



GOVERNMENT OF INDIA
OFFICE OF THE
COMMISSIONER OF INCOME TAX, JUDICIAL, PUNE.
INCOME TAX OFFICE, ROOM NO. 27, GROUND FLOOR,
AAYAKAR BHAWAN, 12, SADHU VASWANI CHOWK, PUNE -411001.
Phone / Fax: 020-26054180.
E MAIL ID:- pune.cit.judicial@incometax.gov.in

No. PN/CIT (Judl.)/Vehicle Tender/2016 -17/

Date:12/09/2016.

Notice Inviting Tender

The Commissioner of Income Tax, Judicial, Pune intends to hire one Mid Size Operational Vehicle (Staff Car) for the Commissioner of Income Tax, Judicial, Pune at Income Tax Office, Aayakar Bhawan, 12, Sadhu Vaswani Chowk, Pune-411001.

Applicants having requisite expertise and experience may furnish their bids latest by 1.00 p.m. on or before 22.09.2016 at Room No. 25, Ground Floor, Aayakar Bhawan, Income Tax Office, 12, Sadhu Vaswani Chowk, Pune -411001.

Tender documents and Terms & Conditions may be collected from the above said office on working days during office hours. The details / tender documents are also available on www.incometaxindia.gov.in and <http://eprocure.gov.in/cppp/>

Bids shall be opened on 22.09.2016 at 03.00 p.m. in Room No. 308, Ground Floor, Aayakar Bhawan, 12, Sadhu Vaswani Chowk, Pune – 411001, in presence of bidders and or their representatives duly authorised.

Type of vehicle	: Toyoto Innova, Toyoto Altis, Hundai Creta, Honda City, Hundai Verna, Maruti Ciaz, Mahindra XUV 500 with Air Condition
Last date of submission of Tender Form	: 22/09/2016 upto 1.00 p.m.
Date of opening of Tender	: 22/09/2016 at 3.00 p.m.

Sd/-
(B.P. Changan)
Income Tax Officer (HQ) (Judl.),
For Commissioner of Income Tax (Judl.), Pune.

TENDER DOCUMENT For Empanelment of Vehicles

OFFICE OF THE
COMMISSIONER OF INCOME TAX (JUDICIAL), PUNE
Room No. 27, Ground Floor, Aayakar Bhawan, Income Tax Office, 12,
Sadhu Vaswani Chowk, Pune-411001
Tel/Fax (020) 26054180

TENDER DOCUMENT FOR PROVIDING MID SIZE OPERATIONAL VEHICLE/STAFF CAR

Office of the Commissioner of Income Tax (Judicial), Pune, invites tenders in sealed covers from reputed vendors for hiring of 1 (One) Mid Size Operational Vehicle (Staff Car) for the Commissioner of Income Tax, Judicial, Pune. The Operational vehicle will be required for a period of 1 year from the date of signing the contract and the agreement may be renewed for a further period as mutually agreed upon subject to satisfactory performance by the vendor. The offers may be made along with details as per Annexure "A" to this tender notice. A separate order to the successful vendor will be issued to provide the Operational Vehicle by the office of the CIT(Judicial), Pune .

2. The hire charges will not be more than Rs. 40,000/- (exclusive of all taxes). The selection of the vehicles will be strictly based on the discretion of the Tender Evaluation Committee.

3. The vehicles offered should be as under :

1 (One) Mid - Size vehicle
Toyoto Innova, Toyoto Altis, Hundai Creta, Honda City, Hundai Verna, Maruti Ciaz, Mahindra XUV 500 with Air Condition

4. Terms and conditions for award of contract in respect of hiring of vehicle is as follows :

- i. The applicant Contractor should be owner/supplier of at least 10 vehicles or more supplied to Central Govt. Department, 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.25 lacs in the Financial Year in the FY's 2014-15 to 2015-16. In support of this, Applicant contractor should submit the evidence in support of their turnover for FY's 2014-15 or 2015-16(Copies of returns of income filed).
- iii. Applicant contractor should have a reputed client list. The client list should be submitted in support of the same, alongwith the copies of agreement.

