



**GOVERNMENT OF INDIA
MINISTRY OF FINANCE**

**OFFICE OF THE COMMISSIONER OF INCOMETAX (IT & TP)
5th Floor, Aayakar Bhawan, Basheer Bagh, HYDERABAD-500084
Phone:040-23425118 (Tel. Fax), Email: Hyderabad.cit.it.tp@incometax.gov.in**

F.No. Estt/CIT(IT & TP)/Hyd/Vehicle Hire/2021-22

Dated: 22.12.2021

TENDER NOTICE

Tenders/quotations are invited from interested transport contractor enterprise / private individuals for providing the following Operational Vehicles to the office of the Commissioner of Income Tax (IT & TP), Hyderabad, as per the terms and conditions of the contract (Annexure-1). **The prospective vehicles should be of 2020/2021 make/model and should be in perfect running condition.**

S.No	Vehicle Make/ Model	Size	Number of Vehicles required	Amount per vehicle should not exceed	Office for which vehicle is required	Vehicle to be provided latest by
1	Mid Size Vehicle (Toyota Innova Crysta)	7 Seater	2	Rs. 50,000/- *	O/o CIT(IT & TP), Hyderabad.	06.01.2022

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

The critical dates for tender submission and processing are as follows:

Publish Date	22/12/2021 (17:30 Hrs)
Bid Document Download Start Date	22/12/2021 (17:30 Hrs)
Bid Document Download End Date	05/01/2022 (10:00 Hrs)
Bid Submission Start Date	22/12/2021 (17:30 Hrs)
Bid Submission End Date	05/01/2022 (10:00 Hrs)
Bid Opening Date	05/01/2022 (14:00 Hrs)

The tender document will be available on CPP (Central Procurement Portal) Website <http://eprocure.gov.in> and department website www.incometaxhyderabad.com from 22/12/2021. Bids shall be submitted by dropping a sealed cover with all the enclosures as per Annexure-2 following the terms and conditions mentioned in Annexure – 1 in the sealed box placed in the chambers of ITO(Hq), O/o the CIT(IT & TP), 5th Floor, Basheerbagh, Hyderabad during working hours. Bids received will be opened by the Purchase Committee in the presence of tenderers/bidders or their authorized representatives on 05.12.2021 at 14.00 Hrs in presence of the Chairperson of the Purchase Committee in the office of CIT(IT & TP), Basheerbagh 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 kept sealed till such date and time. In case, any tenderer does not appear on the tender opening day, the purchase committee will open the tender box on the fixed date and time. Submission of tenders by FAX will not be considered.

**Sd/-
Commissioner of Income Tax(IT & TP)
Hyderabad**

Encl: Annexure -1 Terms and Conditions.
Annexure-2 Proforma for Quotation.


(B.V. VINOD)

**Income Tax Officer(Hqrs)
O/o CIT(IT & TP), Hyderabad**

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

TERMS AND CONDITIONS OF THE CONTRACT

1. The Bidder's place of Business should be from Telangana/Hyderabad. **The prospective vehicles provided should be of 2020/2021 model(i.e. Innova, Crysta).**
2. The Vendor/owner should be a regular Income Tax Filer.
3. Turnover of the vendor/owner should be more than one crore per annum.
4. The Vendor/owner should own more than 05(Five) vehicles of Mid-size in Toyota, Innova category.
5. The vendor/owner should not have been debarred by any Government Department.
6. The vehicle shall be at the disposal of the CIT(IT&TP), Hyderabad for all days (24 * 7) of the month, during the period of the contract.
7. The vehicle has to travel for office purpose subject to a minimum of 2500 Kms 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.
8. 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.
9. 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.
10. The bidder should have the experience of similar works in any of the Departments / Autonomous Institutions / Universities / Public Sector Undertakings of the Government of India or State Government.
11. The Firm whose tender is accepted shall sign an Agreement of Contract within 1 Week from the date of receipt of confirmation.
12. 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 and disciplined.
13. The vehicle should be in good condition.
14. In case of breakdown of the vehicle, the contractor shall replace the breakdown vehicle within one hour failing which The CIT(IT & TP), Hyderabad has the right to hire vehicle from any other sources at the expense of the contractor.
15. The Contractor shall provide name, address of the driver along with driving license number and copies within one week of the award of the contract.
16. 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.
17. 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 recognizes no employer-employee relationship between the Department and the personnel deployed by the contractor/agency.

18. 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.
19. 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 or otherwise for any injury to the driver or person deployed by the contractor during the period of performing the duties.
20. The Department reserves the right to terminate the contract without assigning any reason by giving the notice of 30 days to the contractor.
21. Vehicle provided to the Department should bear Commercial Taxi Cab Registration Number and should have comprehensive insurance and Driver so provided with the vehicle shall have commercial LMV Driving License and Badges.
22. The vehicle should conform to the Pollution norms prescribed, if any, by the Transport Department of Government of Telangana.
23. The contractor shall provide vehicle as per requirement of the department.
24. The vehicle and driver shall remain available all the time as per Duty Roster and shall not leave place of duty without prior permission.
25. The contractor shall be responsible for total maintenance of vehicle provided by him. The vehicle provided should be in good running condition.
26. 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.
27. No advance payment will be made.
28. The dead mileage in any case should not be more than five kms, One way.
29. 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.
30. The contractor will maintain separate log books for the said vehicle which will also be verified / countersigned by the concerned officer.
31. The bills in triplicate should be made date-wise by the contractor and should be submitted to the Drawing and Disbursing Officer, O/o CIT(IT &TP), Aayakar Bhawan, Hyderabad on monthly basis.
32. The contractor while raising the bill should clearly mention that the rate charged/ quoted is for petrol or diesel vehicle.
33. 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.
34. 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 no 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.
35. In case of any dispute, during tender process, the decision of the CIT(IT & TP), Hyderabad would be final and binding.
36. In case of a tie, total of quotes mentioned in S.No.s 8, 9 (Annexure 2) will be considered.
37. The Income Tax Department reserves the right to accept or reject any part of the tender or whole tender, without assigning any reason.
38. The bid should be submitted in sealed envelope marking **“Quotation for Hiring of Vehicles for Income Tax Department, O/o CIT(IT & TP), Hyderabad.”** The bids in envelope should reach the office of the undersigned latest by 2.00P.M. on 05/01/2022 either by post or through representative.
39. The bid document should contain a) annexure (Technical Bid), b)EMD and c) separate sealed cover containing Annexure (Financial Bid). Technical Bid will be opened first. 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.
40. An EMD of Rs. 30,000/-(Thirty Thousand only) shall be submitted along with the bid document by way of Demand Draft/Bankers cheque drawn in favour of Administrative Officer, O/o CIT(IT & TP) Hyderabad. The EMD of unsuccessful bidders will be refunded, within one week of awarding the contract to the successful bidder(s). The EMD of successful bidder(s) will be refunded after signing the agreement and submission of performance guarantee. Any bid without the required EMD would be summarily be rejected.
41. In opening the tender and awarding tender, the decision of Chairperson is final and binding on all parties.
42. 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.

Sd/-

**Commissioner of Income Tax(IT & TP)
Hyderabad**



(B.V. VINOD)

**Income Tax Officer(Hqrs)
O/o CIT(IT & TP), 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.			
7.			
8.			
9.			
10.			

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

ANNXEURE (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 which additional Kms

(*Includes all expensed like driver's salary, fuel expensed, maintenance, repairs etc but exclusive of GST).

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