



भारत सरकार **GOVERNMENT OF INDIA**
मुख्य आयकर आयुक्त कार्यालय **OFFICE OF THE CHIEF COMMISSIONER OF INCOME TAX**
आयकर भवन **AAYAKAR BHAWAN**
महात्मा गांधी रोड, शिलांग - 793001 **M G ROAD, SHILLONG - 793001**
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File No.T-35/CCIT/SHG/2018-19/

Dated: 05.10.2018

OPEN TENDER FOR HIRING OF SERVICES OF STAFF CAR VEHICLE

Tender No. 2 /2018-19

The office of the Chief Commissioner of Income-tax, Shillong, M. G. Road, Shillong - 793001 (hereinafter in this document mentioned as 'o/o CCIT, Shillong') on behalf of the President of India intends to invite sealed tenders from reputed vendors to hire services of 1 (One) Staff Car of Make: Toyota Corrola / Honda City / Toyota Innova or equivalent (hereinafter referred to as 'Vehicle') of latest model on daily hire basis for official purpose. O/o CCIT, Shillong reserves the right to increase or decrease the no. of cars required. The offers may be made along with details as per Annexure A to this tender notice.

2. The Hiring of 'Vehicle' shall be initially for a period of one year from the date of signing of the contract in this regard which may be extended further by two years at the discretion of CCIT, Shillong at the same rates as offered in the tender bid subject to the condition that the services are satisfactorily provided and all the terms and conditions of the tender are adhered to. In any case the extension period of the contract for providing vehicles on hire shall not be more than 3 (Three) years.

3. Bids shall be submitted in "Two Bid System". The 'Technical Bid' containing technical and other details as per Annexure-A and 'Financial Bid' as per Annexure-B. Both the bids in prescribed formats along with required documents as prescribed should be placed in separate envelopes and sealed and superscripted as "**Tender for hiring of vehicles - Technical bid**" and "**Tender for hiring of vehicles - Financial bid**" respectively. Both the envelopes should be placed in a single cover and superscripted as "**Quotation for hiring of vehicles**" and shall be addressed to the **Chief Commissioner of Income-tax, Shillong**, Aayakar Bhawan, M. G. Road, Shillong - 793001 and dropped in the sealed tender box within **12.00 noon** of 25.10.2018.

4. The bids of the qualified bidders will be opened on **25.10.2018 at 01.00 pm** in the chamber of Joint Commissioner of Income-tax, Headquarters, O/o CCIT, Shillong, Aayakar Bhawan, M. G. Road, Shillong - 793001.

5. Tender documents can be collected from this office on all working days from **05.10.2018 to 18.10.2018 from 11.00 am to 5.00 pm** on payment of ₹.200/- by Demand Draft / Banker's cheque drawn on any Scheduled Bank in favour of the Zonal Accounts Officer (CBDT), Shillong. Tender Document can also be downloaded from www.incometaxindia.gov.in. In case of downloaded Tender Document Demand Draft / Banker's Cheque drawn on any Scheduled Bank in favour of the Zonal Accounts Officer (CBDT), Shillong for an amount of ₹.200/- is to be furnished with the "Technical Bid" document.


(Rintei Renthlei)
Joint Commissioner of Income-tax (HQ)
O/o the Chief Commissioner of Income-tax
Shillong

(रिन्ते रेंथलेई / Rintei Renthlei)
संयुक्त आयकर आयुक्त (मुख्या)
Joint Commissioner of Income Tax (HQ) Page 1 of 8
मुख्य आयकर आयुक्त कार्यालय
O/o Chief Commissioner of Income Tax
शिलांग / Shillong

