

कार्यालय आयकर महानिदेशक (अन्वे०),  
पटना  
तृतीय तल्ला, केंद्रीय राजस्व भवन, वीरचंद्र,  
पटेल मार्ग  
पटना- 800001(बिहार)



आयकर विभाग  
INCOME TAX DEPARTMENT  
CENTRAL BOARD OF DIRECT TAXES  
MINISTRY OF FINANCE  
GOVERNMENT OF INDIA  
PH./FAX : (0612) 250 4053, PBX :  
250 4021/22/24/25

Office of Director General of  
Income-tax(Inv.), Patna  
3<sup>rd</sup> Floor, C. R. Building,  
Birchand Patel Marg,  
Patna-800 001(Bihar)

पत्रांक सं० 55045/02/2024-25/ 2029

Dated: 05.02.2025

### **LIMITED TENDER NOTICE FOR VEHICLE: 2024-25**

On behalf of President of India, Limited Tender Committee, O/o the Director General of Income Tax (Inv.), Patna is desirous of inviting tenders from reputed, experienced and financially sound service providers to provide "Operational Vehicles" on monthly rent according to specified term of service mentioned in this document. The Department wants to initially hire **02 (SUV/MUV)** of white and off white colour of the categories mentioned herein under:-

Vehicle Type	Make & Model
<b>SUV/MUV Types Vehicles</b>	Innova Crysta, Hyundai Alcazar & Tata safari

The requirement of 02 vehicles are proposed to be hired for an initial period of one (01) year with option of extending it for a further period of upto one (1) year at the discretion of the Director General of Income-tax (Inv.), Patna.

#### **A. Instructions & Information to the bidders for bid submission & opening:**

- (a) The bid shall consist of two parts, i.e. **Technical Bid** (containing technical and other details) and **Financial Bid**. Both the bids should be placed in separate envelopes and sealed and super scribed as "**Tender for hiring of vehicles- Technical bid**" and Tender for hiring of vehicle – financial bid respectively should be placed in a single cover and super scribed as "**Quotation for hiring of vehicles**". The bids of all parties whose price bid is not in a separate sealed cover or the rates quoted by them finds mention in their technical bid shall be rejected forthwith. The tender documents duly completed in all respect should be submitted to the Room No. 322, Administrative Officer **O/o DGIT(Inv.), Patna, 3<sup>rd</sup> floor, C.R., Building, B.C. Patel Marg, Patna-800001** up to **20.02.2025 (4:00 PM)** on all working days during office time.
- (b) The technical bid shall be opened **on 21.02.2025 (5:00 PM) by the** Limited Tender Committee, O/o the Director General of Income Tax (Inv.), Patna in presence of only one authorized representative of each of the bidder who wishes to be present. The decision of the Committee shall be final with regard to technical bids. After opening

of technical bids, financial bids of only the qualified bidders shall be opened **on 21.02.2025 (5:30 PM)**.

- (c) The copy of terms and conditions of tender and prescribe format of technical bid – [Annexure -01) and financial bid (Annexure-02)] is annexed with this notice and also may be collected from Room No. 322, Administrative Officer **O/o DGIT(Inv.), Patna, 3<sup>rd</sup> floor, C.R., Building, B.C. Patel Marg, Patna-800001** on or before 01: 00 P.M. of 20.02.2025 during office hours.
- (d) The tenders received after the given date and time (04: 00 P.M. on 20.02.2025) shall not be accepted.

**B. Technical Eligibility Criteria:-**

The tendering agency must fulfill the following technical specifications:-

1. The Vehicle should **mandatorily have “Commercial Registration” number** and should confirm to the latest BS(Bharat Stage) and the vehicles must be in excellent condition, clean, mechanically fit and preferably be registered on or after 01.01.2022.
2. The agency should be registered with GST. Copy of GST Registration certificate shall be attached with the Bid document.
3. Legal constitution/status of the tender participant must be evidenced by enclosing copy of self-attested PAN card and copy of latest IT return filed by the participant.
4. The bidder should have a minimum annual turnover of Rs.50 lakhs each year during last three Assessment Year i.e. 2024-25, 2023-24 and 2022-23 a copy of turnover statement duly certified by the Authorized Chartered Accountant along with ITR must be enclosed with the tender documents.
5. The bidder should have its own Bank Account. Copy of the bank statement for the last 6 months, duly certified by the Bank, should be enclosed.
6. The bidder must attach proof of successful and satisfactory completion of at least three contracts/works each amounting to at least Rs.25.00 lakhs per annum or 2 works amounting to Rs.40 lakh each or 1 work amounting to Rs. 50 lakh per annum during the last three years from the tender opening date. The certificate should be from prominent organizations (Government organization/PSUs/ BANK/ reputed private firms).
7. The tender should be well established and experienced agency/firm/individual having capacity to provide to Income Tax Department, Patna on hiring basis. Details of total vehicles owned by the Agency shall be mentioned.
8. The contractor shall deposit Bid Security (EMD) for an amount of Rs. 2,000/- in any of the following forms. Bid Security may be furnished in the form of an Account Payee DD, Fixed Deposit Receipt from a commercial bank, or Bank Guarantee from a commercial

bank in an acceptable form in favor of "Zonal Account Officer, CBDT, Boring Road, Patna" along with the Tender document. The Bid Security will remain valid for a period of forty-five days beyond the final bid validity period.

