



**OFFICE OF THE
JOINT COMMISSIONER OF INCOME-TAX
WARDHA RANGE, WARDHA.**

Aayakar Bhawan, Civil Lines, Wardha.

F.No.JCIT/ WRD/Op. Vehicle-Tender/2019-20

Date: 19/07/2019

LIMITED TENDER ENQUIRY

The office of the Joint Commissioner of Income Tax, Wardha Range, Wardha, on behalf of the President of India, invites sealed tenders for hiring 1 (one) vehicle preferably **Innova/Scorpio/Ertiga/Tavera or any other vehicle in similar segment**, for the use of the office of the Income Tax Office, Wardha Range, Wardha.

The terms and conditions of the contract are available at the office of the Income Tax Officer, Ward-1, Wardha which can be collected by interested parties on all working days upto 11:00 A.M. of 31/07/2019 or can be downloaded from the website www.incometaxindia.gov.in. Tenders should be delivered in the Income Tax Office, Wardha upto 11:30 A.M. on 31/07/2019.

The Tenders shall be opened on the same day (i.e. 31/07/2019) at 12:00 P.M. in the presence of Local Purchase Committee. If the office remains closed on the date of opening of tender, then the tender shall be opened on the next working day. The bidders or their representatives may be present at the time of opening of the tenders. The Joint Commissioner of Income Tax, Wardha Range Wardha, reserves the right to cancel or postpone the tender or reject any bid without assigning any reasons.


(MILIND V PATIL)

Joint Commissioner of Income Tax
Wardha Range, Wardha

Encl.: Conditions for Bidders.

Conditions for Bidders

1. The bidder has to submit both Technical and Financial Bids in separate sealed covers marking 'Technical' or 'Financial' and it is to be addressed to the Joint Commissioner of Income Tax, Wardha Range Wardha. The Bids will be accepted up to 11:30 A.M. on 31/07/2019. Bidders should submit technical bid as well as financial bid in Annexure -II & III with prescribed self-attested supporting documents. The bids will be opened at 12:00 p.m. on 31/07/2019.
2. A sum of Rs. 15,000/- (Rupees Fifteen thousand only Only) must be furnished as **Earnest Money Security Deposit (EMSD)** through a bank draft favouring 'ZAO, CBDT, Nagpur & must accompany the technical bid without which the bid will be rejected. The said amount will be forfeited, if the successful bidder fails within the time fixed by the Income tax Department to start the allotted work on terms contained in the bid document or fails to execute the order within the stipulated time. The earnest money of the successful bidder will be refunded after the end of the contract. No interest will be payable on this deposit.
3. The bidder may remain present at the time of opening of the tender by the Local Purchase Committee and Tender Committee. The financial bids of only those bidders who technically qualify will be opened.
4. The vehicles will be taken by the Income Tax Department on contract basis from the successful bidder as per Terms and Conditions for Contractors specified in Annexure I.
5. Where the bid is received after the due date (including on account of reasons of postal delay), the same will not be considered.
6. The successful bidder has to enter into a formal contract with the Joint Commissioner of Income-tax, Wardha Range, Wardha / Income Tax officer, Ward-1 & DDO, Wardha or any officer designated by him on his behalf.
7. The Income Tax department reserves the right to cancel/postpone the tender/contract procedure without assigning any reasons there for.
8. If the quotations equal in all aspect have been received, selection will be done on following guidelines.
 - a. In case the quotations of more than one bidder are equal in respect of vehicles, preference will be given to the bidder having more number of vehicles with lesser meter reading (vehicle travelled for lesser kilometers)
 - b. Preference will be given for new vehicles.

Note: The envelopes containing the sealed Technical and the financial bids must be placed in a single sealed cover super scribed as "Quotation for Hiring of Vehicles by Office of Joint Commissioner of Income Tax, Wardha Range Wardha" and submitted in the office of Income-tax Officer, Ward-1 & DDO, Wardha.

Encl.: a) Terms & Conditions in Annexure-I
b) Form for Technical Bid in Annexure-II
c) Form for Financial Bid in Annexure-III.

Annexure-1 Terms & Conditions

- 1) The vehicle offered should be an **Innova/Scorpio/Ertiga/Tavera or any other vehicle in similar segment**
- 2) The vehicle provided by contractor as per the agreement should be new make not older than 2016 and well maintained vehicle.
- 3) The vehicle must be in good working condition. The vehicles will be run by the department for approximately 2500 kilometers per month for the Principal Chief/Addl/Joint/Commissioner of Income Tax/operational vehicles.
- 4) The vehicle provided by the Contractor should be made available on all days including holidays on round the clock basis. Non-providing of vehicle/alternate equivalent vehicle on any day/days will attract deduction of charges from the bill on prorata basis.
- 5) The driver to be provided by the contractor with the vehicle should be in uniform (white pants, white shirt and black shoes) while on duty as per guidelines of RTO. Following conditions are also to be fulfilled by the Contractor/driver :-
 - a) The driver should have a valid driving License and experience of more than three years of driving the class of vehicle offered for hire.
 - b) The driver shall be provided with a mobile phone by the Contractor. The bill of the mobile phone is to be borne by the Contractor. The driver should always be reachable on mobile phone during the period of his deployment.
 - c) The driver should be decent and well behaved. He should not have any criminal background. It shall be the responsibility of the Contractor to verify the antecedents of the driver before deployment.
 - d) The Contractor shall be responsible for verification of medical fitness and suitability of driver before deployment.
 - e) The driver should have knowledge of city routes and should be able to communicate both in Hindi and English.
 - f) All statutory compliance related to employment of the driver need to be adhered by the contractor.
 - g) Dedicated driver is to be provided to the Department. Any change would be permitted only in exceptional circumstances, on prior permission.
 - h) The personnel deployed by the Contractor shall maintain decency, peace and order during deployed with the department. He shall behave courteously with all the officers/employees of the department, other personnel working for the department and the visitors of the office/residential premises. The driver/personnel would be required to be immediately replaced by the Contractor on complaint of misbehavior. Any damage to property by the deployed personnel shall be recovered from the Contractor.
- 6) All the claims/damages arising out of accident, if any, shall be settled by the Contractor. The responsibility for loss/damage of property/life due to accident of the vehicle/driver shall be

