



Government of India

**Office of the Joint Commissioner of Income Tax, Range-1, Patna
3rd Floor, Lok Nayak Bhawan, Dak Bunglaw Chouraha, Patna-1.**
TENDER NO.Jt.CIT/R-1/PAT/Vehicle Hire/2022-23/422 Date: 16/09/2022

Tender No. 02/2022-23

LIMITED TENDER NOTICE FOR HIRING OF VEHICLES

1. Income Tax Department, Patna invites sealed quotations for the hire of two operational vehicles to be used in the O/o. Joint Commissioner of Income Tax, Range-1, Patna.
2. Quotations are invited for the vehicle: Two Vehicles (**Preferably Seven Seater Crysta , Ertiga or Mahindra Mazda**)
3. Tender forms along with terms and conditions can be obtained from the Office of Joint Commissioner of Income-Tax, Range-1, 3rd Floor, Lok Nayak Bhawan, Dak Bunglaw Chouraha, Patna on payment of Rs. 2000/- (Non Refundable) by way of draft/banker cheque drawn in favour of ZAO, CBDT, Patna, Payable at Patna on all working days on or before 26.09.2022. The sealed tender form duly filled in should reach the following address latest by 3.00 p.m. on 26/09/2022 either by post or through representative to the office of Joint Commissioner of Income Tax, Range-1, 4th Floor, Lok Nayak Bhawan, Dak Bunglaw Chouraha, Patna- 800001.
4. The bid for tender shall be opened on 26/09/2020 at 3.30 p.m. in the chamber of Joint Commissioner of Income Tax, Range-1, Patna cum Chairman of Hiring Committee, 3rd Floor, Lok Nayak Bhawan, Dak Bunglaw Chouraha, Patna- 800001. The tender document can also be downloaded from www.incometaxindia.gov.in.
5. Income Tax Department reserves the right to cancel the tender without assigning any reason.

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(Sanjay Kumar Singh)

Joint Commissioner of Income-tax, Range-1, Patna

A. Instructions and information to the bidders for submission of bid

The bid shall consist of two parts, i.e. **Technical bid and Financial bid**. Both the bid shall be placed in separate envelop and sealed and super scribed as Tender for hiring of Vehicles- Technical bid and Financial bid separately. Both the envelop should be placed in a single cover and super scribed as " Quotation for hiring of vehicles ". The bid of all parties whose financial bid is not placed in a separate sealed cover envelop or rates quoted by them finds mentioned in their Technical bid shall berejected forthwith.. The tender documents duly completed in all respect should be submitted to the office of the Joint Commissioner of Income Tax, Range-1, 4th Floor, Lok Nayak Bhawan, Dak Bunglaw Chouraha, Patna- 800001 on all working days during office hour.

The Technical bid shall be opened whose technical bids are found to be eligible. The Technical bid shall be opened on 26/09/2022 at 3.30 P.M. in the chamber of Joint Commissioner of Income Tax, Range-1, 3rd Floor, Lok Nayak Bhawan, Dak Bunglaw Chouraha, Patna by the Departmental Tender Committee constituted for the purpose in presence of only the authorised representative of each of the bidder who wishes to be present. The decision of Tender Committee shall be final with regard to technical bid. Financial bid of technically qualified bidders shall be opened after that.

The tender applicant should sign and stamp on each page of the 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 should fill up the information in the Annexure –I & Annexure-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.

B Technical Eligibility Criteria

The Tendering Agency must fulfil the following technical specifications

1. The vehicle should have Commercial Registration number and should confirm to the latest BS (Bharat Stage) and the vehicle must be in excellent condition and neat and clean. The vehicle should not be more than 12-16 months old.
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 Agency should have its own bank account. Copy of bank statement of last six month should be enclosed.
5. The contractor shall deposit Bid security (EMD) for an amount of Rs. 2000/- by way of draft/banker cheque drawn in favour of ZAO, CBDT, Patna, Payable at Patna.

C Financial bid

The vehicles offered should be as under:-

Sl.no.	Items for which rates are to be quoted	Remarks
1.	Monthly rate for 2200 Km. and 360 hours.	1. The time and distance is to be calculated from the time and place of reporting to the time and place of release.
2.	Rates for extra Km.	1. It will be deciding factor in case of tie in monthly rates. 2. Minimum rates quoted among the bidders will be the rate in which the successful bidder will have to agree to provide the vehicles.

