



OFFICE OF THE  
DRAWING & DISBURSING OFFICER,  
PR. COMMISSIONER OF INCOME TAX, DELHI-7, NEW DELHI  
R.No-412(A), CENTRAL REVENUE BUILDING, I. P. ESTATE, NEW DELHI

F.No./DDO/Pr. CIT-7/Tender/Vehicle/2021-22/ 735

Date: 14.03.2022

**NOTICE INVITING E-TENDER**

The DDO O/o Pr. Commissioner of Income Tax-7, New Delhi intends to invite sealed tenders from the interested vendors/agencies engaged in the business of providing vehicles/taxi through Income Tax Department's website at [www.incometaxindia.gov.in](http://www.incometaxindia.gov.in) from reputed, experienced and financially sound vehicle service providers to provide rental cars. The contract will be initially for a period of one year. The number of vehicles required may increase or decrease during the period of contract. The bid has to be submitted through registered post or by hand at DDO, O/o Pr. CIT, Delhi-7, New Delhi, Room No.412-A, 4<sup>th</sup> Floor, C.R. Building, I.P. Estate, New Delhi-110002, subject to the following Technical Eligibility Criteria and terms & conditions. The Department may initially hire **six mid-size vehicle/car i.e. Ciaz/Corola Altis/Honda City/Hyundai Verna** preferably white or off white. The number of vehicle required during the contract period may also be increased or decreased at the same rate and terms & conditions.

**Bid Submission and opening:**

The bid should be submitted by the vendors by 11:00 AM on 28.03.2022 through registered post to DDO, O/o Pr. CIT, Delhi-7, Room No.-412-A, 4<sup>th</sup> Floor, C.R. Building, I.P. Estate, New Delhi-110002.

The bid shall consist of two parts- Technical bid and Financial bid. Both the bids are to be placed in two sealed envelopes (**clearly super scribing 'Technical bid' and 'Financial bid' which in turn are to be placed in one sealed cover.** The bids of all parties whose financial bid is not in a separate sealed cover or the rates quoted by them finds mention in their technical bid shall be rejected forthwith. All the information sought under the head '**Terms and conditions' and 'other information to be supplied with technical bid' is to be given in technical bid**, while the price quoted by them will have to be mentioned only in the price bid. The price bids of only those parties shall be opened whose technical bids are found to be eligible. The technical bid shall be opened at **03:30 PM on 29.03.2022** in R.No-391, 3<sup>rd</sup>, C. R. Building, I. P. Estate, New Delhi in presence of Tender Committee and only one representative of each of the bidder who wishes to be present. The decision of Tender Committee shall be final with regard to technical bids. Immediately after opening of technical bids, financial bids of only the qualified bidders shall be opened.

(Ravi Kumar)  
Drawing & Disbursing Officer,  
O/o Pr.CIT, Delhi-7, New Delhi.  
Drawing and Disbursing Officer  
O/o Pr. CIT, Delhi-7  
New Delhi

Copy to:

1. Notice Board (C. R. Building, I. P. Estate, New Delhi)

Drawing & Disbursing Officer,  
O/o Pr.CIT, Delhi-7, New Delhi

### **Reserved Bid Price**

The maximum rates for hiring of these vehicles as approved by the Competent Authority are Rs. 40,000/- (exclusive of taxes) per month.

### **Technical Eligibility Criteria**

The tendering agency **must fulfill the following technical specifications in order to be eligible for technical evaluation of the bid described in section A to D.**

