



भारत सरकार

GOVERNMENT OF INDIA

आयकर विभाग

INCOMETAX DEPARTMENT

प्रधान आयकर आयुक्त-1, कोच्ची कार्यालय

OFFICE OF THE PRINCIPAL COMMISSIONER OF INCOME TAX, KOCHI-1

केन्द्रीय राजस्व भवन, आई.-682 018.

CENTRAL REVENUE BUILDING, I.S.PRESS ROAD, KOCHI – 682 018

Dated: 24-05-2016

OPEN TENDER NOTICE

Hiring of vehicles by the Income Tax Department

The Principal Commissioner of Income Tax, Kochi-1, Central Revenue Building, I. S. Press Road, Kochi - 682018 invites quotations in sealed covers from reputed parties latest by 5 p.m on 10.06.2016 for hiring of 03 (three) vehicles in the mid-sized segment (Innova/ Xylo/ Ertiga/ Xuv500) or similar model and 01 (one vehicle) in the luxury sedan segment (City/ Verna/ Sunny/ Vento) for use in the offices under the jurisdiction of the Principal Commissioner of Income Tax, Kochi-1, Kochi for one year w.e.f. 1st July, 2016 or the date of final processing of the tender bids whichever is later.

The quotation should be sent in sealed covers super-scribed as "**Quotation for hiring of Vehicles**" marked as '**confidential**' and should reach the office of "The Principal Commissioner of Income Tax, Kochi-1, Central Revenue Building, I.S. Press Road, Kochi-682018" within the prescribed time. The quotation should clearly mention the rate per car separately for the **4** cars, specifying the particular model in each case. If any vagueness is noticed regarding the rate and the model, the tender is liable to be rejected without offering any explanation. The lowest price will be determined on the basis of the individual rates and not the aggregate price for all the **four** cars. The bid shall consist of two parts - Technical Bid and Price Bid. Both the bids are to be placed in two separate sealed envelopes (clearly superscribing '**Technical Bid**' and '**Financial Bid**') which in turn are to be placed in one sealed cover. The Bids of all the 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. The Financial Bids shall be opened at 3.30 p.m on 21.06.2016 at the office of the Principal Commissioner of Income Tax, Kochi-1, Kochi in the presence of the parties or the authorized representatives of the interested parties, if they make themselves available at that time.

Detailed tender documents can be downloaded from department website <http://www.incometaxindia.gov.in> or can be collected from the office during working hours.

(K SARAVANAN)

Assistant Commissioner of Income Tax (HQ)

O/o the Principal Commissioner of Income Tax, Kochi-1.

Annexure - I
General Terms and Conditions

For Bidder:-

- 1) The bidder should have one year experience in the field of hiring cars to reputed concerns/ government establishments/PSUs.
- 2) Bidder has to submit both the Technical and Financial Bids in separate sealed covers marking 'Technical' or 'Financial' and it is to be addressed to the ACIT(HQ), Office of the Principal Commissioner of Income Tax, Kochi-1, C.R. Building, I.S. Press Road, Kochi - 682018. Bids will be accepted up to **5 p.m on 10/06/2016**. Bidders should submit the technical bid as well as the financial bid in Annexure - III & IV with prescribed supporting materials.
- 3) Bids received will be opened at **3.30 p.m on 21/06/2016**.
- 4) Bidders have to furnish a demand draft favouring the **DDO, Office of the Principal Commissioner of Income Tax, Kochi-1**, for Rs. 1,000/- (Rupees One Thousand Only) (non-refundable) in a separate cover along with the two sealed covers titled 'Financial Bid' and 'Technical Bid'.
- 5) The bidders also have to furnish Earnest Money Deposit of Rs. 10,000/- which is refundable, if the bid is not accepted. This will be refunded within 2 working days from the date of opening of the tender.
- 6) In respect of the successful bidder the Earnest Money Deposit will be returned after submission of performance guarantee as specified in Clause 2 of General Terms and Conditions of Contractors.
- 7) The Demand Draft/Banker's cheque for EMD should favour **DDO, Office of the Principal Commissioner of Income Tax, Kochi-1, Kochi**.
- 8) The bidder has the right to be present at the time of opening of the tender by a Committee constituted for the purpose. The financial bids of only those bidders who technically qualify will be opened.
- 9) The vehicles will be taken by the Income Tax Department on contract basis from the successful bidder as per General Terms and Conditions for Contractors specified in Annexure II.
- 10) Each bidder will have to bid for a minimum of 1 car, as mentioned in the Advertisement.
- 11) Bid once submitted shall not be allowed to be withdrawn and any default on the part of the bidder after acceptance of bid shall be deemed to be non-compliance of terms of contract and Earnest Money Deposit of Rs. 10000/- will be forfeited.

- 12) Where the bid is received after the due date (including on account of reasons of postal delay), the same will not be considered.
- 13) The successful bidder has to enter into a formal contract with the Assistant Commissioner of Income Tax (HQ), O/o. the Principal Commissioner of Income Tax, Kochi-1, or any officer designated by him on his behalf.
- 14) The Income Tax Department reserves the right to cancel/postpone the tender/contract procedure without assigning any reason there for.

ANNEXURE - III - TECHNICAL BID

[To be signed and submitted to the Principal Commissioner of Income Tax, Kochi-1, 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 of Rs. 1000/- as per Tender document (non-refundable) :
7. Details of DD for Rs. 10,000/- (EMD) :
8. Whether you or any of your relatives Working in the Income Tax Department :
9. Any other remarks :
10. Check list of documents to be attached (Please tick if attached)
 - (a) Copy of PAN Card & Service Tax Registration :
 - (b) DD for Rs. 1000/- :
 - (c) DD for Rs. 10,000/- :
 - (d) Copy of registration certificates as per item 5 above. :
 - (e) Copy of certificates as per item 4 above :
 - (f) Copy of Commercial/ taxi permit :
 - (g) Copy of Annexure II 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)

ANNEXURE – IV –FINANCIAL BID -
[To be signed and submitted to the Principal Commissioner of Income Tax,
Kochi-1, Kochi]

Details of rates for hiring of car (A/C) on monthly basis.

Sl.No.	Particulars	Rate (in Rupees)
1	Basic fixed monthly rent for 1500 kilometers per month per vehicle in Category - I(Mid-sized segment)	
2	Basic fixed montly rent for 1500 kilometers per month per vehicle in Category - II(luxury sedan segment)	
3	Rate per extra km. when used beyond 1500 kilometers after adjustment as per contract conditions.	

Note: Rate quoted shall be exclusive of Service Tax.

Signature of Authorised Signatory

Full Name: _____

Name of the Travel Agency: _____

Cell No.: _____

Seal: _____

Place:

Date :