

क्षेत्रीय प्रत्यक्ष कर
प्रशिक्षण संस्थान



DIRECT TAXES REGIONAL
TRAINING INSTITUTE

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F.No. 4/Vehicle Hiring/2018-19/DTRTI

Date: 27-04-2018

**TENDER NOTIFICATION FOR HIRING OF STAFF CARS/OPERATIONAL
VEHICLES WITH DRIVER**

1. The Direct Taxes Regional Training Institute(DTRTI), Bengaluru invites sealed quotations from reputed agencies for hiring of Four Staff Cars/Operational Vehicle along with driver, for use by DTRTI, Bengaluru on monthly rent basis, for a period of two years from the date of award of the contract.
2. Tender forms along with the terms and conditions can be obtained from the Administrative Officer Gr.II, O/o Additional Director General (Training), DTRTI, Bengaluru -560 013, on all working days from the date of publication of the tender notification upto **17.05.2018** between 11.00 a.m.and 05.00 p.m., by payment of Rs.100/- only (Non-refundable) by crossed demand draft drawn in favour of ZAO, CBDT, Bengaluru.
3. The tender forms and other related details can also be downloaded,without cost, from the website www.incometaxindia.gov.in, www.dtrtibangalore.com, www.eprocure.gov.in and www.incometaxbangaluru.in
4. The last date for receipt of filled-in tender form is **18.05.2018** till 03.00 p.m.

(DINESH L NAIK)
Assistant Director(Trg.)(OSD)
for Addl. Director General (Trg.)
DTRTI, Bengaluru

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CHAPTER-1

BID REFERENCE

DOMESTICE COMPETITIVE BIDDING

(Through Tender)

Description of work	Contract for hiring of 4 Mid-Sized Motor Cars with drivers, on monthly rent basis by the Office of the Addl. Director General(Trg.), DTRTI, Bengaluru
Type of Tender	Two Bid System (Technical and Financial Bids to be submitted separately)
Period/Dates & Time of issue of Tender Document	27.04.2018 to 17.05.2018 from 10.00 a.m. to 05:00 p.m. on all Working Days
Tender Closure Date & Time	18.05.2018 up to 03:00 p.m.
Date, Time and Place of Opening of Technical bid	21.05.2018 at 11.00 a.m. at Discussion Room, 1 st floor, Admin Block, DTRTI, Bengaluru
Date, Time and Place of opening of Financial bid	21.05.2018 at 3:00 p.m. at Discussion Room, 1 st floor, Admin Block, DTRTI, Bengaluru (in case of any change, same will be intimated at the time of opening of Technical bid)

CHAPTER-2

INVITATION TO BID

TENDER FOR HIRING OF STAFF CARS/OPERATIONAL VEHICLE WITH DRIVER

- 2.1 DTRTI, Bengaluru requires 4 vehicles on hire basis to be used as Staff Car/Operational Vehicle. The vehicles should be provided with drivers and should be any of the following makes:-
- | | | | |
|---------------|-----------------|----------------|---------------|
| a) Honda City | b)Toyota Innova | c)Toyota Etios | d)Honda Amaze |
| e)Tata Indigo | f)Ford Fiesta | | |
- 2.2 The hiring shall be initially for a period of Two years from the date of commencement of contract and would be extendable for one more year at the discretion of the Addl. Director General (Trg.), DTRTI, Bengaluru.
- 2.3 Tender forms along with terms and conditions can be obtained from the Administrative Officer Gr.II, O/o Additional Director General (Training), DTRTI, Bengaluru -560 013, on all working days from the date of publication of the tender notification upto 17.05.2018 between 11.00 a.m.and 05.00 p.m., on payment of Rs.100/- only (Non-refundable) by crossed demand draft drawn in favour of ZAO, CBDT, Bengaluru. The tender forms and other related details can also be downloaded,without cost, from the website www.incometaxindia.gov.in, www.dtrtibangalore.com, www.eprocure.gov.in and www.incometaxbengaluru.in
- 2.4 The bids for tender shall be opened on 21.05.2018 at 11:00 a.m. in Discussion room, 1st floor, Admin Block, DTRTI, Bengaluru.
- 2.5 The last date for receipt of filled-in tender form is 18.05.2018 till 03.00 p.m.