1. The registered office of the agency should be located either in Delhi/ New Delhi in the radius of 20 km of I.P Estate. An attested copy of the registration certificate of offices in Delhi/ NCR should be enclosed.
2. In case of partnership firm, a copy of the partnership deed, or General Power of Attorney duly attested by a Notary Public, should be furnished on stamped paper duly sworn or affirmed by all the partners admitting execution of the partnership deed or the general power of attorney. The attested copy of the certificate of registration of the firm should also be enclosed along with the tender.
3. The agency must have a minimum of three years' experience in supplying vehicles on hire to reputed private companies/ public sector companies/ Banks/ Central and State Government Departments. Proof of at least two contracts relating to supply of vehicle service to Central Government/ State Governments / PSUs / Bank / reputed private bidders in the last three years along with attested copies of the supply order should be enclosed with the tender document.
4. The agency should have a minimum annual turnover of Rs.50 lakhs each year during the last three financial years i.e. 2018-19, 2019-20 and 2020-21. A copy of turnover statement duly certified by the Authorized Chartered Accountant along with ITR must be enclosed with the tender of document.
5. The agency should have its own Bank Account. Certified copy of the account for the last three years issued by Bank should be enclosed.
6. Certified copy of the PAN card shall be attached with the Bid document.
7. The agency (not individual) should be registered with GST. Certified copy of the registration shall be attached with the Bid document.
8. The agency must have a minimum of 10 vehicles of make mentioned in the tender documents not be earlier than December, 2019 registered in its name in Delhi or NCR. A list of such vehicles with registration details should be attached with the bid. The list should also indicate the date of registration of the car. The

Pr. CIT-7, New Delhi may ask the agency to produce the original RC at the time of examination of technical bid.

9. Self-certificate that the bidder has not been blacklisted by any Central Government Department/ Ministries/ PSU's/ Banks, etc. should be enclosed. An affidavit to this effect must be furnished with the technical bid on stamp paper of Rs.100/-.
10. The agency must attach proof of successful and satisfactory completion of at least three contracts/ works each amounting to at least Rs. 25.00 lakh per annum or 2 works amounting to Rs. 40 lakh each or 1 work amounting to Rs. 50 lakh per annum during the last three years from the tender opening date. The certificate should be from prominent organization (Government organizations/ PSUs/ Bank/ reputed private firms).

**Price Bid:-**

S. No.	Item for which rates are to be quoted	Rate (in Rs.) to be quoted by bidders	Remarks
1	Monthly rate for 2600 KM & 360 Hrs	1.a	1. The time and distance is to be calculated from the time & place of reporting to the time & place of release. 2. Minimum rate quoted among the bidders will be the rate in which the successful bidder will have to be agreeing to provide the vehicle. 3. Reserved Maximum rate is Rs. 50,000/- per month.
2	Rates for extra KM	2.a	1. It will be deciding factor in case of tie in monthly rates. 2. Minimum rate quoted among the bidders will be the rate in which all the successful bidder will have to be agreeing to provide the vehicle. 3. Reserved maximum rate = Rs.12/KM.
3	Rates for extra Hours	3.a	1. It will be deciding factor in case of tie in above two rates. 2. Minimum rate quoted among the bidders will be the rate in which all the successful bidder will have to be agreeing to provide the vehicle. 3. Reserved maximum rate = Rs.20/hour.
<ul style="list-style-type: none"> <li>➤ It is essential to quote in r/o all the items; otherwise the bid will be rejected.</li> <li>➤ Rate should be exclusive of taxes.</li> </ul>			

Note: The minimum in respect of all the items (1. Month rate 2. Extra KM 3. Extra hours) will be the rate on which the successful bidder will have to provide the vehicles. The agreement will be done with the bidder after inspection of the vehicles (physically and papers) and interview of the drivers. The evaluation Committee will consider successful L-1 bidder for contract and if L-1 bidder failed to provide the vehicles on the prescribed norms then Evolution Committee have reserve the rights to consider the subsequent successful bidder (L-2).