of the Contractor. The Department/officer(s)/official(s) of the Department shall not be responsible for any such loss/damage. The Contractor will also indemnify the office of the concerned officer against any loss/damage/of property or life attributable to negligence on the part of the Driver or poor maintenance of the vehicle.

7) The contract will be for two years only with effect from the date of signing of agreement and is renewable on mutual agreement (if found satisfactory) by the Department, on the same terms and conditions for a further period of one year.

8) The contract can be terminated at any time, without assigning any reasons, by the Department or the Contractor by giving 30 days notice.

9) During the period of contract, no request shall be entertained for hike in the agreed rates due to any reason.

10) The vehicle shall have comprehensive insurance and fitness as per RTO Rules and compliance to the provisions of the Motor Vehicles Act/Rules. All legal obligations in respect of the vehicle i.e. Road Tax, RTO permissions etc. and the driver i.e. minimum wage, social security etc. will be the responsibility of the contractor. Also the conditions prescribed in section 66 of Motor Vehicle Act, 1988 for hiring of vehicle must be fulfilled.

11) The Tenderer should keep the following documents to justify their capacity to execute the contract: Certificate of Registration of Vehicle, Insurance of Vehicle, Road Tax Certificate, Emission Test Certificate etc. in original.

12) The vehicle should be registered as public service vehicle i.e. commercial vehicle (taxi permit with yellow number plate) with the competent authorities of the State Government.

13) The vehicle is to be maintained in excellent condition and regular cleaning must be ensured.

14) The contractor shall provide replacement of vehicle in similar segment within one hour in case of breakdown or servicing or absence of driver. In case replacement is not provided, the Income Tax Department shall deduct proportionate amount on daily basis from the bills. In case of late reporting, penalty of 50% of proportionate contract charges per day may be levied.

15) The basic fixed monthly hire charges shall cover the fuel charges for vehicle, repairs and maintenance, servicing, insurance, permit, statutory dues, taxes, other risks and liabilities, driver's salary and allowance including night bhatta, etc. *Parking Charges & Toll Taxes will be reimbursed on actual basis.* No request for any extra payment would be entertained. TDS will be deducted as per the provisions of the Income Tax Act, 1961 & GST Act, while making payments.

16) The bill, in duplicate, for the month shall be submitted by the contractor latest by 5th of the subsequent month to the Joint Commissioner of Income Tax, Wardha Range, Wardha. Payment shall be made by the Joint Commissioner of Income Tax, Wardha Range, Wardha after the end of every month on presentation of the bill within a reasonable time. However, no interest is payable on delayed payment.

17) A daily record indicating time and mileage for the vehicle is to be maintained in a log book and entries therein must be certified by the user.

- 18) The unused K.M. of a month will be carried forward to the subsequent months till the contract ends. The unused kilometers would mean the difference between agreed kilometers i.e. 2500 K.M. run in a month and actual kilometers run by a vehicle is less than the agreed kilometers.
- 19) The vehicles taken on hire would have to be parked either in the office premises or at the premises of the officer to whom the vehicle is allotted/or at his/her discretion.
- 20) The contractor to whom contract is awarded would furnish name, address and contact number of a person with whom the department/controlling officer (of the Department) should contact, in case of any problem faced with regard to service being provided by such contractor on day to day basis.
- 21) Any violation of the aforementioned terms and conditions and if the services are not found satisfactory may lead to termination of contract without any notice.
- 22) In case of dispute regarding interpretation of any term or condition of the tender/contract, the decision of the Joint Commissioner of Income Tax, Wardha Range, Wardha will be final.
- 23) The maximum bids shall not exceed Rs. 50,000/- (inclusive of all taxes) per month.

ANNEXURE-II-TECHNICAL BID

[To be signed and submitted to Joint Commissioner of Income Tax, Wardha Range , Wardha with self attested supporting documents]

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:
5. Details of Vehicles (Make, Petrol/diesel year of purchase, number & dated of registration):
6. Any other remarks:
7. Whether blacklisted by the Central/State/UT Govt, or any such Govt. Organization including PSUs etc:
8. Whether EMD in form of D.D of Rs.15,000/- enclosed:

Signature of the Owner/
Authorized Signatory _____

Full Name _____

Name of Contractor _____

Phone (Land Line) _____

Mobile _____

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/agency/owner/contractor will be blacklisted and will not have any dealing with the Department in future.

(Signature of authorized signatory with date)

ANNEXURE-III-FINANCIAL BID

[To be signed and submitted to the Income-tax Officer, Ward-1 & DDO, Wardha, Range-Wardha]

1) Basic fixed monthly rent for 2500 kilometers per month : _____

2) Rate per extra Km. when used beyond 2500 Kilometers after adjustment as per contract conditions:

Note: Rate quoted shall be inclusive of all Taxes.

Signature of Authorized Signatory

Place: _____

Full Name: _____

Date: _____

Name of the Contractor: _____

Cell No.: _____

Seal: _____