



प्रधान आयकर आयुक्त का कार्यालय  
OFFICE OF THE  
PRINCIPAL COMMISSIONER OF INCOME TAX  
केन्द्रीय राजस्व भवन, नवनगर, हुबल्ली - 580 025  
Central Revenue Building, Navanagar - Hubballi - 580 025.

फ़.सं.नं/F.No.Vehicle /Pr.CIT/HBL/2015-16

Dated: 21/12/2015

**NOTICE INVITING THE TENDER FOR HIRING THE VEHICLE**

The Income Tax Department, Hubballi, intends to hire NINE (09 nos.) operational vehicles for the offices coming under the jurisdiction of the Pr. Commissioner of Income Tax, Hubballi, for the period with effect from the dates mentioned below for a period of two years, subject to the grant of extension to the existing vendors, if found suitable or acceptable on or before the due date of expiry and the number in that case will accordingly godown for hiring. The open tender is invited from reputed and competent parties as per the following terms and conditions.

2. The model, size, color and year of manufacture of such vehicle preferably should be as below :

<u>Sl. No</u>	<u>Particulars make/model vehicle</u>	<u>Size</u>	<u>Color</u>	<u>Amount should not be more than</u>	<u>Year of manufacture</u>	<u>Office for which vehicle required</u>	<u>Date w.e.f. from which vehicle required</u>
1.	1 Mid Size Sedan Honda City / Corola Altis / Wokes Wagan Zetta / Chevrolet Cruz etc.	Midsized	White / Silver	Rs.40,000/-	Latest preferably 2015	PR.CIT, HUBBALLI	1.04.2016
2.	2 Operational Vehicles such as Innova	Preferably 8 Seater	White / Silver	Rs.40,000/-	Latest preferably 2015	Range-1, HUBBALLI	1 Vehicle w.e.f. 01.01.2016 and 1 Vehicle w.e.f. 01.04.2016
3.	2 Operational Vehicles such as Innova	Preferably 8 Seater	White / Silver	Rs.40,000/-	Latest preferably 2015	Range-2, HUBBALLI	1 Vehicle w.e.f. 01.01.2016 and 1 Vehicle w.e.f. 01.04.2016
4.	2 Operational Vehicles such as Innova	Preferably 8 Seater	White / Silver	Rs.40,000/-	Latest preferably 2015	Range-3, HUBBALLI	1 Vehicle w.e.f. 01.01.2016 and 1 Vehicle w.e.f. 01.04.2016
5.	1 Small size such as Swift Dzire/ Toyota Etios / Honda Amaze Sedan vehicles etc.	Small Size	White / Silver	Rs.36,000/-	Latest preferably 2015	I.T. Office, SIRSI	w.e.f. 01.04.2016
6.	1 Small size such as Swift Dzire/ Toyota Etios / Honda Amaze Sedan vehicles etc.	Small Size	White / Silver	Rs.36,000/-	Latest preferably 2015	I.T. Office, GADAG	w.e.f. 01.04.2016

3. Hiring shall be initially for a period of two years subject to the satisfactory services by the contractor. The vehicles should have the commercial taxi permit from the concerned authority and expected to ply within 2000 km in a month. All details are described under the head "General Terms and Conditions" in the tender document.

4. Last date for submission of completed bids in a sealed envelope is **08/01/2016 before 5.00 P.M.** in the office of the Pr. Commissioner of Income Tax, Central Revenue Building, Navanagar, Hubballi - 580 025 either by speed post/ registered post or in person or by email. The sealed tenders will be opened on 12/01/2016 Conference Hall, 2<sup>nd</sup> Floor, Central Revenue Building, Navanagar, Hubballi - 25. Bidders who would like to be present during the opening of the sealed bids may do so personally or through their representatives. Any change in the date/timing/venue of opening of the Bids shall be notified to the prospective bidders over telephone/mobile, thus they must give their contact telephone/mobile numbers (more than 1) and address on the left bottom of the sealed tenders.

5. In case the Tender Committee does not get suitable quotes, then it shall be free to invite others/local vendors considering the essential operational nature of requirement within the overall financial limits prescribed by the Competent Authority.

**( RAMESH A. JOSHI )**

Income Tax Officer (HQ-1)  
for Pr. Commissioner of Income-Tax,  
Hubballi.

Copy to :

1. The Chief Commissioner of Income Tax, Panaji-Goa.
2. The Public Relation Officer, O/o. Pr. CCIT, Central Revenue Building, Queen's Road, Bangalore with a request to upload the above notice and the tender documents (enclosed herewith) in the departmental website latest by 15/12/2015.
3. Notice Board of Aayakar Bhawan, Hubballi and Aayakar Bhavan, C. R. Building, Bangalore – 560 001.

## **DECLARATION**

I/We \_\_\_\_\_ hereby certify that I/We have gone through the above terms and conditions and in case of acceptance ours in full or part, I/We agree to accept such terms and conditions.

Place : HUBBALLI

Dated : 21/12/2015.

