



सत्यमेव जयते

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OFFICE OF THE  
**PRINCIPAL COMMISSIONER OF INCOME-TAX - 29,**  
C-10, 3rd FLOOR, PRATYAKSH KAR BHAVAN,  
BANDRA KURLA COMPLEX, BANDRA (E), MUMBAI- 400 051.

No. Pr. CIT-29/Vehicle/Quotation/2018-19

Dated : 22.6.2018

**QUOTATION NOTICE**

The Pr. Commissioner of Income-tax – 29, Mumbai intends to hire **5 Mid Size Operational Vehicles tentatively w.e.f. 01.07.2018.** Hiring shall be initially for the period of one year from the date of commencement of contract and / or from the date of signing of agreement / contract and extendable for further period(s) at the discretion of the Pr. Commissioner of Income-tax – 29, Mumbai. Reputed Transport Contractors or any Government or Semi Government Enterprises having requisite number of vehicles / infrastructure should furnish their quotations **latest by 28.06.2018 by 3.00 p.m.** in the office of the ITO (HQ) (Tech.) 29, Mumbai, Pr. Commissioner of Income-tax – 29, C-10 Bldg., 3<sup>rd</sup> floor, Pratyakshakar Bhavan, Bandra Kurla Complex, Bandra – (E), Mumbai – 400051.

Tender documents with terms and conditions regarding the above are annexed herewith.

**Bids will be opened on 28.06.2018 at 5.00 p.m.** in Room No. 304, 3<sup>rd</sup> floor, C-10 Bldg., Pratyakshakar Bhavan, Bandra Kurla Complex, Bandra – (E), Mumbai – 400051.



( VINAY HEDAWOO )  
Income-tax Officer (HQ) (Tech.) 29,  
Mumbai.



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**TERMS AND CONDITIONS FOR HIRING OF VEHICLES**

1. The Pr. Commissioner of Income Tax-29, Mumbai intends to hire 5 Operational Vehicles – mid size with effect from **01.07.2018**.
2. The vehicles are proposed to be hired for an initial period of one year (for 6 days a week basis) with the option of extending it for a further period of one year at the discretion of the Pr. Commissioner of Income Tax-29, Mumbai, and with the stipulation for price variation in respect of fuel (petrol/diesel) at mutually agreed upon rate, with the prior approval of the Pr. Commissioner of Income Tax-29, Mumbai.
3. All the vehicles proposed to be hired out to the Income-tax Department by the applicant contractor should not have been manufactured before 1<sup>st</sup>April, 2014 and further, the vehicles should not have run for more than 5000 kms.
4. The Applicant Contractor should own at least 07 vehicles (four wheelers) and supplier of 50 vehicles at the time of making application for the contract.
5. The Applicant Contractor's Annual Turnover should not be less than Rs. 50 lakhs during F.Y. 2017-18.
6. The rate should be specified (exclusive of Service Tax) for 1500 kms (reckoned from place of reporting to place of release) on monthly basis (reckoned from time of reporting to the time of release) of vehicle.
7. The Vehicle can be called for reporting at any time. The Vehicle would remain at the disposal of the Department for all the seven days in a week during the entire contract period. The vehicle should not be used by the contractor or driver for any other organization or individual either during day or night during the entire contract period.
8. If an officer is on leave for more than a week, then the vehicle shall be discontinued for the said period of leave and the contractor shall be informed accordingly and the payment shall be made for the balance period of the month for which the vehicle is engaged.

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9. The contractor shall provide dedicated vehicles & drivers and any changes in vehicle and/or driver should be made only in very exceptional circumstances and that too only with the prior approval of the officer concerned. Replacement of the vehicle/driver should be provided in the event of a break-down of vehicle/non-availability of driver. The driver should be having Transport License with a minimum experience of 5 years and their antecedents should be duly verified by Police Authorities, at the instance of the contractor.

10. (a) Payment of minimum charges agreed upon shall be made every month provided that if the contract does not commence/end in the beginning/end of a month, payment of minimum charges will be made on proportionate basis.

(b) Payment shall also be made on monthly basis on the actual usage of the vehicles by the Department, over and above the minimum charges agreed upon.