**Price bid :-**

The vehicles offered should be as under:-

S.L.	Item for which rates are to be quoted	Remarks
1	Monthly rate for 2200 KM & 360 Hrs (Availability 24 * 7)	1. The time and distance is to be calculated from the time & place of reporting to the time & place of release. 2. Minimum rate quoted among the bidders will be the rate in which the successful bidder will have to agree to provide the vehicle. 3. Reserved <b>Maximum rate is Rs. 50,000/- per month.(excluding GST)</b>
2	Rates for extra KM	1. It will be deciding factor in case of tie in monthly rates. 2. Minimum rate quoted among the bidders will be the rate in which the successful bidder will have to be agree to provide the vehicle.
- Rate should be exclusive of taxes.		

**Note:-** The minimum in respect of all the items(1.Monthly rate 2.Extra KM ) will be the rate on which the successful bidder will have to provide the vehicle. The agreement will be done with the bidder after inspection of the vehicle (physically and papers) and interview of the drivers. The Tender Committee will consider successful L-I bidder for contract and if L-I bidder failed to provide the vehicle on the prescribed norms then Committee reserves the right to consider the subsequent successful bidder (I-2).



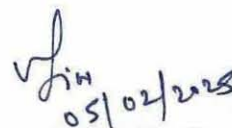
(Kumar Brajesh Singh)  
(Member Secretary), Limited Tender Committee  
O/o DGIT (Inv.), Patna

**Terms and condition of the Contract:-**

1. The vehicle will be at the disposal of the Income Tax Department represented by DGIT(Inv.), Patna to whom it will be allotted for 24x7. Usually the driver will be required to report from 09:00 A.M. to 08:00 P.M. On occasions the driver may have to report early and would be relieved late, depending on the requirements of the office. On occasions, out of station trips will have to be undertaken which will be considered within the running monthly limit.
2. The liability on account of fuel for running of **2,200 KMs.** of each vehicle, salary of driver and all other expenses relating to maintenance, insurance, parking, garaging etc. of the vehicle would, solely and wholly be the responsibility of the contractor and the Department will not bear any liability apart from the monthly hiring charges.
3. The running kilometers of the vehicle will be adjustable in the subsequent months and payment of extra kilometers running will be paid only when it exceeds the total kilometers of the entire contact period.
4. The time and mileage shall be taken into account from the reporting time at the appointed place (both at the time of reporting and closing).
5. Bidder submitting a tender would be presumed to have read and fully understood all the terms and conditions and instructions contained in the tender documents and parts/annexure thereof. No enquiry, verbal or written, shall be entertained in respect of acceptance/rejection of the tender.
6. The rates/contract would remain normally valid for One year from the date of agreement with the contractor. However, the Department has the right to terminate the Contract/Agreement by giving **15 days notice** without assigning any reason for the action.
7. The vehicles should be in a very good running condition, purchased on or after 01.01.2022 with new seat covers/ towels etc.
8. The offer of the bidder (s) who do not fulfill the requisite qualification and who do not furnish full documentary evidence will be summarily rejected. Any misleading information will be rescinded and will lead to disqualification of tender.
9. Driver should be well behaved and properly dressed. The driver shall be bound to carry out the instructions of the concerned officer, to whom the vehicle will be assigned.
10. All expenses relating to salary and allowances of the driver, over time payment, maintenance of vehicles, fuel oil and/or any other expenditure related to the vehicle and the driver will be borne by the bidder. The department will not be responsible for any expenditure related to the running / maintenance / repair etc. of the vehicle.

11. All legal obligations in respect of the vehicle i.e. Road Tax, RTO permissions, Emission Test Certificate, proper driving license of the driver etc. and the driver i.e. minimum wages, social security etc. will be the responsibility of the bidder. While on official duty, all the required documents as mentioned earlier in this para, should be kept at the custody of the driver i.e. in the vehicle.
12. The Driver or the vehicle hired should not be normally changed. In case there is a situation in which the vehicle / driver is required to be changed, intimation must be given to the user on phone or in writing well before the incumbent changed.
13. Contracted hire charges include all monthly charges, viz. 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.
14. In case of any accidents, all the claims / damages arising out of it shall be met by the vendor. The vendor will be responsible for any loss / damage to property or life because of negligence of driver or poor maintenance of vehicle or due to an accident. The department will not be responsible for any such loss.
15. Insurance of the vehicle and the risk of passenger travelling in the vehicles should be covered by the vendor to the extent of liability as specified in the Motor Vehicles Act & Rules made there under or any other law in force.
16. The bidder should ensure that the drivers employed hold valid driving license, are well trained, well behaved, reasonably educated, and conversant with traffic rules/regulations and city roads/routes as well as security instructions.
17. The drivers employed along with the vehicle should satisfy the following conditions:-
  - a) Drivers should have minimum 5 years of experience of driving. They should have Vehicle Transport License for driving passenger vehicles.
  - b) Driver should wear the prescribed uniform & black shoes.
  - c) Driver should be well versed with the roads and the places of Bihar & Jharkhand and should have experience in city driving.
  - d) Driver should be decent and well behaved and should not have any criminal case against him and should not have any past history of accidents.
  - e) Salary of the driver shall be in proportion to amount received against extra running of vehicles, above fixed monthly salary.
18. In case of non-reporting to duty due to breakdown of vehicles or for any other reason, the agency will have to make immediate alternative. Adequate care should be taken to ensure that normal services are not disturbed/disrupted due to non-reporting to the vehicles. In the event of failure to provide such replacement as stated above, the Income Tax Department will claim **Rs. 2500/-** towards penalty per day or the actual cost for making alternate arrangement whichever is more and the amount will be deducted from the contractor's bills.