11. The bidder should deposit **Earnest Money Deposit (EMD) of Rs. 50,000/-** (Rupees Fifty Thousand only) refundable in the form of Demand Draft/ Pay order payable to "ZAO, CBDT, New Delhi. All successful bidders have to deposit the EMD in sealed envelope at the time of scrutinizing of documents by the Committee constituted for this purpose. The bid without EMD shall be rejected and no correspondence will be entertained on this subject.
12. The successful tender(s) will have to deposit **Performance Bank Guarantee of Rs.100,000/-** (Rupees One Lakh only) by a reputed Bank. The performance bank guarantee should remain valid for a period of sixty days beyond the date of completion of all contractual obligations by the bidder. In case the contract is further extended beyond the initial period, the performance bank guarantee will have to be accordingly renewed by the successful tendered (s).

#### **A. Terms and Conditions of the Contract**

##### **General**

1. The contract will be initially for a period of one year and is likely to commence from the date of signing of the agreement which may be extended for a further period of one year on the same rates, terms and conditions depending upon the requirement and administrative convenience of the Pr. CIT-7. Pr. CIT-7, however, reserves the right to terminate/ curtail the contract at any time after giving one week's notice without assigning any reason.
2. The date of purchase of vehicle provided should not be earlier than December, 2019.
3. Cars to be provided by the Bidder(s) should be in perfectly good and sound condition mechanically and suitable for use by Senior Officers.
4. Vehicles supplied should be fitted with all modern features.
5. The vehicles should be comprehensively insured.
6. The vehicles will have to be fitted/ provided with the following additional accessories/ utilities:

- a. Clean seat covers
  - b. Quality radio music
  - c. Reading lamp
  - d. Tissue paper box
  - e. Car perfume
  - f. Seat Belts (front Rear)
  - g. Umbrella during Monsoon
7. The bidder should have sufficient numbers of drivers having experience of driving in Delhi. The bidder should own a fleet of sufficient number of vehicles so as to ensure prompt and smooth service.
  8. Only such vehicle Operators may apply who have telephone connections available at their Premises/ Garage/ Stands from where such vehicles are to be operated and can be requisitioned by this Department.
  9. The bidder should ensure that the drivers employed hold valid driving license, are well trained, well behaved, reasonable educated, and conversant with traffic rules/ regulations and city roads/ routes as well as security instructions.
  10. Each driver employed by the bidder must have a cell-phone duly activated.
  11. Each driver should wear uniform while on duty. Each driver provided to this Department along with the vehicle should have police verification.
  12. Punctuality will have to be ensured and log book shall be maintained by the drivers for this purpose. The driver should not leave the office in the evening without prior permission of the attached concerned officer in any case.
  13. No mileage will be allowed for lunch/ tea of the driver. Driver should carry his lunch.
  14. A list of drivers who would be deployed on duty along with their valid driving license nos. has to be provided to the Department. No driver should be changed unless the officer to whom the driver reports is apprised.
  15. The bidder should inform in advance the bio-data of all drivers who would be deployed on duty.
  16. Declaration from the bidder on their letter-head stating that the drivers provided are of Good Character, have police verification, have valid driving license and are aware of the roads of Delhi is required.
  17. The bidder should have an adequate number of telephones for contact round the clock and these may be conveyed to this office.

18. The bidder should be experienced in providing fleets for events, delegations, meetings and conferences, etc.
19. "Full Day" would be implying a run of the car upto 100 kms and 12 hours duration.
20. Full month would imply 2600 kms upto 360 hours.
21. The maximum rate per vehicle/ car is Rs. 50,000/- per month.
22. Rates once finalized will be fixed at least for a period of one year and used as base rate in case of upward/ downward change in rates in fuel prices.
23. Any complaint from the users regarding poor upkeep, maintenance, non-availability of above accessories or any of the conditions prescribed for drivers not being met would attract a cut from the bill for that day(s) on pro rata basis @25% in the first instance, 50% in the second instance and removal of driver and / or vehicle from the fleet on the third instance either from per day rate on pro rata basis. The unsatisfactory services rendered may lead to cancellation/ blacklisting of the vendor.
24. Any overtime arising due to breakdown of vehicle supplied by Agency shall be on his account and shall not be charged to the Pr. CIT-7, New Delhi.
25. A daily record indicating time and mileage for each vehicle shall be maintained by the driver in a log book in a format as per govt. instructions and the log book shall be submitted to concerned officer at the Pr. CIT-7, New Delhi.
26. The time and mileage shall be taken in to account from the reporting time at the appointed place (both at the time of reporting and closing).
27. Once the hiring of vehicles commences from a particular agency/ bidder, the vehicles and **drivers should not be changed** unless so requested for by the Pr. CIT-7. The vehicle must be available at any time of day as desired by the Pr. CIT-7, New Delhi.
28. The driver provided by the bidder should fulfill the following conditions:
  - a. Should be in possession of valid driving license issued by RTO.
  - b. Should not **smoke; chew pan/ Pan Masala/ Tobacco**.
  - c. Should be conversant with the routes of all Government buildings and important roads within Delhi and NCR.