CHAPTER-3

ELIGIBILITY CRITERIA

- 3.1 The bidder should own at least four motor vehicles of the make specified in para 2.1 at the time of making application for the tender. Copies of RC book of the vehicles owned to be enclosed with the Technical Bid.
- 3.2 The bidder should have been engaged in running a fleet of 15 or more vehicles of the make of specified in para 2.1 on hire basis during last 2 years i.e. for F.Ys. 2016-17 and 2017-18. For this purpose, the vehicle should have been engaged on hire for at least 8 months during the respective financial year.
- 3.3 The bidder should be engaged in supplying vehicles on hire basis to at least three Govt./Semi-Govt. Organizations/ Public Sector Undertakings, during last 2 years i.e. for F.Ys. 2016-17 and 2017-18. Self-Attested copies of work orders to be furnished along with the Technical bid.

CHAPTER- 4

INSTRUCTIONS TO BIDDERS

- 4.1 The bidders are requested to study the complete Tender document with its Annexures before participating in the tender process. They should give compliance report as per ANNEXURE-1 for having acquainted themselves with the instructions and conditions specified in the Tender. Failure to furnish Annexure-1, duly signed, do so will be treated as non-fulfillment of the tender conditions and the bid shall be summarily rejected.
- 4.2 No variation should be made in any of the terms and conditions of the bid document by scoring out any part thereof. Bids not accepting or modifying any of the terms and conditions as mentioned in Chapter-5 of the Tender shall be summarily rejected.
- 4.3 The person signing the tender should clearly specify whether he is signing as sole proprietor, partner, under power of attorney or as director/Manager/Secretary etc. as the case may be with name and seal of the agency. All communications with regard to the contract shall be made with the Authorised Signatory including communication by e-mail.
- 4.4 The bid forms/documents should be legibly written or typed quoting all amounts in words as well as figures. In case of any discrepancy, rates quoted in words will prevail. Overwriting/correction, if any, should be duly attested by the bidder.
- 4.5 In case of submission of more than one bid by the same bidder, the last bid submitted shall only be considered for evaluation purpose. No correction of any type in the tender document shall be allowed after submission of the tender document.
- 4.6 The bid shall be in two parts comprising of the Technical Bid and the Financial bid. The Technical bid shall contain the eligibility criteria as detailed in Annexure -3. The Financial Bid shall be furnished in the format prescribed in Annexure-4.
- 4.7 The Technical bid and Financial bid should be furnished in two separate envelopes super scribed as "Envelope No.1-Technical Bid" and "Envelope No.2-Financial Bid" and both these envelopes are to be enclosed in a larger envelope superscribing as "Techno-Financial Bid in response to the Tender Notice No.F.No.4/Vehicle Hiring/2018-19/DTRTI dated 27-04-2018.The same should

be addressed to the Addl. Director General (Trg.), Direct Taxes Regional Training Institute, No 17, Peenya Plantation, Near HMT Factory, Jalahalli, Bengaluru-560013. Enough space should be given in the cover to open/cut it without damaging the financial bid covers.

- 4.8 The bid must be submitted along with Demand Draft of Rs.40,000/- (Rs. Forty Thousand only) towards Earnest Money Deposit (EMD). The Demand Draft should be drawn in favour of "The ZAO, CBDT, Bengaluru". No interest is payable on the EMD amount. Bid submitted without EMD will be summarily be rejected. (Non-interest bearing)
- 4.9 The EMD of the successful bidder will be returned after furnishing of the performance guarantee. The EMD of other bidders will be returned at the earliest after completion of the bidding process.
- 4.10 No bidders shall have any cause of action or claim against DTRTI, Bengaluru for rejection of his bid.
- 4.11 The bid documents of every bidder must consist of the following documents, without which the bid shall be treated as incomplete and shall be summarily rejected:-
- (i) Duly signed in Annexure-1
 - (ii) EMD as mentioned at Para 4.8 above.
 - (iii) Technical bid as per Annexure-3 alongwith enclosures specified therein.
 - (iv) The Financial bid strictly as per the proforma given in Annexure-4
- 4.12 Any clarifications regarding the tender document may be obtained from the Administrative Officer Gr.II, O/o Addl. Director General, DTRTI, Bengaluru.

