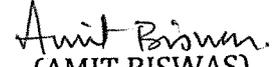


INCOME TAX DEPARTMENT, HYDERABAD
Office of the Pr. Chief Commissioner of Income tax
TENDER NO.IT/HYD/VEHICLES HIRE/2019-20, Date: 16-03-2020
NOTICE INVITING TENDER FOR HIRING OF VEHICLES:

Pr. Chief Commissioner of Income Tax, Hyderabad on behalf of the President of India, invites Quotations in sealed cover from reputed parties latest by **3 p.m.** on **27.03.2020** to be opened on **27.03.2020** at **4.00 p.m.** for hiring of about **Eighteen (18) mid-sized vehicles** as per the terms and conditions of the contract by the Income Tax Department for office use in the O/o Pr. Chief Commissioner of Income Tax, Hyderabad.

Quotations are invited for the vehicles: **Toyota Innova/ Toyota Innova Crysta** (Total eighteen vehicles).

Tender forms along with terms and conditions can be obtained from the ITO(Hqrs)(PR), O/o Pr.CCIT, Hyderabad, Ground Floor, IT Towers, Masab Tank, Hyderabad or can be downloaded from the website www.incometaxhyderabad.gov.in or <https://www.eprocure.gov.in>. The sealed tender form duly filled in should reach the office of the undersigned latest by 3:00 pm on 24-03-2020 either by post or through representative. The bids for tender shall be opened on 24-03-2020 at 4:00pm in the conference hall of the IT Towers, 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://www.eprocure.gov.in>.


(AMIT BISWAS)

Income Tax Officer (Hqrs)(PR),
O/o Pr.CCIT, AP & TS,
Ground Floor, IT Towers,
Masab Tank, AC Guards,
Hyderabad 500 004.

TERMS AND CONDITIONS FOR HIRING VEHICLES:

1. Pr. Chief Commissioner of Income Tax, Hyderabad invites sealed quotations for hiring of Eighteen (18) vehicles (Innova/ Innova Crysta).
2. Vehicles with valid taxi permit are proposed to be hired for an initial period of two years with a provision of extending it for a further period of one year at the discretion of the Pr. Chief Commissioner of Income Tax, Hyderabad. Vehicles of 2017 or later make of year will only be taken on hire.
3. 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., two years.
4. 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 the whole period of the contract.
5. The vehicles will be hired from a single service provider or from multiple providers at the discretion of the Pr. Chief Commissioner of Income Tax whose decision will be final in this regard.
6. The hiring of vehicles is subject to the satisfaction of the office of the Pr. Chief Commissioner of Income Tax with regard to the quotation filed commensurating with the good condition of the vehicles.
7. 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 vehicles.
 - c. In all other cases, the discretion of the vehicles committee is final in recommending to the competent authority.

Amit Brivan.

8. 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 31st March, 2020. 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.
9. 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.
10. The drivers should be having driving License, with a minimum experience of three years.
 - (a) 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.
 - (b) In case of service providers who have provided more than one vehicle the unutilized kilometres of a particular vehicle will be carried forwarded and will be adjusted either with the same vehicle or with other vehicle of the provide. This adjustment will be done throughout the contract period.
11. The liability on account of fuel, driver salary / allowances / perquisites & all expenses relating to the vehicle e.g. insurance/ registration/ fitness from RTO etc. would, solely and wholly, be on account of the contractor and department shall not bear any liability apart from the hiring charges.
12. The Contract between the Department and Contractor can be cancelled with a notice period of 15 days from either side. 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.
13. The Department reserves the right to increase/ decrease the number of vehicles for 30% of the contract vehicles at any time during 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.

Amit Bivran.

14. The vehicles should always be maintained in good condition. Towels, Air Fresheners and other requirements which present the vehicles 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.

15. The officer in-charge or the staff of the PRO section may inspect the vehicles from time to time to ensure that the vehicles are maintained in good condition.

16. The Contractor will be responsible for loss/ damage to property or life because of negligence of driver or poor maintenance of vehicles or due to an accident. The department would not be responsible for loss/ damage to property or life on account of such incidents.

17. 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.100/- per day.
- b. Non reporting Rs.500/- per 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 the contractor.
- d. Non-observation of dress-code Rs.100/- per day.
- e. Change of drivers without prior intimation Rs.200/- per instance.

18. 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.

19. 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.

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

- a) Drivers should have minimum three years of experience in driving.
- b) Drivers should be well versed with roads and different localities of Greater Hyderabad Municipal area.

Amit Binnan.

- c) 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.
- d) Driver should be provided with mobile phone. The expenses for mobile phone should be borne by the contractor.
- e) Driver should be decent and well behaved.
- f) Driver shall be provided with uniform as prescribed by this office.

21. 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.

22. The successful bidder shall enter into a contract with department and shall supply all vehicles forthwith of awarding the contract.

23. In case of any dispute, during tender process, the decision of the Pr.CCIT, Hyderabad would be final and binding.

24. The Income Tax Department reserves the right to accept or reject any part of the tender or whole tender, without assigning any reason.

25. The bid should be submitted in sealed envelope marking **"Quotation for Hiring of Vehicles for Income Tax Department, O/o Pr.CCIT, Hyderabad."** The bids in envelope should reach the office of the undersigned latest by 3:00 pm on 27/03/2020 either by post or through representative.

26. The bid document should contain a) Annexure (Technical Bid), b) EMD and c) separate sealed cover containing Annexure (Financial Bid). The bids 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.

27. An EMD of Rs. 50,000/- (fifty thousand only) shall be submitted along with the bid document by way of Demand draft/Banker's cheque drawn in favour of Administrative officer, O/o CCIT-I, 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.

Amit Biran

28. Tenders will be opened by the "Tender Committee" constituted by the Pr.CCIT, Hyderabad at 4:00 pm on 27/03/2020 in conference hall, 10A, 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.

29. The decision of the Tender Committee would be final and binding on the bidders.

Amit Biswas.
(AMIT BISWAS)

Income Tax Officer(Hqrs)(PR)
O/o Pr.CCIT, Hyderabad.

Annexure (Technical 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:

Sl.No.	Type of vehicle	Year of make*	Distance travelled
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			

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

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, per vehicle per month charges:

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