

## **INCOME TAX DEPARTMENT, Rajkot.**

### **Tenders for Hiring of Vehicle**

The Income Tax Department, Rajkot intends to hire 23 Vehicles viz SX4/ Ford Fiesta/ Nissan Sunny/ Honda City/ Volkswagen Vento/ Hyundai Verna/ Innova/ Tavera/ Xylo/ Swift Dezire or Indigo for use in offices under the charge of Chief Commissioner of Income Tax, Rajkot stationed at Rajkot, Junagarh, Amreli, Veraval and Morbi. Reputed tour / Taxi operators having requisite vehicles, infrastructure and expertise should furnish their tenders in **a sealed cover** superscribed 'Tenders for Hiring of Vehicle at Rajkot', containing '**Technical Bid**' and '**Financial Bids**' separately in sealed covers latest by **07/01/2015** in the office of the Chief Commissioner of Income-tax, Aayakar Bhavan, Race Course Ring Road, Rajkot.

Tender Documents and Terms & Conditions regarding the above can be downloaded from the link 'Tenders' on the official website [www.incometaxindia.gov.in](http://www.incometaxindia.gov.in) or may be collected from Shri M. L. Rathod, Inspector, Room No. 605, Aayakar Bhavan, Race Course Ring Road, Rajkot till **1.30 PM 06/01/2015** by making payment of non-refundable tender Fee of Rs. 500/- through account payee demand draft or bankers' cheque in favour of the ZAO, CBDT, Rajkot. In case tender documents downloaded from the site, the tender fee should be paid alongwith the quotation.

Date : 16/12/2014.

Sd/-  
(Rajendra Singhal)  
Secretary, Vehicle Hiring Committee  
& ITO(HQ-Tech), O/o the CIT-1,  
Rajkot.



## INCOME TAX DEPARTMENT RAJKOT

### TENDER DOCUMENT

Subject: Hiring of vehicles by the Income Tax Department, Rajkot - reg.

The Chief Commissioner of Income Tax, Rajkot on behalf of the President of India invites quotations in sealed covers from reputed vendors latest by **07/01/2015** for hiring **23(Twenty three)** Vehicles of different models (only Diesel/Petrol run), for the use in offices of the Income Tax Department, at Rajkot, Junagadh, Amreli, Veraval, Morbi. The preferred Vehicles to be hired by the Income tax Department are SX4/ Ford Fiesta/ Nissan Sunny/ Honda City/ Volkswagen Vento/ Hyundai Verna/ Innova/ Tavera/ Xylo/ Swift Dezire or Indigo and similar models of white colour only based on the financial bid received for each model. The station wise requirement for vehicles is as under –

Station	Staff cars	Operational vehicles		Small Vehicle
	SX4/ Ford Fiesta/ Nissan Sunny/ Honda City/ Volkswagen Vento/ Hyundai Verna/	Innova	Tavera/ Xylo	Swift Dezire or Indigo
Rajkot	8	2	8	0
Junagadh	0	0	1	0
Amreli	0	0	1	0
Veraval	0	0	0	1
Morbi	0	0	1	1

The quotation shall consist of two parts – **Technical Bid and Financial Bid** in prescribed formats. Both bids are to be placed in two separate sealed envelopes (clearly superscripting 'Technical Bid' and 'Financial Bid') which in-turn are to be placed in one sealed cover superscribed as **QUOTATION FOR HIRING OF VEHICLES**. All the information sought 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.

Interested bidders will have to furnish an '*Earnest Money Deposit*' (without interest) being 2% to 5% of estimated contract value on annual basis, payable by way of Account payee demand draft/ Bankers cheque/ FDR or Bank Guarantee, in favour of the **ZAO, CBDT, RAJKOT**. The relevant instrument should be valid for 45 days beyond the final bid validity period and should be enclosed with the Technical bid. Quotations without tender fee and '*Earnest Money Deposit*' shall be treated as void and will not be considered further. All the information sought are to be given along with the Technical Bid.

