



सत्यमेव जयते

DIRECTORATE GENERAL OF INCOME TAX (RISK ASSESSMENT)

4TH FLOOR, MAYUR BHAWAN, CONNAUGHT CIRCUS, NEW DELHI- 110001

Tel. No. : 011-23414771, FAX No. : 011-23414775

F.No.DIT/RA/2018-19/Tender/148

Dated: 11/07/2018

NOTICE FOR INVITING OPEN TENDER

Sealed Tenders are invited for the supply of eight mid-sized operational vehicles-Sedan model, on monthly hire basis for the office of the Director General of Income Tax (Risk Assessment), New Delhi. The vehicle will be required 24 hours a day, 7 days a week, initially for the period of one year from the date of signing of the contract. The contract may be extended for further one year or another year at the discretion of the competent authority subject to satisfactory performance and if all the terms and conditions of the contract have been adhered to.

Rs. 40,000/- per month (exclusive of service tax and other charges) has been fixed as the maximum hiring charges admissible for vehicle.

Tender forms along with terms and conditions can be obtained from the office of the Director General of Income Tax (Risk Assessment), New Delhi on any working day between 10.a.m. to 05.00 p.m. or the same may be downloaded from the website of the Income Tax Department at www.incometaxindia.gov.in and also the e-Procurement website of the Government of India. Filled in tender forms will be accepted till 05.00 p.m. on 23.07.2018 which will be opened on 24.07.2018 at 12.30 pm.



Sandeep Rana
11/07/2018

(Sandeep Rana)

DDIT (HQ),

Directorate of Risk Assessment

New Delhi

SANDEEP RANA, IRS

Deputy Director of Income Tax (Hqrs.)

Directorate of Risk Assessment

New Delhi

Directorate of Income Tax
(Risk Assessment)
4th Floor, Mayur Bhawan, Connaught Circus
New Delhi-110001

F.No:-DIT/RA/2018-19/Tender/

OPEN TENDER ENQUIRY

Directorate of Income-Tax (Risk Assessment) invites open tenders in sealed covers to provide vehicles for the office of the Director General of Income Tax (Risk Assessment), Delhi as per details and specification below:-

VEHICLES REQUIRED

08 (Eight) Mid-sized Sedan model vehicles, No. of vehicles may be increased/reduced on same terms and conditions as per requirement of the Directorate.

ELIGIBILITY CRITERIA

1. The bidders who do not meet the qualifying parameters will be rejected.
2. The bidder must have past experience of providing vehicles on hire to the Income Tax Department, Delhi/ any other central govt. department in NCR/ Ministries of central government in NCR.
3. The Make & model of the vehicles should not be earlier than 2015. All the vehicles must have valid permit to run in the territory of NCR.
4. The bidder must possess valid PAN and Service Tax Registration No.
5. Hired vehicle will have to run free 2600 Kms in one month with air conditioner/ heater as required. In case the vehicle run is less than 2600 Kms in a month, the remaining unused kilo meters will be carried forward and will be available for free use in the remaining period of contract, in addition to the usual free run of 2600 km per month. If the total vehicle usage is more than 2600 kms, then extra payment will be made as per contract rates subject to the ceiling as prescribed by department. The vehicle will be kept available at the timings intimated by the office for a minimum of 360 hours in a month including holidays, if necessary.
6. The bidder should not have been blacklisted or debarred by the Income Tax Department or any other Govt. Department during last three years. An affidavit to this effect must be furnished with the technical bid on stamp paper of Rs. 10/-

7. The bidder must possess at least 10 sedan mid sized vehicle in his/her name or in the name of entity owned by him .
8. The bidder must have provided vehicles to Income Tax Department, Delhi/ any other central govt. department in NCR/ Ministries of central government in NCR for at least three past years and twenty in numbers in each year (supporting documents should be attached).
9. The bidder must have a turnover of Rs. 75 lakh per year during three financial years i.e. F.Y. 2014-15, 2015-16 & 2016-17 (P&L and Balance Sheet / Financials/Audit Report should be attached for each year).
10. The bidder has to file satisfaction certificate from at least two government departments where the services have been provided in the last three years and where the no. of vehicles provided was not less than five in that contract.
11. Earnest Money Deposit of Rs. 50000/- (Rs. Fifty thousand only) is required in the form of Demand Draft in favour of the ZAO/CBDT, New Delhi. Failing which the tender shall be rejected out rightly.
12. The tender committee reserves the right to reject any quotation without assigning any reason whatsoever.
13. The tender details are also available at Notice Board in the Directorate of Income Tax (Risk Assessment) on 4th Floor, Mayur Bhawan, Connaught Circus, and New Delhi-110001 and can be downloaded from official website of the Income-Tax Department i.e. www.incometaxindia.gov.in and also the eProcurement website of the Government of India.