SECTION-I

QUALIFYING CRITERIA

1. The bidder shall be well established and experienced Agency / Firm / Individual / Company or any legal concern having experience in the line of providing vehicles on hire to Central Govt. / State Govt. / PSUs / Private Parties and having minimum no. of above mentioned or similar vehicles.
2. O/o CCIT, Shillong desires to hire services of 1 (One) Staff Car of Make: Toyota Corrola / Honda City / Toyota Innova or equivalent of latest model on daily hire basis for official purpose. O/o CCIT, Shillong reserves the right to increase or decrease the no. of cars required.
3. The bidder shall
 - i) Have minimum of 3 years' experience in providing vehicles on hire to any Govt. / Semi-Govt. / reputed Pvt. Companies as on 31.03.2018.
 - ii) Be in a position to supply a minimum of 3 small size cars as on the date of submitting the bid. Details of vehicle no. and Brand / Make shall be submitted along with the Technical bid. Bidders having less than 3 vehicles need not apply.
 - iii) Have a minimum turnover of ` .10/- Lakhs during the Financial Years 2016-17 and 2017-18. Copy of financial accounts to be enclosed with the bid.
 - iv) Submit copies of PAN and GST Registration certificate along with the bid without which the bid may be rejected.
4. The 'Vehicles' proposed to be hired should be new and not more than two years old. 'Vehicles' prior to Year 2016 will not be considered for evaluation.
5. All the pages of the bid document shall be signed and sealed by the participating bidder. Any incomplete bid without sign and seal of the bidder shall be rejected and shall not be considered for evaluation.
6. The bidder should not have been blacklisted or debarred by the Income Tax Department or any other Govt. Department and signing/subscribing to these Terms & Conditions is an undertaking to that effect.

SECTION-II

INSTRUCTIONS TO BIDDERS

1. The hire charges shall not be more than ₹30,000/- (exclusive of GST and any other Govt. levies, etc.) for the vehicles of Make: Toyota Corrola / Honda City / Toyota Innova or equivalent. The selection of the vehicle will be strictly based on the discretion of the Tender Evaluation Committee for award of contract to the Successful bidder (hereinafter referred as 'Vendor'). TDS will be deducted as per IT Act, 1961 while making payment to the 'Vendor'.
2. The hire charges as per Para 1 above should be inclusive of all expenses such as repairs and maintenance of vehicles, insurance, lubricants, grease, etc., RTO related levies / duties / taxes etc. and all other incidental expenses relating to 'Vehicle' including taxes, penalty, recoveries, fine, parking fees, etc. No additional charges over and above quoted in the bid will be paid to the Vendor.
3. The 'Vehicle' shall carry proper Registration Certificate, Road Tax Certificate, Certificate of Insurance Policy, Emission Test Certificate etc. in original. The 'Vehicle' should be registered with the Concerned authorities of Central / State Government and deposit of fees for hiring / commercial use be made. Evidence of all these requirements under Motor Vehicle Act will have to be filed.
4. The 'Vehicle' shall report to CCIT, Shillong and JCIT, Hqrs, Shillong throughout the contract period at all times. Dedicated vehicle having capability to travel through the hilly terrain must be provided. Dedicated vehicle is not to be changed without prior approval of the O/o CCIT, Shillong. The Vehicle is to be parked at the option of the O/o CCIT, Shillong.
5. Bidders or their representatives may remain present at the time of opening of tender bids.
6. The Technical Bid shall be accompanied by the Earnest Money Deposit of ₹15,000/- (Fifteen thousand rupees only) in the form of Crossed Demand Draft of any Scheduled Bank payable at Shillong drawn in favour of the **Zonal Accounts Officer, CBDT, Shillong**. The bids without Earnest Money Deposit shall be rejected forthwith.
7. The successful bidder shall be required to submit Performance Guarantee of ₹30,000/- (Thirty thousand rupees only) in the form of Bank Guarantee of any Scheduled Bank payable at Shillong, drawn in favour of the **Zonal Accounts Officer, CBDT, Shillong**. The Performance Guarantee shall remain valid during the currency of the contract of one year and shall be returned within 45 days from the last date of completion of contract period of providing Vehicle. O/o CCIT, Shillong shall not pay any interest on the Performance Guarantee.
8. The Financial Bids of the bidders whose technical bids are found to be invalid as per consideration of the Tender Committee will not be opened / considered for the purpose of short listing. The valid technical bids will be scrutinised by the Tender Evaluation Committee constituted for this purpose to shortlist the eligible bidders. Thereafter, the Financial Bids of the shortlisted bidders will be opened.
9. Bid documents incomplete or deficient in any respect may be rejected at the discretion of the CCIT, Shillong.
10. The vehicle selected through tender process will be used exclusively for the O/o CCIT, Shillong for all seven days in a week. O/o CCIT, Shillong prohibits using of selected vehicles by the vendor for any other purposes.
11. During office hours and after office hours, the vehicle shall be parked either in the office premises or at a place as decided by the O/o CCIT, Shillong.

