bid's Forms with the exact name of the concern to which the contract is to be awarded.

4.6 The Bid document filed by the bidder shall be typed or written in indelible ink. No overwriting or cuttings shall be permitted. No bid will be considered unless and until all the pages documents comprising the Bid are properly signed and stamped by the persons authorized to do so.

4.7 The Income Tax Department reserves the right to reject the bid having deviations from the prescribed terms and conditions.

4.8 The terms and conditions of contract mentioned, along with the Instructions to Bidders shall be signed and kept in the envelope marked as 'Technical Bid'.

5. Requirements of Financial Bid:

5.1 The BIDDER is required to fill-in the Financial Bid and keep in sealed envelope / cover super-scribing the "Financial Bid" on the top of envelope and containing the complete contact details of the BIDDER.

5.2 The BIDDER is required to quote price / rate for per vehicle in hire charges. The maximum price / rate / hire charges is Rs.50,000/- (fifty thousand only) excluding applicable GST for mid size vehicle as per Office Memorandum of Integrated Finance Unit, Department of Revenue, Govt. of India in F.No. 0/1/2019_IFU/EC-II, dated 11th February, 2019 on 'Revision of cost ceiling of staff cars / operational vehicles in the CBIC, CBDT and DoR'.

5.3 This department will reimburse the hire charges as quoted by the BIDDERS subject to maximum hire charges as prescribed by the Office Memorandum cited in aforementioned para.

5.4 The aforementioned hire charges includes cost of hiring vehicles, wages / salaries payments to drivers, vehicles repairs & maintenance charges, insurance charges, vehicle registration, taxi permit / commercial registration charges, vehicle life certificate, driver's health check-up charges, fines / penalties levied / imposed due to traffic rules violations and all other costs / charges. The department under no circumstances shall reimburse the charges higher than the price / rate quoted by the BIDDER in the 'Financial Bid'.

5.5 Principal employer i.e. this Department does not have the liability to pay bonus to the drivers deployed by the BIDDER / Vendor / Contractor under the provisions of the Payment of Bonus Act, 1965.

5.6 Income Tax Department shall however, deduct such tax at source as per the rules and issue necessary certificates to the Agency. The prices once accepted by the Income Tax Department towards Service Charges shall remain valid till the contract remains in force. The Income Tax Department shall not entertain any increase in the prices of FUEL during the period.

5.7 The Price / Rate quoted by the BIDDER shall remain fixed during currency of contract irrespective of increase in FUEL prices. The Financial Bid must be submitted in the proforma given. The incomplete or bid in not conformity with the proforma will be summarily rejected.

5.8 The bidder shall indemnify the Income Tax Department against the claims arising out of non-fulfilment of obligations by him under all labour laws. The payment of EPF, ESI, and other statutory contributions to be paid to the drivers employed by the bidder shall be the sole responsibility of bidder.

5.8 The successful bidder shall first make the payments to the drivers by 10th of every subsequent month and submit the bills after making necessary payments like GST, EP & ESI etc. Any violation in payments below minimum wages or wrong deduction in wages or any demand made to its employees for passing or payment of wages or any delay or lapses in the payment of wages etc shall attract minimum penalty at 5% of gross value of monthly bill on first instance, 10% of gross value of monthly bill on second instance, 15% of gross value of monthly bill on third instance and termination of contract and forfeiture of bank guarantee on subsequent instance or on receipt of complaint of harassment from its employees or on any serious violation / charge, irrespective of action initiated / contemplated on first, second or third instances.

5.9 The bidder shall sign its bid with the exact name of the concern to which the contract is to be awarded.

5.10 The bid document filed by the bidder shall be typed or written in indelible ink. No overwriting or cuttings shall be permitted.

6. Sealing and Marking of Bids:

(a) The Technical Bid along with EMD instrument and requisite documents shall be placed in one sealed envelope super scribed '**Technical Bid**'. The Financial Bid shall be kept in a separate sealed envelope super-scribed '**Financial Bid**'. Both the envelopes shall then be placed in one single, sealed envelope super scribed "**Vehicle Tender – PRO – O/o Pr.CCIT, AP & TS, Hyderabad**" and shall be addressed to the Principal Chief Commissioner of Income Tax, AP& TS, Hyderabad. The **bidder's name, telephone number and complete mailing address** shall be indicated on the cover of the outer envelope so that if required, they may be returned to the bidder without opening them. No acknowledgement, in respect of receipt of any bid, shall be issued.

(b) Both the inner envelopes (properly sealed) super-scribed "Technical Bid" and "Financial Bid" shall have the name and address of the bidder so that if required, they may be returned to the bidder without opening them.

(c) If the outer and inner envelopes are not sealed and marked as required, the Income Tax Department shall assume no responsibility for the bid's misplacement or premature opening.

(d) If for any reason, it is found that the Technical Bid reveals the Financial Bid related details in any manner whatsoever, or, the Financial Bid is enclosed in the envelope super-scribed, "Technical Bid", or any duplicate copy of Financial Bid is kept in the envelope of Technical Bid, the Bid document may be summarily rejected in the first instance itself.

(e) All the Bid documents submitted shall be serially page numbered and contain the index with page numbers for the contents/documents enclosed.

(f) The bidders should submit/drop their duly sealed-in tender bid in 'Tender Box' kept in Ground Floor, Income Tax Towers, AC Guards, Masab Tank, Hyderabad – 500 004. No acknowledgement, in respect of receipt of any bid, shall be issued.

7. Deadline for Submission of Bids:

The schedule for tender publication and opening is as below:

Date of publication of tender notice	22-08-2022
Last date of submission of tender bids	14-09-2022 by 03:00 PM
Opening of Technical Bid	14-09-2022 at 03:30 PM
Opening of Financial Bids	20-09-2022 at 03:00 PM

(a) Bids must be received by the Income Tax Department at the address specified not later than the particular date and time specified in the Tender Invitation Notice. The tender bids shall be dropped in the "Tender Box" which is kept at conspicuous place at the entrance of the Building and is accessible to all during the working hours on all days irrespective of holiday declared or otherwise.

