



GOVERNMENT OF INDIA

**INCOME TAX DEPARTMENT**

OFFICE OF THE

JT. COMMISSIONER OF INCOME TAX, TDS RANGE, THANE

*Grnd. Flr., Qureshi Mansion, Gokhale Road, Naupada, Thane (W) -400 602.*

*Ph No. 022-25392593 email id-thane.addlct.tds@incometax.gov.in*

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**TENDER DOCUMENT**

**For Providing  
Operational Vehicles  
on Contractual basis  
For the Office of the  
Joint Commissioner of Income Tax, TDS Range, Thane**



GOVERNMENT OF INDIA

## INCOME TAX DEPARTMENT

OFFICE OF THE JOINT COMMISSIONER OF INCOME TAX, TDS RANGE, THANE

*Grnd. Flr., Qureshi Mansion, Gokhale Road, Naupada, Thane (W) -400 602.*

NO.THN/JCIT/TDS/E TENDER/OP. VEHICLE/2017-18

Date: 16/11/2017

### **NOTICE INVITING TENDER**

1. The Income Tax Department, Thane intends to invite sealed tenders from firms /agencies, engaged in the business of providing operational vehicles, to provide 04 Operational Vehicles on contract, for the Office of the Joint Commissioner of Income-Tax, TDS Range, Thane. The contract is for a period of two year which is likely to be extended up to one year at the administrative convenience of the Joint Commissioner of Income-Tax, TDS Range, Thane.

2. Sealed Tenders, duly super scribed "**Tenders For Providing 04 Operational Vehicle at Income Tax Department Thane**" and addressed to "**Office of the Joint Commissioner of Income-tax, TDS Range, Thane** " are invited so as to reach the Tender Box kept in the Room of **Grnd. Flr., Qureshi Mansion, Gokhale Road, Naupada, Thane (W) -400 602 not later than 13.00 hours on 08/12/2017**. Tenders received after stipulated date/time shall not be entertained. **The tenders will be opened on the same day at 15.00 hours** in the presence of the Bidders or their representatives who may like to be present.

3. Detailed information/terms and conditions for the purpose either be downloaded from **[www.incometaxindia.gov.in](http://www.incometaxindia.gov.in)** or Tender documents and Terms & Conditions may be collected from the above said office on working days during office hours i.e. 10:00 A.M. to 5:30 P.M. on payment of non-refundable tender fee of Rs.1,000/- **Demand Draft drawn in favour of ZAO, CBDT, Thane payable at Thane**. In case the tender document is downloaded from the Department's website, a non-refundable tender fee of Rs.1,000/- has to be paid by way of **Demand Draft drawn in favour of ZAO, CBDT, Thane payable at Thane** at the time of submission of the duly filled tender application.

**(ALOK MALVIYA)**

Joint Commissioner of Income Tax  
TDS Range Thane

## General Terms and Conditions for providing Vehicle Services

### INVITATION TO BID

Open Tender : NO.THN/JCIT(TDS)/E TENDER/OP. VEHICLES/2017-18

Dated: 16/11/2017

1. Income tax department, Thane invites sealed bids from the eligible agencies for providing 04 Operational Vehicles as detailed below on contract, at the premises of the department in Thane at Grnd. Flr., Qureshi Mansion, Gokhale Road, Naupada, Thane (W) -400 602:-

Sr. No.	Name or model of vehicle	Kms in a month	Amount Restriction(Excl. of Taxes)	Contract Period
01	Mid-sized vehicles Maruti Ciaz, Honda City or Hyundai Verna/equivalent vehicles or SUVs (Xylo/Innova/Scorpio/Ertiga etc.)	2000 Kms	40,000/-	Two years from the date of contract

2. The bid shall consists of two parts – Technical bid (Annexure-A) and Financial bid (Annexure-B) and should be submitted in two separate sealed envelopes clearly subscribing “Technical Bid” or “Financial Bid”.

3. The Earnest Money Deposit/Bid Security (Refundable, if the bid is not successful) of Rs. 10,000/- (Rupees Fifty Thousand only) in the form of Demand Draft/Banker’s Cheque in favour of **Zonal Accounts Officer, CBDT, Thane** payable at Thane, has to be remitted along with bid forms.