(Name & signature of the Party)

**ANNEXURE-I**  
**TECHNICAL BID DOCUMENT**

1. Name of the Proprietor / Registered Firm Company :
2. Address of the concern (with Tel No. Fax and E-mail) :
3. Name and Address of the partners/Directors (with Mobile No.) (in case of firm/company) :
4. Contact person(s) (with mobile No.) :
5. No. of years of experience in providing vehicles :

6. Details of vehicles that can be provided to O/o. Pr. CIT, Hubballi (Please mention make model, year and attach copies of RC Books) in the following tabular format:

Sl. No.	Make & Model of Vehicle	Year of Mfg. (Month & Year)	Registration No. of vehicle	Whether copy of RC Books submitted (Yes/No)

7. Ownership details of the vehicles:-

Sl. No.	Name of the owner	Address	PAN	Presenting parking of vehicle before applying

8. Financial standing of the vehicle:

Sl. No.	Whether purchase on cash/cheque or by bank finance	Amounts of loan taken	Name and address of Bank	Total payment made on installment

9. List of Clientele (please attach copies of work orders) in the following format:

Sl. No.	Name and address of the client	Name and No. of the contract person	Period for which the vehicles were/are given on hire	Number of vehicles given on hire

10. Permanent Account Number :  
(Please attach photography of PAN card and latest return A/d)

11. Service Tax Registration No. :

12. Details of DD towards cost of tender form (Attach DD in case of downloaded form) :

13. Details of EMD in the following format :

DD/Bankers Cheque No.	Date	Name of Bank	Amount

**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 and deviation is found in the above statement of any stage the bidder/ company will be blacklisted and will not have any dealing with the O/o. Pr. CIT, HUBBALLI, in future.

Place: Hubballi

Date :

**ANNEXURE-II**

**FINANCIAL BID DOCUMENT HIRING OF VEHICLES BY THE PR. CIT, HUBBALLI,**

**RATE QUOTATION**

1. Name of the Proprietor/ Registered Firm/ company :
  
2. Address of the concern (with Tel. No. Fax & E-mail) :
  
3. Contact person(s) (with Mob. No.) :
  
4. Rates for various vehicles and their models (Exclusive of service tax) :

For Operational Vehicle:

Sl.No.	Particulars	Amount in Rs.		
1	Total Monthly hire charges for minimum of 2000 km			Others * (mention make)
2	Rate per km over and above 200 km			

\* please quote for similar vehicle having carrying capacity of 4 or more with desired safety features please mentioned make and corresponding rates, separate sheets can be provided

Place : Hubballi.

### **ANNEXURE-III**

The Terms and Conditions for providing Vehicle Services:

1. The Department will hire services of NINE (09) operational vehicles for office of the Income Tax Offices, Hubballi, such as Innova/Swift Dzire/ Wokes Wagon Zetta/Corola Altis/Chevrolet Cruz/Toyota Etios/Honda Amaze Sedan/ Indica etc. for official purposes and thereby inviting bids from prospective parties for such purpose. The bidder/tenderer should be well established and an experienced agency/firm/individual having fleet of above mentioned or similar vehicles. The bidder/tenderer should not be an employee or ex-employee of the Department. Similarly, bidder should not be a firm in which substantive 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's use for all seven days in a week. The Department prohibits using of selected vehicles by the vendor for any other purposes. The vehicle is expected to ply within 2000 K.Ms. In case the vehicle ply more than the monthly limits as above, additional amount would be paid to the vender as per agreed terms and conditions, subject to the overall limit prescribed by the Competent Authority, which at present is **Rs.40,000/- (Rupees Fourty Thousand only) per month.** The mileage of vehicles would be counted from Department to Department, Hubballi. During the office hours, the vehicle shall be parked either in the office premises or at a place as decided by the Income Tax Department, Hubballi, or its officers.
3. The quotes should be inclusive of all expenses such as monthly salary/charges of driver(s), repairs and maintenance of vehicle, insurance, RTO related levies/duties taxes etc., petrol/diesel, oil and also any other incidental expenses relating to vehicle 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 Service Tax.
4. The vendor shall apply such vehicle which is manufactured not before



1.1.2015 or the latest model having desired safety features such as ABS/ESC, Alloy wheels, powered windows/breakings/steering etc., in the given brand/model of the company and is registered as a commercial vehicle on or after 1.1.2015. The vehicle should be 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 Motor Vehicle Act, 1988 for hiring of vehicle should fulfill.

5. The vendor shall ensure the road worthiness of the vehicle, ensure neat and clean condition of the vehicle with good upholstery, interiors and deodorants 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 conditions at all times during the currency of the contract. The papers related to the vehicles including proper insurance papers of the vehicle should be available/kept in the vehicle.

6. The successful bidder shall have to provide the model type and number of vehicle. However, in case the successful bidder expresses his inability or fails to supply the desired vehicle so required, the offer will be made to the suitable bidder as deemed fit by the Committee.

7. The Department reserves the right of selection of any particular type of vehicle over the other. Vehicles may be selected from one or multiple vendors.

8. In the event of the award of the contract to the bidder and 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, mobile no. and copy of driving license of the driver. The vehicle should comply with all legal obligation prescribed under various statutory laws in force.