(b) The Income Tax Department may, at its discretion, extend the deadline for submission of bids which will be binding on all the bidders.

(c) Any bid received by the Income Tax Department after the deadline (last date & time for submission of tender bid) prescribed by the Income Tax Department, the bid will be summarily rejected without opening the envelope and would be considered as non-existent and no action will be taken.

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8. Modifications and Withdrawal of Bids:

- (a) No modification or substitution of the submitted application shall be allowed.
- (b) A bidder may withdraw its Tender after submission, provided that written notice of the withdrawal is received by the Income Tax Department before the due date for submission of applications. In case a bidder wants to resubmit his application, it shall submit a fresh application following all the applicable conditions.
- (c) The withdrawal notice shall be prepared in Original only and each page of the notice shall be signed and stamped by authorized signatories. The copy of the notice shall be duly marked "WITHDRAWAL".

9. Validity:

Bids shall remain valid for 120 days after the date of bid opening prescribed by the Income Tax Department. A bid valid for a shorter period shall be rejected by the Income Tax Department as non-responsive.

10. Opening and Evaluation of Technical Bids:

- (a) The Tender Committee appointed by the Income Tax Department will open all Technical Bids in the first instance on the appointed date, time and venue.
- (b) During evaluation of bids, the Income Tax Department, at its discretion, may ask the bidder for clarification / break-up of his bid & documents in support of his claim or otherwise.
- (c) No bidder shall contact the Income Tax Department on any matter relating to his bid from the date & time of opening of Technical Bid till the time of issue of work order. All bidders are strongly advised to furnish all material information in the bid itself.
- (d) Any effort by a Bidder to influence the Income Tax Department in its decisions on bid evaluation, bid comparison or work order decision will result in rejection of the bid.
- (e) Where the bid has been signed by the Authorized Representative on behalf of the concern, the bidder shall submit a certificate of authority and any other document consisting of adequate proof of the ability of the signatory to bind the bidder to the contract. (Income Tax Department may out rightly reject any bid, which is not supported by adequate proof of the signatory's authority).
- (f) No alteration shall be made in any of the terms and conditions of the bid document by scoring out. In the submitted bid, no variation in the conditions shall be admissible. Bids not complying with the terms and conditions listed in this section are liable to be ignored.
- (g) Failure to furnish EMD along with technical bid will results in getting the bid rejected. However, the BIDDERS are entitled for exemption for furnishing the Bid Security

/ EMD in view of Rule 170 of GFR, 2017 read with the Office Memorandum of Procurement Policy Division, Department of Expenditure, Ministry of Finance, Govt. of India in F.No. F.9/4/2020-PPD, dated 12th November, 2020 on 'Bid Security / Earnest Money Deposit'.

11. Opening and evaluation of Financial Bids:

(i) The Lowest Price / Rate Bid shall be decided upon the lowest price quoted by the particular bidder but bidder quoting zero or negative service charges will be rejected summarily.

(ii) The Lowest Acceptable Bid will be considered further for placement of contract after examination, complete clarification and price negotiations as decided by the Income Tax Department, Hyderabad.

12. EMD of unsuccessful bidder will be returned to them within 30 days from date of award of contract to the successful BIDDER.

13. The EMD amount of the successful bidder shall be forfeited, if the bidder fails within the time fixed by the Income Tax Department to sign the contract on terms contained in the bid document within the prescribed validity period. The Bid Security / EMD of successful BIDDER will be refunded on receipt of Performance Security as prescribed vide Rule 171 of GFR, 2017 read with the Office Memorandum of Procurement Policy Division, Department of Expenditure, Ministry of Finance, Govt. of India in F.No. F.9/4/2020-PPD, dated 12th November, 2020 on 'Performance Security'.

14. Prior to the submission of Bid, the Bidder/ authorized representative may contact the ITO(Hqrs)(PR), O/o Pr.CCIT, Hyderabad, Ground Floor, I.T. Towers, Masab Tank, Hyderabad for any information or clarification.

15. Making misleading or false representation or suppression of facts or material information in the bid document will lead to disqualification of the Bidder at any stage or cancellation of contract in future.

16. Department reserves the right to negotiate the price with the finally short listed bidder before awarding the work order or contract. It may be noted that Income Tax Department, Hyderabad will not entertain any price negotiations with any other bidder.

17. The contract will be given for a period of two year which may be extended for any further period purely on the discretion of the Pr.CCIT, AP & TS, Hyderabad, I.T. Towers, A.C. Guards, Masab Tank, Hyderabad.

18. The Income Tax Department, without assigning any reasons, reserves the right to accept or reject any bid, and to annul the bidding process and to reject all the bids at any time / stage, without thereby incurring any liability to the affected bidder or bidders or

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any obligations to inform the affected bidder or bidders of the grounds for the action of the Income Tax Department.

19. OPENING OF TECHNICAL BIDS:

The Technical Bids will be opened on the scheduled date and time in the presence Tender Committee and bidders. The representatives of the participating bidders attending the technical bids opening meeting should carry authorization letter from respective bidder.

20. OPENING OF FINANCIAL BID:

The Financial Bids of only those bidders, who have been found technically qualified by the Tender Committee, will be opened as per the scheduled date and time.

21. CANCELLATION OF TENDERING PROCESS:

The Principal Chief Commissioner of Income-tax, AP & TS, Hyderabad reserves the right to withdraw tender after floating it or cancel the entire tendering process without assigning any reason thereof. In addition, the Principal Chief Commissioner of Income-tax, AP & TS, Hyderabad reserves the right to accept or reject any or all tenders received either in full or part thereof or to split the work among more than one bidder, if necessary, without assigning any reason thereof.

22. LAST DATE FOR SUBMISSION OF TENDER: 14.09.2022 by 03:00P.M

23. SEQUENCING OF TENDER DOCUMENTS - for TECHNICAL BID:

Tender documents shall be prepared in below mentioned order and shall be submitted in the form of a book super-scribing "**Vehicle Tender – PRO – O/o Pr.CCIT, AP & TS, Hyderabad**". It means that bidder will get the spiral binding of all necessary documents (and put up fresh page numbers from starting) to make a book. Documents shall be arranged in the proper orders as per Checklist-Annexure.