- iv. The applicant contractor should have the experience of running a fleet of vehicles on hiring basis for atleast 2 years (Documentary evidence such as copies of agreements, copies of letters awarding the contract).
- v. The above condition will not apply to Government or Semi-Government enterprises.
- vi. The vehicles 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.

5. Vehicle proposed to be hired out to the CIT (Judicial), Pune by the applicant contractor, should have been manufactured in 2015 or later.

6.(a) The maximum monthly hire charges for "Operational Vehicle" is Rs. 40,000/- (Rupees Forty Thousand Only) per month (exclusive of taxes & any other Govt. Levies etc. as applicable from time to time) and TDS will be deducted as per I.T.Act, 1961 while making payment to the vendor.

6(b) The rate should be specified (Exclusive of service tax) for 2000 Kms. (reckoned from place of reporting to place of release) & 360 hrs. on monthly basis (reckoned from time of reporting to the time of release) of vehicle. The charges for additional hours after 360 hours and additional distance after 2000 Kms. per month should be specified in the rate. The hourly rate should also be specified. In case any vehicle is required on Sunday, no extra payment will be made for the usage on Sunday. The kilometerage on Sunday will be included in the monthly limit of 2000 Kms. However, exchange holiday may be granted to the driver as per convenience of the Income Tax Department.

6(c) 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.

7. Contractor shall provide dedicated vehicle and driver 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 experience of 2 years and their antecedents should be duly verified by police authorities, at the instance of contractor.

8(a) Payment of minimum charges agreed upon shall be made to 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.

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

8(c) While computing the amount payable as per clause (b) above on account of extra Kms., over and above agreed Kms., per month, i.e. 2000 kms per vehicle, for one vehicle, the total of unused kms for that month shall be carried forward during the contract period (i.e. 1 year), and further period if renewed, if not get adjusted.

Explanation : *For the purpose of clause 9(C) unused kms would mean the difference between cumulative agreed kms and the cumulative actual kms, run by vehicle of the contractor, if the cumulative actual kms run by them is less than the cumulative agreed kms.*

9. The vehicles shall be deemed to be at the disposal of Income Tax Department during period of official use and the billing for kms and hours shall be made from the reporting place to the relieving place. Reporting & relieving time of the vehicle is 12 hours from 9.00 a.m. to 9.00 p.m. 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.

10. 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.

11. The liability on account of fuel, 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.

12. The rates/contract would remain normally valid for one year from the date of agreement with the vendor and further if the agreement is renewed. 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 and manufactured in 2015 or later. Latest emission norm compliant, new seat covers/ towels will have to be provided by the vendor.

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

14. Offers should be submitted in two(2) bid pattern, i.e. Technical bid (containing technical and other details) and Financial bid. Demand draft of Rs.1000/- (non refundable) in favour of ZAO, CBDT, Pune payable at Pune as tender fee may be handed over before dropping of bids. Demand draft of Rs.10000/- drawn in favour of ZAO, CBDT, Pune payable at Pune on account of Earnest Money Deposit may be handed over before dropping of bids in the tender box. Both the bids should be placed in separate envelopes and sealed and super scribed as "Tender for hiring of vehicles-Technical bid" and "Tender for hiring of vehicles-Financial bids" respectively. Both the envelopes should be placed in a single cover and super scribed as "Quotation for hiring of vehicles." The tender documents duly completed in all respects shall be dropped in the "Tender box" kept for this purpose at Room No.25, Ground Floor, Aayakar Bhawan, Income Tax Office, 12, Sadhu Vaswani Chowk, Pune-411001 **upto 1.00 p.m. on 22/09/2016** on all working days during office time. The tenders received after the given date and time shall not be accepted.

15. The demand draft for Rs.10000/- on account of Earnest Money Deposit will be returned back to the contractor to whom the contract for providing of small size operational vehicles will be awarded, after completion of two months successfully as per terms and conditions of the agreement.

16. The offer of the tenderer(s) who do not fulfill the requisite qualification and who do not furnish full documentary evidence will be summarily rejected. Any misleading information will lead to disqualification of tender.

17. 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.