The quotation should reach to the office of the Income Tax Officer (HQ-Tech), O/o the CIT-1, Rajkot, Room No. 204, Aayakar Bhavan, Race Course Circle, Rajkot – 360 001 on or before **07/01/2015** by **01.30 PM**. In any circumstance, the quotation shall not be accepted after lapse of the aforesaid period. The quotation will be opened on **08/01/2015** at **04.30 PM** in presence of one representative of each of the bidder who wishes to be present.

The interested party shall 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.

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

- i. The Applicant Vendor should own sufficient number of vehicles of the specific make not before of 2012 and having run for not more

than 50,000 Kms. at the time of making the contract and should produce evidences to that effect.

- ii. For Rajkot center, only those vendors shall be considered, who would be in a position to supply five vehicles at least.
- iii. The bidder should have PAN and Service tax registration number and attach a copy of the relevant documents.
- iv. The Applicant's Annual Turnover should not be less than Rs.70 lakhs from the business of hiring of mid-sized vehicles in the F. Y. 2011-12 to 2012-13. In support of this, Applicant vendor should submit copy of their return of income filed for the relevant period or certified Balance Sheet & Profit and Loss Account.
- v. Applicant Vendor should have a reputed client base & should not have been black listed by any Govt. department or Govt. undertakings in last five years. The client list along with proof of work order received should be submitted in support of the same. Further a performance report from the parties to whom vehicles were given on hire may also be enclosed.
- v. The Applicant Vendor should have the experience of running a fleet of minimum 12 vehicles on hiring basis for at least 3 years.
- vi. The above conditions will not apply to Government or Semi-Government Enterprises.
- vii. In case of increase in requirement of vehicle in future, the vendor shall provide desired vehicles at the identical terms.

## **B. TECHNICAL BID :-**

Eligible transport vendors, tour/taxi operators are requested to provide the prescribed information in the Performa enclosed with this tender document alongwith self certified copy of the necessary documents. The

bidder shall produce such documents in original for verification during the post bidding process.

**C. FINANCIAL BID:-**

Eligible transport vendors, tour/taxi operators are requested to provide -

- i. The rate for hiring of vehicles should be quoted for 1500 kms. & 300 hours per month for vehicles of the required make make not before of 2012 and having run for not more than 50,000 Kms. The time & distance will be calculated from the time & place of reporting to the time & place of release.
- ii. Rates for extra km / hour must be separately specified.
- iii. The rates quoted should be exclusive of Service Tax as well as any other Govt. levies etc. as applicable.
- iv. The rates for petrol / diesel run vehicles for different models are to be given separately.
- v. The unused kilometers/ hours of a month are to be carried forward to the next month. Simultaneously, extra Kms/ hours, over and above the agreed 1500 kms or 300 hours per month per vehicle are to be carried forward and accumulated to the next month.
- vi. At the end of the contract year, such cumulative shortage or excess kilometers/ hours of a vehicle shall be first adjusted with excess kilometers/ hours of another vehicle hired from the same vendor at the end of contract year. The adjusted excess kilometers/ hours of the vehicles will be paid, as per kilometer/ hour basis at the end of contract year.

## GENERAL TERMS & CONDITIONS

The interested parties must be capable of providing vehicles on their own on the following terms & conditions:-

1. The Chief Commissioner of Income Tax, Rajkot (hereinafter referred to as CCIT) reserves the right to postpone or extend the date of receipt/opening tenders or to withdraw the same, without assigning any reason thereof. Further, the Chief Commissioner of Income-tax, Rajkot reserves the right to accept or reject any quotation without assigning any reasons.
2. The tender must be submitted alongwith Demand Draft drawn in favour of 'The ZAO, CBDT, Rajkot (non-interest bearing) as Earnest Money Deposit (EMD) being 2% to 5% of estimated contract value on annual basis,. Bid submitted without payment of EMD and tender fee will summarily be rejected. The EMD of the unsuccessful bidders will be refunded within 30 days from completion of the bidding process.
3. After the selection process of the vendor is completed, the successful bidder shall provide 5% of the annual contract amount as '**Performance Security** Deposit' (non-interest bearing), 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.
4. The performance security will be returned, after adjustment of any due, subject to satisfactory completion of the contract.
5. All the quoted rates must be written both in figures and words. Corrections, if any, is to be made by crossing out and rewriting should be authenticated.