4. The contract is for a period of two years which is likely to be extended further up to one year at the administrative convenience of Joint Commissioner of Income tax, TDS Range, Thane [hereinafter referred to as Jt.CIT, Thane].

5. The bid document can be downloaded from [www.incometaxindia.gov.in](http://www.incometaxindia.gov.in).

6. The Income tax department also reserves the right to accept or reject any bid, and to annul the bidding process at any time, without thereby incurring any liability to the affected Bidder or Bidders.

7. The sealed tenders completed in all respect shall be submitted at the office of the **Jt.Commissioner of Income-tax , TDS Range, Thane**, Ground Floor, Qureshi Mansion, Gokhale Road, Naupada, Thane (W) -400 602 not later than 13.00 hours on 08/12/2017 and the technical bids will be opened on 08/12/2017 at 15.00 hours in the Room of DCIT Circle, TDS Grnd. Flr., Qureshi Mansion, Gokhale Road, Naupada, Thane (W) -400 602.

8. The maximum monthly hire charge for “Operational Vehicle” is Rs.40,000/- (Rupees Forty Thousand Only) for 2000 kms. for each vehicles (exclusive of taxes & any other Govt. levies etc. as applicable from time to time) TDS will be deducted as per Income Tax Act 1961 while making payment to vendor.

09. The liability on account of fuel, driver and expenses relating to maintenance, insurance, parking, RTO etc, of vehicle would, solely and wholly, be the responsibility of contractor. Income Tax Department will not bear any liability apart from hiring charges.
10. The vehicle must be brand new one or should not more than one year old having desired safety features such as ABS, EBD/ESC, Alloy wheels, Powered windows/Brakings/Steering etc. The Operational Vehicles, must be a model either of mid-sized vehicles Maruti Ciaz, Honda City or Hyundai verna/equivalent vehicles or SUVs (Xylo/Innova/Scorpio/Ertiga etc).
11. The hire charges will include monthly salary of driver, repairs and maintenance of vehicles, insurance, petrol/ diesel, oil and all other incidental expenses including taxes, penalty, fine parking fees etc.
12. The department is not responsible for any repairs and maintenance of the vehicles. No other changes will be borne by the Department.
13. Initially the operational vehicles shall report to the Jt. CIT, TDS Range, Thane throughout the contract period at all time. Dedicated vehicles and drivers having Driving Licenses and sufficient experience, exposure and familiarity with the cit rods must be provided. Dedicated vehicles and drivers are not to be changed without prior approval of the User/Hiring Authority. The vehicles are to be parked at the option of the User/Hiring Authority.
14. The driver will observe all the etiquette and protocol while on duty. He will be neatly dressed, preferably in white uniform and carry a mobile phone in working condition, for which no separate payment shall be made by the Department. The mobile numbers of the drivers should be given to the respective controlling officer.
15. The vehicle shall carry proper Registration Certificate, Road Tax Certificate, Certificate of insurance Policy, Emission Test Certificate etc. in original. The driver should have valid driving license and the vehicle should be registered with the Concerned authorities of Central / State Government and deposits of fees for hiring / commercial use be made. Evidence of all these requirements under Motor Vehicle Act will have to be filed. The driver of the vehicle provided must follow Traffic Rules and other regulations prescribed by the Government from time to time and must not have any traffic/criminal case pending against him.
16. The vehicles are to be maintained in excellent condition and regular cleaning must be ensured.
17. The vendor is liable to payment of all claims/expenses in case of any accident. He 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 drivers or poor maintenance of the vehicles.
18. The vendor and the driver shall be bound to carry out the instructions of the concerned Officer to whom the vehicle will report.

19. The vendor shall make immediate alternative arrangements in case of vehicles are not available for use e.g. in case of breakdown of the vehicle or absence of the driver etc. In case of failure to provide for alternative suitable vehicle, hire charges on pro-rate basis shall be deducted from the monthly hire charges. If the vehicle does not report on time / does not report for duty at all, the user will have a right to hire a vehicle from the market. In case of failure to provide alternative suitable vehicle, Rs. 1,000/- per day shall be deducted from monthly hire charges.

20. The vehicles can be called for reporting at any time. The vehicles would remain at the disposal of the Department for all the seven days in 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.

21. A daily record indicating time and mileage for vehicle is to be maintained in Log Book entries which must be certified by the user.