24. Evaluation of Performance: After every three months from the date of issue of work order or contract, the service provider will be evaluated on the basis of service performance and compliance to the guidelines and rules detailed in this document. If the service provider fails to meet the terms and condition of contract / agreement, the contract can be cancelled at that time.

25. Income-tax Department reserves the right to terminate the contract, so awarded with 2 months' notice with/without assigning any reasons for violation of any terms & conditions mentioned in the contract and such firm/company would be blacklisted.

26. If the service provider fails to render the services to the satisfaction of officer in-charge on any particular day for any reason during the contract period, appropriate deductions will be made from the bills of the service provider for ineffective/incompetent services.

27. TDS, as applicable shall be deducted from all payments made to the service provider as per rules and regulations in force and in accordance with the income tax act prevailing from time to time. GST shall be applicable as per Government of India norms.

28. *The rates quoted by the party will be unconditional. Conditional tender will summarily be rejected.*

29. **Forfeiture of EMD:** If the party fails to accept the work order issued at the rates originally quoted by him or at rates negotiated subsequently, as the case may be, the Earnest Money shall be forfeited. Further, if the BIDDER / Vendor / Service Provider fail to furnish the Performance Security within 15 days from issue of work order, the contract would be liable to terminated and the EMD will be forfeited.

30. **Forfeiture of Performance Security:** If the party fails to perform the services as agreed upon or as per contract or fails to fulfill the terms & conditions of the contract read with the tender document, the Performance Security shall be forfeited. The office reserves the right for surprise inspection of any or all vehicles deployed and if anything found outside the purview of the contract, the contract would be liable for rejection / cancellation.

31. The agreement is purely a maintenance contract and shall never be construed as a tenancy agreement.

32. The drivers deployed of each vehicles are mandatorily required to prepare and maintain log-books in prescribed proforma. If drivers fails to do, it will be sole responsibility of the BIDDER / Service Provider / Vendor and penalty of Rs.1000/- for each instance of each vehicle will be levied and the same will be deducted from the monthly bills of the BIDDER.

32. Before termination of agreement/contract, the service provider shall be required to handover log-books prepared and maintained by the drivers.

33. Any other matter, which has not been specifically covered by this contract, shall be decided by the Income tax Department, whose decision shall be final and conclusive.

34. The staff of service provider would for no purpose be considered as employees of Income tax department, Hyderabad.

35. On all or any matters of dispute arising from this contract, the decision taken by the Principal Commissioner of Income-tax shall be final and conclusive.

36. **EVALUATION METHOD:** **The criteria of selection as well as rejection.**

i. The bidder should fulfill eligibly criteria mentioned in this document to be able to qualify for consideration at the stage of technical evaluation: i.e. only those Bid(s) shall be treated as responsive bid(s) which fulfills all the criterion/parameters.

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ii. Incomplete tenders / bids would be rejected.

iii. Selection of the bidder would be made after taking into account together all the relevant factors like past performance, credentials, responsible business practices, financial capacity to pay timely salary/wages to guards, competency to execute such contracts, credentials of fulfillment of provisions of labour laws with past contracts and other conditions.

iv. Evaluation of these parameters shall be based on the documents and information submitted by the bidder(s) without recourse to extrinsic evidence.

v. Technical Bid Evaluation Criteria:

Technical criteria are classified under 6 heads as given below:

S. No.	Criteria	Max Marks
1	Number of vehicles owned / hired by the Contractor, make year, model / make type / Insurance / RCs / PUCs / Bank Solvency	40
2	Valid Permit licence etc	10
3	Details of drivers	10
4	Prior Experience / Satisfactory Performance Certificates / Non-blacklist declaration / ethical practice certification or declaration etc	10
5	Income Tax Returns with audited balance sheets and profit & loss accounts for A.Y. 2020-21, 2021-22 & 2022-23.	10
6	Evaluation of competency done by Tender committee.	20
	Total	100

37. Computation Methodology:

Cut - Off score for technical bid will be 70 marks or the top score in case none of the bidders reaches the cut-off.

38. Financial Bid Evaluation Criteria:

It may be noted that commercial bids will be subjected to following evaluation process.

- a) Based on the technical evaluation criteria, each bidder will be given certain marks. Only those bidders scoring 70% (70 marks out of 100) or above in the technical evaluation will be short-listed for commercial evaluation.
- b) In a normal situation, the contract shall be awarded to the lowest responsive bidder. However, mere lowest rate is not the sole criteria of selection. Income Tax Department, Hyderabad is not bound to accept the lowest rates, if other BIDDERS are found to be more suitable than the lowest BIDDER.
- c) Without affecting the sanctity of the above criterion, Income Tax Department, Hyderabad reserves rights to relax any condition of eligibility criteria qualifying the bid(s) based on merit of each case and if the situation so warrants in the interest of the department.
- d) Income Tax Department, Hyderabad reserves the right to accept or reject any or all bids without assigning any reasons
- e) Income Tax Department, Hyderabad also reserves the right to reject any bid (including the lowest one) which in its opinion is not responsive or violating any of the conditions/specifications or which is found to be adopting unethical business practices; without bearing any liability or any loss whatsoever it may cause to the bidder in the process.

39. Dispute resolution, arbitration and litigation:

- i. In the event of any question, dispute or difference or any issue arising under this agreement or in connection therewith, except as to matter which is specifically provided under this agreement or the tender document or the decision of the competent authority, the same shall be referred to sole arbitration of the Principal Chief Commissioner of Income Tax, Andhra Pradesh & Telangana, Hyderabad or his successor or in case his/her designation is changed or his/her office is abolished then in such case to the sole arbitration of the officer for the time being entrusted, whether in addition to the functions of the Principal Chief Commissioner of Income Tax, Andhra Pradesh & Telangana, Hyderabad or by whatsoever designation such officer may be called (hereinafter referred to as the said officer) and if the Principal Chief Commissioner of Income Tax, Andhra Pradesh & Telangana, Hyderabad or the said officer is unable or unwilling to act as such the sole arbitration or some other

person appointed by the Principal Chief Commissioner of Income Tax, Andhra Pradesh & Telangana, Hyderabad or the said officer. The agreement to appoint an arbitrator will be in accordance with the Arbitration and Conciliation Act, 1996.