Note:- The minimum in respect of all the items (1. Monthly rates 2. Extra Km.) will be the rate on which the successful bidder will have to provide the vehicles. The agreement will be done with the bidder after inspection of all vehicles and interview of the drivers.

The Tender Committee will consider successful L-1 bidder for contract and if L-1 bidder failed to provide the vehicles on the prescribed norms then Tender Committee reserves the right to consider the subsequent successful bidder (L-2)

TERMS AND CONDITIONS FOR HIRING:

1. Vehicles with valid taxi permit are proposed to be hired for an initial period of two year with a provision of extending it for a further period of one year at the discretion of the Joint Commissioner of Income Tax, Range-1, Patna.
2. Contracted hire charges will 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.
3. The vehicles must be in good condition. The vehicles will run for approximately 2200 kilometer per month. The unutilized mileage kilometer will be carried forward to the next month and this will be continued till the end of the contract period i.e., two year. The mileage from the vehicle providers office/or any other place to the office premises/residence of the entitled officer will not count under the mileage.
4. The minimum hiring charges should be specified (exclusive of Service Tax) for 2200 kms (reckoned from place of reporting to place of release) on monthly basis.
5. The vehicles will be hired from a single service provider or from multiple providers and the discretion of the Joint Commissioner of Income Tax is final in this regard.
6. The hiring of vehicle is subject to the satisfaction of the Office of the Joint Commissioner of Income Tax with regard to the quotation filed commensurate with the good condition of the vehicle.
7. In case of any particular type of vehicle, if quotations equal in all respects have been received in excess of the requirement, selection will be done on following guidelines:
 - (i) In case of quotations of more than one bidder is equal in respect of any vehicle, Preference will be given to vehicle with latest year make. Further, vehicle with lesser meter reading (Vehicle travelled for lesser kilometers) will be preferred when the year of make is same.
 - (ii) Vehicles to be provided should not be more than 15 months old. In case of brand new vehicles proposed to be provided on hire to the department, Preference will be given to service provider with more number of vehicles.
 - (iii) In all other cases, the discretion of the Tender Committee is final in recommending to the competent authority.
8. Copies of the Registration certificate shall be enclosed to the bid document (for the vehicle for which quotation is filed), which will clearly indicate the year of make of the vehicle. In case

of new vehicle proposed to be purchased, the new vehicle will be presented for inspection. Failure to present the new vehicle before the due date will render the bidder unqualified and the vehicle committee may consider the other bidder according to the above guidelines.

9. The Contractor(s) shall provide dedicated vehicles & drivers and any change in vehicle and/or driver should be made only in very exceptional circumstances. Replacement of the vehicle/driver should be provided in the event of a breakdown of vehicle/non availability of Driver. The vehicle can be called for reporting at any time. The vehicle would remain at the disposal of the department for all seven days in a week during the entire contract period. The vehicle should not be used by the contractor or driver for any other organization or individual either during day or night during the entire contract period.

10. The drivers should be having driving License, with a minimum experience of 3 years.

10(a) Payment of minimum charges agreed upon shall be made every month, provide that if the contract does not commence / end in the beginning / end of a month, payment of minimum charges will be made on proportionate basis.

10(b) In case of service providers who have provided more than one vehicle, the unutilized kilometers of a particular vehicle will be carried forwarded and will be adjusted either with the same vehicle or with other vehicles of the provider. This adjustment will be done throughout the contract period.

10(c) The vehicle shall be deemed to be at the disposal of Income Tax Department during the period of official use and the billing shall be made from the reporting place to the relieving place. In certain cases where relieving place is not the ordinary place of reporting, the ordinary place of reporting shall be deemed to be relieving place.

11. The liability on account of fuel, driver salary / allowances / perquisites & all expenses relating to the vehicle would, solely and wholly, be on account of the contractor and department shall not bear any liability apart from the hiring charges.

12. The contract between the Department and the Contractor can be cancelled with a notice period of 15 days from either side. However, the department may cancel the contract without giving the aforesaid notice in case of severe failure of the contractor to abide by the terms of agreement.

