



GOVERNMENT OF INDIA
INCOME TAX DEPARTMENT,
C. R. BUILDING, BIRCHAND PATEL PATH, PATNA.
TENDER NOTICE FOR HIRING OF VEHICLES
Dated 23/10/2015

Principal Commissioner of Income Tax-2, Patna invites sealed tender for hiring of four mid-size vehicles on monthly payment basis. Details regarding Eligibility Criteria, Terms/Conditions etc are mentioned in the tender document which may be obtained from Income Tax Officer (Hqrs.), O/o Pr.CIT-2, Patna Room No.-215, 2nd Floor, Central Revenue Building, Birchand Patel Path, Patna on payment of Rs. 500/- through Demand Draft in favour of ZAO, CBDT, Patna. Complete Tender document is also available on the websites <http://incometaxindia.gov.in> and <http://incometaxbiharjharkhand.gov.in> Last date of submission of sealed tender is **16/11/2015 (03:00 PM)**.

The Income Tax Department, Patna reserves the right to cancel or postpone or reject the tender process or reject any bid without assigning any reason.

(Ram Chandra Ram)
Income Tax Officer (Hqrs,) (Admn.),
For: Pr. Commissioner of Income Tax-2, Patna.



GOVERNMENT OF INDIA
OFFICE OF THE PRINCIPAL COMMISSIONER OF INCOME TAX-2,
2nd FLOOR, CENTRAL REVENUE BUILDING, BIRCHAND PATEL MARG, PATNA.

2015 – 16 Dated 23/10/2015
[For hiring of vehicles]

The Pr. Commissioner of Income Tax-2, Patna intends to hire four mid-size vehicles as mentioned hereunder w.e.f. 01/12/2015.

These four vehicles are proposed to be hired for an initial period of two (2) years from the date of contract and with the option of extending it for a further period of one (1) year on the basis of requirement/performance.

A. Instructions & Information to the bidders:

1. Offers should be submitted in two (2) bid pattern, i.e. Technical bid (containing technical and other details) and Financial/Commercial bid. Both the bids should be placed in separate envelopes and sealed & super scribed as "Tender for hiring of vehicles – Technical bid" and "Tender for hiring of vehicles – Commercial bid" respectively. Both these envelopes should be placed again in a single cover and super scribed as "Quotation for hiring of vehicles". The tender documents duly completed in all respect should be submitted through Registered Post/Speed Post/Courier or in person to be dropped in the "Tender box" kept for this purpose in Room No.- 215 at 2nd Floor, Central Revenue Building, Birchand Patel Path, Patna – 800001 up to 16th November, 2015 on all working days during office time. The tenders received after the given date and time shall not be accepted/considered. **The last date & time of receiving Tender is 16/11/2015 & 03:00 PM respectively.**

2. Technical bids will be opened in the Conference Room at 1st Floor, Central Revenue Building, Birchand Patel Path, Patna on **23th November, 2015 at 04:00 PM**. Commercial bids will be opened only in the case of such bidders whose technical bids are accepted after its evaluation. Any change in the date(s) for opening of the Technical bids and the date for opening of the Commercial bids will be displayed on the Notice Board outside the above said Conference Room. Bidders or their representatives duly authorized in writing for the purpose may be present at the time of opening the sealed tenders.

3. The Technical bid would be opened and evaluated first. Financial bids of only those bidders who qualify in technical bid would be opened for its evaluation. Technical bid should contain all the documents and testimonials as given in the eligibility condition. L1 rates would be decided on the basis of lowest total of monthly charges of mid size and small size vehicles taken together. The successful bidder shall have to enter into contract with the Pr. Chief Commissioner of Income Tax, Patna as per terms & conditions within a week of finalization of the bidding process. Failure on the part of the bidder to do so may result in cancellation of its candidature.

B. Requirement: The vehicles offered should be as under:

Sl.	Category:	Number of vehicles to be hired	Vehicles:	Maximum permissible monthly hiring charge inclusive of taxes etc.
1	Mid-size vehicles	Four	Toyota Innova (G or above)/ Mahindra XUV (W 6 or above) Scorpio & any other similar type vehicle	Rs. 40,000/-

C. Eligibility Criteria:

- a. The bidding firm/agency should have average turnover of at least Rs. 30 lakhs per year in the past two financial years (2013-14 & 2014-15). Self attested copy of Income Tax Return alongwith any other document need to be enclosed as evidence)
- b. The service provider/agency should be an Income Tax & Service Tax assessee (self attested copy of PAN card, Latest ITR and STR need to be enclosed);

- c. Experience of providing vehicle to Government departments/PSU/Universities would be desirable. Relevant documents should be submitted with the technical bid;