- ii. There will be no objection to any such appointment that the arbitrator is a Government servant or that he/she has to deal with the matter to which the agreement relates or that in the course of his/her duties as Government Servant he/she has expressed views on all or any of the matters under dispute. The award of the arbitrator shall be final and binding on the parties. In the event of such arbitrator to whom the matter is originally referred, being transferred or vacating his/her office or being unable to act for any reasons whatsoever such Principal Chief Commissioner of Income Tax, Andhra Pradesh & Telangana, Hyderabad or the said officer shall appoint another person to act as an arbitrator in accordance with terms of the agreement and the person so appointed shall be entitled to proceed from the stage at which it was left out by his/her predecessors and there will be no need to offer fresh opportunity of being heard to the relevant party on change of incumbents.
- iii. The arbitrator may from time to time with the consent of parties enlarge the time for making and publishing the award. Subject to aforesaid Arbitration and Conciliation Act, 1996 and the Rules made there under, any modification thereof for the time being in force shall be deemed to apply to the arbitration proceeding under this clause.
- iv. The venue of the arbitration proceeding shall be the office of the Principal Chief Commissioner of Income Tax, Andhra Pradesh & Telangana, Hyderabad or such other places as the arbitrator may decide.
- v. Neither Service Provider nor the Principal Chief Commissioner of Income Tax, Andhra Pradesh & Telangana, Hyderabad shall be liable for any delay, default or failure under this agreement if such delay, default or failure arose as a direct consequences of force majeure including strikes, lock out, war and civil unrest etc **(Force Majeure)**.

- vi. All disputes arising out of or in any way connected with the agreement / contract / tender document etc shall be deemed to have arisen at Hyderabad and only courts in Hyderabad shall have exclusive jurisdiction to determine the same **(Exclusive Court Jurisdiction)**.

40. OTHER NECESSARY TERMS AND CONDITIONS:

- I. Vehicles with valid taxi permit are proposed to be hired for the duration of two years.
- II. The vehicles will be hired for use of 2000 Kilometres per month, the unutilized mileage Kilometres will be carried forward to the next month and this will be continued till the end of the contract period.
- III. The vehicles will be used as and when required for official purpose and will be at disposal on 24 X 7 basis.
- IV. In compliance to the order of Dept. of Revenue, Ministry of Finance, Govt. of India in F.No.G/1/2019-IFU/EC-II dated 11.02.2019, the **maximum hiring charges is Rs.50,000/- per month (exclusive of taxes)**. The above prescribed charges are for 2000 Kilometres (reckoned from place of reporting to place of release) on monthly basis, but would be calculated for whole period of contract.
- V. Where the service provider has more than one vehicle, the unutilized kilometres of a particular vehicle will be carried forward to next month or months thereafter and will be adjusted either with the same vehicle or with other vehicle of the provider. This adjustment will be done throughout the contract period. Any excess or lesser usage of vehicle (in terms of running Kms in a month) will be adjusted against the credit of mileage of the future months upto a maximum mileage of 48,000 Kms (2,000 Kms per vehicle per month) for 24 months period and / or any extension granted, if any and no extra amount will be paid over and above the agreed amount in the event of the mileage for the entire hire period exceeds 48,000 Kms at any point of time, additional charges will be paid by the department as per agreed amount as per bid.
- VI. The hiring of vehicle is subject to the satisfaction of the Office of Pr. Chief Commissioner of Income Tax, AP & TS, Hyderabad (Pr.CCIT, AP & TS, Hyderabad) with regard to the quotation filed along with the good condition of the vehicle, valid permit, insurance of vehicle etc.

NM Shankar
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- VII. The Bidder / Service Provider should have at least two years of experience for supply of minimum 50% of vehicles sought to be procured in this case as staff car to the entitled officers of Government of India / Public Sector Undertaking / State Governments or as operational vehicles to above Departments.
- VIII. Priority will be given to the service provider having maximum previous engagement with any Department under Government of India/any State Govt and in terms of more number of vehicles supplied to such Departments provided duly signed in experience certificate is submitted or made available in the matter.
- IX. The service provider has to accept the condition of having at least 25% of bid quantity as spare vehicles available for any emergency requirement.
- X. The hiring of vehicle is subject to the satisfaction of the Pr. Chief Commissioner of Income Tax with regard to the quotation filed commensurating with the good condition of the vehicle.
- XI. In case of any particular type of vehicle, if more than one quotations equal in all respects have been received provided minimum requirements as provided in this document, selection will be done on following guidelines:
- a) In case of quotations of more than one bidder is equal in respect any vehicle, preference will be given to vehicle with latest year of make. Further, vehicle with lesser meter reading (Vehicle travelled for lesser Kilometres) will be preferred when the year of make is same.
 - b) In case of brand new vehicles proposed to be provided on hire to the department, preference will be given to service provider with more number of such vehicles.
 - c) In all other cases, the discretion of the Pr. Chief Commissioner of Income Tax, AP & TS, Hyderabad shall be final.
- XII. The Copies of the Registration Certificate along with valid permits (for all vehicles) shall be submitted to the undersigned within one week from the date of signing of this contract, which shall clearly indicate the year of make of the vehicle. In case of new vehicle purchased, all vehicles will be inspected before finalization of bidding process. Failure to present the vehicles for inspection at any point of time as called for as agreed to will render the bidder unqualified.
- XIII. The Contractor(s) shall provide dedicated vehicles & drivers and any change in vehicle and/or driver should be made only in very exceptional circumstances.

