

INCOME TAX DEPARTMENT, HYDERABAD

Office of the Commissioner of Income tax (Appeals)-12

Room No. 603, Aayakar Bhavan, Basheerbagh, Hyderabad

TENDER NO.IT/HYD/VEHICLES HIRE/2021-22, Date: 29.01.2021

NOTICE INVITING TENDER FOR HIRING OF VEHICLES:

Commissioner of Income Tax (Appeals) - 12, Hyderabad on behalf of the President of India, invites Quotations in sealed cover from reputed parties latest by 11:00 a.m. on **19.02.2021** to be opened on **19.02.2021** at 12:30 p.m. for hiring of a **mid-sized vehicle** as per the terms and conditions of the contract by the Income Tax Department for office use in the O/o Commissioner of Income Tax (Appeals) - 12, Hyderabad.

Quotations are invited for a vehicle of **Toyota Innova/ Toyota Innova Crysta** make or similar 7 seaters MUV.

Tender forms along with terms and conditions can be obtained from the AO., O/o CIT(Appeals)-12, 6th Floor, Aayakar Bhavan, Basheerbagh, Hyderabad or can be downloaded from the website www.incometaxhyderabad.gov.in or <https://eprocure.gov.in/epublish/app>. The sealed tender form duly filled in should reach the office of the undersigned latest by 11:00 am on **19.02.2021** either by post or through representative. The bids for tender shall be opened on **19.02.2021** at 12:30 pm in the O/o. CIT(A)-12, 6th Floor, Aayakar Bhavan, Hyderabad, in the presence of the participating bidders or their authorised representatives duly authorised by the bidder. The tender document can also be downloaded from www.incometaxhyderabad.gov.in and <https://eprocure.gov.in/epublish/app>.


(T.NEELIMA)

Administrative Officer,
O/o CIT(Appeals) - 12,
6th Floor, Aayakar Bhavan,
Basheerbagh,
Hyderabad 500 004.

TERMS AND CONDITIONS FOR HIRING:

1. The Office of Commissioner of Income Tax (Appeals) - 12, Hyderabad invites sealed quotations for hiring a vehicle, type - (Innova/ Innova Crysta) or similar MUV.
2. Vehicle with valid taxi permit are proposed to be hired for an initial period of one year with a provision of extending it for a further period of one year at the discretion of the Commissioner of Income Tax (Appeals) - 12. Vehicles with 2017 or later make of year will only be taken on hire.
3. The vehicle must be in good condition. The vehicle will run for approximately 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 i.e., one year.
4. The vehicle will be used as and when required for official purpose and will be on disposal on 24 X 7 basis.
5. The minimum hiring charges should be specified (exclusive of GST) for 2000 Kilometres (reckoned from place of reporting to place of release) on monthly basis, but would be calculated for whole period of contract.
6. The vehicle will be hired from a single service provider or from multiple providers at the discretion of the Commissioner of Income Tax (Appeal) -12, Hyderabad which is final in this regard. However the service provider must own at least 5 vehicles which is registered or leased in its name.
7. Priority will be given to the service provider having previous engagement with any Department under Government of India/any State Govt.
8. The service provider has to accept the condition of having at least one spare vehicle available for any emergency requirement.
9. The hiring of vehicle is subject to the satisfaction of the Office of the Commissioner of Income Tax (Appeals) – 12, Hyderabad with regard to the quotation filed commiserating with the good condition of the vehicle.
10. In case of any particular type of vehicle, if quotations equal in all respects have been received in excess of the requirement, 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 vehicle committee is final in recommending to the competent authority.
11. Copies of the Registration Certificate shall be enclosed to the bid document (for the vehicle for which quotation is filed), which will clearly indicate the

year of make of the vehicle. In case of new vehicle proposed to be purchased, the new vehicle will be presented for inspection before 27th January, 2021. Failure to present the new vehicle before the due date will render the bidder unqualified and the vehicle committee may consider the other bidder according to the above guidelines.

12. The Contractor(s) shall provide dedicated vehicles & drivers and any change in vehicle and/or driver should be made only in very exceptional circumstances. 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.

13. Payment of minimum charges agreed upon shall be made every month, provide that if the contract does not commence/end in the beginning /end of a month, payment of minimum charges will be made on proportionate basis.

14. In case of service providers who have provided 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 24,000Kms (2,000Kms per vehicle per month) for 12 months period 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 24,000Kms at any point of time, additional charges will be paid by the department as per agreed amount as per bid.

15. 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.

16. The vehicle should have unlimited passenger insurance. All the claims arising out of any accident shall be met by.

17. 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.

18. The Contract between the Department and Contractor can be cancelled with a notice period of 15 days. However, the department may cancel the contract without giving the aforesaid notice in case of severe failure of the

contractor to abide by the terms of agreement. The vendor however, shall have to give three months notice for cancellation/withdrawal from the contract.