(c) While computing the amount payable as per clause (b) above on account of extra kms., horizontal and vertical (different months) over and above agreed kms. i.e. 1500 kms per vehicle, for one or more vehicle or vehicles, the total of unused kms of other vehicles of the contractor for that month shall be reduced.

**Explanation :** For the purpose of unused kms. would mean the difference between cumulative agreed kms and the cumulative actual kms, run by one or more vehicles of the contractor, if the cumulative actual kms run by them is less than the cumulative agree kms.

(d) The vehicle shall be deemed to be at the disposal of the Income-tax Department during the period of official use and billing for kms and hours shall be made from the reporting place to the relieving place. In certain cases where relieving place is not the ordinary place of reporting, the ordinary place of reporting shall be deemed to be relieving place.

11. The liability on account of fuel, driver and all expenses relating to maintenance, insurance, parking, toll, etc. of the vehicle would, solely and wholly be the responsibility of the contractor and the Department will not bear any liability apart from the hiring charges.

12. The contract between the Department and the Contractor can be cancelled with a notice period of one month from either side, without assigning any reason.

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13. The Contractor should be registered with the authority concerned of State or Central Government and should fulfill the condition prescribed in Section 66 of Motor Vehicle Act, 1988 for hiring of vehicles.

14. The Earnest Money Deposit (Refundable, if the bid is not successful) of **Rs.25,000/-** (Rupees twenty five thousand only) in the form of Demand Draft/Bankers Cheque in favour of **Zonal Accounts Officer, CBDT** payable at Mumbai is to be submitted at the time of tender in a separate envelope bearing the name of the bidder and marked „security deposit“. **Bids without the earnest money deposit shall be treated as void and will not be considered for opening.**

15. The contractor will indemnify for loss/damages to property or life because of negligence of driver or poor maintenance of vehicle or due to an accident.

16. In case of non-compliance of the above terms and conditions of the contract, a penalty may be levied. The penalty for some of the defaults are as under:

S.No.	Nature of default	Penalty Rs.
1	Late reporting	500 per hour or part thereof
2	Non-reporting	2,500 per day
3	Poor maintenance of vehicles	100 per instance
4	Non-observation of dress code	100 per instance
5	Change of driver without prior intimation	500 per instance
6	Unsafe/rash driving	2,000 per instance
7	Driver not carrying operational mobile phone	500 per instance
8	Driver inexperienced, non-attentive, sleepy and unfamiliar with the roads	1000 per instance

The penalty shall be levied on the basis of the certificate signed by the Controlling Officer. For the vehicles deployed in a Range, the concerned Addl./Jt. CIT will be Controlling Officer. For vehicles given to Pr. CIT, the Controlling Officer will be the concerned Pr. CIT.

17. The drivers deployed along with the vehicle should satisfy the following conditions :

- a) Drivers should have minimum 5 years of experience of driving. They should have Vehicle Transport Licence for driving passenger vehicles on hire.
- b) Driver should wear the prescribed uniform i.e. light blue shirt with navy blue trousers and black shoes.
- c) Driver should be well versed with the roads and different localities in Mumbai City and should have experience in city driving.

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- d) Once the driver has been allotted to a particular vehicle, he should remain with the same vehicle for a period of at least 1 year. Any change in the designated driver should be intimated to the concerned officer 24 hours before such change is effected.
- e) Driver should be provided with a mobile phone.
- f) Driver should be decent and well behaved and should not have any criminal cases against him and should not have any past history of accidents.
- g) Car should be kept clean and odour free, suitable for official use.

18. In case vehicle breakdowns, a substitute vehicle shall be provided by the contractor immediately. In case vehicle does not report within the reasonable time or does not report at all, the Department would have a right to hire a vehicle from the market and the additional cost incurred by the department will be borne by the Contractor. In case, neither a substitute vehicle is provided nor a vehicle is hired by the Department, proportionate contract charges are liable to be deducted from the contract charges payable, in addition to the penalty levied as indicated above.

19. In case all the vehicles do not report for duty on 01.07.2018, the payment shall be made vehicle wise on pro-rata basis depending upon the date of reporting of the respective vehicles. The requisite number of vehicles for which a contract is awarded to the contractor, should definitely report for duties from 01.07.2018.