M. S. Chandra
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Replacement of the vehicle/driver should be provided in the event of a breakdown of vehicle/non availability of Driver. The vehicle can be called for reporting at any time. The vehicle would remain at the disposal of the department for all seven days in a week during the entire contract period. The vehicle should not be used by the contractor or driver for any other organization or individual either during day or night during the entire contract period. After operational use, the vehicles shall be parked in Office or any other place as decided by the competent authority. The service provider / drivers shall not be allowed to take any vehicles along with them after office hours or operational use.

- XIV. Payment of fixed charges as quoted by the service provider or as agreed upon shall be made every month subject to maximum charges prescribed, provided that if the contract does not commence/end in the beginning /end of a month, payment of such charges will be made on proportionate basis.
- XV. The liability on account of fuel, driver salary / allowances / perquisites & all expenses relating to the vehicle would, solely and wholly, be on account of the contractor and department shall not bear any liability apart from the hiring charges only as agreed between the Pr.CCIT, AP & TS, Hyderabad and the Service Provider / Vendor.
- XVI. The vehicle should have unlimited passenger insurance. All the claims arising out of any accident shall be met by the contractor.
- XVII. The contractor will be responsible for loss/damage to property or life because of negligence of driver or poor maintenance of vehicle or due to an accident. The department would not be responsible for loss/ damage to property or life on account of such incidents.
- XVIII. The contract between the Department and Contractor can be cancelled as per the terms and conditions of GeM contract without giving the aforesaid notice in case of severe failure of the contractor to abide by the terms and conditions of agreement. The vendor however, shall have to give three months notice for cancellation/withdrawal from the contract.
- XIX. The Department reserves the right to increase / decrease the number of vehicles up to 30% of the contracted vehicles at any time during the currency of the contract. The number of vehicles required in a particular month will be informed to the

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vendor 48 hours in advance. The vendor can claim partial/ proportionate bill for the days of the month the vehicle is used in a month.

- XX. The vehicle should always be maintained in good condition. Towels, Air Fresheners and other requirements which present the vehicle in good looking and running condition shall be arranged by the service provider on regular basis. Though it is the responsibility of the service provider, the department retains the right to furnish the same and deduct such expenses, if required.
- XXI. The contractor shall provide uniforms to all drivers deployed to all vehicles hired.
- XXII. The contractor shall provide, keep and maintain First Aid Kits and Fire Kits in all the vehicles hired, failing which the appropriate penalty may be levied and necessary action may be taken along with the revisiting of contract.
- XXIII. The officer in-charge or the staff of the PRO section may inspect the vehicles from time to time to ensure that the vehicle is maintained in good condition.
- XXIV. The penalties and fines will be applicable as per Service Level Agreement for Monthly Basis Cab & Taxi Hiring Services of GEM.
- XXV. In case of non-compliance of the above terms and conditions of contract, a penalty may be levied. The penalty for some of the defaults is as under:-
 - a) Drivers shall never drink and drive, any violation of the same or rash driving or violation of traffic rules will be viewed seriously and may attract of contract.
 - b) Any violation of traffic rules and penalties levied by the Authority / department concerned shall be borne by such driver and / or contractor and there shall be no reimbursement from the Department even if the driver alleged to have caused such violation like red light jump and exceeding maximum speed limit etc on the direction of the officer whom the vehicle is / was deployed. Therefore, the contractor is advised to instruct the drivers to strictly adhere to the traffic rules and other relevant rules applicable from time to time.
 - c) Penalty and necessary appropriate action, required if any, for the defaults and causes other than above, would be levied/initiated as per the wisdom of the Pr.CCIT, AP & TS, Hyderabad and/or the officer-in-charge whom the vehicle(s) was/is assigned to.
 - d) Any lapses or failure in payment of GST / Taxes to the prescribed authorities within 15th of the following month next or the prescribed time whichever is

earlier and failing which, 100% of the such amount will be levied as penalty for first instance and 200% for second instance and 300% for third instance and 500% of value of default in GST payment on fourth and subsequent instances.

XXVI. In case a vehicle is not maintained properly, the same should be replaced with a good condition vehicle immediately. In case of failure to do so, it would be considered as non-reporting of the vehicle and penalty charges may be levied as provided in this document, in addition to twice of the prevailing market rate for hiring of taxi from local market for the number of days of such failure would be deducted from the bill of the contractor.

XXVII. The contractor must have valid PAN and GST number.

XXVIII. Income Tax Department shall not be responsible for any injury sustained by the employee(s) of the Transport Contractor / Enterprise / Individual during the performance of their duties and also any damages or any compensation due to any dispute between the Transport Contractor / Enterprise / Individual and its employees/workers, shall be borne solely by the Transport Contractor.

XXIX. All drivers are mandatorily required to maintained log-sheets. The log sheet shall specify daily reporting & place and relieving time & place as well as daily opening, closing meter reading and other details as may be specified by the Department shall be maintained for each vehicle without fail. The contractor / drivers shall submit the duly filled-in log sheet signed by the Controlling Officer to whom the vehicle has been assigned along with the bill on the monthly basis. In addition to the above, on daily basis, a consolidated log sheet specifying the above mentioned details in respect of all the vehicles should be submitted by 12.00 noon on next working day.

XXX. The drivers employed along with vehicle should satisfy the following conditions:-

- a) Drivers should be having valid commercial driving license with minimum three years of experience in driving.
- b) Driver must wear uniform as prescribed by this office.
- c) Drivers should be well versed with roads and different localities of Greater Hyderabad Municipal area.
- d) Once the driver has been allotted to a particular vehicle, he should remain with the same vehicle for a period of at least one year unless change is

called for. However, any change in the designated driver or requirement for additional driver(s) will be communicated to the contractor 24 hours or a sufficient reasonable time in advance.

- e) Drivers should be provided with mobile phone with active mobile number (for 24x7). The expenses for mobile phone and others should be borne by the contractor.
- f) Driver should be decent and well behaved and must observe all the etiquette and protocol while performing the duty.
- g) Drivers should be well versed in local language along with Hind language.