SECTION-III

TERMS AND CONDITIONS

1. The hire charges should be inclusive of all expenses such as repairs and maintenance of vehicles, insurance, lubricants, grease, RTO related levies / duties / taxes etc. and all other incidental expenses relating to 'Vehicle' including taxes, penalty, recoveries, fine, parking fees etc. No additional charges over and above quoted in the bid will be paid to the Vendor. The quote shall be exclusive of GST and any other Government levies as applicable from time to time.
2. The 'Vendor' shall supply only such vehicle(s) which is manufactured not before 01.01.2016 or the latest model having desired safety features such as ABS, EBD/ESC, Alloy Wheels, Powered Windows / Breakings / Steering etc. in the given Brand / model of the company and is registered on or after 31.03.2016. The vehicle should be registered with the concerned authorities of Central / State Govt. 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 vehicles should be fulfilled.
3. The 'Vendor' shall ensure the road worthiness of the vehicle, ensure neat and clean condition of the vehicle with good upholstery and regularly polished exterior at all times during the currency of the contract.
4. The 'Vehicle' should be maintained in excellent condition and regular exterior and inside cleaning must be ensured.
5. The 'Vendor' shall also ensure that the vehicle is in perfect running condition at all times during the currency of the contract. The documents related to the vehicles including proper insurance papers of the vehicle should be available / kept in the vehicle.
6. The 'Vendor' shall have to provide the category and number of vehicle(s) as per the letter of award. In case the 'Vendor' expresses his inability or fails to supply the total / desired number of vehicle(s) so required, the option shall be given to the next higher bidder to supply the vehicle(s).
7. In the event of the award of contract to the 'Vendor' and prior to the execution of the contract, the 'Vendor' shall produce the 'Vehicle' in the O/o CCIT, Shillong for physical verification / inspection before the signing of the contract along with certified copies of RC Books, Comprehensive Insurance Policy of the 'Vehicle' and receipt of road tax payment. The 'Vehicle' should comply with all legal obligations prescribed under various statutory laws in force.
8. The O/o CCIT, Shillong reserves the right of selection of any particular type of vehicle over the other.
9. The 'Vendor' is liable to payment of all claims / expenses in case of any accident. He will also indemnify the O/o CCIT, Shillong against any loss/damage of property or life attributable to negligence due to poor maintenance of the 'Vehicle'.
10. The 'Vendor' shall produce all the documents as indicated in the Technical Bid Document (Annexure-A). 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 Document.
11. The 'Vehicle' should carry suitable Plate / Card / indicating vehicle on duty of Govt. of India, O/o CCIT, Shillong, Income Tax Department and shall be made and displayed by the 'Vendor'.
12. During the currency of the contract the 'Vendor' shall not change the dedicated 'Vehicle' as initially provided unless asked by the O/o CCIT, Shillong. If due to any unavoidable circumstance the vehicle is to be replaced, the same is to be done after consent of the O/o CCIT, Shillong.