20. The bid once submitted shall not be allowed to be withdrawn and the default after acceptance of the bid shall be deemed to be non-compliance of terms of contract and would render security deposit liable to forfeiture and penalty as the case may be.

21. The successful bidders shall provide details of all vehicles within 2 days of bid opening date and also present himself for signing the agreement, as and when called for and also physically produce the vehicles for inspection within eight days. All relevant document of the vehicles including proof of date of manufacture of the vehicles should be filed.

22. Tenders will be opened on **28.06.2018** at **05.00 PM** in the chamber of the Pr. Commissioner of Income-tax – 29, Mumbai, 3<sup>rd</sup> floor, C-10, Bandra Kurla Complex, Bandra (E), Mumbai- 400 051 in front of bidders and/ or their representatives.

23. The successful bidders shall provide details of all vehicles within 2 days of bid opening date and also present himself for signing the agreement/contract as and when called for, and also physically produce the vehicles for inspection within eight days.

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24. The Pr. Commissioner of Income Tax-29, Mumbai reserves the right to accept or reject any part of the tender or whole tender, without assigning any reason.

**Note:**

1. While bidding, the applicant contractor should submit two sealed envelopes separately marked as "Technical Bid" and "Financial Bid".

**(i) Technical Bid :**

The Technical Bid should be as per Annexure and should be supported by the documents indicated in the said Annexure. The Demand Draft / Banker's Cheque in respect of „Earnest Money Deposit“ should be submitted with the "Technical Bid".

**(ii) Financial Bid :**

The tender document, marked as Annexure itself is a „Financial Bid“. **Initially only the technical bid will be opened. The financial bid will be opened, only if, the applicant contractor fulfills the stipulated conditions for Technical Bid.**

2. The demand draft for Earnest Money Deposit should be submitted along with technical bid in a separate envelope bearing the name of the bidder and marked „security deposit“. Bids without the earnest money deposit shall be treated as void and will not be considered for opening. The envelope containing tender document should bear '**Bid for hiring of vehicles by the Income Tax Department**' and name and address of the bidder.
3. **Name of the Contact Person:** Income-tax Officer (HQ)-29, Mumbai.  
Tel. No. – 26571745

**TENDER DOCUMENTS (i.e. FINANCIAL BID)**

1	Name & address, telephone and mobile number of the Tenderer i.e. the Applicant	
2	Permanent Account Number (PAN)	
3	Names and addresses of the Proprietor / Partners / Directors and their PAN	
4	Rate Chart as per vehicle for mid-sized vehicles (exclusive of service tax) (No. required – 5 w.e.f. 1.7.2018)	

Sr.No.	Description	Rate (Rs.) For Mid Size Vehicle
1	For 1500 kms. and 350 hours per month	
2	For every extra kilometer beyond 1500 kms (per month)	
3	For every extra hours beyond 350 hours (per month)	
4	Extra charge for Sundays on hourly basis (kilometer rate will be included in monthly scheme of 1500 kms)	
5	The number of vehicles offered	

**( TECHNICAL BID )**

1	<b>Name, address, telephone and mobile number</b> of the Tenderer i.e. the Applicant Contractor	
2	<b>Permanent Account Number (PAN)</b>	
3	<b>No. of vehicles owned by the Applicant Contractor</b> (Documentary evidence to be furnished – Registration Certificate & Tax Certificate issued by the Competent Authority)	
4	<b>Annual Turnover</b> (Documentary evidence to be furnished i.e. copy of return of income filed along with Profit & Loss A/c etc.)	
5	<b>List of reputed clients</b> (Documentary evidence to be furnished i.e. copy of agreement signed with the reputed clients)	
6	<b>No. of years of experience</b> of running a fleet of vehicles on hiring basis	
7	<b>Details of Demand Draft / Banker's Cheque</b> in respect of Earnest Money (Demand Drafts / Banker's Cheque should be enclosed)	

**Name & Signature of the Authorised Signatory**

The Demand Draft for earnest money deposit should be submitted along with tender in a separate envelope bearing the name of the bidder and marked "Security Deposit". Bids without the earnest money deposit shall be treated as void and will not be considered for opening.