6. The vehicles should be in good condition, without dents and scratches etc. The color of the vehicles will be white. They should have been first time bought on or after 01.01.2012 and should not have run for more than 50,000 kms.
7. All the vehicles must have valid taxi permit to run in the territory of Gujarat. The vehicles should run only on petrol or diesel, and it should not be fitted with any fuel gas kit.
8. No claim, whatsoever, should be pending in respect of any vehicle, including substitute vehicle provided during the contract period.
9. The vehicles shall be for the exclusive use of the Income Tax Department on 24X7 basis. The Department shall not allow use of the hired vehicles, by the vendor, for any other purpose.
10. The vehicles will be at the disposal of the respective controlling officer and the timing and duration of deployment of vehicles will be as per the requirement of the controlling officers.
11. The vehicles will be kept neat and clean and in perfect running condition. The cotton seat covers & curtains, perfume and tissues shall also be provided by the vendor. The vehicles are to be parked in the office premises.
12. All legal obligations in respect of the vehicles i.e. Road Tax, RTO registration, comprehensive insurance policy and permissions, from any authority etc. and in respect of the driver i.e. minimum wages as per Govt. Regulation, social security, other liability etc. will be the responsibility of the vendor. Any such expenses or charges paid by the department shall be deducted from the amount payable to the vendor.

13. All the drivers should have valid driving licenses with minimum experience of two (2) years. The vehicles should be registered with the concerned Govt. authority. A certificate to this effect should be provided. All the drivers of the vehicle must follow traffic rules and other regulations prescribed by the Government from time to time.
14. All expenses relating to salary and allowances of the driver, over time payment, maintenance of vehicles, petrol/diesel, oil and other expenditure related to the vehicle and the driver will be borne by the vendor.
15. The vendors should ensure payment of wages, as per minimum wages Act, and all kind of statutory payments to the drivers deployed by them. The vendor will have to follow all the statutory rules and regulations in respect of its employees i.e. Labour Law, ESI, Provident Fund, etc. The 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.
16. The vendor will have to follow all the statutory rules and regulations in respect of its employees i.e. Labour Law, ESI, Provident Fund etc.
17. All the Drivers must observe all the etiquette and protocol while performing the duty. They must be neatly dressed in the prescribed uniform. They must carry a mobile phone in working condition on 24X7 basis, for which no separate payment shall be made by the Department.
18. In the event of breakdown of vehicles/ accident 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 in addition to the penalty levyable.

19. 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 due to an accident. The department will not be responsible for any such loss.
20. A daily record indicating time and Kilometers entry, starting from the place of pick-up and ending at drop of the officer, for each vehicle shall be maintained in a log book. Such entries should be shown to the officer, to whom the concerned vehicle is assigned, every day and obtain his initial.
21. 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.
22. The vendor shall provide separate dedicated vehicle and driver for each officer. Any change in vehicle and/or driver should be made only in very exceptional circumstances and with the prior permission of the concerned officer.
23. The vendor should be 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.
24. No other person except the vendor's authorized representative/driver shall be allowed to enter the office premises. Within the office premises, the vendor's personnel/ driver shall not do any private work other than assigned duties.
25. The vendor or his representative would ensure that all his personnel/ driver behave courteously and decently with the Officers/ Officials of the Income Tax Department and also ensure good manners. The

vendor shall ensure that peace and order is maintained in the office premises by his employees.

