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F. No. CCIT/RPR/Estt./Hir. of Vehicles/2017-18

Dated: 14.02.2018

TENDER NOTICE

Sealed quotations are invited for hiring of Two Vehicles [one staff car & one Operational vehicle] from reputed vendors having experience of supplying vehicles on hire with requisite infrastructure. The general terms & conditions are given below:-

1. The Staff Car and Operational Vehicle should be Innova etc. and Honda City/Maruti Suzuki Ciaz etc. The vehicles should not be older than two years (not earlier than 31st March 2016). The vehicle should conform to the latest BS (Bharat Stage) Emission norms. A proof in this regard in the form of a copy of R.C. Book/Blue Book/Smart Card should be enclosed).
2. The vehicles shall be at the disposal of the hiring authority throughout the period of agreement, at all times (including Saturdays & Sundays). Dedicated vehicles and drivers having valid driving License and sufficient experience, exposure and familiarity with city will have to be provided.
3. The driver will observe all the etiquette and protocol while on duty. He will neatly dressed preferably in white uniform and carry a mobile phone in working condition for which no separate payment shall be made by the Department.
4. The vehicle(s) shall carry proper Registration Certificate, Road Tax Certificate, Certificate of Insurance Policy, Emission Test Certificate, etc., in original.
5. The vehicle(s) is/are to be maintained in excellent condition and regular cleaning must be ensured.
6. Tax shall be deducted at source from the monthly hire charges as per IT Act, 1961, while making payment to the service provider.
7. The hire charge will include monthly salary of driver, repairs and maintenance of vehicle, insurance, petrol/diesel, oil and all other incidental expenses, taxes, penalty, fine, parking fees, etc.
8. The maximum amount of payable hiring charge per vehicle is Rs 40,000/- (Rupees forty thousand only) per month. This rate is exclusive of service tax and any other government levies as applicable from time to time.
9. The service provider and the driver shall be bound to carry out the instructions of the user to whom the vehicle will be assigned as well as the Officers posted in the Office of the Chief Commissioner of Income Tax, Raipur (C.G.), as and when required.
10. The service provider shall make immediate alternative arrangement in case the vehicle is not available for use e.g., in case of a breakdown of the vehicle or absence of the driver, etc. In case of failure to provide for alternative suitable vehicle, hire charges on pro-rata basis shall be deducted from the monthly hire charges. If any vehicle does not report on time/does not report for duty at all, the user will have a right to hire a vehicle from the market and the additional cost incurred in this respect will be borne by the service provider.
11. The service provider is liable for the payment of all claims/expenses in case of any accident. He will also indemnify the office of the concerned officer against any loss/damage of property or life attributable to negligence on the part of the Driver or poor maintenance of the vehicle.

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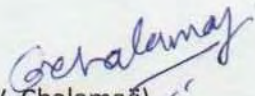
12. The service provider shall not utilize the vehicle for any purpose whatsoever other than for Departmental use even when the vehicle is not being used by the Departmental Officers.
13. A daily record indicating time and mileage for each vehicle is to be maintained in a log book and entries therein must be certified by the user.
14. Hire charges will be paid for use of the vehicle for the whole month subject to maximum usage of 2500 Kms. for Staff Car and 2000 Kms. for Operational Vehicle Per month. The time and distance is to be calculated from the time and place of reporting to the time and place of release.
15. The agreement between the user and service provider can be cancelled with a notice period of thirty days on either side. The agreement may be renewed for a further period as manually for a further period as mutually agreed upon, subject to satisfactory performance.
16. Payment shall be made on presentation of the bill and observation of necessary formalities. The bills for running of the vehicles along with log book duly authenticated by the user and completed in all respects must be submitted in the office of the Chief Commissioner of Income Tax, Raipur (C.G.) within five working days of the month following the end of the month during which the vehicle had been used.
17. A penalty of Rs. 100/- per day for late reporting of vehicle; Rs. 500/- per day for Non reporting of vehicle; Rs. 500/- per day for refusal of duties and Rs. 200/- per day for change of vehicle/drivers without prior intimation may be levied on the basis of certificate signed by the Controlling Officer.
18. Notwithstanding anything contained herein above, the Department reserves the right to cancel the agreement on non-fulfilment of any of the above terms & conditions after giving thirty days notice.
19. Any matter during the period of this agreement, which has been specifically covered by these terms & conditions, shall be decided upon by the Department whose decision shall be final and conclusive.
20. No change of vehicle other than dedicated one will be allowed except unavoidable circumstances.
21. The initial agreement is likely to be for period of 12 (twelve) months from the date of award of the contract subject to periodic review of the performance, if deemed necessary.
22. All papers relating to the vehicle selected for use as staff car/ operational vehicle are to be furnished at the time of signing of contract.
23. The Two vehicles [One Staff Car & One Operational Vehicle] should be supplied from March, 2018.
24. The following documents must be furnished along with the Tender Document.
 - i) Photocopy of the certificate of Registration and fitness of the vehicle,
 - ii) Photocopy of the certificate evidencing latest emission test,
 - iii) Photocopy of the certificate of road tax,
 - iv) Photocopy of comprehensive insurance policies,
 - v) Photocopy of last 3 years income tax return along with copy of Balance Sheet as at 31.03.2017 and photocopy of PAN Card.
25. Earnest Money Deposit of Rs.25,000/- (Fifteen thousand) only should accompany the tender in the form of Demand Draft. The Demand Draft should be drawn in favour of ZAO, CBDT, Raipur. The tenders not accompanied by EARNEST MONEY would be summarily rejected.

The Technical Bid and Finance Bid of the Tender should be addressed to the Chief Commissioner of Income Tax, Raipur (C.G.) in separate sealed covers super scribing Tender for Hiring of Vehicle and should be dropped in the Tender Box Kept in the O/o CCIT, Central Revenue Building, Civil Lines, Raipur (C.G.).

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The last date of filing of sealed tender is 26.02.2018 till 04.00 PM. The sealed Tenders will be opened by the Local Tender Committee on 27.02.2018 at 4.00 PM [or at a convenient time which shall be duly intimated] in the presence of the duly authorized representatives of the parties who have submitted tenders, in the O/o the Chief Commissioner of Income Tax, Raipur (C.G.) . The Chief Commissioner of Income Tax, Raipur (C.G.) reserves the right to reject any tender without assigning any reason whatsoever.



(G.V. Chalamaji)

Income Tax Officer (Hq)(Admn.),
O/o Chief Commissioner of Income Tax, Raipur.