9. The vendor would invariably produce all the documents as in the technical bid document (Annexure-I). The vendor 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.

10. The driver of the vehicle 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 uniform and boots as directed by this office. The expenses of uniform & boots will be borne by the vendor.

11. During the currency of the contract the vendor shall not change the dedicated vehicle or the drivers as initially provided unless asked by this office. If due to any unavoidable circumstance either the vehicle or the drivers or both are to be replaced, the same is to be done with the 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 service of the vehicle 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.1,000/- per day.

12. 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.

13. The Department shall pay only fixed agreed monthly charges and its liability shall be limited to this value alone. No separate payment will be made for drivers salary, overtime or any other incidental expenditure such as fuel, repair, maintenance, taxes, registration charges, insurance charges, insurance charges, periodic servicing, toll tax, parking charges etc. and these expenditure shall be met by the vendor.

14. The vendor shall raise the bill on a monthly basis and submit this office in duplicate latest by 5<sup>th</sup> day of the month following 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 the 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 Tax Act, 1961 shall be made by this office from every payment/credit made to the vendor.

15. During the period of the contract, no request for escalation of monthly charges will be entertained by the 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 **15 days** prior to the termination without any compensation to the vendor. The vendor can also terminate the contract by giving proper application in writing and a notice of 15 days in advance.

17. The vendor has to ensure that the driver observe proper etiquette and protocol while performing their duty. He shall be neatly dressed, should wear uniform, boots and be well spoken. Without proper authorization from controlling officer, the driver should not take away the vehicle.

18. The bidder/vendor and driver shall be bound to carry out the instruction of the Department as well as of the officers to whom the vehicle is assigned.

19. This contract shall be effective for TWO YEARS with effect from 01/01/2016 with a provision of further extension of one year at a time as per the terms and conditions of the tender document and on explicit approval by the Department in this regard, unless terminated earlier for violation of any other terms and conditions mentioned herein the tender documents.

20. The bidder should not have blacklisted or debarred by the Income Tax Department or any other Government Department and signing/subscribing to these terms and conditions is an undertaking to that effect.

21. The applicant bidder (s) and their respective officers, employees, agents and advisors shall observe the highest standard of ethics during the bidding process, notwithstanding anything to the contrary contained therein, the Department 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, fraudulent, coercive, undesirable or restrictive practice in the bidding process.

22. The bidder shall abide by all 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 obligation, 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.

23. 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 of 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 or default on its part. The parties will be relieved of their respective obligations to perform, hereunder, for so long as the event of force major continues and to the extent their performances is affected by such an event of force major provided notices as above are given and the force measure is established as provided herein above.

24. In the event of any question, disputes or differences arising between the parties, relating to the interpretation and application of the provision of this agreement, such disputes or differences shall be resolved amicable by mutual consultations and on failure to do so shall be referred for arbitration to the nominee of the 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 disputes arising out of the proposed contract shall be nominated/appointed by the Department, Hubballi, and the person shall not be below the rank of ACIT with the jurisdiction the Pr. Commissioner of Income Tax, Hubballi. The parties shall continue to perform their obligation under this agreement during arbitration proceedings.

25. The vehicle should carry suitable plate/card indicating vehicle on duty of Government of India, Income Tax Department, Hubballi, shall be made and displayed by the contractor subject to compliance of RTO Rules and Regulations.

26. 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 vehicles 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 continues 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.

27. The unused kilometers of a month can be carried forward to the subsequent months till the contract ends. The unused kilometers would mean the difference between agreed kilometers i.e. 2000 kilometers run in a month and actual kilometers run by one or more vehicles of the operator if the actual KMs run by a vehicle is individually less than agreed kilometers.

**( RAMESH A. JOSHI )**

INCOME TAX OFFICER (HQ)-I

O/o. PR. COMMISSIONER OF INCOME TAX,

HUBBALLI



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केन्द्रीय राजस्व भवन, नवनगर, हुब्बल्ली - 580 025

**Central Revenue Building, Navanagar - Hubballi - 580 025.**

फ.सं.नं/F.No.Vehicle /Pr.CIT/HBL/2015-16

Dated: 21/12/2015

**TENDER NOTICE**

Sealed Tenders are invited from the interested parties /agencies for supply of NINE(09) operational vehicles on lease cum hire basis for a period of TWO Years from 01.04.2016 to 31.03.2018. The application for Tenders alongwith Terms & Conditions can be had from the undersigned or can be downloaded from the Departmental website [www.incometaxbangalore.in](http://www.incometaxbangalore.in). The last date for receipt of Tenders duly filled in is **08.01.2016 before 5.00 PM** and sealed Tenders will be opened on **Tuesday, the 12<sup>th</sup> January, 2016** at Conference Hall, II Floor, C. R. Building, Navanagar, Hubballi - 580025 in the presence of available bidders. The Department has right to accept or reject the selection of bidders and the Departmental decision is final.

**( RAMESH A. JOSHI )**

Income Tax Officer (HQ-1)  
for Pr. Commissioner of Income-Tax,  
Hubballi.