BID SUBMISSION AND OPENING

The contractors/bidders are required to submit two bids i.e. technical bid and financial bid in the prescribed format i.e. Annexure- A and Annexure- B respectively. Both the bids separately sealed should be submitted in a single sealed cover duly marked as " Tender for hiring of operational vehicles" located at Room No. 407, 4th Floor, Mayur Bhawan, Connaught Circus, New Delhi-110001 by 17.00 hours by 23rd July, 2018. No bid shall be received after 17.00 hours. The technical bids shall be opened at 12:30 P.M. on the 24th July, 2018 in Room No. 407, 4th Floor, Mayur Bhawan, Connaught Circus, New Delhi in the presence of interested Bidders, who may wish to be present. After opening of technical bids, The Bid Evaluation Committee and will screen the bidders in terms of various eligibility criteria. The decision of Bid Evaluation Committee shall be final with regard to technical bids. Financial bids of only the technically qualified bidders shall be opened on the same day.

RESERVED BID PRICE

The maximum rates for hiring of these vehicles as approved by the competent authority are Rs. 40,000/- (Rs. Forty Thousand Only) per month for mid-size segment.

ANNEXURE-A

TECHNICAL BID DOCUMENT FOR HIRING OF OPERATIONAL VEHICLE

1. Name of the applicant/agency/company :
2. Address (With Tel. No & Fax No.) :
3. Contact person(s) with Designation
(with Mobile No. & Email id, if any) :
4. Copy of PAN Card :
5. Copy of Registration No. :
6. Affidavit of not having been blacklisted by any Government
Department during last three years on stamp paper
of Rs. 10/- only :
7. Return of Income filed by the applicant/agency/company for the three years
AY 2015-16, 2016-17 and 2017-18 (Copy to be enclosed):
8. Copy of financials / Audit report for F.Y. 2014-15, 2015-16 & 2016-17.

Qualifying Parameters:

As per the checklist enclosed.

ANNEXURE – B

FINANCIAL BID DOCUMENT FOR HIRING OF OPERATIONAL VEHICLES.

1. Name of the applicant/agency/company :
2. Address (With Tel. No & Fax No.) :
3. Contact person(s) with Designation
(With Mobile No. & Email id, if any)
4. Rates (Both in words and figures) :

SN	ITEM for which rates are to be quoted	Rates (in Rs.) to be quoted by bidders	Remarks
1.	Monthly rate for 2600 KM & 360 Hrs.		The time and distance is to be calculated from the time and place of reporting to the time and place of release
2.	Rates for Extra Km		1. It will be deciding factor in case of Tie in monthly rates. 2. Reserved Maximum Rate = Rs. 12/Hour
3.	Rates for Extra Hours		1. It will be deciding factor in case of Tie in above two rates. 2. Reserved Maximum Rate = Rs. 20/Hour.
<ul style="list-style-type: none">• It is essential to quoted in r/o all the items, otherwise the bid will be rejected.• Rates should be exclusive of service tax/other charges.			

Declaration

I/We Hereby certify that the information furnished above is true and correct to the best of my/our knowledge. I/we understand that in case any decision is found in the above statement at any stage, I/we will be blacklisted, and that I/we will not have any dealing with the Institute in future.

(Signature of Authorised Signatory with date)

TERMS & CONDITIONS:-

The interested parties must be capable of providing vehicles on the following terms & conditions.

1. Contract charges include monthly charge of driver, repairs and maintenance of vehicle, insurance, petrol/Diesel oil and also any other incidental expenses including penalty, fine situation.
2. CNG fitted vehicles shall also have the option of running on petrol/diesel in emergency situation.
3. In the case of any accident, all the claims arising out of it shall be met by the Contractor.
4. The vehicle will be kept neat and clean and in perfect running condition & should be provided with air conditioner, heaters, neat clean seat covers/towels, curtains and perfume etc.
5. If the vehicle is out of order, the Contractor shall provide a similar vehicle as substitute 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 and the additional cost incurred by the Department will be borne by the Contractor.
6. Payment shall be made on presentation of the bill in the subsequent month.
7. The Driver should have valid driving license and vehicle should be registered with the concerned authority. The drivers of the vehicle provided must follow traffic rules and other regulations prescribed by the Government from time to time.
8. The contract between the Department and the Transport Operator can be cancelled with a notice of 30 days by operator or the department.
9. The vehicle will be required 24 hours a day, 7 days a week, for the period of one year.
10. A penalty of Rs. 1500/- per day vehicle may be levied if any vehicle fails to meet the terms and conditions prescribed herein on any day. However, in case of frequent violations of the terms and conditions, the contract can be cancelled forthwith without any notice and the bank guarantee may be forfeited.
11. The Drivers shall observe all the etiquette and protocol while performing the duty. He shall be neatly dressed, should wear white uniform and shall carry a mobile phone in working condition, for which, no separate payment shall be made by the Department.
12. The suitability of the drivers will be finally assessed by the Directorate of Income-Tax (RA).
13. The Contractor and driver shall be bound to carry out the instructions of the Department as well as the officers to whom the vehicle is assigned.
14. A daily record indicating time and mileage for each vehicle shall be maintained in a log book.