1. 13. The bills in duplicate for hiring of vehicles should be submitted by 15th of the subsequent month positively. Monthly payments to be made to the contractors 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 circumstances. Further, no charge shall be paid for extra

hours of duty, if any, required to be performed in case of requirements. To facilitate 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 vehicle should always be maintained in good condition. Towels, Air Fresheners and other requirements which present the vehicle in good looking and running condition shall be arranged by the service provider on regular basis. Though it is the responsibility of the service provider, the department retains the right to furnish the same and deduct such expenses, if required.

15. The officer in-charge may inspect the vehicles from time to time to ensure that the vehicle is maintained in good condition.

16. The Contractor will be responsible for loss/damage to property or life because of negligence of driver or poor maintenance of vehicle or due to an accident. The department would not be responsible for loss / damage to property or life on account of such incidents.

17. In case of non-compliance of the above terms and conditions of contract, a penalty may be levied. The penalty for some of the defaults is as under:

- a. Late Reporting Rs.500/-per day.
- b. Non reporting Rs.1000/-per day.
- c. Refusal of duties Rs.500/-per instance.
- d. Non-observation of dress-code Rs. 100/-per instance.
- e. Change of drivers without prior intimation Rs.200/-per instance.

18. In case a vehicle is not maintained properly, the same should be replaced with a good condition vehicle immediately. In case of failure to do so, it would be considered as non-reporting of the vehicle and penalty charges may be levied as given above, in addition to deduction of proportionate contract charges.

19. A log sheet specifying daily reporting and relieving time as well as daily opening, closing meter reading and other details as may be specified by the Department shall be maintained for each vehicle. The Contractor should submit the duly filled log sheet signed by the Controlling

Officer to whom the vehicle has been assigned along with the bill on the monthly basis. In addition to the above, on daily basis, a consolidated log sheet specifying the above mentioned details in respect of all the vehicles should be submitted by 12.00 noon on next working day.

20. The drivers employed along with vehicle should satisfy the following conditions:

a) Drivers should have minimum 3 years of experience in driving.

b) Driver should be well versed with the roads and different localities of mainly Patna District and all the districts of Bihar & Jharkhand normally.

c) Once the driver has been allotted to a particular vehicle, he should remain with the same vehicle for a period of at least 1 year unless change is called for. However, any change in the designated driver should be intimated to the concerned officer before 24 hours.

d) Driver should be provided with mobile phone. The expenses for mobile phone should be borne by the contractor.

e) Driver should be decent and well behaved.

21. The Contractor(s) to whom the contract is awarded, would furnish name, address and contact number of a person with whom the department / Controlling officer should contact, in case of any problem faced with regard to services being provided by such contractor(s) on day to day basis.

22. The successful bidder shall enter into a contract with department and shall supply all vehicles within 10 days of awarding the contract.

23. In case of any dispute during tender process, the decision of the Joint Commissioner of Income Tax, Range-1, Patna would be final and binding.

24. The Income Tax Department reserves the right to accept or reject any part of the tender or whole tender, without assigning any reason.

25. Increase in the monthly rent/charge payable shall be considered in accordance with the guidelines and instructions of the Central Board of Direct Taxes.

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

27. The successful bidder shall, within 05(five) days of bid opening date, present himself for signing the agreement and as and when called for.

28. 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 of hire (every year) and particulars of the driver, with photograph and copy of his driving license dedicated to each vehicle.

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Joint Commissioner of Income Tax , Range-1, Patna

Quotation for Vehicle Hire: (Technical Bid)

1. Name of the service provider:
2. Address
(Please enclose documentary proof):
3. Name of the contact person:
4. Mobile/contact No.
5. PAN:
6. GST no.
7. Turnover of the concern (Last Year)
8. Experience in operation of Vehicle
9. Income Tax Return for last three years
10. Details of EMD

Financial Bid

Serial No	Type of vehicle Proposed for the operational use	Year of make	Distance travelled	Hire charges per month (excluding service charge)	Rate per Km over and abover 2200 Kms.	Offer of extra Kms. Running over 2200 Kms. Within the bid amount
1.						
2.						

Note: Applicant bidders can file quotations for all or any of the vehicles for which they intend to enter into agreement with the department. *In case of new vehicles proposed to be purchased and to be provided on hire to the department the year of make may be mentioned as "proposed to be purchased."

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

Date:

Signature:

Name :