



GOVERNMENT OF INDIA

OFFICE OF THE JOINT.COMMISSIONER OF INCOME TAX, T.D.S.RANGE, RANCHI,  
3<sup>rd</sup> FLOOR, CENTRAL REVENUE BUILDING(ANNEXE), MAIN ROAD, RANCHI.

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F No. JCIT/TDS/Ran/2011-12/

Date: 12/01/2012

**NOTICE INVITING TENDER**  
**WANTED OPERATIONAL VEHICLES ON HIRE**

The Income tax Department, TDS Range, Ranchi invites sealed offers individual or combined basis from reputed parties engaged in the business of providing transport facilities for hiring Two(02) **MID- SIZE** i.e., **Tavera/Enova**, operational vehicles in the Income tax Department TDS Range, Ranchi for the Jamshedpur & Bokaro station and One(01) **small size** operational vehicle i.e., **INDIGO(latest model)** for the TDS Range, Ranchi station, on monthly basis. Tender forms along with terms and conditions can be obtained from Joint Commissioner of Income-Tax, TDS Range, Ranchi .(Phone 0651/2332252/233), Central Revenue Building [Annexe],3<sup>rd</sup> floor,Room No. 301, Main Road, Ranchi on payment of **Rs.1,000/** - each tender form (**NON-REFUNDABLE**) by Demand Draft of S.B.I. payable at Patna drawn in favour of the ZAO, C.B.D.T. ,Patna on any working date between **03.00 PM and 04.30 PM**. The **last date of obtainining** tender form is by **01.00 PM on 24/01/2012[Tuesday]** and **to be submitted and open on the date 25/01/2012[Wednesday] at 4.00 P.M.**

The Joint Commissioner of Income tax,TDS Range, Ranchi reserves the right to cancel or/ and postpone the tender or reject any bid without assigning any reason.

**[ Arik Kujur ]**

Joint. Commissioner of Income-tax,  
TDS Range, Ranchi



**GOVERNMENT OF INDIA**  
**OFFICE OF THE JOINT COMMISSIONER OF INCOME- TAX**  
**TDS RANGE, C.R. Building, Annexe, RANCHI,**  
**Tel No. 0651/2332252, Fax: 2332252**  
**NOTICE INVITING TENDER**  
**OPERATIONAL VEHICLES**

The Income Tax Department invites sealed offers from reputed/ authorized Taxi /party to hire Two(02) **MID- SIZE** i.e., **Tavera/Enova**, operational vehicles in the Income tax Department TDS Range, Ranchi for the Jamshedpur & Bokaro station and One(01) **small size** operational vehicle i.e., **INDIGO(latest model)** for the TDS Range, Ranchi station, on monthly basis. for the period from **01/02/2012 to 31/01/2012** , which can be renewed further.

**TENDERING PROCESS:**

Tender is invited in two parts i.e. (1) Technical bid and (2) Financial bid. The tender form for Technical bid prescribed in Annexure-I and the tender form for the financial bid in Performa prescribed in Annexure-II complete in all respects should be submitted in the office of the Joint Commissioner of Income tax, TDS Range, Ranchi, 3<sup>rd</sup> Floor, C.I R. Building,[Annexe],Room No.301 Main Road, Ranchi in two separate sealed covers addressed to the Joint Commissioner of Income tax, TDS Range, Ranchi, 3<sup>rd</sup> Floor, C. R. Building,[Annexe] Main Road, Ranchi by 04.00 PM on **25/01/2012[Wednesday]**

The sealed covers may be superscribed with "**Technical Bid - Contract for hiring of vehicles**" and "**Financial Bid- Contract for hiring of vehicles**" respectively. The Income tax Department shall not be responsible for loss/delayed receipt of tender documents sent by post. The bids will be opened by the undersigned on **25/01/2012[Wednesday]** in the presence of bidders. Incomplete bid document will be rejected. The valid technical bids will be scrutinized by the Department to short list the eligible bidders. Thereafter, the financial bids of the short listed bidders will be opened by the undersigned on a subsequent date of tenders will not be accepted. Each technical bid should accompany the Earnest money Deposit of **Rs. 2,000/-[ every vehicle should contain earnest money separately]** for in the form of Crossed Demand Draft of S.B.I. payable at Patna drawn in favour of the ZAO, C.B.D.T., Patna. **Qualifying bids without Earnest Money Deposit will be rejected.** The tender applicant

should sign and stamp each page of this tender document as a token of having read and understood the terms and conditions contained herein and submit the same along with the bid. The tenderer would fill up the information in the Annexure I & II enclosed at the end of this document in clear and legible terms. Wherever, the prices are to be quoted should be written in figures and words as well. Annexure will also have to be signed and stamped by the firm through its authorized signatory.

