

## PR. DIRECTORATE OF INCOME TAX (Inv.)-2, NEW DELHI

F.No. Pr.DIT(Inv.)-2/ Vehicles Tender/2017-18/ 16

Dated: 18/05/2017

### TENDER NOTICE FOR HIRING OF VEHICLES

The Pr. Director of Income-Tax (Inv)-2, New Delhi on behalf of the President of India invites Quotations in a sealed cover from reputed parties latest by 08/06/2017 at 4:00 P M, to be opened on 08/06/2017 at 5.00 p.m., for-

- 1) *Providing passenger vehicles for office duty as and when required. The vehicles which are required are mid size vehicles i.e. Innova, Mahindra XUV and other SUV segment cars with capacity to seat seven persons comfortably. The rates to be quoted for the SUVs/midsized vehicles separately for 06hrs./50 Kms. & 12hrs./100 Kms. and also per hour per Km.*

The bid shall consist of two parts- Technical Bid and Financial Bid. Both the bids are to be placed in two separate sealed envelopes, clearly super scribing "Technical Bid" and "Financial Bid" respectively, which in turn are to be placed in one large 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 technical details are to be given in technical bid while the price quoted by them will have to be mentioned only in the Financial Bid. The financial bids of only those parties shall be opened whose technical bids are found to be eligible while the disqualified bidder(s) financial bid shall be returned unopened. A panel of vendors shall be made for each of the requirements mentioned above. The lowest bidder shall be classified as L1 bidder. However other bidders may also be asked to provide vehicles at the rates quoted by L1 bidder, in case, L1 bidder is not able to provide all the required vehicles. Similarly for the second condition, bidding process is only for the purpose of price discovery. L 1 rates shall be determined in the bidding process. However, remaining bidders may be asked for empanelment, if they agree to provide vehicles at L 1 rates. However, they will be provided this choice in the order of L 2, L3 order strictly. It is proposed to make a panel of **at least 3 vendors** for the second requirement.

## GENERAL (COMMERCIAL) CONDITIONS

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

- a. The bidder should have been registered with the Tourism Department of Government of India/ State Government.
- b. The bidder should have service Tax and Income Tax registration as application in Delhi.
- c. The bidder should have experience of at least one year of working with Central Government/ State Government/public sector in the past three years i.e. FY 2014-15, 2015-16 and 2016-17.
- d. The bidder should own **at least 10 vehicle(s)** (not older than January, 2016) registered in its own name.
- e. The Applicant's Annual Turnover should not be less than Rs. 10 lakhs from the business of hiring of such type of vehicles in the F.Y. 2014-15 to 2016-17. In support of this, Applicant vendor should submit their copies of return of income filed with the income Tax Department along with Balance sheet & Profit and Loss Account for the relevant assessment years.
- f. Any bidder whose contract had been terminated by the Directorate of Income-Tax (Inv), New Delhi, anytime during the last five financial years, shall be debarred from bidding for the current tender process. Further, the Pr. Director of Income-Tax (Inv)-2, New Delhi reserves the right to disqualify any bidder whose offer to supply vehicles as per the tender bid submitted anytime during the last five financial years, had been terminated.
- g. Applicant Vendor should have a reputed client base & should not have been black listed by any Govt. department in last five years. (An undertaking in this regard is required to be submitted) The client list along with proof of work order received should be submitted in support of the same.
- h. The vehicle used for long distance regular tourist services and undergone heavy wear and tear will not be accepted in spite of the fact, that they are not older than January 2016.
- i. All bids which are found to have been submitted as a part of a cartel, or are found to have direct or indirect relationship with other bids, shall be liable to be rejected.

2. Documents required to be submitted alongwith the bid:-
  - a. Copy of the registration with the Travel/Tourism Department of Government of India/State Government.
  - b. Valid service Tax Registration Certificate, wherever applicable.
  - c. Income Tax return for last three years i.e. FY 2014-15, 2015-16 and 2016-17 alongwith copy of PAN card.
  - d. Document in support of the past performance (One year experience Certificate, relating to experience obtained during the last three years).
  - e. Document showing ownership of 10 vehicle(s) (not older than January 2016 model)
  - f. Bid security (EMD) of required amount in the form of Demand Draft.

**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.
5. Turnover in the past three years along with documentary evidence.
6. Copies of I.T. Returns for the last three Assessment Years 2014-15, 2015-16 and 2016-17 along with balance sheet, P&L A/c and Auditor's Report if any.
7. Details of hiring of vehicles done in the past:-
  - 7.1 Name & address of the parties to whom vehicles were given on hire during last 3 Financial Years (F.Y. 2014-15, 2015-16 and 2016-17).
  - 7.2 Period for which the vehicles were hired out;
  - 7.3 Number of vehicles given on hire.

