



# **BID DOCUMENT**

**FOR HIRING**

**OPERATIONAL VEHICLE,**

**AT**

**OFFICE OF THE**

**JOINT DIRECTOR OF INCOME TAX**

**(INVESTIGATION), NASHIK**

**OPEN TENDER NO.NSK/JDIT(INV)/V-1802/VEHICLE TENDER / 2019-20**

**DATED :- 11/04/2019**

**GOVERNMENT OF INDIA,**

**MINISTRY OF FINANCE**

**JOINT DIRECTOR OF INCOME TAX (INVESTIGATION),**

**3<sup>RD</sup> FLOOR, SHREE SAI SHOBHAN, GADKARI CHOWK,**

**OLD AGRA ROAD NASHIK- 422002**

**(MAHARASHTRA)**

**Tel :- 0253-2580411**

**Visit us at : [www.incometaxindia.gov.in](http://www.incometaxindia.gov.in)**

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**OFFICE OF THE  
THE JOINT DIRECTOR OF INCOME TAX, INVESTIGATION  
3<sup>rd</sup> Floor, SaiShobhan Complex, Gadkari Chowk,  
Old Agra Road, Nashik**

NO.NSK/JDIT(INV)/V-1802/VEHICLE TENDER/2019-20/

Date: 11/04/2019

**Notice Inviting Tender**

On behalf of the President of India, the Joint Director of Income Tax, Investigation, Nashik invites tenders in sealed covers from reputed vendors for hiring of one operational Vehicle for a Period of two year. Reputed tour/taxi operators having requisite vehicles infrastructure should furnish their sealed tender latest by 30/04/2019 upto 04:00 P.M. in the office of the Joint Director of Income Tax (Investigation), Sai Shobhan complex, Gadkari Chowk, Old Agra Road, Nashik.

2 Offers should be submitted in two (2) bid system i.e. 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) which in turn should be placed in one cover. The bids of the vendors whose technical bid and financial bid are not placed in separate sealed envelopes or if they quote the rates in the technical bid. then such tender shall be rejected forthwith. Terms & conditions of the technical bid and financial bids are as per Annexure-I. The Financial Bid of only those vendors shall be opened whose technical bid are found eligible. The financial bid of the disqualified bidders in assessing Technical bid shall be returned unopened.

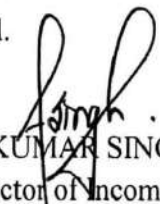
3. **Schedule -**

- |  |   |
|--|---|
| i. Starting date & time of sale of tender    | : 11/04/2019 from 11:00 AM  |
| ii. Last date & time of sale of tender       | : 16/04/2019 upto 05:00 PM  |
| iii. Last date & time for deposit of tender: | : 30/04/2019 upto 04:00 PM  |
| iv. Date & time for opening of tender        | : 01/05/2019 at 04:00 PM  |
| v. Place of opening the Technical Bid        | : O/o, the JDIT (Investigation), SaiShobhan<br>Complex, Gadkari chowk, Old Agra Road,<br>Nashik |



  
**(AMIT KUMAR SINGH)**  
JT. COMMISSIONER OF INCOME TAX  
CENTRAL RANGE, NASHIK

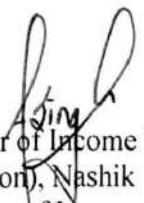
4. The tender documents along with instructions and terms & conditions can be downloaded from the web site [www.incometaxindia.gov.in](http://www.incometaxindia.gov.in) & [www.eprocure.gov.in](http://www.eprocure.gov.in). There will be no tender fees for downloading tender form from above stated websites. Tender form can also be collected from the Deputy Director of Income Tax (Inv)-II, Nashik-422002 on payment of Rs.500/- (Rupees Five Hundred only) in the form of demand draft drawn in favour of the ZAO, CBDT, NASHIK, towards cost of the tender form. The interested and eligible Company/Firm/ Agency may submit their tender document complete in all respect along with Earnest Money Deposit (EMD) of Rs, 12,000 / - (Rs. Twelve Thousand only) in the form of demand draft drawn in favour of the ZAO, CBDT, NASHIK (the bidders except Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) or are registered with the Central Purchase Organisation or the concerned Ministry or Department.) and other requisite documents on or before 30/04/2019 upto 4:00 P.M. in the Tender Box kept in the office of Joint Director of Income Tax (Inv), Sai Shobhan complex, Gadkari Chowk, Nashik. The tenders shall not be entertained after this deadline under any circumstances whatsoever. The JDIT (Inv), Nashik reserves the right to amend / withdraw any of the terms and conditions in the Tender Document or to reject any or all tenders at the time of Meeting which may held at the time of meeting of evaluation of technical bid. And in such discussion, equal opportunity shall be given to all bidders to participate in the discussion. However, if any agency is not present at the time of meeting without prior permission, his tender may be considered for evaluation but his objection for any point should not be considered in the process of Tendering. The decision of the Competent Authority, i.e. Joint Director of Income Tax, (Inv) Nashik in this regard shall be final and binding on all.