- XXXI. The contractor shall not employ any person who has not completed eighteen years of age. The contractor shall comply with all the statutory provisions as laid down under various Labour Laws/Acts/Rules like Minimum Wages, Provident Funds, ESI, Bonus, Gratuity, Contract Labour Act and other Labour Laws/Acts/Rules in force from time to time at his own cost. In case of violation of any statutory provisions under Labour Laws or any other law as applicable from time to time, by the Contractor, there shall not be any liability on the Department in any case.
- XXXII. The vehicles should conform to the Pollution norms prescribed, if any, by the Transport Department of Government of Telangana or relevant Department / Authority and comply with other necessary environmental norms, necessary if any.
- XXXIII. FASTag(s) shall be installed on all vehicles before presenting them for inspection before finalization of bid and / or signing of contract. The FASTag charges will be borne by the contractor.
- XXXIV. The Department will deduct Income Tax at source under Section 194-C of Income Tax Act from the contractor at the prevailing rates of such sum as income tax on the income comprised therein.
- XXXV. The Contractor shall furnish name, address and contact number of a competent person along with designation / authority with whom the department/ controlling officer should contact, in case of any problem faced with regard to services being provided by such contractor on day to day basis. The contact number of such person should work 24x7 during the currency of contract.
- XXXVI. The contractor shall get verified the antecedents of the drivers before employing them to the vehicles deployed to this Department and shall furnished the duly signed and stamped copies of such verification report before finalization of bid or

M. S. Choudhary
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signing of contract, failing which the contract would be deemed to be cancelled / terminated at the outset itself.

- XXXVII. In case of any dispute, the decision of the Pr.CCIT, AP & TS, Hyderabad shall be final and binding.
- XXXVIII. The Pr.CCIT, AP & TS, Hyderabad or the officer-in-charge reserves the right for surprise inspection at any time during the currency of the contract.
- XXXIX. The contractor is required to comply with Rule 170 of GFR, 2017 subject to the Procurement Policy Division's (Department of Expenditure, Ministry of Finance, Govt. of India) O.M. in No. F. 9/4/2020-PPD, dated 12th November, 2020 or any other law in force for the time being with regard to the Bid Security / Earnest Money Deposit required if any.
- XL. The contractor shall be required to furnish Performance Security as required vide Rule 171 of GFR, 2017 subject to the Procurement Policy Division's (Department of Expenditure, Ministry of Finance, Govt. of India) O.M. in No. F. 9/4/2020-PPD, dated 12th November, 2020 or any other law in force for the time being with regard to the Performance Security, within 15 days of award of work order / contract whichever is earlier, in the form of Bank Guarantee (ePBG) from scheduled Commercial Bank or in any other forms as mentioned under Rule 171 of GFR-2017. The Performance Security shall remain valid for a minimum period of 60 days beyond the date of completion of all the contractual obligations of the contractor. Non-submission of the Bank Guarantee / Performance Security within the time prescribed will lead to levy of appropriate penalty or cancellation of the contract without offering any opportunity of being heard or both at the discretion of the competent authority in the matter.
- XLI. The required services shall be in strict adherence to the Service Level Agreement for Monthly Basis Cab & Taxi Hiring Services of GEM including the terms and conditions of this document. Any rule / condition / instruction etc notified by the Govt. of India and any of the concerned Department of Govt of India or Govt. of Telangana from time to time shall be construed as part of this agreement and the decision of Pr.CCIT, AP & TS, Hyderabad shall be final and binding on the service providers and its successor.
- XLII. Appropriate penalty and appropriate necessary action, required if any, for the defaults and causes other than mentioned above, would be levied/initiated as per the wisdom of the Pr.CCIT, AP & TS, Hyderabad.

- XLIII. In the event of any question, dispute or difference arising under this agreement or in connection therewith, except as to matter the decision of which is specifically provided hereinabove or in GEM Contract, the same shall be referred to sole arbitration of the Principal Chief Commissioner of Income Tax, Andhra Pradesh & Telangana, Hyderabad or in case his/her designation is changed or his/her office is abolished then in such case to the sole arbitration of the officer for the time being entrusted, whether in addition to the functions of the Principal Chief Commissioner of Income Tax, Andhra Pradesh & Telangana, Hyderabad or by whatsoever designation such officer may be called (hereinafter referred to as the said officer) and if the Principal Chief Commissioner of Income Tax, Andhra Pradesh & Telangana, Hyderabad or the said officer is unable or unwilling to act as such the sole arbitration or some other person appointed by the Principal Chief Commissioner of Income Tax, Andhra Pradesh & Telangana, Hyderabad or the said officer. The agreement to appoint an arbitrator will be in accordance with the Arbitration and Conciliation Act, 1996.
- XLIV. The contractor shall have no objection to any such appointment that the arbitrator is a Government servant or that he/she has to deal with the matter to which the agreement relates or that in the course of his/her duties as Government Servant he/she has expressed views on all or any of the matters under dispute. The award of the arbitrator shall be final and binding on the parties. In the event of such arbitrator to whom the matter is originally referred, being transferred or vacating his/her office or being unable to act for any reasons whatsoever such Principal Chief Commissioner of Income Tax, Andhra Pradesh & Telangana, Hyderabad or the said officer shall appoint another person to act as arbitrator in accordance with terms of the agreement and the person so appointed shall be entitled to proceed from the stage at which it was left out by his/her predecessors.
- XLV. The arbitrator may from time to time with the consent of parties enlarge the time for making and publishing the award. Subject to aforesaid Arbitration and Conciliation Act, 1996 and the Rules made there under, any modification thereof for the time being in force shall be deemed to apply to the arbitration proceeding under this clause.
- XLVI. The venue of the arbitration proceeding shall be the office of the Principal Chief Commissioner of Income Tax, Andhra Pradesh & Telangana, Hyderabad or such other places as the arbitrator may decide.

- XLVII. Neither Service Provider nor the Principal Chief Commissioner of Income Tax, Andhra Pradesh & Telangana, Hyderabad shall be liable for any delay, default or failure under this agreement if such delay, default or failure arose as a direct consequences of force majeure including strikes, lock out, war and civil unrest etc (Force Majeure).
- XLVIII. All disputes arising out of or in any way connected with the agreement shall be deemed to have arisen at Hyderabad and only courts in Hyderabad shall have jurisdiction to determine the same (Exclusive Court Jurisdiction).
- XLIX. In case of any difference in the above terms & conditions, the Service Level Agreement in GEM will be considered for all purposes.