26. The vendor shall submit copies of the Registration Certificate and comprehensive insurance policies of the vehicles being offered for hire and particulars with photograph of the drivers dedicated to each vehicle.
27. The successful bidder shall be required to produce the vehicle in the office for the physical verification/inspection.
28. The vehicles should carry **a designation plate** on the staff cars as **approved by the department**. The designation plate should be covered when the particular officer is not occupying the vehicle. On the number plates, a red strip showing '**On Government of India duty**' will be painted. No separate charges shall be paid on this account.
29. The successful bidder shall have to provide the required vehicles. 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 on the aforesaid terms.
30. The rate should be specified (exclusive of Service Tax & other Govt. levies as applicable) for 1500 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.
31. The charges for each vehicle for additional hours after 300 hours and additional distance after 1500 km per month should also be specified in the rate. In case any vehicle is required on Saturday, Sunday or any holiday kilometer, mileage/hours for those days will be included in the monthly limit of 1500 kms/300 hours.

32. The unused kilometers/ hours of a month are to be carried forward to the next month. Simultaneously, extra Kms/ hours, over and above the agreed 1500 kms or 300 hours per month per vehicle are to be carried forward and accumulated to the next month.
33. At the end of the contract year, such cumulative shortage or excess kilometers/ hours of a vehicle shall be first adjusted with excess kilometers/ hours of another vehicle hired from the same vendor. The adjusted excess kilometers/ hours of the vehicles will be paid, as per kilometer/ hour basis at the end of contract year.
34. This contract will be effective for duration of one year from the date of signing the contract unless terminated earlier. The contract may be renewed for a further period of one year as mutually agreed upon, subject to satisfactory performance.
35. **TERMS OF PAYMENT :-**
- a. The monthly consolidated bill in triplicate for the no. of vehicles hired will be submitted to the designated office, within five days of the end of the month along with log book, which shall be got duly verified and signed by the officer-in-charge. Payments will be released after making necessary verification.
  - b. Payment for use of a vehicle for a fraction of month will be paid on pro-rata basis with reference to 1500 kms per month.
  - c. In case of increase or decrease in price of petrol or diesel by Rs.5/- per litter as compared to that of on the date of contract or subsequent rate adjustment, the monthly rate shall be adjusted by such increase or decrease on proportionate basis.
  - d. However, such increased monthly rate shall not be more than Rs.40,000/- per month in case of staff car and operational vehicle

or Rs.30,000/- per month in case of small car exclusive of Service tax and any other Govt. levies as applicable.

36. Any violation of above mentioned terms/conditions shall result into penalty for defaults as prescribed below. The penalty shall be levied and collected by the Department out of dues. However, before levy of penalty, a show cause notice will be issued to the vendor by the concerned controlling officer.

**PENALTIES**

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

SN	Nature of default	Penalty
1	Late reporting	Rs.200/- per instance
2	Non-reporting	Rs.1000/- per day
3	Vehicle kept unclean	Rs.500/- per day.
4	Poor maintenance of vehicles	Rs.5,000/- per month
5	Stoppage of vehicle due to insufficiency of fuel	Rs. 500/- per instance
6	Breakdown of vehicle more than once a month	Rs.200/- per instance
7	Change of drivers without permission	Rs.1000/- per instance
8	Unsafe/Rash driving	Rs.500/- per instance
9	Non-observation of dress code	Rs.100/- for first instance and Rs.200/- for subsequent instances.
10	Refusal of duties	100% of proportionate contract charges per day

37. Subsequent and frequent occurrence of the above defaults or violation of the above mentioned terms/conditions may lead to termination of the contract without any notice.

38. The contract between the Department and the Transport Operator(s) can be terminated with prior notice of at least three month by the vendor or one month by the Department, without assigning any reason.