## FINANCIAL BID:

- (a) The rate for hiring of vehicles should be quoted for 2600 kms. & 360 hours per month for vehicles preferably new and in any case not before 2016 model, 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.
- (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 80 km/10 hours per day may be separately specified for additional cars required on temporary basis.
- (f) The rates quoted should be exclusive of Service Tax as well as any other Govt. levies etc. as applicable.

*Failure to furnish all the information required as per bid documents or submission of the bids not substantially responsive to the Bid Document in every respect may result in rejection of the Bid. All the Pages of the tender document and certificate shall be duly signed by the bidder.*

The tender documents and detailed terms and conditions for the above can be obtained from the ADIT(Inv.)(Admn.), Room No. 263-B, 2<sup>nd</sup> Floor, ARA Centre, E-2 Jhandewalan Extn., New Delhi-110055 on any working day. Alternatively, it can be downloaded from the Department's website [www.incometaxindia.gov.in](http://www.incometaxindia.gov.in). Last date of obtaining tender document from the office of the undersigned including terms and conditions is 08/06/2017.



(Sukant Vatsa)  
Asstt. Director of Income Tax(Inv.)(Admn.)  
O/o. DIT(Inv.)-2, New Delhi

## TERMS & CONDITIONS

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

1. The Pr. Director of Income-Tax (Inv)-2, New Delhi 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. Tender Fee is Rs.2,000/- which is payable at the time of procurement of the tender document is non-refundable. In case the Tender Document is being downloaded from the site, the requisite tender fee (Rs. 2,000/-) is to be separately deposited while submitting the tender bid to the office of the ADIT(Inv.)(Admn.)/DDO (Inv.), New Delhi.
3. Rates to be quoted will be inclusive of all taxes except Service Tax which shall be payable as per the applicable rates.
4. Vehicles offered should have valid 'CNG' stickers and being eligible during off and even period or else the service provider shall arrange to provide another vehicle at no extra cost, the vehicle of same type with the eligible odd or even number as the case may be.
5. All the vehicles must have valid taxi permit to run in the territory of NCR. The model should not be older than January 2016.
6. The vehicles shall be at the disposal of the Income Tax Department throughout the contract period at all times (24 hrs x 7 days a week). Dedicated vehicle No. and driver shall not be changed without prior approval of hiring authority. The vehicle shall be parked either at the office or as directed by the hiring authority at the option of the officer/hiring authority. During the contract period one vehicle would not be let out or used by any other person except the authorized user of the Income Tax Department.
7. In case any vehicle is found unsatisfactory, the contract may be terminated at any time without assigning any reason thereof.
8. Contract charges include monthly charges of driver, repairs and maintenance of vehicle, insurance, petrol/diesel, oil and also any other incidental expenses including penalty, fine etc but does not include toll and parking charges.
9. CNG fitted vehicles shall also have the option of running on petrol/diesel in emergency situation.

10. In the case of any accident, all the claims arising out of it shall be met by the Contractor.
11. The vehicle will be kept neat and clean and in perfect running condition & should be provided with air conditioners, heaters, neat & clean seat covers & curtains.
12. If the vehicle is out of order, the Contractor shall provide a substitute vehicle 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 by the Contractor.
13. The driver should have valid driving license & the vehicle should be registered with the concerned authorities of Central/State Govt. A certificate to this effect should be provided. The driver of the vehicle provided must follow traffic rules and other regulations prescribed by the Government from time to time. The driver must have good knowledge of route of Delhi/New Delhi and NCR.
14. The contract between the Department and the Transport Operators can be cancelled with a notice period of 30 days by operator or the department.
15. A penalty of Rs. 2000/- per day vehicle may be levied if any vehicle fails to meet the terms & conditions prescribed herein on any day. However, in case of frequent violations of the terms & conditions, the contract can be cancelled forthwith without any notice.
16. No. of vehicles may be increased/decreased at any time by O/o the Pr. DIT (Inv.)-2, New Delhi and vendor is to supplied the same under the same rate, terms& conditions during the periods of contract entered.
17. The Drivers shall observe all the etiquette and protocol while performing the duty. He shall be neatly dressed, should wear white colour uniform & shall carry a mobile phone in working condition, for which, no separate payment shall be made by the Department.
18. The Transport operator and driver shall be bound to carry out the instructions of the Department as well as of the Officers assigned to the vehicle.
19. A daily record indicating time and mileage for each vehicle shall be maintained in a log book.

