

आयकर आयुक्त का कार्यालय, (अपील्स), हुब्बल्ली,
O/o. The Commissioner of Income tax (A), Hubballi,
केंद्रीय राजस्व भवन, नवनगर, हुब्बल्ली – 580025.

Central Revenue Building, Navanagar, Hubballi – 580025.

Phone No.0836-2322260 Fax: 0836-2225358 or Email: citahubballi@gmail.com

F.No. CIT(A)/HBL/2017-18/Hiring of vehicle

Date : **27.02.2018.**

NOTICE INVITING TENDERS FOR HIRING THE VEHICLE

The O/o. Commissioner of Income-tax (Appeals), Hubballi, intends to hire one (01 no.) operational vehicle, for a period of one year, w.e.f. Dt. 01-04-2018. The open tender is invited from reputed and competent parties as per the terms and conditions enclosed.

2. Preference/selection of vendor will be made based upon several criteria, primary of which are:-

- I. Condition/suitability of vehicle, based upon Type, Make, Model, Year, Mileage etc.,.
- II. Suitability of vendor based upon ability to deliver quick and efficient service.
- III. Experience of vendor, driver, in providing such service.

3. Hiring shall be initially for a period of 12 months initially, subject to the satisfactory services by the contractor, the contract may be extended, as necessary. The vehicles should have commercial taxi permit from the concerned authority and expected to ply a distance of 2000 kms in a month. All details are described under the head "General Terms and Conditions" enclosed as Annexure-I in the tender document. The tenderer shall bid for the amount payable on mileage beyond 2000 kms at cost per km and any other payment, if any.

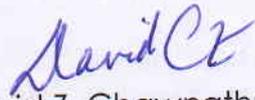


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4. The last date for submission of Tenders duly filled in a sealed envelope is **21/03/2018, before 5.00 P.M.** in the office of the Commissioner of Income Tax(A), Hubballi, Room No.204, Central Revenue Building, Navanagar, Hubballi - 580 025 either by speed post/ registered post or in person. The sealed tenders will be opened **at 11.00 AM on Thursday, the 22nd March, 2018** in the Conference Hall, 2nd Floor, Central Revenue Building, Navanagar, Hubballi - 25. The application for tenders along with terms and conditions can be obtained from the undersigned or can be downloaded from the Departmental website at www.incometaxbengaluru.in and/or Central Public Procurement Portal (e-Publishing), Govt. of India at <https://eprocure.gov.in/epublish/app>. 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 and address must be mentioned on the left bottom of the sealed tenders submitted.

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.

6. EMD of Rs.40,000/- may be drawn in favour of The Commissioner of Income-tax (Appeals), Hubballi, and submitted along with the tender documents. In case the tenderer is unable to provide the service as tendered, the EMD will be forfeited, in all other cases, the EMD will be returned by June 2018.


(David Z. Chawngthu) 
Commissioner of Income-Tax (Appeals),
Hubballi.

Copy to :-

1. To the Pr. Commissioner of Income Tax, Hubballi for uploading to the website of Central Public Procurement Portal, (e-publishing), Govt. of India.
2. The Public Relation Officer, O/o. Pr.CCIT, Karnataka & Goa Region, Bengaluru, for uploading in departmental website.
3. The Notice Board.



ANNEXURE-I

General Terms and Conditions for providing Vehicle Services:

1. The Department will hire services of one (01) vehicle for office of the Commissioner of Income Tax(A), Hubballi. Preference will be given to the newer vehicles in good working condition of models, such as Toyota : Crysta/Innova/Fortuner/Altis, Honda:Accord, Volkswagen Jetta/Tiguan, Jeep:Compass, Isuzu: MUX, Skoda:Kodiaq, etc. The bidder/tenderer should be well established and an experienced agency/firm/individual having fleet of above mentioned or similar vehicles and well trained and smart drivers. 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, and be available 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 2,000 K.ms in a month. In case the vehicle should ply more than the monthly limits as above, additional amount would be paid to the vender, as per agreed terms and conditions, depending on the quotations, as received from the tenderer and accepted.

The monthly payment is subject to the overall limit prescribed by the Competent Authority, which at present is **Rs.40,000/- (Rupees Fourty Thousand only) per month, exclusive of taxes.** The mileage of vehicles would be counted from the O/o. the CIT(A), Hubballi to the O/o. the CIT(A), Hubballi. During the office hours, the vehicle shall be parked either in the office premises or at a place as decided by O/o. the CIT(A), Hubballi.

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 Government levies and taxes but exclusive of GST.

4. The vendor shall apply such vehicle which is manufactured not before 01.01.2016 or the latest model having desired safety features such as ABS/EBD, 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 01.01.2016. The vehicle should be registered with the concerned



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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, based upon the need of the office which includes out station tours.

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 O/o. CIT(A), Hubballi 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



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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 O/o. CIT(A), Hubballi 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 O/o. CIT(A), Hubballi shall pay only fixed agreed monthly charges and it's 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 5th 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.



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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 O/o. CIT(A), Hubballi.

19. This contract shall be effective for 12 months with effect from 01.04.2018 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 strikes, riots, embargos of any political reasons or otherwise beyond the



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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 O/o. CIT(A), Hubballi. 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 O/o. CIT(A), 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, Commissioner of Income-tax (Appeals), 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.

David Z

(David Z. Chawngthu)

Commissioner of Income Tax (Appeals)
Hubballi.



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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 & I am submitting EMD of Rs.40,000/- (Rupees Forty thousand) as required. I understand that it may be forfeited if I am unable to deliver the service as agreed in terms of agreement.

Place :

Dated :

(Name & signature of the Party)



ANNEXURE-II
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. Name of the driver – Educational Qualification, Driving Licence No., Previous experience, address.

6. Details of vehicles that can be provided to O/o. CIT (A), 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)	Mileage in kms



7. Ownership details of the vehicles:-

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

8. 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

9. Permanent Account Number & Aadhar Card Number(Please attach copy of PAN card, Aadhar card and latest return filed copy. :
10. GST Registration No. :
11. Details of DD towards cost of tender form (Attach DD in case of downloaded form) :
12. 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. CIT (A), Hubballi, in future.

Place:

Date :



ANNEXURE-III

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 kms	
2	Rate per km over and above 2000 kms	

Place :

Date :