CHAPTER-5

TERMS & CONDITIONS OF THE TENDER

- 5.1 Financial bids of only those bidders who are found to qualify based on their Technical bids, shall be opened in this office by the Tender Committee on the specified time and date, in the presence of the bidders or their duly authorized representatives. The Financial bids of such bidders, who do not qualify as per the Technical Bid, shall be returned to them along with their E.M.D.
- 5.2 The Lowest quote will be determined as per the rate mentioned in the Financial Bid for running upto 2000 kms per month per vehicle(excluding GST).
- 5.3 Maximum amount quoted should not exceed Rs. 40,000/-(Rs. Forty Thousand only) per month per vehicle exclusive of GST and other applicable Govt. levies for running upto 2000 k.m. per month per vehicle.
- 5.4 In case, two or more lowest bids are received quoting the same rate for running upto 2000 k.m. per month per vehicle, then the lowest bid will be decided based on the rates quoted for each extra k.m. of running exceeding 2000 kms.
- 5.5 Successful bidder shall be required to commence the services within 10 days from the date of issue of work order or as specified in the work order.
- 5.6 The validity of the contract shall be initially for a period of two years from the date of commencement of the contract and may be extended for one more year on the same terms and conditions, at the discretion of the Addl. Director General (Trg.), DTRTI, Bengaluru.
- 5.7 The contract can be terminated by the DTRTI, Bengaluru at any time after giving 60 days notice without assigning any reason. The contractor can also terminate the contract by 60 days prior notice.
- 5.8 The successful bidder shall present himself for signing the contract along with the Performance Security immediately after receipt of communication of work order from DTRTI, Bengaluru. The successful bidder is required to sign a formal detailed contract with DTRTI, Bengaluru within a maximum period of 10 days from the date of issue of work order. Until the contract is signed, the Work Order/NOA shall remain binding amongst the two parties.
- 5.9 The amount of the performance bank guarantee shall be 5% of the amount of the annual contract value of the contract (inclusive of all taxes).
- 5.10 The Performance bank guarantee should be in the form of an irrevocable Bank Guarantee issued by a nationalized bank in favour of the Additional Director General (Trg.), DTRTI, Bengaluru and valid for a period of 90 days beyond the date of completion of the contract.

- 5.11 The successful bidder, in case of extension of contract beyond the period specified in the tender document/contract, shall submit an extended bank guarantee for three more months over and above the period for which the contract is extended.
- 5.12 The performance bank guarantee shall be returned on expiry and successful completion of the contract. In case of non-execution of the contract, in part or in full, the performance security shall be forfeited, after giving due notice to the contractor in respect of the defective/improper service or breach of any of the terms of the contract etc.
- 5.13 The vehicles to be provided on hiring should be in excellent condition, clean, mechanically fit and must not be more than 24 months old.
- 5.14 The vehicles provided should be kept in neat and clean condition with good upholstery and regularly polished exterior. They should also be in perfect running condition. The successful bidder shall be required to produce the vehicles and the driver in the premises of the office for physical inspection before the signing contract.
- 5.15 The successful bidder will be required to furnish to this office, certified copies of RC Books, Insurance Policy of the vehicles being supplied, latest road tax challan paid, Permanent Account Number(PAN) of the concern.
- 5.16 The successful bidder shall provide dedicated vehicle and driver and any change in the vehicle and/or driver should be made only in very exceptional circumstances with the permission of the Officer-in-charge at DTRTI, Bengaluru. The vehicle shall bear the mark "ON DUTY WITH INCOME TAX DEPARTMENT", during the contract period. The vehicle engaged for hiring in DTRTI, Bengaluru will not be used for any other purpose including holidays. The vehicle must be available at any time on any day as directed by Officer-in-charge at DTRTI, Bengaluru.
- 5.17 The successful bidder shall submit copies of the Registration Certificate and comprehensive insurance policies of the vehicle being offered for hire and other particulars, with photograph of the driver dedicated to the vehicle.
- 5.18 The successful bidder should be registered with the authority concerned of a State of Central Government and should fulfill the conditions prescribed in section 66 of Motor Vehicle Act, 1988. Proof of the same to be furnished.
- 5.19 If the condition of the vehicle is not found satisfactory, or in case of a breakdown, or in case vehicles not reporting for duty for whatsoever reason, the successful bidder shall be obliged to send a replacement of equivalent or better make immediately. If no replacement is provided in time, this office

shall have the right to hire a vehicle from elsewhere and whatever be the cost that is incurred towards such hire charges will be deducted from the bill of the successful bidder in the succeeding month. In the circumstances mentioned above, even if no vehicle is hired by this office, DTRTI shall deduct proportionate hire charges from the bill of the successful bidder for the succeeding month. Even a part of the day will be reckoned as one full day for the purpose of this deduction.

