



GOVERNMENT OF INDIA

OFFICE OF THE INCOMETAX OFFICE , "MAHIMA TOWERS" TEMPLE BYE PASS  
ROAD, THODUPUZHA – 685 584.

Telephone: 04862-229118/229116

F.No.31/Oprnl.Veh.Rent/ITO/TDPA/2019-20

Dated:17/05/2019.

**NOTICE INVITING TENDER FOR HIRING OPERATIONAL VEHICLE**

The office of the Income Tax Office, "Mahima Towers", Temple Bye Pass Road, Thodupuzha-685584, invites sealed tender/quotation from reputed Agencies/Service providers/Travel Agents/Individuals for hiring of 7/8 seater mid-sized vehicle to be used as Operational vehicle [Innova] by the office of the Income Tax Office, "Mahima Towers", Temple Bye Pass Road, Thodupuzha for a period of one year from 01-07-2019 as per the terms and conditions of this tender document. The Last date for submission of duly filled in quotations in a sealed cover is **31/05/2019 5.00PM**. The sealed covers will be opened by the designated Committee at **11.00AM on 06/06/2019** at the mentioned address. Open tender of Two Bid System is invited from reputed and competent parties as per the requirements specified below:

Sl No	Particulars	Quantity Required	Type	Place of deployment of vehicle	Maximum Bid amount (excluding GST)
1	Toyota Innova Crysta.	01	Taxi/Commercial	Thodupuzha	Rs.50,000/-P.M

The vehicle should be 2017 or later model and should be in good condition. The quotations should be submitted in proper format as per ANNEXURE-I & ANNEXURE-II and separate bids should be submitted by those parties who are intend to submit multiple bids for different vehicles. The following details should clearly be mentioned in the quotation.

- (i) Expected monthly hiring charges. (exclusive GST)
- (ii) GST registration details will be applicable for TDS on GST
- (iii) Mileage charge for extra kilometer.
- (iv) Number of Kilometers already run and date of purchase of the vehicle.
- (v) Make and Model of the Vehicle.

Sd/-  
Income Tax Officer, Ward-1 & TPS  
Thodupuzha.

## Technical Bid

ANNEXURE-I

- 1) Name of the Business Firm/ Applicant :
- 2) Whether the Business is registered :
- 3) Date of commencement of Business :
- 4) Name & Address of the Company/ applicant :  
and telephone number indicating the names of :  
their executives who can be contacted for any :  
information :
- 5) Statement of vehicle owned by the Company/ :  
Applicant and attached to the Company should :  
be given in the following format separately as :  
Annexure'A' :
- 6) PAN No. of Company/ Applicant :
- 7) GST No. of Company/ Applicant :
- 8) No. of Vehicle offered :
- i) Operational Vehicle: Make \_\_\_\_\_ Regn No. \_\_\_\_\_

**Financial Bid**

**ANNEXURE-II**

1. Name of the concern Applicant :
2. Address of the concern :  
(with Telephone No., Fax & Email)
3. Name and Address of the Partners/Directors :  
(with mobile Nos.)
4. Contact person(s) (with Mob No.) :
5. Total Bid Amount (excluding GST) per month :

I hereby certify that the information furnished above is full and correct to the best of my knowledge. I understand that in case of any deviation is found in the above statement at any stage the concern shall be blacklisted and shall not have any dealing with the Department in future.

I also certify that there is no pending payments including Service Tax / GST with any Govt. Deptt/PSUs/LSGs till date and the bid submitted complies with the Minimum Wages Act.

(Signature of Authorised signatory with date)

Note:

1. The party should have more commercially registered vehicles in their own/ firm/ partner's name.
2. **Photocopy of RC Book** and Insurance Policy of each vehicle should be attached.
3. Vehicle offered for hiring to be marked in the list of vehicles.
4. Details of experience indicating a few names of Govtl Semi Govt/PSU for which vehicles have been provided during the last two years. (If space is not adequate, attach separate sheet) Photocopy of their contract may also be attached.
5. Annual turnover for the last three financial years.

### **DECLARATION**

I hereby certify that the information furnished above is full and correct to the best of my knowledge. I understand that in case any deviation is found in the above statement at any stage, the concern shall be blacklisted and shall not have any dealing with the Department in future.

(Signature of Authorised signatory with date)

## TERMS AND CONDITIONS

1. The vehicle should be brand new and should be appropriately registered with a competent authority. The rate quoted shall include all applicable taxes.
2. Model No., year of manufacturing, Kms travelled, Pollution Control Certificate, copy of PAN card and necessary experience certificate in this field of business should be attached with the bid.
2. The hired vehicle should be parked overnight at the office complex and the services of the driver should be available at least 12 hours a day, starting from 08:00 hrs. on all days [7 days a week]. The driver must observe all the etiquette and protocol while on duty.
3. For outstation duty, no extra charges will be paid and the cost will have to be borne by the owner/supplier.
5. Salary and allowances of the driver should be borne by the owner/supplier.
6. All repairing/maintenance charge are to be borne by the owner/supplier. If vehicle requires repairing, a replacement is to be provided in its place by the owner/supplier.
7. In the case of any accident, all the claims arising out of such event shall be met by the owner/supplier. He shall be responsible for any loss/damage to the property because of negligence of the driver or poor maintenance of the vehicle. The department will not be responsible for any such loss.
8. The vehicle should be kept in neat and clean condition during the contract period.
9. Charges for all types of Oil including lubricants, cost of Fuel has to be borne by the owner/supplier.
10. The agreement shall be executed with the owner/supplier, if the vehicle is hired.
11. The vehicle shall be ready for placement w.e.f. 1<sup>st</sup> July 2019. The vehicle will be Initially hired for a period of 1 year which shall be extendable for further periods on satisfactory fulfillment of all 'Terms and Conditions' of contract agreement. However, the vehicle may be de-hired at any time before the expiry of contract agreement depending on the requirement/performance of the vehicle by notice of 1 month.

12. A Log Sheet Specifying the daily reporting and relieving time as well as daily opening, closing meter reading and other details as may be specified by the department shall be maintained for each vehicle. The contractor should maintain the duly filled log sheet signed by the user officer to whom the vehicle has been assigned. In addition to the above, on daily basis, a consolidated log sheet specifying the above mentioned should be submitted at the end of each month to the user.
13. The Vehicle provide to the Department should be white/grey in colour. The vehicles shall be kept neat and clean and in perfect running condition.
14. The contract can be terminated by the contractor or the Income Tax Department, giving 30 days notice.

15. **Court Jurisdiction:-**

All dispute arising out of or in any way connected with the agreement shall be deemed to have arisen at Thodupuzha and only courts in Thodupuzha shall have jurisdiction to detetmine the same

The envelope containing the Quotation shall be super scribed as "Quotation for Vehicle" and addressed to Office of the Income Tax Office, "Mahima Towers", Temple By Pass Road, Thodupuzha.

Encl: a) ANNEXURE-I  
b) ANNEXURE-II