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## TECHNICAL BID

(Information is required to be submitted in a separate sealed cover in below format with adequate supporting proof)

SN	Particulars	
<b>1</b>	Name, address & telephone No. of the vendor	
<b>2</b>	Income Tax assessment particulars, Ward/Circle & PAN	
<b>3</b>	Name and address of the Proprietor / Partners / Directors and their PAN.	
<b>4</b>	Number of vehicles presently owned along with proof of ownership	
<b>5</b>	Turnover in the F.Y. 2013-14 along with documentary evidence.	
<b>6</b>	Copy of I.T. Return for the A.Y. 2014-15 or certified copy of the P&L A/c and Balance Sheet.	
<b>7</b>	Service Tax Number (attach last 2 year's Service Tax Return's copy)	
<b>8</b>	Provident Fund Number allotted by Regional Provident Fund Office.	
<b>9</b>	ESI Registration No.	
<b>10</b>	Details of hiring of vehicles done in the past:- <ol style="list-style-type: none"> <li>a. Name &amp; address of the parties to whom vehicles were given on hire;</li> <li>b. Period for which the vehicles were hired out;</li> <li>c. Number of vehicles given on hire.</li> <li>d. Performance certificates from the parties to whom vehicles were given on hire.</li> </ol>	

<b>11</b>	Whether the vendor has been black listed by any Govt. office/ department in last 5 years if yes, details thereof			
<b>12</b>	Number of Vehicles, the vendor is presently bidding for			
	<b>Model of the Vehicles</b>		No. of Vehicles being offered for hire	
	a.			
	b.			
<b>13</b>	Details of year of make and mileage run by the vehicle bided for -			
	Sr.No.	Model of Vehicle	Yr. of Make	Mileage (in Kms)
<b>14</b>	Details of relevant instrument in respect of Earnest Money Deposit			
<b>15</b>	Details of Demand Draft / Banker's cheque in respect of the tender fee, in case tender documents were downloaded from the internet site.			

I, \_\_\_\_\_ (full name in block letters), son/daughter of \_\_\_\_\_, proprietor / partner / director of ----- hereby solemnly declare-

- that to the best of my knowledge and belief, the information given in the Technical Bid and Financial Bid is correct and complete.

- that we and/ or our concern have not been black listed by any Central / State Government Department, Semi Government Organization or PSU in last five year.

- that we are abide to render the required vehicles on hire at the rates prescribed in the Financial bid, subject to approval from the Department at the terms and conditions enclosed with the Tender document, in case my quotation accepted by the Department,

- that I know, in case of any false, incomplete information given here, the contract may be terminated by the Department without giving any notice.

Place : \_\_\_\_\_ Name & signature of the  
Date : \_\_\_\_\_ Authorized Signatory.

- Encl. :
- i. Crossed instrument for EMD and Tender fee, if not paid earlier,
  - ii. Copy of PAN card,
  - iii. Copy of the service tax registration certificate,
  - iv. Copy of the PF and ESI registration certificates,
  - v. Copy of the service tax registration certificate
  - vi. Copy of the I.T. Returns or certified financial statements
  - vii. Performance certificates from the parties to whom vehicles were given on hire.
  - viii. Copy of proof of ownership of the vehicles offered.

**The instrument for 'Earnest Money' should be submitted alongwith Technical Bid. Bids without payment of the tender fee and 'Earnest Money' Deposit shall be treated as void and will not be considered.**

## **FINANCIAL BID**

(To be submitted in below format in a separate sealed cover. For different type of vehicle, please use a separate sheet)

1. Name & Address of the bidder :
2. Telephone no. :

### **Rate Chart per Vehicle**

(exclusive of Service Tax, other taxes & duties)

**TYPE OF VEHICLE :-** \_ \_ \_ \_ **Fuel :** \_ \_ \_ \_ (Specify the type of vehicle)

<b>SN</b>	<b>Description</b>	<b>Rate (Rs.) for</b>
1.	For 1500kms & 300 hours	
2.	For every extra Kilometer	
3	For every extra hour beyond 3600 hours (per annum)	
4.	No. of vehicles offered	
SN	Yr. of Make	Kms run

Name & signature of the  
Authorized signatory

**[Note-1: The maximum rate limit for hiring of a vehicle is Rs.40,000/- per month in case of staff car and Rs.30,000/- per month in case of small vehicle exclusive of Service Tax and any other Govt. levies etc. as applicable]**

**Note-2: For each type of vehicle, a separate financial bid in the above format is to be submitted]**