### **TERMS AND CONDITIONS:**

1. Contracted hire charges include monthly charges of driver, repairs and parking, maintenance of vehicle, insurance, petrol/diesel, oil and also any other incidental expenses in running and maintenance of vehicles.
2. The vehicles must be in excellent condition, clean, mechanically fit and must be a brand new vehicle and in any case must not be more than 12 months old.
3. The vehicles should fulfill the legal obligations prescribed by the State Transport Authority like payment of road taxes, etc. All requirements under various statutory laws must be complied with. Any default will be liability of the contractor and this department shall not be liable in any matter whatsoever. In case of any accident or any other contingency, any claim arising out of it shall be borne by the contractors only and no claim whatsoever shall be borne by the Income Tax Department.
4. The duty point for Ranchi is Central Revenue Building Ranchi, or any other place intimated from time to time and the mileage would be reckoned to the duty point only. In short, shed mileage will not be permitted. The vehicles shall normally be used within the jurisdiction of the Joint Commissioner of Income tax, Ranchi.
5. The drivers must be literate and well-behaved and must possess valid driving license. He must follow traffic rules & regulations prescribed by the Government from time to time.
6. The operational vehicle deputed for duty must have the tanks filled with fuel to cover the entire trips. The Transport Operator and the driver shall be bound to carry out the instructions of the Officer(s) in charge concerned from time to time.
7. The contractor should ensure that the operational vehicles are fitted with appropriate seat belts.

8. Insurance of the vehicle and the risk of passenger travelling in the vehicles should be covered by the contractor to the extent of liability as specified in the Motor Vehicles Act & Rules made there under or any other law in force.

9. Any authorized user of the Department has the right of returning the car if he is not satisfied as to the plying condition of the car on any one of the grounds as mentioned above. In such cases a penalty of Rs. 500/- or the actual cost of hiring a similar vehicle will be deducted from the contractor's pending bills payments.

10. The contractor shall also be responsible for providing a suitable replacement immediately if the car breaks down. In the event of failure to provide such replacement as stated above, the Income Tax Department will claim Rs.500/- towards penalty or the actual cost for making alternate arrangement whichever is more.

11. The responsibility for the safety and security of the operational vehicle provided solely lies with the contractor. It is also the contractor's absolute responsibility to take care of any damage/ repairs caused to his operational vehicle during the operation of the contract.

12. Operational vehicle should be arranged even at short notice. The vehicle shall be deemed to be at the disposal of the Income Tax Department for all the days of the month, seven days a week. A log shall be maintained for each vehicle. In case of any accident, all claims arising out of it shall be met by the contractor.

13. To facilitate easier scrutiny of bills, the following details are required in the trip sheet

- a. Reporting time and place
- b. Opening Kilometer
- c. Closing Kilometer
- d. Time of closing
- e. Place of Closing
- f. Signature of the user.

14. **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.1200 kms for operational vehicle and 800 Kms for staff car 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.

15. Bills should be submitted on monthly basis with all supporting and payment will be made within reasonable time from the date of submission of bills after deducting TDS as applicable. No interest is payable on the bill amount in any circumstances. The log book maintained will be the basis for making payments. **The log book should be maintained perfectly well and should be endorsed by the officer using the vehicle for each and every entry without fail.**

16. Failure by the contractor to comply with any statutory requirements and / or the terms of the agreement during the period of contract shall result in termination of the contract and subsequent disqualification from participation in any future tender of the department.

17. No negotiation will be undertaken with any tenderer except the lowest qualified bidder.

18. The successful bidders shall provide details of all vehicles within 7 days of bid opening date and also present himself for signing the agreement and as and when called for.

19. In the event of the award of the tender prior to execution of the contract, the contractor shall be required to submit copies of the Registration Certificate and comprehensive Insurance Policies of the vehicles being offered for hire and particulars with photograph of the drivers dedicated to each vehicle. He shall also be required to produce the vehicles in Income-tax Office, Ranchi for physical verification/inspection.

20. No request for escalation of rates will be entertained for whatsoever reason during the currency of contract.

**[ Arik Kujur ]**  
Joint Commissioner of Income-tax, TDS Range, Ranchi.  
(Chairman Tender Committee)

**TECHNICAL BID DOCUMENT**

1. Name of the Proprietor/ Registered Firm/ Company :
2. Address of the concern  
(with Tel No., Fax & E-mail) :
3. Name & Address of the Partners/  
Directors (with mobile no.) (In case of  
firm/company) :
4. Contact Person(s) (with mobile number) :
5. No. of years of experience in providing  
vehicles :
6. List of Clientele :
  - 1) Names and addresses of the parties with  
Contact no. to whom vehicles were given  
on hire.
  - 2) Period for which the vehicles were hired  
out.
  - 3) Number of vehicles given on hire
7. Permanent Account Number :
8. Service Tax Registration No: :
9. Details of DD towards cost of tender form :  
(Attach DD in case of Tender form  
downloaded from website)
10. Details of EMD

## **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 stage, the company will be blacklisted and will not have any dealing with the Department in future.

( Signature of authorised signatory with date)

**FINANCIAL BID DOCUMENT**  
**Hiring of Operational vehicles by Income tax Department For TDS**  
**Range, Ranchi**

**RATE QUOTATION FOR DATE : 20/12/2011 to 20/12/2012**

1. Name of the Proprietor /Registered Firm/Company :
2. Address of the concern  
(with Tel No. Fax & E-mail) :
3. Contact Person(s) (with mobile Number) :
4. Rates for various operational vehicle and their models :  
(Exclusive of Service Tax)  
S. N.  
Description Rate for Travera  
  
Rate for Enova  
  
Rate for any equivalent Vehicle  
(Name of vehicle to be  
mentioned)  
  
1 For 1200 Kms. per month For Ranchi  
  
2 For every extra kilometer beyond 1200 Kms.  
  
3 Extra charges per km. if the vehicle goes out Jurisdiction of Chief  
Commissioner of Income Tax (CCA) Patna.Region

(Signature of the authorised signatory with date)