***** I have READ the tender document thoroughly and ACCEPTED its terms and conditions in letter and spirit in my full conscious, sound state of mind and without under any influence or coercion.***

(Name of the BIDDER)

Signature with date and stamp of

Bidder or Authorized Signatory

N. B. Subrahmanya
22.08.22

ATTENTION TO BIDDERS

1. MAXIMUM MONTHLY HIRING CHARGES IS Rs. 50,000/- (EXCLUDING APPLICABLE TAXES) PER MONTH.
2. KILOMETERS LIMIT – 2000 KMs PER MONTH. For details refer the terms and conditions thoroughly.
3. In compliance to the order of Dept. of Revenue, Ministry of Finance, Govt. of India in F.No.G/1/2019-IFU/EC-II dated 11.02.2019, the maximum hiring charges is Rs.50,000/- per month (exclusive of taxes). The above prescribed charges are for 2000 Kilometres (reckoned from place of reporting to place of release) on monthly basis.

Checklist-Annexure-I**Checklist for Technical Bid**

S. No.	NAME OF THE PARTICULARS	Enclosed (Yes / No)	At page number
1	Name of the BIDEER / Vendor / Firm, Proof of Address along with Contact Details of authorized person:		
2	Proof of main office or branch office within local limits of Greater Hyderabad Municipal Corporation (GHMC).		
3	EMD in the form of DD of Rs..... (attached at page no.)		
4	MSME certificate (if any, attached at page no.)		
5	Affidavit on letter head or Judicial Stamp Paper regarding acceptance of all Terms & Conditions of Tender.		
6	Bid documents signed with the exact name and seal of the concern to which the contract is to be awarded		
7	Incorporation Certificate of Firm/Company/Proprietorship		
8	Copy of PAN (if any)		
9	Copy of GST Registration (if any)		
10	Copy of EPF Registration (if any)		
11	Copy of ESI Registration (if any)		
12	Copy of registration under Contract Labour (Regulation and Abolition Act), 1970 (if any)		

13	Any other certificate/license required under any Act or Regulation applicable to the provisions plying of vehicles for commercial purpose		
14	Copies of Income Tax Returns for Assessment Years 2020-21, 2021-22 and 2022-23.		
15	Copies of Audited Balance Sheet and Profit & Loss accounts for Assessment Years 2020-21, 2021-22 and 2022-23.		
16	Experience Certificate with Govt. Departments / PSUs. (for last three years).		
17	Satisfactory performance certificates along with relevant work order from existing principal employers/clients in chronological order		
18	Information regarding any litigation during the last three years (including current year) in which the bidder was/is involved, the name of opposite party(s) and disputed amount (in Rs.) (Non disclosure may lead to cancellation of contract in future)		
19	Details regarding any work order that was abandoned at any stage, prematurely terminated or resulted in inordinate delay along with reasons for the same (copies of the relevant documents to be attached) (Non disclosure may lead to cancellation of contract in future)		
20	Detailed list of Vehicles with Vehicles numbers, make year, make type & distance travelled etc.		
21	Detailed list of drivers: Name, contact details etc		
22	Copies of driving licences of the drivers to be deployed		
23	Copies vehicles registration certificates (RCs)		

24	Copies of TAXI or Commercial registration		
25	Copies of valid Permit		
26	Copies of prescribed vehicle insurances		
27	Copies of Pollution Under Control (PUC) etc		
28	Any other certificate / licences required under any Act or Rule or Regulation applicable to the provisions of plying of vehicles services etc.		
29	Non blacklisting declaration.		
30	Bank Solvency Certificate		
31	Certificate of ethical practices		
32	Accepting Terms and conditions and signed tender document.		
33	Total number of pages (properly signed and stamped)		

Note: Please enclose all supporting documents for each of the above, failing which the bidder would be disqualified.

TECHNICAL BID FORM (FORM-I)**Quotation for Vehicle Hire: TENDER NO.: PR.CCIT/AP & TS/PRO/VEHICLE-TENDER/2022-23.**

- 1) Name of the service provider:
- 2) Status of the service provider Prop/Reg. of Firm/Company:
- 3) Address(Please enclose documentary proof):
- 4) Name of the contact person:
- 5) Mobile/contact No/Email:
- 6) PAN:
- 7) GST No:
- 8) No. of years of experience in providing vehicles owned/leased:
- 9) List of persons / authority to whom vehicles were provided (along with proofs)

Name & address of the parties	Period for which vehicle given on hire	No. of vehicles given on hire

10) Details of EMD:

11) Details of vehicle owned/leased:

Sl. No.	Vehicle Registration no.	Model / Make	Make Year	Distance Travelled
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				

13				
14				
15				
16				
17				
18				
19				

Note: Applicant bidders can file quotations for all or any of the vehicles for which they intend to enter into agreement with the department.

**In case of new vehicles proposed to be purchased and to be provided on hire to the department the year of make may be mentioned as "proposed to be purchased."*

I hereby declare that details furnished above are true and correct. I have read over the entire terms and conditions of the tender document and abide by the same.

Date:

Signature:

Place:

Name:

SEAL

FINANCIAL BID FORM (FORM-II)

(shall be kept in separate sealed cover along technical bid in another sealed cover)

Quotation for Vehicle Hire: TENDER NO.: PR.CCIT/AP & TS/PRO/VEHICLE-TENDER/2022-23.