- d. Should not indulge in any activity inimical to security of the officers travelling in his car.
29. The bidder must also ensure that all the necessary documents (Registration Certificate, Insurance papers, PUC certificate etc.) are available with the driver deployed for duty for the Department.
30. The bidder has to submit an acceptance letter indicating type of vehicle and rates and acceptance of all terms and conditions provided therein. He is required to execute a contract before the service is started.
31. In case of breakdown of any vehicle during duty, it shall be the responsibility of the operator to provide a substitute vehicle, which is of similar make as replacement immediately.
32. The liability of the Pr. CIT-7, New Delhi will be limited to the hiring charges agreed in the contract.
33. No additional terms & conditions over and above the conditions stipulated above shall be entertained by the Pr. CIT-7, New Delhi.
34. Actual parking charges/ Toll charges will be payable along with the monthly bills, only upon submission of the parking bills/ toll receipts etc.
35. The agency will be responsible for compliance of all statutory provisions related to minimum wages, etc, in respect of the drivers deployed by it. The tendering agency will be fully responsible for payment of wages and other dues and compliance of all labour laws, welfare schemes applicable to the drivers deployed by them in the Department.
36. While the Pr. CIT-7, New Delhi has a requirement for hiring of vehicles, it shall have the right not to utilize the service at all at any time for any period without giving any notice. The Department will also reserve the right to hire taxis from any other provider of such services even during the period of contract.
37. In case of breach of any of terms and conditions mentioned above, the Competent Authority will have the right to cancel the work order without assigning any reason thereof, and nothing will be payable by this Department in that event and the Security Deposit in the form of Performance Bank Guarantee shall be forfeited.
38. The Bank Guarantee can be forfeited by order of the Competent Authority of the Office of the Pr. CIT-7, New Delhi in the event of any breach or negligence or non-observance of any terms / conditions of contract or for unsatisfactory performance or for non-acceptance of the work order. During the contract period or even after expiry of the contract to cover any incorrect or excess

payment made on the bills to the bidder, shall be retained until the final audit report on the account of bidder's bill has been received and examined.

39. 1% of the daily amount will be deducted in case of delayed reporting by the driver and Rs. 1000/- per day will be deducted in case non availability of vehicle on any day in case of hiring on monthly basis.
40. For all disputes/ differences / interpretation etc. whatsoever arising out of or relating to this contract, meaning and operation or effect of this contract of the breach thereof, decision of the Pr. CIT-7, New Delhi shall be final and binding on both parties.
41. The tenderer submitting a tender would be presumed to have read and fully understood all the terms and conditions and instructions contained in the tender documents and parts / annexure thereof. No enquiry, verbal or written, shall be entertained in respect of acceptance / rejection of the tender.
42. The tenderer is at liberty himself or authorize, not more than one representative to be present at the time of opening of the tender. The representative attending the opening of the tender on behalf of the tenderer should bring with him a letter of authority from the tenderer and proof of identification.
43. In the case of any accident, all the claims arising out of it shall be met by the bidder.
44. The driver shall observe all the etiquette and protocol while performing the duty. He shall be neatly dressed and shall carry mobile phone in working condition, for which, no separate payment shall be made by the Department.
45. The near relatives of the employees of Income Tax Department are prohibited from participation in this tender. The near relatives for this purpose are identified as:
  - a. Member of Hindu Undivided Family
  - b. His/her husband or wife.
  - c. The one who is related to the other in the manner as father, mother, son(s), son's wife (daughter-in-law), daughter(s) & daughter's husband (brother-in-law), brother(s) & brother's wife, sister(s) and sister's husband (brother-in-law).
46. No mileage will be allowed for lunch/tea of the driver. Driver should make his own arrangement of meals etc.
47. After empanelment of vendors and award of contract, if any vendors is not able to provide the vehicle(s) as per the specification, this office will be free to hire