- 5.20 The contractor should be able to provide additional vehicles at a short notice of 8 to 12 hours at the rate specified in the financial bid/contract.
- 5.21 Any change in the ownership of the vehicles or change in the constitution of the concern shall be notified in writing to this office immediately. It will be open for DTRTI to either continue/renegotiate the contract with new owners or cancel the contract.
- 5.22 It shall be the responsibility of the successful bidder to ensure that the driver employed along with the vehicle is qualified and experienced, possessing valid driving license. The driver of the vehicles provided must follow all traffic rules/regulations and any consequences of the failure to do so shall be of the successful bidder alone. DTRTI shall have no direct or indirect liability arising out of negligent/rash driving and any loss caused to this office will have to be suitably compensated for by the successful bidder.
- 5.23 Photograph of the driver along with his permanent and present address, copy of the driving license of the driver, Police verification of driver's antecedent should be furnished by the successful bidder before the date of formal signing of the contract.
- 5.24 The drivers employed along with the vehicle should satisfy the following conditions:-
- A. The driver should be having valid Driving License, with a minimum driving experience of 5 years and their antecedents should be duly verified by police authorities at the instance of the successful bidder.
 - B. Driver should wear the prescribed uniform i.e. White shirt with white trousers. The same has to be provided by the successful bidder.
 - C. Driver should have a working mobile phone number. He should be conversant, preferably fluent, in Kannada, Hindi and English.
 - D. Driver should be decent and well behaved.
 - E. Car should be kept clean and odor free and suitable for office use.
- 5.25 Payment shall be made on monthly basis on the actual running over and above the minimum charges agreed, based upon usage of the vehicles by the

Department. The billing for kms. shall be made from the reporting place to the relieving place

- 5.26 A consolidate bill typed in duplicate shall be submitted to this office on a working day latest by 5th of succeeding month payment indicating the carried forward unused kilometers in a separate sheet for all vehicles. The billing shall be based on the Trip Sheet entries. TDS and other taxes will be deducted from every payment made under this contract as per applicable rates prescribed by Government.
- 5.27 DTRTI, Bengaluru will reimburse GST on hiring charges on actual basis. The successful bidder will be required to provide proof of valid GST registration on or before the date of signing of the contract, if applicable.
- 5.28 Log Sheet for each vehicle specifying the daily reporting and relieving time as well as daily opening and closing meter reading and other details as may be specified by the DTRTI, Bengaluru should be submitted with bill. Log sheet signed by the Controlling Officer to whom the vehicle has been assigned or the vehicle in-charge of DTRTI.
- 5.29 DTRTI will pay only fixed monthly hire charges as per contract and its liability shall be limited to this amount only.
- 5.30 All expenses relating to salary and allowances of the driver, as per the existing provisions of various applicable labour laws/regulations will be borne by the successful bidder.
- 5.31 All legal obligations in respect of the vehicle i.e. Road Tax, RTO registration, Insurance and permissions etc. and maintenance of vehicles, fuel, oil and any other expenditure related to the vehicles will be the borne by the successful bidder.
- 5.32 Unutilized mileage below the contractual limit of 2000 km. per month in respect of each vehicle will be adjusted against excess utilization in any, by other vehicles during the same month. The balance unutilized mileage will be carried forward and adjusted against future excess utilization of any vehicle during the subsequent months of the contract period. The successful bidder will be eligible to claim payment for extra km. only if the running of all the 4 vehicles in a particular month shall exceed 8000 kms., after adjusting the unutilized mileage of previous months, as specified above.
- 5.33 If the service is not rendered for the whole month, payment will be made on proportionate basis.

