

TENDER DOCUMENT FOR EMPANELMENT

Sub:- Empanelment of vehicle providers for hiring of Mid-Size Vehicles for DsIT(I&CI) Annual Meeting to be held on 24/08/2018 to 25/08/2018- Reg

The Director of Income-tax(I&CI), Hyderabad invites "expression of interest" in sealed covers from reputed parties latest by 3.00 PM on **17.08.2018** to provide about **16 Honda city/Toyota Corolla, 2 Maruthi Ciaz and 4 Toyota innova** preferably white & silver **from 23/08/2018 to 26/08/2018**. The above number of vehicles may vary depending on the confirmation of the participating Officers which will be informed one week before the event.

The bid shall consist of two parts- Technical bid and Price Bid. Both the bids are to be placed in two sealed envelopes (clearly Super Scribing 'Technical Bid' and "Price Bid"). All the information sought under the head conditions and "Information to be supplied" is to be given in Technical Bid while the price bid quoted will have to be mentioned only in the Price Bid. The Price Bids of only those parties shall be opened whose Technical Bids are found to be eligible.

Tender documents and terms & conditions may be obtained from Income Tax Officer(I&CI)(Hqrs), 2nd Floor Aayakar Bhavan, Hyderabad-500004 or may be downloaded from website eprocure.gov.in or incometaxhyderabad.gov.in. A fee of Rs. 500/- is to be deposited as a tender fee with Income Tax Officer(Hqrs)(I&CI), 2nd Floor Aayakar Bhavan, Hyderabad-500004.

The Technical bid shall be opened at 04.00PM on **17.08.2018** in the ,2nd Floor O/o DIT(I&CI) , Aayakar Bhavan, Hyderabad-500 004 in the presence of one representative of each of the bidder who wishes to be present.

Information to be supplied Technical Bid

The applicants are requested to provide the following Information along with the quotations:-

1. Name & Address of the Contractor
2. Nature of business
3. Income Tax assessment particulars i.e. PAN, copy of I.T. Return for last three years. (i.e. for the A.Y. 2014-15, 2015-16 & 2016-17)
4. GST Registration particulars i.e., GST Regd.No. and erstwhile Service Tax Registration Number.
5. Number of the vehicles owned along with proof of ownership. The operator should own at least 50 vehicles.
6. Turnover of past three years (F.Y.2014-15, 2015-16 & 2016-17 along with copy of P & L account)
7. Past Experience/Performance with the Department or any other Govt. deptt./PSU for providing same service
7. Details of hiring of vehicles done in the past :
 - 7.1 Name & Addresses of the parties to whom vehicles were given on hire;
 - 7.2 Period for which the vehicles were hired out;
 - 7.3 Number of vehicles given on hire. (atleast 20 vehicles should be given on hire at one time to one institution during the current F.Y.)
 - 7.4 Models and make of the vehicles.

Price Bid

1. The rate for running of hired vehicles should be quoted on daily basis for **24 hours and 160 km** per day and for **2** days. The time & distance is to be calculated from the time & place of reporting to the time & place of release.
2. **Rates for extra Km/Hour** must be **separately** specified beyond the minimum specified hours and kms.

Terms & Conditions (for Empanelment of vehicles providers)

The interested parties must be capable for providing vehicles on their own on the following terms & conditions:-

1. The make of the vehicles should be specified separately & the model should not be earlier than 2015. All the vehicles must have valid permit to run in the state of Telangana.
2. The successful bidder shall have to provide the desired number of vehicles. However, in the case successful bidder expresses his inability to supply the total number of vehicles required, the option shall be given to the next lowest bidder to supply remaining number of vehicles at the lowest quoted rates (L-1).
3. The bidder must have past experience of providing minimum 50 vehicles on hire to at least one Government organization/PSU/a prominent private sector entity or national/International conference /events.
4. The vehicle shall be at the disposal of the Income Tax Department throughout the contract period at all times. Dedicated vehicle number and driver shall not be changed without prior approval of hiring authority.
5. Contract charges include charges of driver, repairs and maintenance of vehicle, insurance, petrol/diesel, oil and also any other incidental expenses including penalty, fine etc.
6. In the case of any accident, all the claims arising out of it shall be met by the Contractor.
7. The vehicle will be kept neat and clean and in perfect running condition & should be provided with air conditioners, neat & clean set covers & curtains, the colour of vehicle preferably white & silver .
8. If the vehicle is out of order, the Contractor shall provide a substitute vehicle immediately. In case vehicle does not report on time/does not report at all, the Department would have a right to hire a vehicle from the market & the additional cost incurred by the Department will be borne by the Contractor.
9. Payment shall be made at the end of PAC meeting on presentation of the bill on actual usage of the vehicle on daily basis.

10. The Driver should have valid driving license & the vehicle should be registered with the concerned authorities of State Govt.
11. The transport Operator and driver shall be bound to carry out the instructions of the Department as well as of the Officers assigned to the vehicle.
12. A daily record indicating time and mileage for each vehicle shall be maintained in a log book.
13. The vehicle should be spruced up with internal and external cleaning.
14. Each vehicle should have fresh tissue paper.
15. The vehicle should be provided with minimum two mineral water bottles.
16. The driver should be provided with uniform which should be neat and clean all the time.
17. The driver should observe all traffic rules strictly.
18. The mobile battery of the driver should be fully charged.
19. At no point of time, the driver will leave the vehicle without informing the PRO, O/o.Pr.CCIT, AP & TS, Hyderabad.
20. The driver should be polite and courteous in his behavior at all times.
21. The driver should never ask for any toll charges or other charges from the officer. The driver should be provided with sufficient resources to meet the toll and other parking charges etc.
22. The driver of the vehicle should be fully aware of routes of Hyderabad and more particularly, the route from Rajiv Gandhi International Airport to Hotel Taj Krishna, Banjara Hills.
23. There will be a penalty by way of deduction of charges if vehicles are returned after inspection due to bad maintenance, lack of neatness and poor quality of driver.
24. The The Commissioner of Income-tax(Admn & TPS), Hyderabad reserves the right to accept or reject any or all quotations without assigning any reasons.
25. A penalty of Rs.1000/- per day per vehicle may be levied if any vehicle fails to meet the terms & conditions prescribed herein on any day.
26. An interest free refundable security deposit of Rs.10,000/- in the form of a crossed demand draft in favor of Zonal Accounts Officer, CBDT, Hyderabad payable at Hyderabad shall be submitted by the contractor at the time of the award of the contract.

27. The rate approved by the Tendering Committee shall be applicable till **03.11.2017**.

FRAUD AND CORRUPT PRACTICES

a The applicant and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the Bidding Process. Notwithstanding anything to the contrary contained herein, the Office may reject an Application without being liable in any manner whatsoever to the applicant if it determines that the applicant has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice in the Bidding Process.

b Without prejudice to the rights of this Office under Clause-a. hereinabove, if an applicant is found by the Office to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice during the Bidding Process, such applicant shall not be eligible to participate in any tender/bids issued by this Office during a period of 2 (two) years from the date such applicant is found by the Office to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice as the case may be.

c For the purposes of this clause-a, the following terms shall have the meaning hereinafter respectively assigned to them:

i "Corrupt practice" means (I) the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the actions of any person connected with the Bidding Process or (II) save and except as permitted, engaging in any manner whatsoever, whether during the Bidding Process or after the issue of the LOA or after the execution of the Agreement, as the case may be, any person in respect of any matter relating to the Project or the LOA or the Agreement, who at any time has been or is a legal, financial or technical advisor of the Authority in relation to any matter concerning the Project;

ii "fraudulent practice" means a misrepresentation or omission of facts or suppression of facts or disclosure of incomplete facts, in order to influence the Bidding Process; iii "coercive practice" means impairing or harming or threatening to impair or harm, directly or indirectly, any person or property to influence to any person's participation or action in the Bidding Process;

iv "undesirable practice" means (I) establishing contact with any person connected with or employed or engaged by the Authority with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Bidding Process; or (II) having a Conflict of Interest; and

v "restrictive practice" means forming a cartel or arriving at any understanding or arrangement among Applicant with the objective of restricting or manipulating a full and fair competition in the Bidding Process;

LEGAL

A The Service provider shall also be liable for depositing all taxes, levies, Cess etc. on account of service rendered by it to the office of the Pr. Chief Commissioner of Income Tax, AP & TS, I.T.Towers, A.C.Guards, Hyderabad-500004 to concerned tax collection authorities from time to time as per extant rules and regulations on the matter.

B The Tax Deduction at Source (T.D.S.) shall be deducted as per the provisions of Income Tax law, as amended from time to time and a certificate to this effect shall be provided to the Agency by this Office.

C The Goods & Services Tax (GST) shall be applicable as per the provisions of GST Act/Rules-2017, as amended from time to time and a certificate to this effect shall be provided to the Agency by this Office, in case if required.