  
(AMIT KUMAR SINGH)  
Joint Director of Income Tax,  
(Investigation), Nashik  
For Pr. Director of Income Tax,  
(Investigation), Nagpur

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Joint Director of Income Tax,  
(Investigation), Nashik  
For Pr. Director of Income Tax,  
(Investigation), Nagpur

### III. TERMS AND CONDITIONS

#### A. GENERAL

- I. The tenders shall be opened at 04:00 PM on 01/05/2019 at Room No. 302, 3<sup>rd</sup> Floor, Sai Shobhan Complex, Gadkari Chowk, Old Agra Road, Nashik in the presence of vendors or their representatives who wish to be present. However, if vendors or their representatives are not present (even one) at the time of opening of tenders, the decision of competent authority shall be final and binding on all. The last date and time for submission of sealed tender is 30/04/2019 upto 04:00 p.m. The tenders will be opened by the Vehicle Hiring Committee members constituted for this purpose. They will scrutinize the technical bids and determine the eligible bids. Thereafter, financial bids of only eligible bidders selected after scrutinizing technical bids will be opened. A list of the eligible vendors would be prepared in ascending order on the basis of amount quoted in the tender as L1, L2, L3.... of which L1 will be the lowest. The tender quoting the lowest amount (L-1) will be declared as successful vendor. In case the successful vendor refuses to accept the contract, its security deposit will be forfeited. The order to deploy one operational vehicle will be issued as soon as the vendor is finalized.

The Earnest Money Deposit (EMD) of Rs.12,000/- (Rs. Twelve Thousand only) is refundable (without interest), and may be returned to unsuccessful bidders. Bids not accompanied by earnest money of the requisite amount with proper validity will be summarily rejected.

The Successful Bidder will be required to deposit a Performance Security in form of an Account Payee Demand Draft/ Fixed Deposit Receipt from a Commercial bank/ Bank Guarantee from a Commercial bank in an acceptable form safeguarding the purchaser's interest in all respects. The Demand Draft/ Fixed Deposit/ Bank Guarantee would be @ 5% (Rs. 30,000/-) of the value of the contract as security for due fulfillment of the contract. The Performance Security should remain valid for a period of sixty days beyond contractual obligations of the supplier including warranty obligations. The Performance Security must be submitted within 10 days from the



  
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date of issue of supply order. This security shall be liable to forfeiture in the event of any breach or non-observance of the terms of the contract by the bidder during the pendency of the contract.

- II. The tender should not be conditional. Such tender is likely to be disqualified.
- III. If the operational vehicle is used for part of the month, for any reason, the payment to the vendor will be made on pro-rata basis for part of the month.
- IV. The vendor is required to submit details of bank account no, branch, and bank code, branch code, MICR code, IFSC code, where the e-payment will be made. A cancelled blank cheque should be provided for this purpose along with financial bid.
- V. Any matter during the period of this agreement, which has not been specifically covered by this agreement, shall be decided by the Joint Director of Income Tax, Investigation, Nashik , whose decision shall be final.
- VI. The vendors who is/are selected for supply of the one operational vehicle will be required to sign a contract with the Joint Director of Income Tax, Investigation, Nashik wherein the terms and conditions mentioned in the technical bid and the financial bid will be specified.
- VII. This tender notice is also displayed on notice Board of office of the Joint Director of Income Tax, Nashik.



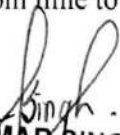
  
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## ANNEXURE-1

### **SUBJECT:-TERMS AND CONDITIONS FOR TECHNICAL & FINANCIAL BIDS FOR HIRING OF OPERATIONAL VEHICLE.**

1. The operational vehicle is proposed to be hired for an initial period of one year with option at extending it for further period of one year or more at the discretion of the Pr. Director of Income Tax (Inv.), Nagpur
2. The vehicle offered should be as under:
  - a) One Operational Vehicle :Innova Crysta
3. **Terms and conditions** for award of contract in respect of hiring of vehicle are as follows:
  - i. The applicant Contractor should be owner/supplier of at least 2 vehicles at the time of making application for the contract and should produce evidence to that effect.
  - ii. The applicant contractor's Annual Turnover should not be less than Rs.10lacs(in the field of car/vehicle hiring business) at least one of the Financial Year in the FY's 2016-17, 2017-18 and 2018-19. In support of this, Applicant contractor should submit their Copies of returns of income filed with the Income Tax Department alone, with turnover documents for FY's 2016-17 to 2018-19.
  - iii. Applicant contractor should have a reputed client list. The client list should be submitted in support of the same.
  - iv. The applicant contractor should have the experience of running a fleet of vehicles on hiring basis for at least 3 years.
  - vi. The vehicle/car to be hired by the Income Tax Department mandatorily needs to have commercial Registration numbers. In no circumstances, the department shall hire car with private registration numbers following Govt. direction issued from time to time.