13. 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 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 ₹.1,000/- (One thousand rupees only) per day per vehicle.
14. The O/o CCIT, Shillong 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'.
15. A penalty of ₹.1,000/- per day per vehicle will be levied in case of unapproved change of vehicle, non-satisfactory performance or lack of proper up-keeping of the vehicle 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. This penal amount will be deducted from the monthly bill submitted by the vendor. However, in case of frequent violations of the terms & conditions, the contract can be cancelled forthwith without any notice.
16. The O/o CCIT, Shillong shall pay only fixed agreed monthly hire charges and its liability shall be limited to this value alone. No separate payment(s) will be made for any incidental expenditure such as fuel, repair, maintenance, taxes, registration charges, insurance charges, periodic servicing, toll tax, parking charges etc. and these expenditures shall be met by the Vendor.
17. During the currency of the contract no request for escalation of monthly hire charges will be entertained by the O/o CCIT, Shillong for whatsoever reasons.
18. The 'Vendor' shall raise the bills on a monthly basis and submit to this office in triplicate, latest by 7th 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 / Officer In-charge of the CCIT, Shillong / Driver. The bills shall be prepared on the basis of the 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.
19. The O/o CCIT, Shillong reserves the option to terminate the contract by giving a notice in writing of 30 days for failure on the part of the 'Vendor' to honour the terms and conditions of the contract without any compensation to the Vendor. The 'Vendor' can also terminate the contract by giving in writing a notice of 30 days.
20. The contract for providing 'Vehicle' shall be effective for a duration of one year from the date of signing the contract and may be extended further as per mutual agreement for another two years subject to the satisfaction of the O/o CCIT, Shillong as to satisfactory performance and as per the terms & conditions of this tender document unless terminated earlier for violation of any of the terms & conditions mentioned here in the tender documents. The extension period shall not be more than two years in any case.
21. The 'Vendor' shall be bound to carry out the instructions of the O/o CCIT, Shillong as well as of the Officers to whom the vehicle is to report / assigned.
22. The 'Vendor' shall abide by all the extant laws related to taxes and levies as applicable to it. All legal obligations, in respect of the vehicle i.e. Road Tax, RTO Registration and permissions etc. shall be the responsibility of the Vendor. Any penalty levied by any authority during the contract period shall be borne by the Vendor.

23. In case of any failure or omission due to natural calamities, cyclones or due to any statute or regulations of the government or because of any lock outs, strikes, riots, embargos for any political reasons or otherwise beyond the control of any party including war (whether declared or not) civil war or state of insurrection, the O/o CCIT, Shillong or Vendor will give notice to other party at the earliest of the occurrence of such incident 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 of default on its part. The parties will be relieved of their respective obligations to perform, hereunder, for so long, as the event of *force majeure* continues and to the extent their performance is affected by such an event of *force majeure* provided notices as above are given and the *force majeure* 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 provisions of this agreement, such disputes or differences shall be resolved amicably by mutual consultations and on failure to do so shall be referred for arbitration to the nominee of the CCIT, Shillong. 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 CCIT, Shillong. The parties shall continue to perform their obligation under this agreement during arbitration proceedings.
25. The O/o CCIT, Shillong reserves the right to accept or reject any or all quotations without assigning any reasons.

DECLARATION

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

Place:

Signature

(Name)

Date:

Designation: (Prop. / Partner / Managing
Partner / Director / Managing
Director)

Mobile:

ANNEXURE-A

TECHNICAL BID DOCUMENT

1. Name of the Proprietor/Registered Firm :
2. Contact Person(s) (with mobile number) :
3. No. of years of experience in providing Vehicles :
 - a) Details of vehicle offered to be provided to the O/o CCIT, Shillong (Please mention Make, Model, Year and attach copies of blue books)
4. List of Clientele (Please attach copies of work orders) :
 - a) Names and addresses of the parties with Mobile number of contact person to whom vehicles were/are given on hire.
 - b) Period for which the vehicles were/are hired out.
 - c) Number of vehicles given on hire
5. Permanent Account Number (Please attach photocopy of PAN Card) :
6. Goods & Services Tax Registration No. :
7. Details of D.D. towards cost of tender form (Attach D.D. in case of downloaded form) :
8. Details of EMD :

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 any deviation is found in the above statement at any stage, the bidder will be blacklisted and will not have any dealing with the O/o CCIT, Shillong in future.

Place:

Signature

(Name)

Date:

Designation: (Prop. / Partner / Managing Partner / Director / Managing Director)

Mobile:

ANNEXURE-B

FINANCIAL BID DOCUMENT

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 mobile number) :
4. Rates for vehicles & their Models :
(Exclusive of GST & Govt. levies as applicable from
Time to time)

A. Monthly Hire Charges

Sl. No.	Particulars	Amount in `.
1.	Total Monthly hire charges	Mid-Size Cars for Staff Car of Make: Toyota Corrola/Honda City/Toyota Innova or equivalent

Place:

Signature

(Name)

Date:

Designation: (Prop. / Partner / Managing
Partner / Director / Managing
Director)

Mobile: