



सत्यमेव जयते

कार्यालयआयकरआयुक्त)-लेखापरीक्षा
Office of the Commissioner of Income-tax (Audit)
मंजिल, एब्लाक, आयकरशिखर, ए०सी०गार्डस, हैदराबाद
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F.No CIT(Audit)/Vehicle Hiring/2020-21

Date: 15/03/2021

NOTICE INVITING TENDER

Sealed tenders/ Quotations are invited from interested Transport Contractor enterprise/ Private Individuals for providing Mid-Sized Vehicle (Toyota Innova Crysta) and Small-Sized Vehicle (Maruti Suzuki, Ertiga or Similar models) to the Office of the Commissioner of Income tax(Audit), Hyderabad as per the terms and conditions for the contract(annexture-1). The Vehicles should not be older than the Manufacturing year 2018 and should be in very good condition.

S. No	Vehicle Model	Number of Vehicles required	Amount should not be more than	Office for which vehicle is required	Date from which vehicle is required
1	Mid Size Vehicle	2	Rs. 40,000	O/o CIT(Audit), Hyderabad	01-04-2021
2.	Small Size Vehicle	1	Rs. 30,000	O/o CIT(Audit), Hyderabad	01-04-2021

(* includes all expenses like driver's salary, fuel expenses, maintenance, repairs etc but exclusive of GST)

The last date for submission / receipt of tender(s) is **11.30 hrs** on **22-03-2021** which will be opened by the Tender Committee/ Purchase Committee in the presence of tenderers or their authorized representatives on the same day at 12:30 hrs in the Office of the

Commissioner of Income Tax(Audit), Hyderabad. In case, any holiday is declared by the Government on the day of opening the tenders will be opened on the next working day at the same time but the tender box will be sealed on the same day and time, as scheduled above. The tender documents shall be dropped in the sealed box kept at Ground Floor Income tax Towers. The tenders received after the above said scheduled date and time will not be considered. Submission of tenders by FAX will not be considered.

(ASHOK KUMAR KARDAM)

(अशोक कुमार कर्दम)

Commissioner of Income-tax(Audit)
Hyderabad

Encl: Annexure-1 Terms and conditions
Annexure-2 Proforma for Quotation

Copy: The DDIT (Systems), Hyderabad with a request to upload the tender document on www.incometaxhyderabad.gov.in & at www.eprocure.gov.in .

ANNEXTURE-1

TERMS AND CONDITIONS FOR HIRING:

1. The Bidder's place of Business should be from Hyderabad/ Secunderabad/ Rangareddy District/Medchal Malkajgiri District. **The prospective vehicles provided should be new or less than 3 years old.**
2. The vehicle shall be at the disposal of the CIT(Audit), Hyderabad for all days (24*7)(except for 02 days in a month for servicing/maintenance of vehicle), during the period of the contract.
3. The vehicle has to travel for office purpose subject to a maximum of 2000kms in a month. Any excess/shortage in the mileage achieved during a month can be set off or carried forwarded to the next month upto 3 months.
4. The contract shall be valid for a period of one year. The department reserves the right to curtail or to extend the validity of contract on the same rates and terms and conditions at the discretion of the department.
5. All registered agencies who are providing similar kind of services for at least last three consecutive years may submit the bids in the prescribed format.
6. The bidder should have the experience of similar works in any of the Departments/ Autonomous Institutions/ Universities / Public Sector Undertaking of the Government of India or state Government.
7. The Firm whose tender is accepted shall sign an Agreement of contract within 15 days from the date of receipt of confirmation.
8. The Contractor will have to provide the replacement of Driver in case of any eventuality. The Department has the right to ask the Contractor for removal of any Driver, who is not found competent or disciplined.
9. The vehicle should be in good condition.
10. In case of breakdown of the vehicle, the contractor shall replace the breakdown vehicle within one hour failing which the CIT(Audit), Hyderabad has the right to hire vehicle from any other sources at the expense of the contractor.
11. The Contractor shall provide name, address of the driver along with driving license number of copies within one week of the award of the contract.
12. 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 Labor Laws/ Acts/Rules like minimum wages, provident Funds, ESI, Bonus , Gratuity, Contract Labor Act and other Labor laws/ Act/ Rules in force from time to time at his own cost. In case of violation of any such statutory provisions under Labor Laws or any other law applicable by the Contractor, there will not be any liability on the Department.

13. The Department will be under no legal obligation to provide employment to any of the personnel of the contractor after expiry of agreement period and the Department recognized no employer employee relationship between the department and the personnel deployed by the contractor/ agency.
14. Any person who is in Government service or an employee of this Department should not be made partners to the contract by the contractor directly or indirectly on any manner whatsoever.
15. The contractor shall indemnify the Department against all other damages / charges for which the Government / Department may be held liable or pay on account of the negligence of the contractor or his staff or any person under his control whether in respect of accident/ injury to the person damages to the property of any member of the public or any person or in executing the work otherwise and against all claims and demand thereof. The department shall not be responsible financially otherwise for any injury to the driver or person deployed by the contractor during the period of performing the duties.
16. The Department reserves the right to terminate the contract without assigning any reason by giving the notice of 30 days to the contractor.
17. The vehicle should conform to the Pollution norms prescribed, if any by the Transport department of Government of Telangana.
18. The contractor shall provide vehicle as per requirement of the department.
19. The vehicle and driver shall remain available all the time as per Duty Roaster and shall not leave place of duty without prior permission.
20. The contractor shall be responsible for total maintenance of vehicle provided by him. The vehicle provided should be in good running condition.
21. Operation and function of vehicle and Driver shall be governed by Motor vehicles Act/Motor Vehicles Rules as applicable from time to time and these shall be the responsibility of the contractor.
22. No advance payment will be made.
23. The dead mileage in any case should not be more than five kms, One way.
24. Duty slips/ Movement slips will be signed by the officer with whom the vehicle is attached for duty on day to day basis. No duty slip shall be entertained unless and until the same is certified/ verified by the concerned officer.
25. The contractor will maintain separate log books for the said vehicle which will also be verified/countersigned by the concerned officer.