  
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vii. The bidder should not be an employee or ex-employee of the Income Tax Department. Similarly bidder should not be a firm in which substantive interest lies with the employee or ex-employee or immediate relative of employee or ex-employee of Income Tax Department.

4. The Vehicle proposed to be hired out to the office of the Jt. Director of Income Tax (Investigation), Nashik by the applicant contractor should have been originally registered on or after 01.01.2018.

5(a) The rate should be specified (Exclusive of GST) for 1500 Kms. (reckoned from place of reporting to place of release). The charges for additional distance after 1500 Kms per month should be specified in the rate. No extra payment will be made for the usage on Sunday if total usage is within 1500 Kms. The kilometer age on Sunday will be included in the monthly limit of 1500 Kms, However, exchange of holiday may be granted to the driver as per convenience of the Income Tax Department.

5(b) The Contractor shall not be entitled for extra charges for outstation duties. For outstation duty/trip, the hiring for the day will be calculated from the commencement of the journey to the end of the day.

6. Contractor shall provide dedicated vehicles and drivers and any change in the vehicle and / or driver should be made only in very exceptional circumstances. Replacement of the vehicle/driver should be provided in the event of a breakdown of vehicle/non availability of driver. The driver should have valid driving license with a minimum of experience of 3 years and their antecedents should be duly verified by police authorities, at the instance of contractor.

7a. 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.

7b. 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.



  
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7c. While computing the amount payable as per clause above on account of extra Kms, over and above agreed Kms, per month, 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 or dully carried forward for subsequent 3 months, if not get adjusted.

EXPLANATION: For the purpose of clause 7(c), unused Kms would mean the difference between cumulative agreed kms and cumulative actual kms, run by one or more vehicles of the contractor, if the cumulative kms run by them is less than the cumulative agreed kms.

8. The vehicle shall be deemed to be at the disposal of Income Tax Department during period of official use and the billing for kms 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.


9. The vehicle can be called for reporting at any time. The vehicles 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.

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

11. The rates/contract would remain normally valid for two year from the date of agreement with the vendor. However, the Department has the right to terminate the Contract/Agreement by giving one month's notice without assigning any reason. The vehicles should be in a very good running Condition. Latest emission norm compliant, new gat covers/towels and appropriate "Govt. of India. Ministry of Finance" Board will have to be provided by the vendor

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



  
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13. 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.

14. Any changes in the date of opening of the Technical bids and the date for opening of the Commercial bids will be displayed on the Notice Board at the 3<sup>rd</sup> Floor, SaiShobhan Complex, GadkariChowk, Old Agra Road, Nashik-422002. Bidders or their authorized representatives may be present at the time of opening of the tenders.

15. The number of vehicles to be hired may increase or decrease in future depending upon the requirement and that will be intimated to hiring agency as and when the situation demands. The driver employed along with the vehicles should satisfy the following conditions:

- a) Driver should have minimum 3 years of experience of driving. They should have Vehicle Transport Licenses for driving passenger vehicles on hire.
- b) Driver should be decently dressed preferably in white shirt and trouser and black shoes.
- c) Driver should be well versed with the roads and the places in Nashik City and should have experience in city driving as well as the major cities around Nashik.
- d) Once the driver is allotted to a particular vehicle, he should remain with the same vehicle for a period of at least 2 year. Any change in the designated driver should be intimated to the concerned officer 24 hours before such change is affected.
- e) Driver should be provided with a mobile phone for better communication for better with the users by the service provider at their own cost.
- 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 odor free, suitable for official use.

16. In case of non-reporting due to breakdown of vehicle or for any other reason, the contractor will have to make immediate alternative arrangement under intimation to the users of the vehicle. Strict care should be taken so that normal services are not disturbed/disrupted due to non-reporting of the vehicles.



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

18. In case of non-compliance of the above terms & conditions of contract, a penalty may be levied. The penalty for defaults is as under:

Sr.NO.	Nature Of Default	Penalty its.
1.	Late reporting	50% of proportionate contract
2.	Non reporting	50% of proportionate contract charges
3.	Poor maintenance of vehicles	Rs. 2000/- per month
4.	Refusal of duties	100% of proportionate contract
5.	Non-observation of dress code	Rs.100/- for first instance and Rs. 200/- for subsequent instances
6.	Change of driver without intimation	Rs. 1000/- per instance
7.	Vehicle kept unclean	50% of proportionate contract

19. Log book should be maintained in the prescribed form provided by Income Tax Department for hired vehicle and entries must be certified by the officer using the vehicle.

