



Government of India
Ministry of Finance
Office of the Joint Commissioner of Income Tax,
Range-15, Hyderabad

5th Floor, D-Block, I.T. Towers, A.C. Guards, Hyderabad – 500 004

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F. No. JCIT/R-15/Operational Vehicle/2020-21

Dated: 10.06.2020

NOTICE INVITING QUOTATION FOR HIRING OF OPERATIONAL VEHICLES

Sealed tenders are invited from reputed transporters/fleet owners/service providers/vendors having capacity to supply one Mid-sized operational vehicle and one small sized operational vehicle on contract basis. for a period of 12 months from the date of commencement of contract (extendable one more year at the discretion of the Joint Commissioner of Income Tax, Range-15, Hyderabad. subject to terms and conditions) for use in the O/o the Joint Commissioner of Income Tax, Range-15, Hyderabad. as under:

S.No.	Particulars of vehicle for hire	Quantity Required	Running Km of vehicle offered per month	Place of deployment of Vehicles	Amount Quoted should not be more than
1.	Category: Mid size Toyota Innova or any other similar make	1 (one) (7/8 seater)	2000	O/o JCIT, Range-15, Hyderabad.	Rs. 40,000/- per vehicle per month
2.	Category: Small size Swift Dzire/Toyota Etios or any other similar make	1 (one) (5 seater)	2000	O/o JCIT, Range-15, Hyderabad.	Rs. 30,000/- per vehicle per month

2. Interested Agencies / Service providers, (hereinafter also referred to as the “Bidder”), may submit their quotations to the office of the Joint Commissioner of Income Tax, Range-15, Hyderabad. 5th Floor. D-Block, I T Towers, A C Guards, Masab Tank, Hyderabad-500004. Interested Agencies / Service providers, may collect the Tender Document from this office on working days. The Tender Document can also be downloaded from the department’s website www.incometaxhyderabad.org.

3. The Quotations should be submitted in two bid patterns, i.e. Technical Bid as per Annexure-II and Financial Bid as per Annexure-III. Both the bids in prescribed format along with the requisite documents should be placed in separate envelopes, sealed and superscribed “Technical Bid” and “Financial Bid” respectively. Both the envelopes should be placed in a single cover, sealed and superscribed as “TENDER FOR HIRING OF OPERATIONAL VEHICLES” and should be submitted in the O/o the Addl. CIT, Range-15, Hyderabad latest by **3.00 PM of 26th June, 2020**. The bids shall be opened on **26.6.2020 at 3.30 pm** in the office chamber of the JCIT, Range-15, Hyderabad. However, the JCIT, Range-15, Hyderabad, reserves the right to postpone the opening of bids and the same shall be intimated to all the bidders.

4. The prospective Bidders may quote the rates in the format prescribed. The prospective Bidders shall quote the rates in Indian Rupees for the entire contract on a 'single responsibility' basis such that the Tender price covers contractor's all obligations mentioned or can be reasonably inferred from the Tender document.
5. Bidders or their authorised representatives may remain present at the time of opening the tenders. Bids, incomplete or deficient in any respect, shall be rejected.
6. The Service Provider shall be agreeable to the terms and conditions set out in the Tender Document at Annexure-I.
7. Initially, the technical bids will only be opened. The financial bids shall only be opened in those cases where the bidder's 'Technical Bid' qualifies and fulfils the terms and conditions and requirements set out. Rates Quoted in the 'Financial Bid' should be all inclusive with proper breakup and no separate claims shall be entertained other than GST.
8. The JCIT, Range-15, Hyderabad, reserves the right to reject any or all bids at any stage of bid process without assigning any reason.
9. 'Technical Bids' shall be accompanied with Earnest Money Deposit of Rs. 10,000 (Rupees Ten Thousand Only) per vehicle in the form of Demand Draft of any Scheduled Bank payable at Hyderabad. Bids without Earnest Money Deposit will be rejected. The EMD of unsuccessful Bidder will be returned on completion of the Bid process. The EMD of successful Bidder will be retained as Security Deposit / Performance Guarantee and will be forfeited if the contract is cancelled due to unsatisfactory performance.