15. The Directorate of Income Tax (RA), New Delhi reserves the right to accept or reject any or all quotations without assigning reason.
16. The contract shall be effective for duration of one year from the date of commencement of the contract unless terminated earlier for violations of any of the terms and conditions mentioned above. The contract may be renewed for a further period of one year if desired by the Directorate of Income Tax (Risk Assessment).
17. The applicant and their respective officers, employees, agents and advisors shall observe the highest standard of ethics during the bidding process. Notwithstanding, anything to the contrary contained therein the Directorate may reject an application without being liable in any manner whatsoever to the applicant, if it determines that the applicant has directly or indirectly or through an agent, engaged in corrupt, fraudulent coercive, undesirable or restrictive practice in the bidding process.
18. The bidder shall abide by all the extent laws related to taxes and leviers as applicable to it.
19. The Vehicle shall be be at the disposal of the Directorate of Income Tax (Risk Assessment) throughout the contract period at all times. Dedicated vehicle number and driver shall not be changed without prior approval of hiring authority. The vehicle will be required 24 hours a day, 7 days a week, for the period of one year.
20. The vehicle shall be parked either in the office premises or a place as decided by the Department.
21. The liability of the customer is limited to the contract values only.
22. It shall be the responsibility of the Supplier of the vehicle to bring the vehicle to the place of reporting. The kilometre and hour will be counted from place of reporting to place of release.
23. In the event of any question, disputes or difference arising between the parties relating to the interpretation and application of the provisions of this agreement, such disputes or differences shall be resolved amicably by mutual consultations and on failure to do so shall be referred for arbitration to the agreement in this regard shall be final and binding upon both the parties. Settlement of disputes will be as per Indian Arbitration and Conciliation Act-1996 and venue will be the office of the Director of Income Tax (Risk Assessment), New Delhi. It is clarified that the sole arbitrator to adjudicate any disputes arising out of the proposed contract shall be nominated/appointed by the Directorate of Income tax (Risk Assessment), New Delhi and he/shall not be a person below the rank of Addl. Director General of Income Tax. The parties shall continue to perform their obligation under this agreement during Arbitration proceedings. The venue for arbitration will be New Delhi.



Deputy Director of Income Tax-Hqrs (Risk Assessment)
O/o the Director General of Income Tax (Risk Assessment)

Sandeep Rana
11/07/2018
SANDEEP RANA, (RIS
Deputy Director of Income Tax (Hqrs)
Directorate of Risk Assessment
New Delhi

CHECKLIST

S. No.	PARTICULAR	Yes/No	Remarks
1.	Earnest Money Deposit of Rs. 50000/- (Rs. Fifty thousand only) in the form of Demand Draft in favour of the ZAO/CBDT, New Delhi.		
2.	Number of vehicles owned.		
3.	Details of vehicles. (Make/Model year should be later than 2015)		
4.	Past experience. (Must have provided at least twenty vehicles each year for past Three years. Attach Copy of agreement with Income Tax Department, Delhi/ any other central govt. department in NCR/ Ministries of central government in NCR as supporting evidence)		
	FY 2015-16		
	FY 2016-17		
	FY 2017-18		
5.	Copy of the ITRs of three years.		
	AY 2015-16		
	AY 2016-17		
	AY 2017-18		
6.	Affidavit of not having been blacklisted.		
7.	Satisfaction certificate from at least two government department where the services have been provided in the last three years and where the no. of vehicles provided was not less than five in that contract.		
8.	Valid PAN and Service Tax Registration No.		
9.	Turnover of three years (P&L and Balance Sheet/ Financials /Audit Report should be attached for respective year)		
	FY 2014-15		
	FY 2015-16		
	FY 2016-17		