20. The vehicles and / or drivers once assigned should not be changed afterwards barring exceptional cases arising out of break down or with prior permissions.

21. The bills of hiring of operational vehicle, along with the Log Books complete in all respects for every month, must be submitted to this office by the 15th of the subsequent month positively, after getting the bills vetted by the respective officers using the vehicles. The vendor should bear in mind that at times the payment might be delayed on account of late submission or incorrect submission of bills by the vendor or administrative delays or non-availability of funds with this office.

22. In Case of violation of any of the above mentioned conditions, the hiring contract may be terminated without giving any further notice to the agency at any time before expiry of the period of one year. In addition to the above, the amount of security deposit is liable to be forfeited.




  
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23. The terms & conditions, and the procedures laid down should be strictly adhered. The Department reserves the right to reject any tender without assigning any reason whatsoever.

In the event of award of the tender, prior to execution of the contract and supply of vehicles, the vendor shall be required to submit Copies of

- (a) Vehicle registration certificate
- (b) Comprehensive Vehicle Insurance Policies
- (c) Driving License of the Driver alongwith Identity Proof (Aadhar/ PAN) and Contact details with police verification.

24. The committee has been formed for the purpose of selecting the operational vehicle selected considering suitability of the vehicle, availability of number of vehicle and rate quoted by the vendors.

  
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JOINT DIRECTOR OF INCOME TAX,  
(INVESTIGATION), NASHIK  
FOR PR. DIRECTOR OF INCOME TAX  
(INVESTIGATION) NAGPUR



  
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**ANNEXURE-I**

**PROFORM A FOR TECHNICAL BID**

Sr.No.	Particulars Description	
1.	Name of the Vendor and address (Block Letters)	
2.	Permanent Account Number (PAN)	
3.	Aadhar number	
4.		
5.	Contact No. (Landline and Mobile)	
6.	Has any complaint ever filed /pending or penalty imposed against you In any office for not providing services related to providing vehicles as per the contract or net providing services up to the mark.	Yes/No. If yes, pleaseFurnish details.
7.	Annual Turnover during F.Y. 2016-17, 2017-18 & 2018-19 from car hiring business (copy of the return of income filed alongwith P&L A/c should be enclosed for evidence)	
8.	List of reputed Govt. clients (documentary evidence to be furnished i.e. copy of agreement signed with the reputed clients)	
9.	No. of years of experience of running a fleet of vehicles on hiring basis.	
10.	VEHICLE	Innova Crysta
10a	Registration no. of the Car	
10b	Date of registration/Registration authority	
10c	Make	
10d	Model	
10e	Manufacturing Year	
10f	Are you the owner of the Vehicle/Car?	Yes/No
10g	Is the Vehicle/Car offered by you is a commercial vehicle?	Yes/No
10h	Have you submitted a copy of the R.O Book/Blue Book/Smart card herewith?	Yes/No
11	Have you submitted a copy of profit and loss account and	Yes/No



	balance sheet for the financial year 2016-17, 2017-18 and 2018-19	
12	Have you submitted a copy of latest Income Tax return filed by you	Yes/No

Date:  
Place:

Signature of Vendor  
Name:  
Stamp:  
Seal:



*(Handwritten Signature)*  
(AMIT KUMAR SINGH)  
JT. COMMISSIONER OF INCOME TAX  
CENTRAL RANGE, NASHIK

**ANNEXURE-II**

<b>(PROFORMA FOR FINANCIAL BID)</b>			
1.Name & address and telephone no. of the Bidder i.e. the Applicant Contractor			
2.Permanent Account Number			
3.Name & address of the Proprietor/Partner/Directors/ andtheir PAN			
A. Rate, chart per vehicle for operational vehicle.(Exclusive of GST)			
<b>Sr. No.</b>	<b>Description</b>	<b>Make/Mode of Vehicle &amp; Rate (Rs.)</b>	
1	For 1500 kms per month		
2	For every extra km beyond 1500kms (per month)		
3	Registration No.of the vehicle		
4	Rate as per financial bid	Yes/No	
5	Whether owned by the bidder	Yes/No	
6	Bank a/c. No., bank and branch, branch code. MICR code, IFSC code.		
7	Have you submitted a cancelled blank cheque?		

Name &amp; Signature of the Authorized Signatory



*(Signature)*  
**(AMIT KUMAR SINGH)**  
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