D. Terms & Conditions:

Terms & conditions for award of contract in respect of hiring of vehicles are as follows:

1. The bidder should be well established and experienced agency/firm/individual having above mentioned vehicles of latest make (not more than six months old as on 1/10/2015), registered in Bihar State either in his own name or leased and having capacity to provide vehicles of above mentioned category to the Income Tax Department, Patna on hiring basis. Copy of registration certificate(s) should be enclosed with the technical bid;
2. The bidders are required to offer “composite rate” inclusive of Service Tax and all other Cess/Tax/Duties etc levied by the Central Govt., State Govt. or any other Local Authority. “Composite rate” of hiring per month should be clearly indicated in the appropriate column of Tender Application Form of Financial/Commercial Bid in unambiguous terms. The composite rate would be quoted for monthly running of upto 2500 Km.
3. The vehicle shall be deemed to be at the disposal of Income Tax Department during the period of operational use and contractor shall have to make available the vehicles on all the days of a month, seven days a week. The driver’s duty hours during the month may be for up to 330 hours;
4. The liability on account of fuel for running of 2500 km in a month for each vehicle, salary of driver including overtime, 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;
5. Unutilized mileage i.e. running below the contracted limit of 2500 km in a month shall be carried forward to the subsequent months & set off accordingly. At the end of the contract period payment shall be made to the contractor in respect of excess running of the vehicle, if any, at the finalized tender rates;

6. The rates/contract would remain valid for two years from the date of agreement with the contractor. However, the Department has the right to terminate the Contract/Agreement by giving one months notice without assigning any reason for the action.
7. To start with, 4 vehicles (4 mid size) are proposed to be hired. The department may increase or decrease the number of vehicles on hire depending on its requirement, at its sole discretion. In case of reducing the number of vehicle, a notice of 10 days would be given to the vendor.
8. The vehicles should be in a very good running condition, with new seat covers/towels etc;
9. The Contractor should be registered with the authority concerned of State or Central Government, and should fulfill the conditions prescribed in Motor Vehicle Act, for hiring of vehicles;
10. 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 bidder;
11. The bid once accepted shall not be allowed to be withdrawn and the default after acceptance of the bid shall be deemed to be non-compliance of terms of contract;
12. The drivers employed along with the vehicle should satisfy the following conditions:
 - a. Drivers should have minimum 3 years of experience of driving. They should have valid License for driving passenger vehicles;
 - b. Agency shall not provide any person as driver who has not completed 18 yrs of age. The agency shall comply with all statutory provisions as laid down under various Labour Laws like minimum wages, Contract Labour Act etc. In case of violation of any such statutory provisions , the agency itself will be solely responsible;
 - c. Driver should wear the prescribed uniform (khaki or white Safari suit) & black shoes during the duty hours;
 - d. Driver should be well versed with the roads and the places of Bihar & Jharkhand and should have experience in city driving;
 - e. Driver should be courteous and well behaved and should not have any criminal case against him and should not have any past history of accidents;
 - f. The agencies will be solely responsible for any misconduct of the drivers;

- g. Vehicle should be kept clean and odour free, suitable for official use;
- 13. Monthly Salary payments to drivers should not be, in any case, less than the minimum wage set by the Government. Drivers also need to be paid overtime as per Govt. rules for any such duties performed. Documentary proof of payment of emoluments shall have to be enclosed along with the bill of the subsequent month. The salary should be paid by 7th of next months to the drivers.
- 14. The agency will not change the drivers or vehicles without the prior approval of the department
- 15. In case of non-reporting or delayed reporting to duty due to breakdown of vehicles or absence of driver for any other reason, the agency will have to make immediate alternative arrangement under intimation to the users of the vehicle and also the Income Tax Officer (Hqrs.), O/o Pr. CIT-2, Patna. Adequate care should be taken to ensure that normal services are not disturbed/ disrupted due to non-reporting to the vehicles. Failure will lead to penalty of Rs. 2000/- per day.
- 16. Bidders should keep in mind that whenever required the hired vehicles would be used for outstation journey too and for such type of duty no extra payment shall be made either to the driver or the contracting agency;
- 17. The Contractor 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;
- 18. In case of non-compliance of the above terms & conditions of contract, a penalty may be levied. The penalty shall be levied on the basis of the certificate signed by the Controlling Officer of the said vehicle;
- 19. The vendors are required to provide Cell Phones to the drivers at vendor's cost for better communication with the users/department
- 20. The bills in duplicate for hiring of vehicles, along with the Log Sheet complete in all respect for every month, must be submitted to the O/o the Pr. Commissioner of Income Tax-2, Patna by the 15th of the subsequent month positively, after getting the bills vetted by the authorized officers in this regard. Monthly payments to be made to the contractor(s) shall be subject to deduction of Income Tax at source and other statutory deductions as per the rules in force. No interest shall be payable on

the bill amount in any circumstance. In any case no advance payment would be made;

21. In case of violation of any of the above mentioned conditions, the hiring contract may be terminated without giving any further notice to the agency at any time before expiry of the contract;
22. 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;
23. Bidders **must sign every page of this document as a token of acceptance of the terms & conditions** as mentioned above, and submit with technical bid.

