



GOVERNMENT OF INDIA
INCOME TAX DEPARTMENT
OFFICE OF THE
DIRECTOR GENERAL OF INCOME TAX(INVESTIGATION),ERNAKULAM
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F.No.DGIT(INV)Estt/65/Veh. hir/2016-17

Date: 24-08-2016

Tender for Hiring of operation vehicle

Sealed tenders are invited for hiring of one operational vehicle (INNOVA) for the office use of Director of Income Tax (Inv) Kochi immediately. A copy of the terms and conditions are enclosed herewith. Last date for receiving the tender is 06.09.2016 at 12 noon. Interested parties may submit the tender form in the format given below with their signature on all pages agreeing to the terms and conditions. The details are also available in the Department website, www.incometaxindia.gov.in

Sealed tenders to be submitted on or before 12 noon on 6th September, 2016. Tenders will be opened at 2.00 p.m on the same day in the presence of participants if present.

Sd/-
(T P Hariharadmajan)
Administrative Officer
Office of the Director General of Income Tax (Investigation)
Kochi

HIRING OF VEHICLE
TENDER FORM

Type of Vehicle	Innova
Monthly hiring charges for normal run of 2000 Kms from 8.00AM to 8.00 PM from 12.09.2016 to 11.09.2017	
Hiring charges per KiloMeters for additional kilometers run	
Extra hiring charges per hour beyond 12 hours in a day	

Place:

Date:

Name address & Signature of Contractor.

Terms & Conditions

1. The brand of the vehicle should be Toyota Innova.
2. The vehicle should not be older than 30 months at the time of deployment and should be in good running condition.
3. All papers of the hired vehicle including Taxi Registration certificate/pollution certificate/Taxes etc. Should be up to date and clear. The vehicle should have unlimited passenger liability insurance. All the claims arising out of accident, if occurs shall be met by the Vehicle owner.
4. The hired vehicle should not be changed without prior notice/permission by the Department.
5. Once the vehicle is hired by the Department, it should not run on hire for outside engagements.
6. The vehicles are to be kept at the disposal of the Department **throughout the month (including Saturday, Sunday and holidays) for 24 hours** and to make sure the availability of the vehicles at any time as and when required. For any-reason, if the vehicle is out of running condition/breakdown etc, the contractor should provide another vehicle of the same **brand/make** immediately.

7. Service should be available from 08.00 A.M to 8.00 P.M on all days including holidays. If required, vehicle shall be provided beyond these times also and for additional hours, additional compensation shall be paid as per the quoted and approved rate.
8. When not in use by the Department, vehicle shall be parked in the office premises.
9. The driver appointed by the contractor should possess valid driving license (professional/carriage).
10. The driver shall be well dressed (preferably in uniform). Any laxity in the behavior of the driver shall be treated as breach of contract resulting in cancellation of the contract.
11. The driver must observe all the etiquette and protocol while performing the duty and should carry a mobile phone in working condition.
12. The driver shall reside inside Ernakulam City limit. In case the services of the driver is found to be inadequate, he shall be replaced immediately.
13. Running/operational cost of vehicle will have to be paid/borne by the contractor. He should provide and keep the vehicle in good running condition including supply of oil, fuel, road taxes, maintenance etc, wages to the driver, over time allowances and to provide accommodation to driver on outside duty.
14. A signboard to the effect that the vehicle is used **exclusively by the Income Tax Department** should be displayed on the vehicle. The vehicles shall be used only for Departmental purposes and if found utilized otherwise, the contract shall be terminated without further notice.
 - (i) The driver shall keep a **log book** in the required proforma and shall get the same filled up daily for journeys undertaken by the officials of the Department. The log book shall be submitted along with the bill for verification. The hired vehicle should not be used for any activity not covered by the contract. If found otherwise, a sum of Rs. 1,000/- per instance will be deducted and liable for termination of contract itself.
15. Hire charges shall be paid in 12 equated monthly installments and any other additional bills on account of additional hours used. Monthly payment shall be made based on the **logbook entries and bills**. For this purpose,

commencement and completion of daily run will be recorded at the duty point and not from garage. **No extra charges will be paid for the run made outside office hours, if the vehicle has not been used for the whole day on that particular day.** The drivers are not entitled to any extra payment from the Department when on duty at places other than at Ernakulam.

- (ii) In case of non-availability of **vehicle/driver** on demand on any day, the contractor is liable to pay to the Department a sum of Rs.1000/- per day and the actual cost incurred for arranging alternate arrangement as compensation. Failure to provide vehicle and driver on any day will be liable for proportionate deduction of amount from the monthly bill and the amount incurred for hiring vehicle for that day.
16. Income tax, surcharge and service tax, at the prevailing rates (if applicable) will be deducted from the amount payable to the contractor
 17. The termination of the contract will be at the discretion of the undersigned.
 18. This work order is for a period of **12 months** from the date of issue, if not withdrawn earlier. Contract will be for one year which can be extended for further period if service is found satisfactory and subject to fulfilling conditions specified in the agreement.
 19. The contractor should ensure that all statutory obligations with regard to running of vehicle should be met accordingly.
 20. The agreement will be terminated at any time with a 15 days' notice or an advance intimation from the owner with a notice of one month.
 21. The tender will not be awarded if the agency is related to any staff of Income Tax Department.
 22. **Tender form shall be accompanied by a Demand Draft for Rs. 5,000/- in the name of 'Administrative Officer, Office of the DGIT (Inv)Kochi. The Demand Draft of unsuccessful bidders will returned after finalizing the award of contract. Failure to meet conditions will cause forfeiture of the Demand Draft. The demand Draft of the successful bidder will be kept in the custody of the office for one month and will be returned thereafter.**
 23. **If the successful bidder shall not provide the vehicle in the specified time, the DD will not be returned.**

ANNEXURE - III - TECHNICAL BID

**[To be signed and submitted to the Director General of Income Tax, (Investigation),
Kochi**

- 1 Name and address of registered agency :
- 2 Name and address of owner :
- 3 PAN & Service Tax Registration [copies to be annexed] :
- 4 Details of previous experience in Govt. Department/Public Sector Units/others with due certificates Issued by concerned said Authorities. :
- 5 Details of vehicles in possession As on day (with model, registration number & date of registration) :
- 6 Details of DD for Rs. 5000/- (EMD) :
- 7 Whether you or any of your relatives Working in the Income Tax Department :
- 8 Any other remarks :
- 9 Check list of documents to be attached (Please tick if attached)
 - a Copy of PAN Card & Service Tax Registration :
 - b DD for Rs. 5000/- :
 - c Copy of registration certificates as per item 5 above. :
 - d Copy of certificates as per item 4 above :
 - e Copy of Commercial/ taxi permit :
 - f Terms and conditions duly signed (all pages) as a Token of acceptance of conditions in the event of awarding of contract :

Signature of the Owner/Authorised Signatory_____

Full Name_____

Name of Travel Agency_____

Phone: Land line_____

Place:

Date:

DECLARATION

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

(Signature of authorized signatory)