26. The bills in triplicate should be made date wise by the contractor and should be submitted to the DDO, O/o CIT(Audit), Hyderabad on monthly basis.
27. The contractor while raising the bill should clearly mention that the rate charged / quoted is for petro or diesel vehicle.
28. The department will deduct Income tax at source under Section 194-C of Income Tax for the contractor at the prevailing rates of such sum as income tax on the income comprised therein.
29. The prospective bidders shall furnish the following documents along with their financial bid:
 - A. Self attested copy of the PAN card under Income Tax Act.
 - B. Copy of vehicle documents along with photocopy of their RC/ Fitness and permit owned by the contractor.
 - C. An undertaking to the effect that the Agency/ Individual has not been blacklisted by any of the Department / organization of the Government of India / Government of Telangana and nor criminal case is pending against the Firm / Agency / Individual.
 - D. Terms and conditions duly accepted / signed with the stamp of the prospective bidder.
 - E. Copy of work-orders, in support of past experience of providing vehicles to the Department or any organization of Govt. of India.
30. The bid will ordinarily be decided on the basis of the quote as per serial no.1 (Annexure -2), year of manufacture and condition of the vehicle.
31. The following position shall be considered while availing contract.
 - (i) Vehicle manufactured during the year 2018, 2019, 2020 will be categorized separately and it shall have its separate price listing for the purpose of determination of lowest price. Priorities will be given to hire vehicle from this category on the basis of lowest quotation.
 - (ii) In this category, vehicle from the manufacturing year 2015-2017 will be categorized on the basis of price offered. Vehicles like Toyota Innova, Maruti Suzuki Ertiga or similar models shall be considered in mid-sized vehicle shall not exceed RS.40,000/- under this category. Similarly, the amount quoted per Small -sized vehicle shall not exceed Rs.30000/- under this category. It is clarified that hiring of vehicles under this category will considered only after exhausting possibilities of hiring vehicles as per (i) above.
32. In opening the tender and awarding tender, the decision of Chairperson is final and binding on all parties.
33. In case of a tie, suitable method will be adopted by the Chairperson to resolve the same. The decision of the Chairperson in this regard is final and binding on all parties.

34. Vehicles 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(Audit). Vehicles with 2017 or later make of year will only be taken on hire.
35. The vehicles must be in good condition. The vehicles 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.
36. The vehicles will be used as and when required for official purpose and will be on disposal on 24 X 7 basis.
37. 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.
38. The vehicles will be hired from a single service provider or from multiple providers at the discretion of the Commissioner of Income Tax(Audit) which is final in this regard. However the service provider must own at least 5 vehicles which is registered or leased in its name.
39. Priority will be given to the service provider having previous engagement with any Department under Government of India/any State Govt.
40. The service provider has to accept the condition of having at least 25% of bid quantity as spare vehicles available for any emergency requirement.
41. The hiring of vehicle is subject to the satisfaction of the Office of the Commissioner of Income Tax(Audit) with regard to the quotation filed commiserating with the good condition of the vehicle.
42. 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 vehicles committee is final in recommending to the competent authority.
43. 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 20th Mar, 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.

44. 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.
45. 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.
46. 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.
47. 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.
48. The vehicle should have unlimited passenger insurance. All the claims arising out of any accident shall be met by.
49. 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.
50. 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.

51. 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 number of vehicles 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.
52. 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.
53. 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.
54. 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.
55. 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.
56. The contractor must have valid PAN and GST number.
57. 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.
58. 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.

59. The drivers employed along with vehicle should satisfy the following conditions:-
- a) Drivers 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) 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 should be intimated to the concerned officer 24 hours before.
 - e) Drivers 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.
60. 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.
61. The vehicles should conform to the Pollution norms prescribed, if any, by the Transport Department of Government of Telangana.
62. 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.
63. 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.
64. The successful bidder shall enter into a contract with department and shall supply all vehicles forthwith of awarding the contract.

65. In case of any dispute, during tender process, the decision of the CIT(Audit), Hyderabad would be final and binding.
66. The Income Tax Department reserves the right to accept or reject any part of the tender or whole tender, without assigning any reason.
67. The bid should be submitted in sealed envelope marking "**Quotation for Hiring of Vehicles for Income Tax Department, O/o CIT(Audit), Hyderabad.**" The bids in envelope should reach the office of the undersigned latest by **11:30 am on 22.03.2021** either by post or through representative.
68. 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.
69. An EMD of Rs.40,000/- (Forty thousand only) for Mid-Sized Vehicle and an EMD of Rs.30,000/- for Small-Sized vehicle shall be submitted along with the bid document by the way of Demand draft/ Bankers cheque drawn in favour of Administrative office, O/o CIT(Audit), 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.
70. Tenders will be opened by the "Tender Committee" consisted by the CIT(Audit), Hyderabad at **12:30 pm on 22.03.2021** in conference hall, 1D, IT Towers. 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.
71. The decision of the Tender Committee would be final and binding on the bidders.


(ASHOK KUMAR KARDAM)
(अशोक कुमार कर्दम)
Commissioner of Income-tax(Audit)
Hyderabad

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.	Type of vehicle and Registration no.	Year of make*	Distance travelled
1			
2			
3			
4			
5			
6			

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:

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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 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:

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