Signature & Seal of Bidder:

(Ram Chandra Ram)
Income Tax Officer (Hqrs.)(Admn.),
For: Pr. Commissioner of Income Tax-2, Patna.

TECHNICAL BID DOCUMENT

1. Name of the Bidder ... :
2. Address of the Bidder ... :
3. Contact Person(s) along with :
Landline/Mobile Nos.
2. No. of years of experience in providing :
vehicles on hire basis
3. List of Clientele, whether attached : Yes / No.
 - a. Name of parties
 - b. Period of hiring
 - c. No. of vehicles hired
4. Permanent Account Number ... :
(Pl. enclose a copy of PAN Card)
5. Service Tax Registration No. ... :
(Pl. enclose proof)
6. Turnover :
FY: 2013 – 14 :
FY: 2014 – 15 :

This is to certify that the information furnished above is true & correct to the best of my/our knowledge. I/We also certify that I/We have carefully read and understood the terms & conditions mentioned in the tender document and undertake to abide by them in the event of being awarded the contract. Copies of all the documents required as per the tender document are enclosed.

It is also certified that offered vehicles are registered with the authority concerned of State or Central Government and all the conditions prescribed for hiring of vehicles in Motor Vehicle Act are duly fulfilled.

Date :

Place :

Seal:

Signature(s) of Authorized Signatory

FINANCIAL BID DOCUMENT

1. Name of the Bidder ... :
2. Address of the Bidder ... :
3. Contact Person(s) along with Landline/Mobile Nos. :
4. Offered rate(s) ... : As below.

Monthly hiring charges:

Sl.	Type of Vehicle	Name & make of Vehicle	Offered monthly hiring charge(s) for one vehicle, for 2500 kms (all inclusive) (Amount in Rs.)	Extra Km. rate (Rs. per km.)
1.	Mid-size Vehicles	Toyota Innova (G or above)/ Mahindra XUV (W 6 or above), Scorpio & any other similar type vehicle		
	Total of Monthly charges			
	Total in words			

Seal:

Signature(s) of Authorized Signatory:



भारत सरकार
आयकर विभाग

केन्द्रीय राजस्व भवन, द्वितीय तल्ला, वीरचन्द पटेल पथ, पटना-800001

वाहनों को किराए पर लेने के लिए निविदा सूचना

प्रधन आयकर आयुक्त-2, पटना मासिक भुगतान आधर पर चार मध्यम आकार के वाहनों को किराए पर लेने हेतु मुहरबंद निविदा आमंत्रित करते हैं। पात्रता मानदंड, नियम एवं शर्तों इत्यादि के सम्बन्ध में विवरण निविदा आलेख्य में वर्णित हैं जिसे जेडएओ, सीबीडीटी, पटना के पक्ष में डिमांड ड्राफ्ट के माध्यम से रू० ५,००/- का भुगतान पर आयकर अधिकारी ;मुख्या०द्ध ;प्रशा०द्ध, कार्यालय: प्रधन आयकर आयुक्त-2, पटना, कक्ष संख्या -215, द्वितीय तल्ला, केन्द्रीय राजस्व भवन, वीरचन्द पटेल पथ, पटना-800001 से प्राप्त कर सकते हैं। सम्पूर्ण निविदा आलेख्य वेबसाइटों <http://incometaxindia.gov.in> और <http://incometaxbiharjhand.gov.in> पर भी उपलब्ध हैं। मुहरबंद निविदा की प्रस्तुति की अंतिम तिथि **16-11-2015** ;अप० **03-00** बजेद्ध है। आयकर विभाग, पटना बिना कोई कारण बताए निविदा प्रक्रिया को रद्द करने या आगे बढ़ाने या अस्वीकार करने या किसी भी बोली को अस्वीकार करने का अधिकार सुरक्षित रखते हैं।

ह०/-

;राम चन्द्र रामद्ध
आयकर अधिकारी, ;मु०द्ध;प्रशा०द्ध
कृते:- प्रधन आयकर आयुक्त-२, पटना।
;मोबाइल: 8986912022)