19. The vendor 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. 2500/- towards penalty or the actual cost for making alternate arrangement whichever is more and the amount will be deducted from the contractor's bills.
20. The vendor shall have to indemnify the Department from any loss/damage of property or life because of negligence of driver or poor maintenance of vehicle or due to an accident.
21. The vendors are required to provide cell Phones to the drivers at their own cost for better communication with the users.
22. The bills in duplicate for hiring of vehicles should be submitted by 15<sup>th</sup> of the subsequent month positively. Monthly payments to be made to the contractor(s) shall be subject to deduction of Income-tax at source as per the rules in force. No interest shall be payable on the bill amount in any circumstance. Further, no charge shall be paid for extra hours of duty, if any, required to be performed in case of requirement.
23. The Department has the right of returning the car if the condition of the car on any one of the grounds as mentioned above is not found satisfactory. In such cases a penalty of **Rs. 2500/-** or the actual cost of hiring a similar vehicle will be deducted from the contractor's pending bills.
24. Failure by the vendor 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 this office.
25. In case of violation of any of the above mentioned conditions, the hiring contract any be terminated without giving any further notice to the agency at any time before expiry of the contract period.
26. In the event of the award of the tender prior to execution of the contract, the vendor shall be required to submit copies of the Registration Certificate and comprehensive Insurance Policies of the Vehicles being offered for hire (every year) and particulars of the driver, with photograph and copy of his driving license. He shall also be required to produce the vehicles in Income Tax office, Patna for physical verification/inspection.
27. The terms & Conditions, and the procedures laid down should be strictly adhered to. The Department reserves the right to reject any tender without assigning any reason whatsoever.
28. Increase in of monthly rent/charges payable shall be considered in accordance with the guidelines and instructions of the Central Board of Direct Taxes.

  
05/02/2023

(Kumar Brajesh Singh)  
(Member Secretary), Limited Tender Committee  
O/o DGIT (Inv.), Patna

## ANNEXURE – 1

### TECHNICAL BID

#### DETAILS OF THE BIDDER

(To be submitted by the bidder submitting quotations for hire of vehicles)

01	Name of the Bidder / Service Provider:	
02	Complete Address of the Bidder: (Enclose copy of documentary Evidence)	
03.	Telephone & Email Id a. Landline: b. Mobile : c. Email Id:	
04.	Details of EMD: a. Amount Rs. b. DD No c. Date d. Bank	
05.	PAN (enclose copy)	
06	Goods and Services Tax (GST no. ) (Enclose proof)	
07	Details of Vehicle (With documentary evidences) Including Model (Hyundai Elantra / Civic/ Honda Accord) <b>and Commercial registration number</b> (Enclose Evidence)	
08	Income Details (Enclose copy of acknowledgement of Return of Income: a. A.Y. 2024-25 b. A.Y. 2023-24 c. A.Y. 2022-23	
09.	Total Turnover for A.Y. 2024-25, A.Y. 2023-24, A.Y. 2022-23	

This is to certify that the information furnished is true and correct. I/We also certify that I/We have carefully read and understood the terms and conditions of the tender document and undertake to abide by them in the event of being given the contract.

Date:

Place:

Signature of the Tender

**FINANCIAL BID**

To

The Chairman,  
(Departmental Tender Committee),  
Cum Jt./Addl. Director of Income Tax (Inv.),  
O/o Director General of Income Tax (Inv.),  
Patna.

Sir,

**Sub: Submission of quotations for hiring of (SUV/MUV) type vehicle i.e, Innova Crysta, Hyundai Alcazar & Tata Safari for the O/o Director General of Income Tax (Inv.), Patna - Reg.**

Ref: निविदा सूचना, दिनांक .....

With reference to the above, I/we hereby submit the quotation for hiring of (SUV/MUV) type vehicle to the O/o Director General of Income Tax (Inv.), Patna.

Number of vehicles bid for: **TWO (02) vehicles.**

SL. No	Type of Vehicle Proposed	Year of Make	Distance travelled	Hire Charges per month for 2200 Kms. (Excluding GST)	Rate per K.M. over and above 2200 kms	Offer of extra Kms running over 2200 Kms within the bid amount.

I hereby declare the details furnished above are true and correct. I have read over the entire terms and conditions of the tender document and abide by the same.

Date:

Signature of the Bidder

Place: