



**Addl. Commissioner of Income Tax,
Gandhidham Range**

Plot No. 20/A, Sector No. 8, B/h KPT AO Bldg.

Gandhidham-Kutch

Phone No. 02836-233411, 238825 Fax No. 02836-231735


INCOME TAX DEPARTMENT

TENDER NOTICE

The Income Tax Department, Gandhidham intends to hire 01(One) Mid size vehicles (Innova or similar/higher version) and 03(Three) Small size vehicles (Maruti Dezire/Toyoto Etios/Ford Fiesta) for use in the offices at **Gandhidham, Bhuj and Mundra**. Hiring shall be initially for a period of one year. Reputed tour/taxi operators having requisite vehicles can furnish their '**Technical**' and '**Financial Bids**' separately in a closed cover super scribed "Tenders for Hiring of Vehicle at Gandhidham, Bhuj and Mundra" latest on **03/07/2018 by 4:00 PM** in the office of the Income Tax Officer, Ward-1 & DDO, Aayakar bhavan, Plot No. 20/A, Sector-8, B/h DPT AO Building, Gandhidham-Kutch.

Tender Documents and Term & conditions regarding the above may be collected from the ITO, Ward-1 & DDO, Aaykar Bhavan, Gandhidham or can be downloaded from the link 'Tenders' on the official website www.income taxindia.gov.in.

Date: 18/06/2018


ITO, Wd-1 & DDO,
O/o The Addl. CIT, Gandhidham Range,
Gandhidham-Kutch



INCOME TAX DEPARTMENT
GANDHIDHAM

TENDER DOCUMENT

Subject: Hiring of vehicles by the Income Tax Department, Gandhidham - regarding .

The Additional Commissioner of Income Tax, Gandhidham on behalf of the President of India invites quotations in sealed covers from reputed vendors latest by 03/07/2018 for hiring **04 (Four only)** Vehicles of different models (**only Diesel/Petrol run**), for the use of the Income Tax Department, Gandhidham, Bhuj & Mundra initially for a period of one years w.e.f. date of signing of contract, and which can be extended for further one year, on basis of performance only. The four vehicles required, are classified into two blocks;

Block-1 : Mid size vehicle (Innova or similar/ higher version)

01 (One) vehicle - (For Gandhidham office)

Block-2 : Small size vehicle (Maruti Dzire/Toyota Etios/Ford Fiesta or similar/higher version)

03 (Two) vehicles - (one each for Gandhidham office, Mundra office and Bhuj office)

All the vehicles must be in **white color** only.

Each bidder must apply for both blocks of the above mentioned two category of vehicles.

The bid shall consist of two parts – **Technical Bid and Financial Bid**. Both bids are to be placed in two separate sealed envelopes (clearly super scribing „Technical Bid“ and „Financial Bid“) which in turn are to be placed in one sealed cover. **Bids of all parties whose Financial Bid is not in a separate sealed cover or the rates quoted by them find mention in their Technical Bid shall be rejected forthwith.** All the information sought under the head „Conditions“ and „Other Information to be supplied“ is to be given in Technical Bid while price quoted for the same will have to be mentioned

only in the Financial Bid. The Financial bids of only those parties will be opened whose Technical Bids are found to be eligible, while the disqualified bidders' Financial bid shall not be opened.

The Technical bid shall be opened at **4.00 PM on 04/07/2018** in the Conference Hall, 1st floor, Aayakar Bhavan, Gandhidham, in the presence of one representative of each of the bidders who wish to be present.

The successful bidder after having qualified as L1 bidders, after opening of Bid on 04/07/2018, must make available the requisite vehicles within 15 days time, after completing all the procedure, as per term of Contract.

A. Eligibility Criteria for Bidder (Supporting evidences should be submitted along with Technical bid):-

i. The Applicant Vendor should own sufficient number of vehicles at the time of making application for the contract and should produce evidences to that effect OR provide the proof of the booking/delivery documents for purchasing of new vehicles.

ii. Applicant Vendor should have a reputed client base & should not have been black listed by any Govt. department in last five years. The client list along with proof of work order received should be submitted in support of the same.

iii. The Applicant Vendor having the experience of running a fleet of vehicles on hiring basis for at least **3 years will be given preference.**

iv. The above conditions will not apply to Government or Semi-Government Enterprises.

B. TECHNICAL BID :-

Eligible transport vendors, tour/taxi operators are requested to provide the following information in the Performa enclosed with this tender document:-

1. Name & address of the bidder.

2. Nature of business.
3. Income Tax assessment particulars, Ward/Circle & PAN.
4. Number of vehicles presently owned by the vendor along with proof of ownership of each vehicle OR proof of booking of new vehicles.
5. Turnover in the past three years along with documentary evidence.
6. Copies of I.T. Returns for the last three Assessment Years 2015-16, 2016-17 and 2017-18 along with balance sheet, P&L A/c and Auditor's Report if any.

C. FINANCIAL BID:-

- (a) The rate for hiring of vehicles should be quoted for 3100 kms. & 300 hours per month for mid size vehicle and 2000 kms & 300 hours for small size vehicles preferably new and in any case not before July 2015 model, and having run for not more than 75,000 Kms. However, preference will be given to the vendor who will provide brand new vehicles or latest models after June 2015. The time & distance will be calculated from the time & place of reporting to the time & place of release.
- (b) The balance of kilometers/hours run during the month are to be carried forward to the next month and any cumulative shortage will lapse at the end of contract year and any cumulative excess will be paid at the end of contract year, as per kilometer/hour basis..
- (c) The rates for petrol / diesel run vehicles for different models are to be given separately.
- (d) Rates for extra km / hour must be separately specified.
- (e) Rates for 50 km/10 hours per day may be separately specified for additional cars required on temporary basis.
- (f) The rates quoted should be exclusive of GST as well as any other Govt. levies etc. as applicable.

The Tender Document alongwith quotation and conditions can be obtained from the O/o. ITO, Ward-1 & DDO, Gandhidham by payment of Rs. 500/- (Tender Fee) (Non Refundable),through Demand Draft drawn in favour of ZAO, CBDT, Rajkot or by downloading from www.incometaxindia.gov.in/ www.incometaxgujarat.org, in such a

case the Tender fee of Rs. 500/- in Demand Draft drawn in favour of ZAO, CBDT, Rajkot has to be separately submitted alongwith submission of the quotation.

Quotation should be sent in sealed covers super scribed as “**QUOTATION FOR HIRING OF VEHICLES at Gandhidham, Bhuj and Mundra**” & should reach the office of the ITO, Ward-1 & DDO, Aayakar Bhavan, Plot No. 20/A, Sector -8, B/h DPT Adm. Office Building , Gandhidham –Kutch on or before 03/07/2018 by **4.0 OPM**.

GENERAL TERMS & CONDITIONS

1. The Additional Commissioner of Income Tax, Gandhidham (hereinafter referred to as Addl.CIT) reserves the right to postpone and/or extend the date of receipt/opening rates/quotations, or to withdraw the same, without assigning any reason thereof.
2. Rates/Quotations duly filled in, will be received up to the date and time mentioned in the letter/advertisement given in the newspaper or website.
3. Tender Fee is Rs.500/- which is payable at the time of procurement of the tender document, and it is non-refundable. In case the Tender Document is being downloaded from the site, the requisite tender fee (Rs. 500/-) is to be separately deposited while submitting the tender bid to the office of the ITO, Ward-1 & DDO, Gandhidham.
4. The agency will not contact in any way, any person/authority, for availing the contract. If found so, the tender of the agency doing so, will be rejected.
5. The tender must be submitted along with Demand Draft drawn in favor of „The ZAO, CBDT, Rajkot“ of an amount equivalent to 2% of the annual contract value per vehicle (non-interest bearing) as Earnest Money Deposit (EMD). The EMD should be valid for a period of 45 days beyond the final bid validity period. Bid submitted without EMD will summarily be rejected. The EMD of the

successful bidder will be adjusted towards Security Deposit as mentioned in Para-6. The EMD of the other bidders will be refunded at the earliest, after completing bidding process.

6. The successful bidder shall deposit an amount equivalent to 5% of the annual contract value per vehicle as Security Deposit (non-interest bearing) in the form of a crossed demand draft in favor of Zonal Accounts Officer (CBDT), Rajkot, which is subject to forfeiture in case of termination of the contract due to failure to abide by terms and conditions of the contract by the vendor.
7. All the rates must be written both in figures and words. Corrections, if any, is to be made by crossing out, initialling, dating and rewriting shall be authenticated.
8. The vehicles should be in excellent condition. The color of the cars will be white. They should have been manufactured on or after 01.07.2015 and should not have run for more than 75,000 kms. All the vehicles must have valid taxi permit to run in the territory of Gujarat. However, the decision of Addl.CIT will be final in this regard.
9. The successful bidder shall have to provide the vehicle. However, in case the successful bidder expresses his inability to supply the vehicle required, the option shall be given to the next lowest bidder to supply remaining number of vehicles at the lowest quoted rates.
10. The vehicles should be for the exclusive use of the Income Tax Department for all seven (7) days of a week. The Department shall not allow use of the hired vehicles, by the vendor, for any other purpose.
11. The vehicles will be at the disposal of the Addl.CIT, and the timing and duration of deployment of vehicles will be as per the requirement of the controlling officers.

12. All expenses relating to salary and allowances of the driver, over time payment, maintenance of vehicles, insurance, petrol/diesel, oil or and other expenditure related to the vehicle and the driver will be borne by the vendor.
13. The vendor will have to follow all the statutory rules and regulations in respect of its employee"s, i.e. Labor Law, ESI, Provident Fund, etc., and has to mandatorily submit proof of payments of all statutory dues while submitting bills. No relaxation would be provided for payment of government dues in any condition.
14. All legal obligations in respect of the vehicles, i.e. Road Tax, RTO registration and permissions etc. and in respect of the driver, i.e. minimum wages as per Govt. Regulation, social security etc. will be the responsibility of the vendor.
15. The vehicles will be kept neat and clean and in perfect running condition. The seat covers & curtains shall also be provided by the vendor.
16. The department shall not make any payment other than the agreed Hire Charges. No increase in hire charges shall be considered during the period of contract for any reason.
17. In the event of breakdown of vehicles, or absence of driver, the vendor shall provide a substitute vehicle/driver, immediately. In case vehicle does not report on time/does not report at all, the Department would have a right to hire a vehicle from the market & the additional cost incurred by the Department will be borne/ reimbursed by the vendor, or deducted from his monthly bill.
18. The drivers deployed by the contractor should fulfil following condition:
 - (i) The drivers should have valid taxi driving licenses with minimum experience of three (3) years driving of the cars.
 - (ii) Driver should wear the prescribed uniform as well as Identity Card, while on duty.
 - (iii) The driver on a particular vehicle should not be frequently changed.

- (iv) Driver on duty should be provided with mobile phone for easy communication. The expenses for mobiles shall not be borne by the department
 - (v) Driver should be decent and well behaved. The driver should not have criminal antecedents and it shall be responsibility of the contractor to verify his background before deployment and to get the police verification conducted. The conduct of the driver will be sole responsibility of the contractor and in this regard, department shall not be responsible in any manner, whatsoever.
19. The contractor shall submit copies of the Registration Certificate and insurance policies of the vehicles being offered for hire and particulars of the drivers with photograph. One copy of these documents must always be kept in each of the respective vehicles.
 20. The contractor shall be required to produce the vehicles in the office for the physical verification/ inspection before deployment.
 21. In case condition of vehicle/vehicles produced, is not found to be satisfactory, it shall be returned for immediate replacement. In case no replacement is provided on time, this office would have a right to hire vehicles from the market and the additional cost incurred by this office will be borne by the Contractor.
 22. Vendor and the drivers shall be bound to carry out the instructions of the Department as well as the Officers to whom the vehicle are assigned.
 23. In case of any accident, 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 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.
 24. A daily record indicating time and mileage for each vehicle shall be maintained in a log book and shown to the officer every day and initial obtained.

25. The Kilometers entry in the Log Book maintained for every vehicle should start from the place of pick-up and drop of the officer.
26. TDS will be deducted from the payment due to the vendor as per the Income-tax Act.
27. The Contract for a vehicle can be terminated at any time after giving, one month notice without assigning any reason by the department, and two month"s notice by the vendor.
28. The rate should be specified (exclusive of GST & other Govt. levis as applicable) for 3100 kms /2000 kms (reckoned from place of reporting to place of release) & 300 hrs on monthly basis (reckoned from time of reporting to the time of release) for each vehicle. The charges for each vehicle for additional hours after 300 hours and additional distance after 3100 km/ 2000 kms per month should also be specified in the rate. In case any vehicle is required on Saturday and Sunday kilometer, mileage/hours for those days will be included in the monthly limit of **3100 kms & 300 hours / 2000 kms & 300 hours**.
29. Any change in vehicle and/or driver should be made only in exceptional circumstances and with the prior permission of the Department.
30. The vendors should ensure payment of wages, as per minimum wages Act, to the drivers deployed by them. Department may call for the wages or salary register/vouchers for verification, as and when required in order to ensure payment of correct wages as per law.
31. While computing the amount payable as per clause (27) above, on account of extra Kms, over and above the agreed 3100 kms/2000 kms per month per vehicle for the number of vehicles provided, the total or unused kms of other vehicles of the vendor for that month shall be reduced. In case, the utilization of kms per month is less than 3100 kms/2000 kms, the un-utilized no. of kms shall be added to the next month for the concerned Officer"s opening balance and so on for the succeeding month.

Explanation: For the purpose of clause (31), unused kms would mean the difference between cumulative agreed kms and the cumulative actual kms, run by one or more vehicles of the vendor, if the cumulative actual kms run by them is less than the cumulative agreed kms.

32. If the total kilometers/ hours run during a month is more/less than the scheduled, if any, would be carried forward and cumulative shortage will lapse at the end of contract year, and any cumulative excess will be paid at the end of contract year, as per kilometer/hour basis.
33. The vendor should have been registered with the authority concerned of State or Central Government. He is also required to fulfill the conditions prescribed in Section 66 of Motor Vehicle Act, 1988 for hiring vehicles.
34. No other person except the vendor's authorized representative/driver shall be allowed to enter the office premises.
35. Within the office premises, the vendor's personnel/driver shall not do any private work other than assigned duties.
36. The vendor shall ensure that peace and order is maintained in the office premises by his employees.
37. The vendor or his representative would ensure that all his personnel/driver would behave courteously with the Officers/Officials of the Income Tax Department and also ensure good manners.
38. The vehicle should carry a designation plate as designed by the department for which no separate payment shall be made. The designation plate should be covered when the concerned officer is not occupying the vehicle.
39. **TERMS OF PAYMENT** :-
 - a. The monthly bill in triplicate for each vehicle hired will be submitted to the DDO of each station, within five days of the end of the month along with log book, which shall be duly verified and signed by the officer-in-charge. Payments will be released by ZAO, CBBDT, Rajkot after making necessary verification.

b. The payment will be made as per availability of fund.

c. Income Tax Department shall release due amount after making recoveries from the penalties imposed during the month, if any (as mentioned below), through crossed account payee cheque, in favour of vendor, subject to deduction of tax at source.

40. **PENALTIES** :-

The default and the consequential penalties will be applicable as below:

Sr. No.	Nature of default	Penalty Rs.
1	Late reporting	Rs.500/- per day.
2	Non-reporting	Rs.1000/- per day, or as prescribed in Para 20 of General Terms & Conditions of the tender document.
3	Poor maintenance of vehicles/ unclean vehicle.	Rs.300/- per day.
4	Refusal of duties	Rs. 2,000/- per day per vehicle.
5	Non- wearing of uniform and identity card.	Rs.100/- for first instance, and Rs.200/- for subsequent instances.
6	Change of drivers without permission	Rs.1000/- per instance.
7	Unsafe/Rash driving	Rs. 1,000/- for first instance, and Rs. 2,000/- for subsequent default
8	Stoppage of vehicle due to insufficiency of fuel	Rs. 500/- for first instance, and Rs. 1,000/- for subsequent default
9	Breakdown of vehicle more than once a month	Rs.500/- per instance.
10	Salary paid to the driver after 15 th of the Month	Rs. 500/- per day.
11	Any other default which is not mentioned above.	Rs. 1,000/- per default.

However, before imposition of penalty, a show cause notice will be issued to the vendor through the officer in charge /DDO of each station.