20. The Principal Director of Income-tax (Investigation)-2, New Delhi reserves the right to accept or reject any or all quotations without assigning any reasons.
21. In the event of the execution of the contract, the contractor shall be required to submit copies of the Registration Certificate & comprehensible Insurance Policies of the vehicle being offered for hire & particulars with photograph of the drivers dedicated to each vehicle. He shall also be producing the vehicle in the office of the undersigned for the physical verification/Inspection.
22. The contract will be effective for duration of two years from the date of signing the contract unless terminated earlier for violation of any of the terms & conditions mentioned above. The contract may be renewed for a further period of one year at a time as mutually agreed upon, subject to satisfactory performance.
23. Payment shall be made by the Income-tax Department, Delhi after the end of every month on the presentation of the bill within a reasonable time. However, no interest is payable on delayed payment.
24. No request for escalation of rates will be entertained for whatsoever reason during the period of Contract.
25. Any authorized user of the Department has the right to returning the car, if he is not satisfied with the plying condition of the car, conduct of the driver or on any other grounds mentioned above. In such case, a penalty of Rs. 1000/- or the actual cost for making alternate arrangement whichever is more shall be paid by the Service provider.
26. Dedicated Vehicles and drivers must be provided and changes will be allowed only in exceptional circumstances. The vehicle must be made available at any time of any day as desired by the Officer concerned.
27. A demand draft of Rs.2,00,000/- will be required to be enclosed with the quotation as earnest money. The demand draft may be drawn in favour of ZAO CBDT; New Delhi This amount is refundable, if the quotation is not accepted. In the case of award of contract, the earnest money shall be refunded on deposition of Performance Bank Guarantee (PBG) of Rs.2,00,000/- which should be valid till 60 days from the end of the contract period. The PBG should be submitted within 15 days from the issue of Letter of Intent (LOI).
28. The successful bidder shall deposit Rs.20,000/- per vehicle as Security Deposit (non-interest bearing) in the form of a crossed demand draft in

favour of Zonal Accounts Officer (CBDT), New Delhi, 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.

29. All the rates must be written both in figures and words. Corrections, if any, is to be made by crossing out, initialing, dating and rewriting shall be authenticated.
30. 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.
31. The vehicles will be at the disposal of the Principal Director of Income-tax (Investigation)-2, New Delhi, and the timing and duration of deployment of vehicles will be as per the requirement of the controlling officers.
32. The vendor will have to follow all the statutory rules and regulations in respect of its employee's, i.e. Labour 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.
33. 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.
34. 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.
35. 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.
36. The drivers deployed by the contractor should fulfil following condition:
  - a. The drivers should have valid taxi driving licenses with minimum experience of three (3) years driving of the cars.

- b. Driver should wear the prescribed uniform as well as Identity Card, while on duty.
  - c. The driver on a particular vehicle should not be frequently changed.
  - d. Driver on duty should be provided with mobile phone for easy communication. The expenses for mobiles shall not be borne by the department
  - e. 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.
37. 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.
38. The contractor shall be required to produce the vehicles in the office for the physical verification/ inspection before deployment.
39. 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.
40. 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.
41. No other person except the vendor's authorized representative/driver shall be allowed to enter the office premises.
42. Within the office premises, the vendor's personnel/driver shall not do any private work other than assigned duties.
43. The vendor shall ensure that peace and order is maintained in the office premises by his employees.
44. 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.
45. The vendor must deploy one separate supervisor at the office of the Pr. DIT(Inv.)-2, New Delhi for supervising the smooth implementation of the vehicle contract.

46. The bids should be valid for a period of 45 days from the date of submission of bids.
47. The vendor will provide the vehicles for office duty as and when required. The vehicles which are required are mid size vehicles i.e. Innova, Mahendra XUV and other SUV segment cars which the vendor shall provide separately for 12hrs./100 Kms. and per hour per km. The recent guidelines of Hon'ble Supreme Court with regard to the vehicles to be allowed to ply on the roads, should be kept in mind before bidding for the contract.
48. The vendor shall abide all the Orders of Government with regard to odd-even formula. The vendor will require to provide the vehicle during odd-even days as per requirement. No Extra payment would be allowed for the odd-even period.
49. The Vendor shall abide all the orders and notifications issued from time to time by the Hon'ble High Court and Hon'ble Supreme Court, in respect of pollution control and other regulatory matters.
50. The bid securities may be forfeited:
  - a) If the bidder withdraws his bid during the periods of validity specified in the bid form.
  - b) If the successful bidder fail to sign the contract within a week of the issue of letter of intent.
  - c) If the successful bidder fail to furnish performance security.

## TERMS OF PAYMENT

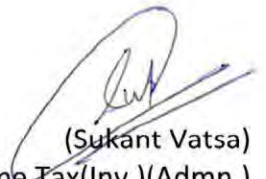
- a. The monthly consolidated bill in triplicate for the no. of vehicles hired will be submitted to the office of the PCCIT, within five days of the end of the month along with log book, which shall be duly verified and signed by the officer-in-charge. Payments will be released by the office of the PCCIT after making necessary verification.
- b. The payment will be made as per availability of fund.
- c. Income Tax Department, Delhi, 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.

## 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 15th 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 O/o ADIT(Inv.)(Admn.)/DDO(Inv.) New Delhi.

  
(Sukant Vatsa)  
Asstt. Director of Income Tax(Inv.)(Admn.)  
O/o. DIT(Inv.)-2, New Delhi

### TECHNICAL BID(Part 1)

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

Sr. No.	Particulars	Details
	Name, address & telephone No. of the Vendor	
	Income Tax assessment particulars, Ward/Circle & PAN	
	Detail of DD/ Bank Guarantee submitted toward EMD	
	Number of Registered commercial vehicles presently owned, along with proof of ownership	
	Turnover in the past three year along with documentary evidence (A.Y.14-15 to 16-17).	
	Copy of I.T. Returns for the last three A.Y.2014-15, 2015-16, 2016-17, along with P&L A/c and Balance Sheet.	
	Service Tax Number (attach last 2 year's Service Tax Return's copy).	
	Provident Fund Number allotted by Regional Provident Fund Office. (attach copies of last 3 year's PF deposit)	
	ESI Registration No.(attach copies of last 3 year's ESI deposit)	
	In F.Y. 2014-15, 2015-16 & 2016-17, whether, provided vehicles on hire to Central/State Govt./ Public Sector Office:-  a. Name & address of the departments to whom vehicles were given on hire; b. Period for which the vehicles were hired out; c. Number of vehicles given on hire.	

11. Details of the vehicles offered:

Kind of Vehicle	Model No	Year of Manufacturing	Date of original purchase	Type of fuel used	Kilometres run by the vehicle	Fitness. Roadworthiness of the vehicle	Registration No/Date of Vehicle

Dated

(Signature of Tendered with stamp of Firm)

### FINANCIAL BID (Part 1)

1. Price quoted for the work is inclusive of fuel charges, driver's wages, all kind of incidental charges and all taxes excluding toll tax, parking charges and service taxes.
2. Detail of rate offered (in rupees):

Fixed rate per vehicle (in Rs in figure and words) per month for average running of 2600 kms & 360 hrs per month. In case any vehicle is required on Saturday & Sunday Kilometer, mileage/hours for those days will be included in the monthly limit of 2600 Kms/360 hours	Rate per vehicle (in Rs in figure and words) per Km for mileage exceeding 2600 km per month.	Total

<b>iii) Rate Chart for additional vehicles on temporary basis (Inclusive of Service Tax)</b>		
Sr.No.	Description	Rate(Rs.) for
1	For 80 kms & 10 hours	
2	For every extra Kilometer	
3	For every extra hour beyond 10 hours	
4	Type of Vehicle offered	

**[Note-1: The maximum rate limit for hiring of a vehicle is Rs.40,000/- per month exclusive of service tax and any other Govt. levies etc. as applicable]**

### FINANCIAL BID (Part 2)

**Subject:** Notice inviting Tender for supply of vehicles for office duty.

1. Price quoted for the work is inclusive of fuel charges, driver's wages, all kind of incidental charges and all taxes excluding toll tax, parking charges and service taxes
2. Detail of rate offered (in rupees):

Type of vehicles (SUV or mid-sized)	Rate for 12 hrs and 100 Kms	Extra rate per kilometre	Extra rate per hour

FORMULA/METHOD FOR THE BID EVALUATION

**Bid Value = X . Y + F . Z**, where

X - Number of vehicles being offered for hire

Y - Rental per vehicle per month offered

Z - Rate per day for supply of vehicles for office duty

F - 21 (worked out on the basis of average requirement of number of vehicles per Search per day)

Dated at

(Signature of Tendered with stamp of Firm)