(NILANJAN DEY)
Joint Commissioner of Income Tax
Range-15, Hyderabad.

ANNEXURE-I

TERMS AND CONDITIONS FOR PROVIDING THE VEHICLES

1. Department will require services of Two Operational Vehicles [(One Mid-sized (7/8 seating) and one Small-sized (5 seating)] for the O/o the Joint Commissioner of Income Tax, Range-15, Hyderabad for official purpose and the bid from prospective parties are invited for such purpose. The bidder should be well established and an experienced agency / firm / individual. The bidder / tender should not be an employee of the Department. Similarly, bidder should not be a firm in which substantial interest lies with the employee or ex-employee of the Department.
2. The vehicle selected through tender process will be used exclusively for the Department for all seven days in a week. The Department prohibits using of selected vehicles by the vendor for any other purposes. The vehicles having seating capacity of 5 persons / 7 or 8 persons are expected to ply within 2000 km per month. The mileage of vehicles would be counted from office to office and will be based on log book entries. During office hours, the vehicle shall be parked either in the office premises or at a place as decided by the Department.
3. The quotes should be inclusive of all expenses such as monthly salary / charges of driver(s), repairs and maintenance charges of vehicle, insurance, RTO related levies / duties / taxes etc. petrol / diesel, oil and also any other incidental expenses relating to vehicles including penalty, fine, recoveries etc., shall be borne by the bidder. The quotes should be inclusive of all Government levies and taxes but exclusive of GST. The firm should be GST Registered.
4. The vehicles should be preferably of the latest model and must have a valid taxi permit to run in the state of Andhra Pradesh / Telangana. The vehicles should have desired safety features such as ABS, EBD/ESC, Alloy wheels, Power windows, Power Steering etc. in the given brand / model of the company. The vehicles should be duly registered with the concerned authority of Central / State Government. A certificate to this effect should be provided with the technical bid document. Also the conditions prescribed in section 66 of the Motor Vehicles Act, 1988 for hiring of vehicle should be fulfilled.
5. The vendor shall ensure the road worthiness of the vehicle, ensure neat and clean condition of the vehicle with good upholstery, interiors, deodorants, sanitizers and regularly polished exterior at all times during the period of the contract. The vendor shall also ensure that the vehicle is in perfect running condition at all the times during the contract period. All requisite papers related to the vehicles including proper insurance coverage, pollution check of the vehicles should be available / kept in the vehicle.
6. In case the successful bidder expresses his inability or fails to supply the total /desired number of vehicle(s) so required, the EMD will be forfeited and the Bidder can be

blacklisted from this Department for four years. In such an event, the option to supply the operational vehicles shall be given to the next successful bidder and so on.

7. The Department reserves the right of selection of any particular type of vehicle over the other.
8. Preference will be given to the bidder who is ready to provide good option of vehicles.
9. In the event of award of the contract to the bidder; prior to the execution of the contract, the vendor shall produce the vehicle in the office of the Department for physical verification / inspection before the signing of the contract along with certified copies of RC book, comprehensive insurance policy of the vehicle and receipt of road tax payment, photograph of the driver with their present and permanent address, PAN/Aadhar Card copies, mobile number and copy of driving license of the driver. The vehicle should not violate the regulations of Motor Vehicles Act and other applicable laws of State Government of Telangana / Government of India.
10. The vendors would invariably produce all the documents as in the technical bid document (Annexure-I). The vendors shall also submit an attested copy of trade license, bank statement and bank account no. bank and branch name, branch code, IFSC code and MICR code in the envelope containing the technical bid documents.
11. The drivers of the vehicles must possess valid driving license and should be qualified and experienced. He must follow all traffic rules and attend the duties as and when such duties are assigned by this office. The driver shall possess at all times a mobile phone with two way communication in working condition. The charges for the mobile connection or mobile set shall not be met by this office. This office shall in no way be responsible, directly or indirectly for any failure on the part of the driver to observe the traffic rules or otherwise. In case of any mishap / accident, all claims and responsibilities shall be met by the Vendor. The Department will not entertain any claim whatsoever in this regard. The vendor will provide certificate of satisfaction regarding identity, character and antecedents of the drivers as per desired format of Department. The drivers shall wear white & white uniform. The expenses of the uniform shall be borne by the vendor.
12. During the currency of the contract, the Vendor shall not change the dedicated vehicle or the driver as initially provided unless asked by this office. If due to any unavoidable circumstances either the vehicle or the drivers or both are to be replaced, the same is to be done with prior consent of Department. In case of break down etc. of vehicle, the same should be replaced with the similar class / type of vehicle immediately. If the vendor withdraws the vehicle at any time for repairs or for meeting any other stipulations or otherwise without making proper alternative provision, this office shall be at liberty to hire a vehicle from market and in such a situation the charges for such hiring shall be deducted from the dues of the Vendor in addition to the levy of penalty of Rs. 1000/- (Rupees. one thousand only) per day.