18. Technical bids will be opened at Room No. 308, Ground Floor, Aaykar Bhawan, Income Tax Office, Sadhu Vaswani Chowk, Pune on 22/09/2016 at 3.00 p.m. Financial bids will be opened in the case of those tenderers only whose technical bids are accepted after evaluation of the same. Any change in the dates of opening of the Technical bids and the date for opening of the Financial bids will be displayed on the Notice Board of Aayakar Bhawan, Income Tax Office, Sadhu Vaswani Chowk, Pune-411001. Tendereres or their authorized representatives may be present at the time of opening the tenders.

19. The number of vehicles to be hired may increase or decrease in future depending upon the requirement and that will be intimated to the hiring agency as and when the situation demands.

20. The drivers employed alongwith the vehicles should satisfy the following conditions :

- a. Drivers should have minimum 2 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 Pune City and should have experience in city driving as well as the major cities around Pune.
- d. Once the driver is allotted to a particular vehicle, he should remain with the same vehicle for a period of atleast 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 for better communication with the users of vehicle 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 odour free, suitable for official use.

21. 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 user of the vehicle i.e. the CIT, Judicial, Pune. Strict

care should be taken so that normal services are not disturbed/disrupted due to non-reporting of the vehicles.

22. 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.

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

Sr.No.	Nature of default	Penalty Rs.
1	Late reporting	50% of proportionate contract
2	Non-reporting	100% of proportionate contract charges for a day on which the vehicle is not reported.
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

The penalty shall be levied on the basis of the certificate signed by the Controlling Officer. For the vehicles deployed in a Range Office, the concerned Addl./Jt.DIT/DCIT/ACIT will be the Controlling Officer.

24. Log book should be maintained as directed in Rul-13 of Staff Car Rules, in the prescribed Form as standardized under 'S' Series (S-263) for each car separately and entries must be certified by the officer using the vehicle.

25. The bills of hiring of vehicle, along with the Log Books complete in all respects for every month, must be submitted to this office by the 10th of the subsequent month positively, after getting the bills vetted by the respective officers using the vehicles.

26. 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.

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

28. As per discretion of the Commissioner of Income Tax(Judicial), Pune or the Tender Evaluation Committee formed by him for the purpose of selecting the Operational Vehicle, more than one vendor may be selected considering suitability of the vehicles, availability of number of vehicles and rate quoted by the vendors.

ANNEXURE
Technical Bid for hiring of vehicles

1	Name & address and telephone no. of the tenderer i.e. the applicant contractor	
2	Permanent Account Number (PAN)(Copy of PAN Card may be enclosed).	
3	No. of vehicles owned/supplied (10 or more)for hiring to the Central Govt. Department, by the applicant contractor in terms of para 3 & 4(i) of terms & conditions (documentary evidence to be furnished) –Copies of agreements and/or extension letters issued by the various Authorities.	
4	Annual Turnover (Rs.25 lakh & above) during F.Y.2014-15 & 2015-16 (Copies of the return of income for A.Y. 2015-16 & 2016-17 along with copies of Trading, P & L A/c)	
5	List of reputed clients signed by the vendor (Related to copies of agreements enclosed as above)	
6	No. of years of experience of running a fleet of vehicles on hiring basis (Documentary evidence such as copies of agreements, copies of letters awarding the contract).	
7	Number of vehicles being offered for hiring with make & model (Copies of RC documents of vehicles proposed to be deployed).	
8	Service Tax Registration Certificate	
9	Photocopy of the certificate of road tax. & Photocopy of Comprehensive Insurance Policies of the vehicles being offered to be deployed	

Name & Signature of the Authorized Signatory

Annexure
(FINANCIAL BID FOR HIRING OF STAFF CAR)

1. Name & address and telephone no. of the Tenderer i.e. the Applicant Contractor
2. Permanent Account Number
3. Name & address of the Proprietor/Partners/Directors/ And their PAN
4. Rate, chart per vehicle for operational vehicle. (exclusive of Service Tax)

Sr.No.	Description	Make/Model of Vehicle & Rate (Rs.) for			
		1	2	3	4
1	For 2000 kms & 360 hours per month				
2	For every extra km beyond 2000 kms (per month)				
3	For every extra hour beyond 360 hours (per month)				
4	Extra charge for Sundays on hourly basis (kilometerage will be included in monthly scheme of 2000 kms)				
5	The number of vehicles offered				
6	Number of vehicles of the Make/Model can be provided				

Name & Signature of the Authorized Signatory