

**INCOME TAX DEPARTMENT,**  
**Jamnagar.**

The Income Tax Department, Jamnagar intends to hire two brand new *Tavera/Innova* for Income Tax offices at Dwarka and Porbander. Hiring shall be initially for a period of one year. Reputed tour / Taxi operators having requisite vehicles / infrastructure may furnish their quotations latest by 06/02/2012 in the office of the Commissioner of Income-tax, Income Tax Office, Manek Centre ,4<sup>th</sup> Floor,Room No 406,P N Marg,Hospital Road, Jamnagar.

Tender Documents & Terms & Conditions regarding the above may be collected from the ACIT (HQ) Room No.405, Manek Centre ,4<sup>th</sup> Floor,P N Marg,Hospital Road, Jamnagar or can be downloaded from the link 'Tenders' on the official website [www.incometaxindia.gov.in](http://www.incometaxindia.gov.in).

Sd/-  
(B D Gupta)  
ACIT (HQ) and Member ,Hiring Committee.  
Jamnagar.

## **TENDER DOCUMENT**

Subject: Hiring of vehicles by the Income-tax Department, Rajkot  
Regarding.

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The Income Tax Department at Jamnagar invites quotations in sealed covers from reputed parties latest by 06:00 PM on 06/02/2012 for hiring one *Tavera/Innova* each for the Income Tax Offices at Dwarka and Porbandar.

The Quotation should be submitted in sealed cover super scribed as “Quotation for Hiring of Vehicles”. Interested bidders will have to furnish an ‘*Earnest Money*’ of an amount equivalent to 2% of the **annual** contract value by way of Account payee demand draft,,Bank guarantee FDR ,Bankers Cheque or Bank Guarantee in favour of the **IT(ADM) UMEA Ashram Road,Ahmedabad.** The ‘*Earnest Money*’ security should be valid for a period of 45 days beyond the final date of the validity period. Bids without Security Deposit shall be treated as void and will not be considered. All the information sought under the head “Terms & Conditions and “other information to be supplied are to be given along with the quotation.

The Bid shall be opened at 5 p.m. on 08-02-2012 in Room No.422, Manek Centre ,4<sup>th</sup> Floor,P N Marg,Hospital Road, Jamnagar in the presence of one representative of each of the bidder who wishes to be present.

## **FORMAT OF TENDER DOCUMENT.**

1. Name, address and telephone number of the tenderer :
2. Permanent Account Number (PAN)
3. Name and address of the Proprietor / Partner / Directors and their PAN.
4. Rate Chart per Vehicle  
(Exclusive of Service Tax and All other duties)

<b>Sr.No.</b>	<b>Description</b>	<b>Rate (Rs.) For Tavera</b>	<b>Rate for Innova</b>
A	For 1500 kms & 300 hours (per month)		
B	For every extra Kilometer (as per above)		
C	For every extra hour beyond 300 hours (Per month)		

5. No. of Vehicles Offered:

<b>Tavera</b>	<b>Innova</b>

6. Name(s) of the existing customer(s) (if any) (the list may be enclosed : As annexure)
7. Details of Demand Draft / Banker's Cheque in respect of Earnest Money :

Name & signature of the  
Authorized Signatory.

<b>The instrument for 'Earnest Money' should be submitted alongwith tender. Bids without the Security Deposit shall be treated as void and will not be considered.</b>
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## **TERMS & CONDITIONS**

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

- [01] The vehicle should not be more than **18 months** old and preferable white in colour. The vehicles must have valid **taxi** permit to run in the territory of Gujarat. The vendor will have to put up a separate board on the vehicle showing that it is on 'Govt of India Duty'
- [02] The successful bidder shall have to provide the desired number of vehicles. However, in case the 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.
- [03] The vehicle shall be at the disposal of the Income-tax Department for 7 days a week.
- [04] Contract charges include monthly charges of driver, repairs and maintenance of vehicle, insurance, petrol/diesel, oil and also any other incidental expenses.
- [05] In the case of any accident, all the claims arising out of it shall be met by the Contractor.
- [06] The vehicle will be kept neat and clean and in perfect running condition provided with seat cover & curtains.
- [07] If the vehicle goes 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 vehicle from the market and the additional cost incurred by the Department will be borne by the Contractor.
- [08] Payment shall be made in the following month on presentation of the bill.
- [09] The driver should have valid driving license and the vehicle should be registered with the concerned authorities of Central / State Govt. A certificate to this effect should be provided. The drivers of the vehicle provided must follow traffic rules and other regulations prescribed by the Government from time to time.
- [10] The contract between the Department and the Transport Operator(s) can be cancelled with prior notice of at least 30 days by the operator.
- [11] A penalty of Rs.500/- per day per vehicle may be levied if any vehicle fails to meet the terms & conditions prescribed herein on any day. However, in case of frequent violations of the terms & conditions, the contract can be cancelled forthwith without any notice.

- [12] The Drivers must observe all the etiquette and protocol while performing the duty. He must be neatly dressed, should wear proper uniform and **must carry a mobile phone in working condition**, for which, no separate payment shall be made by the Department.
- [13] 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.
- [14] A daily record indicating time and mileage for each vehicle shall be maintained in a log book.
- [15] Dedicated vehicle & Drivers must be provided & changes will be allowed only in exceptional circumstances. The vehicle must be available at any time of any day as desired by the Officer concerned on 24 \* 7 basis.
- [16] The vehicles are to be parked in the office premises.
- [17] In case of under utilization in terms of kilometers (i.e. 1500 km/mth) the balance kilometers will be carried forward to the next month and so on till the end of the financial year so that the annual usage of 18,000 kms is utilized.
- [18] The Commissioner of Income-tax, Jamnagar reserves the right to accept or reject any or all quotations without assigning any reasons.
- [19] In the event of the award of the tender and 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 the office for the physical verifications / inspection.
- [20] This contract will be effective for duration of one year from the date of signing the contract unless terminated earlier as per clause No.10 & 11. The contract may be renewed for a further period of one year as mutually agreed upon, subject to satisfactory performance.
- [21] After the selection process of the vendor is completed, the vendor will have to submit a '**Performance Security**' of an of 5 % of the annual value of the contract which should be valid for a period of 60 days after the expiry of the contract period. The performance security will be returned after the above period.

### **Other information to be supplied**

The interested parties are requested to provide the following information alongwith quotation.

01. Name & address of the contractor.
02. Nature of business.
03. Income-tax assessment particulars, Ward & PAN.
04. Number of vehicles owned along with proof of ownership.
05. If the vehicles not owned are to be pressed in service, contract with the owner placing the vehicles at the disposal of the bidder.
06. Turnover in the past three years.
07. Details of hiring of vehicles done in the past:
  - a. Name and address of the parties to whom vehicles were given on hire;
  - b. Period for which the vehicles were hire out;
  - c. Number of vehicles given on hire;

### **PRICE BID**

- a) The rate for hiring of vehicles should be quoted for 1500 kms. & 300 hours per month. The time and distance is to be calculated from the time and place of reporting to the time and place of release.
- b) Rates for extra km and hour must be separately specified.
- c) Rates for 50 km/10 hours per day must be separately specified for additional vehicles required on temporary basis.

Sealed quotations should should be sent in sealed covers super scribed as QUOTATION FOR HIRING OF VEHICLES and should reach the office of the Commissioner of Income-tax- Jamnagar by 5 p.m. on 06-02-2012 in Room No.406, Manek Centre ,4th Floor,P N Marg,Hospital Road, Jamnagar.