13. The Department shall pay only the fixed agreed monthly charges and its liability shall be limited to this value alone. No separate payment will be made for driver's salary, overtime or any other incidental expenditure such as fuel, repair maintenance, taxes, registration charges, insurance charges, periodic servicing, toll tax, parking charges etc. and these expenditures shall be met by the vendor.
14. The vendor shall raise the bill on a monthly basis and submit the same to this office in duplicate latest by 5th day of the month in which such vehicle is used. In case of broken period of a month, pro-rata charges will be payable. The vendor shall maintain log book and periodically get it signed by the user / representative of Department. The bills shall be prepared on the basis of log book entries. Deduction of Tax at Source (TDS) as per applicable rates prescribed under the Income Act, 1961 shall be made by this office from every payment / credit made to the vendor.
15. During the period of contract, no request for escalation of monthly charges will be entertained by Department for whatsoever reasons.
16. The Department has an option to terminate the contract without assigning any reason whatsoever by giving a notice in writing of 30 days for failure on the part of the vendor to honour the terms and conditions of the contract.
17. The vendor has to ensure that drivers observe proper etiquette and protocol while performing their duty. The Drivers shall be neatly dressed, should wear uniform as prescribed by the Transport Authorities and be polite in behaviour. Without any proper authorization from the controlling officer, the driver should not take away the vehicle.
18. The Department shall not be responsible for any damages whatsoever to public / private property and / or to any third person due to any accident arising out of and in the course of deployment of the vehicle.
19. The bidder / vendor and driver shall be bound to carry out the instructions of the Department as well as of the Officers to whom the vehicle is assigned.
20. This contract shall be effective for a duration of **one** year from the date of commencement of the contract agreement, to be signed unless terminated earlier for violation of any of the terms and conditions mentioned in the tender documents. The contract / agreement is renewable subject to satisfactory performance of the Service provider.
21. The bidder should not have been blacklisted or debarred by the Income Tax Department of any other Government department and signing / subscribing to these terms and conditions is an undertaking to that effect.
22. The applicant bidder(s) and their respective officers, employees, agents and advisors shall observe the highest standard of ethics during the bidding process. The Department may reject a Bid without being liable in any manner, whatsoever to the applicant, if it is found that the applicant has directly or indirectly or through an agent, engaged in corrupt, fraudulent, coercive, undesirable or restrictive practice in the bidding process.