- 5.34 In case of any mishap or accident, all the claims and liabilities arising out of it, including any liability towards the driver or any third party damage or to the vehicle, shall be borne by the successful bidder. DTRTI, Bengaluru will not be responsible for any claim in this regard including any liability under the Motor Vehicle Act or the Indian Panel Code or any other applicable law for the time being in force.
- 5.35 Any sum of money due or payable to the successful bidder, including the performance security refundable to him under the contract, may be appropriated by this office, against any amount of loss caused by the successful bidder, which the successful bidder may owe to DTRTI, Bengaluru, under this contract.
- 5.36 In case of any unexpected delay in clearing the bill by this office, the successful bidder should be in a position to provide the services without interruption.
- 5.37 The successful bidder should have not been blacklisted by any Central/State Govt. Organization/PSU any time during the past five years. A declaration has to be submitted in Annexure-5.
- 5.38 In case of any dispute, the decision of the Additional Director General (Trg.), DTRTI, Bengaluru shall be final.

CHAPTER-6

ANNEXURE-1

FORMAT OF TENDER COMPLIANCE REPORT

To
The Additional Director General (Trg.)
DTRTI, Bengaluru

Sub: Tender for hiring of motor vehicle for DTRTI, Bengaluru-reg.

Sir,

I have gone through the entire tender document and the terms and condition of the Tender in F.No. 4/Vehicle Hiring/2018-19/DTRTI dated 27-04-2018 for hiring of motor vehicles for DTRTI, Bengaluru.

Place:

Date:

Seal

Signature of Bidder

Name:

CHAPTER-7

ANNEXURE-2

LETTER OF AUTHORISATION FOR ATTENDING BID OPENING

To
The Additional Director General (Trg.)
DTRTI, Bengaluru

Sir,

Sub: Authorization for attending bid opening on (date)in the tender of “Hiring of Vehicle at DTRTI

Following person is hereby authorized to attend the bid opening for the tender mentioned above on behalf of (Bidder):-

Name

Specimen Signature

1.

Signature of bidder
Or person authorized to sign the bid
documents on behalf of the bidder
with name and seal

CHAPTER-8

ANNEXURE - 3

FORMAT OF TECHNICAL BID

1.	Name and address of registered agency			
2.	Name and address of the owner/Proprietor			
3.	PAN & GST Registration No			
4.	Details of vehicles owned by the bidder. (copy of RC book of the vehicles to be enclosed to substantiate ownership)	Sl.No.	Vehicle make and year of manufacture	Registration No.
		1		
		2		
		3		
		4		
		5		
		6		
		7		

5.	Details of clients to whom vehicles provided on hire basis during 2016-17 & 2017-18. (Work order for all the hired vehicle should be enclosed)	2016-17			
		Sl.No.	Name of client	Whether Govt./Semi-Govt./PSU	No. of vehicle deployed
		1			
		2			
		3			
		4			
		2017-18			
		Sl.No.	Name of client	Whether Govt./Semi-Govt./PSU	No. of vehicle deployed
		1			
		2			
		3			
		4			

Note: If required separate sheet has to be enclosed for concerned columns.

DECLARATION

I, hereby certify that the information furnished above is full and correct to the best of my / our knowledge. I understand that in case any deviation is found in the above statement at any state, agency will be blacklisted and will not have any dealing with the Department in future.

Place:

Date:

Name & Signature of

Authorized Signatory with seal

CHAPTER-9

ANNEXURE - 4

FORMAT OF FINANCIAL BID

1. Name, address and telephone No. of the Tenderer i.e. Bidder
2. Permanent Account No. (PAN)
3. Names and addresses of the Proprietor/Partners/Directors and their PAN
4. Hiring charges of vehicles:-

Sl.No.	Description	Rate(Rs.) per vehicle excluding GST per month	Rate(Rs.) for 4 vehicle excluding GST per month
1.	Hiring charge for running of vehicle upto 2,000 Kms. per month		

5. Rate per every extra kilometer exceeding 2000 kms. per month:-

DECLARATION

I hereby certify that the information furnished above is true and correct to the best of my/our knowledge. I understand that in case, any deviation is found in the above statement at any stage; I/We will be blacklisted and will not have any dealing with the Department in future.

Signature of Authorized Signatory

with name, seal and date

CHAPTER-10

ANNEXURE-5

**DECLARATION FOR NOT BEING BLACKLISTED BY ANY GOVT. /SEMI GOVT.
Organization**

I, name and designation of the authorised signatory has not been blacklisted by any Central Govt./Semi-Govt. Organization at any time in past five years.

Place:

Date:

**Signature of the Authorised Signatory
With name and Seal**