- 1) Name of the service provider / vendor:
- 2) Address(Please enclose documentary proof) and office contact Number:
- 3) PAN:
- 4) GST Number:
- 5) Mobile/contact No. of proprietor / service provider:
- 6) E-mail / FAX Number of proprietor / service provider:
- 7) Name, Address & contact number of the other competent / authorised person to discharge duties in absence of Proprietor / service provider :
- 8) Hire charges:

Vehicle Registration No.	Model Name	Make Year	Rates per month for 2,000Kms	Rate for each additional Kms

- 9) Details E.M.D. (Rs.1,00,000/- (Rupees One Lakh Only)) or MSME Registration along with copy of registration certificate. **DEMAND DRAFT (ENCLOSED – YES / NO):**

Draft No..... Date (Amount)Rs..... , Issuing Bank.....

Note: Applicant bidders can file quotations for all or any of the vehicles for which they intend to enter into agreement with the department.

**In case of new vehicles proposed to be purchased and to be provided on hire to the department the year of make may be mentioned as “proposed to be purchased.”*

I hereby declare that details furnished above are true and correct. I have read over the entire terms and conditions of the tender document and abide by the same.

Date:

Signature:

Place:

Name:

SEAL

N. P. Chahal
22.08.22

TENDER's TERMS & CONDITIONS ACCEPTANCE LETTER

(To be given on Firm / Company Letter Head)

To,

The Income Tax Officer (Headquarters) (Public Relations)
Ground Floor, Income Tax Towers, A. C. Guards,
Masab Tank, Hyderabad - 500004.

Dear Sir,

Job: Acceptance of Terms & Conditions of Tender – supply of nineteen (19) mid-sized vehicles strictly as per the terms and conditions of tender document published by the Income Tax Department for office use in the O/o Pr. Chief Commissioner of Income Tax, Hyderabad. These vehicles shall be 7 seaters MUV of Toyota Innova/ Toyota Innova Crysta make or similar vehicle of make of 2019 or later - Reg.

Ref: Tender Reference No: TENDER NO.: PR.CCIT/AP & TS/PRO/VEHICLE-TENDER/2022-23.

1	I/ We have downloaded the tender document(s) for the above-mentioned 'Tender/Work' from the Income-tax Department's website- www.incometaxhyderabad.gov.in as per your advertisement, given in the above- mentioned website.
2	I/ We hereby certify that I / We have read entire terms and conditions of the tender documents from Page Nos. _____ to _____, schedules etc., which form part of the contract agreement and I / We shall abide hereby the terms / conditions / clauses contained therein.
3	I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirely.
4	In case any provisions of this tender are found violated, your organization shall be at liberty to reject this tender/bid including the forfeiture of the full said earnest money deposit absolutely and we shall not have any claim/right against organization in satisfaction of this condition.

Yours Faithfully,
(Signature of the Bidder, with Official Seal)

NARASIMHA
22-08-22

CERTIFICATE OF ETHICAL PRACTICES

(Tender Reference No: TENDER NO.: PR.CCIT/AP & TS/PRO/VEHICLE-TENDER/2022-23)

(This document shall be duly signed by the Bidder / tenderer and shall be attached with the Technical Bid)

1. I/We assure the Income-tax Department that neither I/We nor any of my /our workers will do any act/s, which is improper / illegal during the execution of the contract awarded to us.
2. Neither, I/We nor anybody on my/our behalf will indulge in any corrupt activities /practices in my/our dealing with the organization/institution.
3. I/We will have no conflict of interest in any of our work/contract at the institution.
4. I / We undertake complete responsibility in respect of all vehicles supplied and the drivers deployed to the respective vehicles.

Place :-----

Date :-----

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

NPB
22.08.22

FORMAT FOR SOLVENCY CERTIFICATE (On Bank's Letter Head)

Ref. No.:

Date:

TO WHOMSOEVER IT MAY CONCERNED

This is to certify that to the best of our knowledge and information, M/s -----
----- (Bidders name with complete
address), a customer of our Bank, is respectable, and is capable of executing orders to
the extent of Rs. ----- (Rupees -----
-----) as disclosed by the information and records which are available with
us.

M/s ----- have been our
customer since ----- to date and has been granted the following limits, at
present, against various facilities granted by the Bank:

This certificate is issued without any guarantee, risk or responsibility on behalf of the Bank
or any of its officials. This certificate is issued at the specific request of the customer for
participating in Income-tax Department, Hyderabad's Tender No- **TENDER NO.: PR.CCIT/AP
& TS/PRO/VEHICLE-TENDER/2022-23.**

Authorised Signatory

Name: -----

Date:-----

Seal

N. N. S. Chel
22-08-22

FORMAT FOR NON-BLACKLISTING DECLARATION
(On BIDDER Firm / Company's Letter Head)

Place:

Date:

To,

The Income Tax Officer (Headquarters) (Public Relations)
Ground Floor, Income Tax Towers, A. C. Guards,
Masab Tank, Hyderabad - 500004.

Dear Sir,

Job: Acceptance of Terms & Conditions of Tender – supply of nineteen (19) mid-sized vehicles strictly as per the terms and conditions of tender document published by the Income Tax Department for office use in the O/o Pr. Chief Commissioner of Income Tax, Hyderabad. These vehicles shall be 7 seaters MUV of Toyota Innova/ Toyota Innova Crysta make or similar vehicle of make of 2019 or later - Reg.

Ref: Tender Reference No: TENDER NO.: PR.CCIT/AP & TS/PRO/VEHICLE-TENDER/2022-23.

We hereby certify, confirm and declare that we, M/s.....
....., is not blacklisted/
De-registered/ debarred by Government of India / any State Government / Any Ministry of Central or State Govt. / agency of Central or State Govt. in India or Government Department / Public Sector Undertaking / any Regulatory Authorities in India or any International Bodies like United Nations, World Bank or any other organisation/ Funding Agencies as on date of till submission of tender bids for any kind of fraudulent / unwarranted activities or for which we have Executed/ Undertaken the works/ Services.

2. The Organisation will immediately inform to the Pr. Chief Commissioner of Income Tax, AP & TS, Hyderabad in case of any change in the situation any time here in after
3. We are not involved in any major litigation that may have an impact of affecting or compromising the delivery of services as required under this assignment.

Place: _____

(Signature of Authorized Signatory with SEAL)

Date: __/__/__

Name: _____

Designation: _____

NARAHARI
22.08.22