19. The Department reserves the right to increase/ decrease the number of vehicles for 30% of the contract vehicles at any time the currency of the contract. The second vehicle if required in a particular month will be informed to the 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.

20. 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.

21. The officer in-charge or the staff of the Commissioner of Income-tax (Appeals)-12, Hyderabad may inspect the vehicle from time to time to ensure that the vehicle is maintained in good condition.

22. 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. Late Reporting Rs.150/- per day.

B. Non reporting Rs.500/- per day instance and the prevailing market rate for hiring of taxi from local market would be deducted from the bill of the contractor.

C. Refusal of duties Rs.500/- per instance and the prevailing market rate for hiring of taxi from local market would be deducted from the bill of contractor.

D. Non-observation of dress-code Rs.100/- per day.

E. Change of drivers without prior intimation Rs.200/- per instance.

23. 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 given above, in addition to 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.

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

25. The employees of the Transport Contractor /Enterprise /Individual shall not be considered to be the employees of the Income Tax Department for any purpose. Income Tax Department will 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.

26. A log sheet specifying daily reporting and relieving time as well as daily opening, closing meter reading and other details as may be specified by the Department shall be maintained for each vehicle. The Contractor should submit the duly filled 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.

27. The driver employed along with vehicle should satisfy the following conditions:-

- a) Driver should be having valid commercial license with minimum three years of experience in driving.
 - b) Driver must wear uniform as prescribed by this office.
 - c) Driver 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 should be intimated to the concerned officer 24 hours before.
 - e) Driver should be provided with mobile phone. The expenses for mobile phone 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.
28. 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 such statutory provisions under Labour Laws or any other law applicable by the Contractor, there will not be any liability on the Department.
29. The vehicle should conform to the Pollution norms prescribed, if any, by the Transport Department of Government of Telangana.
30. 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.
31. The Contractor(s) to whom the contract is awarded, would furnish name, address and contact number of a person with whom the department/controlling officer should contact, in case of any problem faced with regard to services being provided by such contractor(s) on day to day basis.
32. The successful bidder shall enter into a contract with department and shall supply all vehicles forthwith of awarding the contract.

33. In case of any dispute, during tender process, the decision of the CIT(A)-12, Hyderabad would be final and binding.
34. The Income Tax Department reserves the right to accept or reject any part of the tender or whole tender, without assigning any reason.
35. The Maximum amount of the bid is Rs.50,000/-.
36. The bid should be submitted in sealed envelope marking "**Quotation for Hiring of Vehicle for Income Tax Department, O/o CIT(A)-12., Hyderabad.**" The bids in envelope should reach the office of the undersigned latest by 11:00 am on **19.02.2020** either by post or through representative.
37. The bid document should contain a) Annexure (Technical Bid), b) EMD and c) separate sealed cover containing Annexure (Financial Bid). The bid which qualifies the Technical Bid would be eligible for participating in Financial Bid. The cover containing the Financial Bid should contain the name of the bidder and the words "Financial Bid" on the envelope.
38. An EMD of Rs.5,000/- (Five thousand only) shall be submitted along with the bid document by the way of Demand draft/ Bankers cheque drawn in favour of **Drawing & Disbursing Officer (DDO), O/o. Pr.CIT(Central), Hyderabad**. The EMD of unsuccessful bidders will be refunded, within one week of awarding the contract to the successful bidder(s). The EMD of the successful bidder(s) will be refunded after the signing of the agreement and submission of performance guarantee. Any bid without the required EMD would be summarily rejected.
39. Tenders will be opened by the "Tender Committee" consisted by the CIT(A)-12, Hyderabad at 12:30 pm on **19.02.2020** in the O/o. CIT(A)-12, RoomNo.603, 6th Floor, Aayakar Bhavan, Hyderabad. The bidders should present themselves for the bidding process in person or through authorised representative, duly authorised, to witness and take part in the evaluation process.
40. The decision of the Tender Committee would be final and binding on the bidders.



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Annexure (Technical Bid)

Quotation for Vehicle Hire:

- 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 to whom vehicle 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. | TType of vehicle and Registration no. | Year of make* | Distance travelled |
|--------|--|---------------|--------------------|
| 1 | | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |

Note: Applicant bidders can file quotations for 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

Annexure (Financial Bid)

Quotation for Vehicle Hire:

- 1) Name of the service provider:
- 2) Address(Please enclose documentary proof):
- 3) Name of the contact person:
- 4) Mobile/contact No.
- 5) PAN:
- 6) Hire charges:

| Type/No. of model of vehicle | Rates per month for 2,000Kms | Rate for each additional Kms |
|------------------------------|------------------------------|------------------------------|
| | | |

Note: Applicant bidders can file quotations for 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

