



**GOVERNMENT OF INDIA**  
**OFFICE OF THE DIRECTOR GENERAL OF INCOME TAX (INVESTIGATION),**  
**3<sup>RD</sup> FLOOR, C.R. BUILDING, B.C. PATEL PATH, PATNA -800001.**

F. No. PDIT(Inv.)/Pat/Tender Notice -Vehicles/2024-25/ 3379

Date: 18.03.2025

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

On behalf of President of India, Departmental 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 01 SUV/MUV vehicle of white and off white colour of the categories mentioned herein under:-

The requirement of 01 vehicle is proposed to be hired for an initial period of **two (02) year** with option of extending it for a further period of one (1) year at the discretion of the Pr. Director of Income-tax (Inv.), Patna.

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

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**" 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 **O/o Pr. Director of Income Tax (Inv.), Patna-800001** up to **04<sup>th</sup> April, 2025 (4:00 PM)** on all working days during office time.

The financial bid shall be opened whose technical bids are found to be eligible. The technical bid shall be opened at **11.30 A.M on 07<sup>th</sup> April, 2025** by the Departmental Tender Committee, O/o Pr. Director 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 bid evaluation Committee shall be final with regard to technical bids. After opening of technical bids, financial bids of only the qualified bidders shall be opened at any later time or date.

The copy of terms and conditions of tender and prescribe format of financial and technical bid may be collected from O/o **Pr. Director of Income Tax (Inv.), Patna, 3<sup>rd</sup> floor, C.R., Building, B.C. Patel Marg, Patna-800001** on or before 04.04.2025 during office time.

**The tenders received after the given date and time shall not be accepted.**

## **B. Technical Eligibility Criteria:-**

The tendering agency must fulfill the following technical specifications:-

9. 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 a brand new vehicle.
10. The agency should be registered with GST. Copy of GST Registration certificate shall be attached with the Bid document.
11. 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.
12. The agency should have a minimum annual turnover of Rs.50 lakhs each year during last three Assessment Year i.e. 2021-22, 2022-23 and 2023-24 a copy of turnover statement duly certified by the Authorized Chartered Accountant along with ITR must be enclosed with the tender documents.
13. The agency should have its own Bank Account. Copy of the bank statement for the last 6 months, duly certified by the Bank, should be enclosed.
14. The agency must attach proof of successful and satisfactory completion of at least three contracts/works each amounting to at least RS.25.00lakhs per annum or 2 works amounting to Rs.40lakh each or 1 work amounting to Rs.50lakh 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).
15. The tenderor 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.
16. 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:-

<b>S.L.</b>	<b>Item for which rates are to be quoted</b>	<b>Remarks</b>
1	Monthly rate for 2200 KM& 360 Hrs	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. <b>Reserved Maximum rate is Rs. 50,000/- per month.</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.

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| <ul style="list-style-type: none"><li>- It is essential to quote in r/o all the items, otherwise the bid will be rejected.</li><li>- Rate should be exclusive of taxes.</li></ul> |
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**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 vehicles. The agreement will be done with the bidder after inspection of all vehicles (physically and papers) and interview of the drivers.

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

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

16. The vehicle will be at the disposal of the Income Tax Department represented by Pr. DIT(Inv.), Patna to whom it will be allotted for 24x7. Usually the driver will be required to report from 9A.M to 8 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.
17. The liability on account of fuel for running of **2,200Kms.** 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.
18. Rates once finalized will be fixed at least for a period of one year and used as base rate in case of upward/downward change in rates in fuel prices.
19. 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.
20. 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).
21. Tenderer 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.
22. The rates/contract would remain normally valid for two 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. The vehicles should be in a very good running condition, purchased within last two year with new seat covers/towels etc.
23. The offer of the tenderer (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.
24. 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.

25. 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 vendor. The department will not be responsible for any expenditure related to the running / maintenance / repair etc. of the vehicle.
26. 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 vendor. 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.
27. 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.
28. 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.
29. 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.
30. 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:-
  - f) Drivers should have minimum 5 years of experience of driving. They should have Vehicle Transport License for driving passenger vehicles.
  - g) Driver should wear the prescribed uniform & black shoes.
  - h) Driver should be well versed with the roads and the places of Bihar & Jharkhand and should have experience in city driving.
  - i) 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.
  - j) 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. 1000/-** towards penalty or the actual cost for making alternate arrangement whichever is more.
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. 1000/- towards penalty or the actual cost for making alternate arrangement whichever is more.

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.

22. 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 playing condition of the car on any one of the grounds as mentioned above is not found satisfactory. In such cases a penalty of Rs. 1000/- or the actual cost of hiring a similar vehicle will be deducted from the contractor's pending bills.

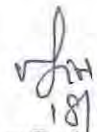
24. Failure by the vendor to comply with any statutory requirements and/or the terms of the agreement during the period of contract shall result in termination of the contract and subsequent disqualification from participation in any future tender of this office.

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 period of two year.

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.

  
18/03/2025

(Kumar Brajesh Singh)

Dy. Director of Income Tax (Inv.) Hqrs,  
O/o Pr. Director Income Tax (Inv.), Patna

(Member Secretary, Departmental Tender Committee, O/o PDIT(Inv.), Patna

## FINANCIAL BID

To

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

Sir,

**Sub: Submission of quotations for hiring of SUV/MUV vehicle to the O/o Pr. Director  
Income Tax Department (Inv.), Patna - Reg.**

Ref:

With reference to the above, I/we hereby submit the quotation for hire of mid-sized vehicles to the O/o Pr. Director Income Tax Department (Inv.), Patna.

Number of vehicles bid for: One (01)

SL. No	Particulars	Vehicles ( )
1.	Total Monthly hire charges for 2200 Kms.	
2.	Rate per Km over and above 2200 Kms.	
3.	Offer of extra Kms. Running over 2200 Kms. Within the bid amount.	

Date:

Signature of the Bidder

Place:

NOTE: The bid will ordinarily be decided on the basis of the rates quoted at Sl. No & SL.No.2 above. But in case two or more bidders quoting the same rates in column 1 & 2 above, the bidder's offer of extra K.M. running at Sl. No. 3 above will be considered.

TECHNICAL BID

ANNEXURE – 1

DETAILS OF THE BIDDER

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

1. Name of the Bidder: \_\_\_\_\_

2. Address of the Bidder: \_\_\_\_\_  
(Enclose copy of documentary  
Evidence) \_\_\_\_\_

3. Telephone Landline \_\_\_\_\_  
Mobile \_\_\_\_\_

4. Details of EMD Amount Rs. \_\_\_\_\_  
DD No. \_\_\_\_\_ Date \_\_\_\_\_  
Bank \_\_\_\_\_

5. PAN (enclose copy) \_\_\_\_\_

6. Goods and Services Tax (GST)  
(Enclose proof) \_\_\_\_\_

7. Details of Vehicle \_\_\_\_\_  
(With documentary evidences):-

8. Last year's Total Income \_\_\_\_\_  
(Enclose copy of Acknowledgment of Return of Income)

9. Last Year's Total Turn over \_\_\_\_\_  
(Enclose evidence)

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