the vehicle(s) from other empanelled vendors or from outside at the rate at which the tender was awarded.

#### **B. Terms of Payment:**

1. No payment shall be made in advance nor any loan from any bank or financial institution recommended on the basis of the order of award of work.
2. All payments shall be made on monthly/ daily basis as the case may be against the bill duly supported by duty slips to be signed by user(s) or concerned authorized officer of this office.
3. Pr. CIT-7, New Delhi shall be at liberty to withhold any of the payments in full or in part subject to recovery of penalties mentioned in preceding para.
4. The term 'payment' mentioned in this para includes all types of payment due to the bidder arising on account of this contract excluding Earnest Money and Security deposit governed by the separate clauses of the contract.
5. Payments, subject to Tax Deduction at Source (TDS) shall be processed within 21 days of the submission of the complete documents.
6. Dully signed bills in triplicate shall be submitted along with the daily log book car's usage signed by the officer who used the vehicle. The car registration number should be mentioned on the bill. If car registration number is found to be before December, 2019 the contract will be stand cancelled/ blacklisted.

#### **C. Penalty**

- a. In case the vehicle provided by the concerned agency has not reported on time or not reported to Addl. CIT, Range-22, New Delhi (Admn)/ Controlling officer for further assignment of official duties on day to day basis, it will attract penalty amounting to Rs. 1500/- @ per day per vehicle.
- b. If the above default continues on regular basis Department reserves the right to cancel the contract without giving statutory one month's notice and performance security of the concerned agency will be forfeited.

#### **D. Condition in case of dispute**

- a. Any dispute with regard to any point in connection with hiring of vehicles will be referred to Department who will discuss the problem mutually and the decision taken by the Pr. CIT-7, New Delhi will be final and binding on bidders.

- b. For all disputes / differences / interpretation etc. whatsoever arising out of or relating to this contract, meaning and operation or effect of this contract or the breach thereof, decision of the Pr. CIT-7, New Delhi shall be final and binding on both parties.
- c. Alternative vehicles will be provided immediately in case of break-down / accident etc. failing which the taxi will be hired from the open market and the expenses incurred thereon shall be deducted from the monthly bill of the bidder.
- d. Inspection of vehicles / drivers shall be carried out from time to time by Addl. CIT, Range-22 (Admn.) or his subordinate at C.R. Building, New Delhi.
- e. The tender process of contract can be terminated at any time without any notice at the discretion of the Pr. CIT-7, New Delhi.

All the bidders, who have fulfilled the above terms and conditions may register their bids through registered post or by hand at **DDO, O/o Pr. CIT-7, Room No.-412-A, 4<sup>th</sup> Floor, C.R. Building, I.P. Estate, New Delhi-110002** well in advance to the last date of bidding, so that there is no cause of any complaints due to technical snag/delay on the last date of Bidding. Please take note that the L1 will be decided on the basis of eligibility criteria mentioned above.



(Ravi Kumar)  
D.D.O, Pr. CIT-7,  
Room No.-412-A, 4<sup>th</sup> Floor,  
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