23. The bidder shall abide by all the extant laws related to taxes and levies as applicable to it. It will also comply with all existing Government regulation in respect of engaging of services of drivers, all legal obligations, in respect of the vehicle i.e. Road Tax, RTO Registration and permissions etc. and in respect of the driver, i.e. minimum wages as per Government Regulation, Social Security etc. shall be the responsibility of the Contractor. Any penalty levied by any authority during the contract period shall be borne by the contractor.
24. In case of any failure or omission due to natural calamities, hurricanes or due to any statute or regulations of the government or because of any lock outs, strikes, riots, embargos for any political reasons or otherwise beyond the control of any party including war (whether declared or not) civil war or state of insurrection, the Department or contractor will give notice to other party at the earliest of the occurrence of such incidents that on account of the above event the notifying party has delayed the performance as it was beyond its reasonable control and it was not due to negligence of default on its part. The parties will be relieved of their respective obligations to perform, hereunder, for so long as the event of force majeure continues.
25. In the event of any question, disputes or differences arising between the parties, relating to the interpretation and application of the provisions of this agreement, such disputes or differences shall be resolved amicably by mutual consultations and on failure to do so shall be referred for arbitration to the nominee of Department. The decision of arbitration to the agreement in this regard shall be final and binding upon both the parties. It is clarified that the sole arbitrator to adjudicate any disputed arising out of the proposed contract shall be nominated / appointed by the Department and the person shall not be below the rank of ACIT with the jurisdiction of the Principal Commissioner of Income Tax-7, Hyderabad. The parties shall continue to perform their obligation under this agreement during arbitration proceedings.
26. The vehicle should carry plate / card mentioning "ON GOVT OF INDIA DUTY, Income Tax Department, Hyderabad, which shall be made and displayed by the contractor on the vehicle, subject to compliance of RTO Rules and Regulations.
27. A penalty of Rs. 500/- per day per vehicle will be levied in case of unapproved change of vehicle / driver non-satisfactory performance or lack of proper upkeep of the vehicle or non-observance of terms and conditions prescribed above. The number of days will be calculated on the basis of period during which the default continued or on the occasions of occurrence of the concerned events as applicable. However, in case of frequent violations of the terms and conditions, the contract can be cancelled forthwith without any notice.
28. The unused kilometres of a month shall be carried forward to the subsequent months till the contract ends. The unused kilometres would mean the difference between agreed run in a month and the actual kilometres run by the vehicles.

29. The bidder must produce the proof of GST registration as well as earlier payment of service tax, if any.

DECLARATION

I/we hereby certify that I/we have gone through the above terms and conditions and in case of acceptance of our bid in full or part, I/we agree to accept such terms and conditions.

Seal

Place:

Date:

Signature of the Applicant

(Name of the Applicant)

ANNEXURE-II

TECHNICAL BID

1	Name of the Proprietor/Registered Firm/Company
2	(a) Address of the concern (b) Telephone Numbers (c) Fax Numbers (d) E-mail (e) Mobile Numbers
3	Name, address and contact No. of the partners/ Directors (in case of firm/ Company)
4	No of years of experience in providing services
5	Enclose the attested copies of trade license and Bank statement containing the details of bank account no., Bank and Branch Name, Branch code, IFSC code and MICR code.

Details of vehicles that can be provided to the Department:

S. No.	Make & Model of Vehicle	Year of Mfg. (Month & Year)	Registration No. of Vehicle	Whether copy of RC Book submitted
1				
2				

List of Clients details (Please attach copies of work orders) in the following format:

S. No.	Name and address of the Client	Name & address of the contact person	Period for which the Vehicles were/are given on hire	Number of Vehicles given on hire
1				

Details of EMD in the following format:

DD/Bankers Cheque No.	Date	Name of the Bank	Amount

Others:

1	Permanent Account Number (Please attach photocopy of PAN card and latest I. T. return)
2	GST Registration No.

DECLARATION

I/ We hereby certify that the information furnished above is full, true and correct to the best of my / our knowledge. I/We understand that in case any deviation is found in the above statement at any stage, the bidder / company will be blacklisted and will not have any dealing with the O/o the Joint Commissioner of Income Tax, Range-15, Hyderabad, in future.

Seal

Place:

Date:

Signature of the Applicant

(Name of the Applicant)

ANNEXURE-III

FINANCIAL BID

1	Name and address of the concern	
2	Contact person's mobile no and E-mail address	

Rates Quoted for the operational vehicles and their models (Exclusive of GST)

S. No.	Vehicle Make	Vehicle model (month & year of Manufacturing)	Amount (in Rupees)

Others:

GST (%) charges	
Rate per km in case of exceeding 2000 km. use.	

Place:

Signature of the Applicant

Seal

Date

(Name of the Applicant)