41. Any violation of above mentioned terms/conditions may lead to termination of the contract without any notice.

ANNEXURE-A**TECHNICAL BID**

(Information is required to be submitted in the following format with adequate supporting proof thereof)

Sr. No.	Particulars	
1	Name, address & telephone No. of the vendor	
2	Income Tax assessment particulars, Ward/Circle & PAN	
3	Number of registered commercial vehicles presently owned, along with proof of ownership OR proof regarding the booking of new vehicles	
4	Turnover in the past three year along with documentary evidence (A.Y.15-16 to 17-18).	
5	Copy of I.T. Returns for the last three A.Y.2015-16, 2016-17, 2017-18 along with P&L A/c and Balance Sheet.	
6	GST Number (attach last 2 year's Service Tax Return's copy)	
7	Provident Fund Number allotted by Regional Provident Fund Office. (attach copies of last 3 year's PF deposit), if applicable	
8	ESI Registration No.(attach copies of last 3 year's ESI deposit), if applicable	
9	Whether the vender has been black listed by any Govt. office/department in last 5 years if yes, details thereof	
10	Number of Vehicles, the vendor is presently bidding for :	No. of Vehicles being offered for hire
	Model of the Vehicles	
	a.	
	b.	

	c.			
11	Details of year of make and mileage done by the vehicle bidded for at 11 above			
	Sr.No.	Model of Vehicle	Yr. of Make	Mileage(in Kms)

FINANCIAL BID

(Separate form is to be submitted for different models)

i) Name, Address & Telephone no. of the

bidder i.e. the Applicant Vendor:

ii) Rate Chart per Vehicle

(exclusive of GST, other taxes & duties)

TYPE OF VEHICLE :- _____

(Specify the type of vehicle)

Sr.No.	Description	Rate(Rs.) for
1.	For 3100 kms & 300 hours (for Mid size vehicles) For 2000 kms & 300 hours (for Small size vehicles)	
2.	For every extra Kilometer (as per above)	
3	For every extra hour beyond 300 hours (per month)	
4.	No. of vehicles offered	

Name & signature of the
Authorized signatory

[Note-1: For each Model of vehicle, a separate financial bid in the above format is to be submitted]



**Addl. Commissioner of Income Tax,
Gandhidham Range**

Plot No. 20/A, Sector No. 8, B/h KPT AO Bldg.

Gandhidham-Kutch

Phone No. 02836-233411, 238825 Fax No. 02836-231735

INCOME TAX DEPARTMENT

TENDER NOTICE

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Date:

ITO, Wd-1 & DDO,
O/o The Addl. CIT, Gandhidham Range,
Gandhidham-Kutch

MINUTES OF THE MEETING OF HIRING COMMITTEE HELD ON 18/06/2018

Presently 04 (Four) vehicles (one XUV-500, one Ford Fiesta, one Etios and one Indigo) have been hired as operational vehicles in Gandhidham Range for office use from M/s Royal Comfort Express LLP, Gandhidham. The vendor M/s Royal Comfort Express LLP, Gandhidham vide letter dated 30/03/2018 has given prior notice to discontinue its vehicle services w.e.f. 01/08/2018.

In this regard, meeting of vehicle hiring committee held today i.e. on 18/06/2018 on the above matter and in the meeting the committee has unanimously decided to surrender the present vehicles and to make a fresh bidding through tendering as per rule for 3100 kms & 300 hours per month for mid size vehicles and 2000 kms & 300 hours for small size vehicles.

Accordingly, the draft of the tender document is put up herewith before the committee for their perusal and approval.

Further, if approved, the tender document may be published in three leading local news-papers and may also be uploaded on the Departmental website.

(Mukesh Kumar Meena)
Member Secretary

(Shashank Sharma)
ITO, Ward-2 & DDO
Bhuj, Member

(R.V.Vasani)
ITO, Ward-1 & DDO
Gandhidham, Member

(Lalit P. Jain)
Addl. CIT, G'dham
Chairman



**Income Tax Officer, Ward-1&DDO,
Gandhidham**

Plot No. 20/A, Sector No. 8, B/h KPT AO Bldg.
Gandhidham-Kutch

Phone No. 02836-233411, 238825 Fax No. 02836-231735

ITO/Ward-1&DDO/Tender notice/2018-19

Date: 18/06/2018

To,
The Editor/Publisher
Gujarat Samachar
Kutch

Sir,

Sub: Publishing of tender notice for hiring of vehicles-reg.

Please find enclosed herewith copy of tender notice to be published in your news paper regarding hiring of operational vehicles for office use at Gandhidham, Mundra and Bhuj. You are requested to publish the same by tomorrow i.e. 19/06/2018 as the Quotations have been sought within period of 15 days from 19/06/2018.

Thanking You,

(R. V. VASANI)

Income Tax Officer, Wd-1 & DDO,
Gandhidham-Kutch