22. Hire charges will be paid for use of the vehicle for the whole month subject to maximum usage of 2000 K.M. per month. The time and distance is to be calculated from the time and place of reporting to the time and place of release.

23. The Department reserves the right to cancel the order for supply of vehicles by serving notice of one month without assigning any reasons. In the event of termination of an order, in the middle of a month, hire charges shall be paid on pro-rata basis, for the part of the month. The vendor may cancel the agreement by serving notice of one month and in that case penalty of one month's hiring charge (excluding taxes) may be imposed by Jt.CIT, TDS Range, Thane.

24. Payment shall be made on presentation of the bill and observation of necessary formalities. The bill for running of the vehicle along with the Log Book duly authenticated by the user and completed in all respects must be submitted in the office or the user within 7 (Seven) working days of the month following the end of the month.

25. A penalty of Rs. 1,000/- (One Thousand Only) per day per vehicle may be levied if the vehicle fails to meet the terms and conditions prescribed herein above on any day. However, in case of frequent violations for the terms and conditions and performance/condition of vehicle/service the agreement is liable to be cancelled forthwith.

26. The liability of the Department is limited to the contract value only.

27. Any matter during the period of this agreement, which has not been specifically covered by this terms and conditions, shall be decided upon by the Jt. CIT TDS Range, Thane. Purchase committee's decisions shall be final and conclusive.

28. In case of any dispute, the jurisdiction of Maharashtra Court shall apply.

29. The initial agreement is likely to be for a period of 24 (twelve) months from 01.01.2018 to 31.12.2019 with option of extending it for a further period of one year or more at the discretion of the JCIT TDS Range, Thane. However, the Department has the right to terminate the contract/ Agreement by giving one month notice without assigning any reason. The agreement may be renewed for a further period as mutually agreed upon subject to satisfactory performances.

30. The JCIT TDS Range, Thane & the purchase committee of the office of the Jt. CIT, TDs Range, Thane reserves the right to accept or reject any application without assigning any reason whatsoever.

31. The operational vehicle will be parked at such a place from where it will reach the office within 15 (fifteen) minutes of call from the concerned officers, close proximity of office, parking etc. with Income Tax Department are preferred.

32. The vehicles shall be deemed to be at the disposal of Income Tax Department during period of official use and the billing for kilometers 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 relieving place.

33. The following documents shall be furnished before deployment.

- i) Photocopy of the certificate of registration/fitness of the vehicles
- ii) Photocopy of the certificate of evidencing latest emission test.
- iii) Photocopy of the certificate of road tax.
- iv) Photocopy of the Comprehensive Insurance Policies.
- v) Photocopy of PAN Card.

34. The Operational Vehicles shall be produced for examination or certificate before the officer responsible for its supervision, signature of the log Book and utilization corticated.

This issue with the approval of the CIT (TDS), Pune.

A Copy of the Tender Notice is being uploaded in the Department website "**Incometaxindia.gov.in**" under the tender module and Notice Board of Income Tax Office

**Annexure -A**

**TECHNICAL BID DOCUMENT**

Sr.No.	Particulars	Details
01	Name of the Proprietor/ Registered Firm/ Company	
02	Address of the concern (With Tel No./Fax/E-mail)	
03	Name and address of the partners/Directors	
04	Contact Person(s) (With Mobile No.)	
05	No. of years of experience in providing Vehicles	

06 Details of vehicles that can be provided to O/o the Jt. CIT, TDS Range, Thane (Please mention make, model, year and attach copies of RC Books) in the following tabular format:

Sr. No.	Make & Model of Vehicle	Year of Mfg. (Month & Year)	Registration No. of vehicle	Whether copy of RC Book submitted (Yes/No)

07 List of Clientele (Please attach copies of work orders) in the following format:

Sr. No.	Name and Address of the Client	Name & Mobile No. of the contact person	Period for which the Vehicles were / are given on hire	Number of Vehicles given on hire

- 08 Permanent Account Number (Please attach Photocopy of PAN card and latest return A/d) :
- 09 GST Registration No. :
- 10 Details of DD towards cost of tender form (Attach DD in case of downloaded form) :
- 11 Details of EMD in the following format :

DD/Bankers Cheque No.	Date	Name of Bank	Amount

DECLARATION

I/We hereby certify that the information furnished above is full, true and correct to the best of my/our knowledge. I/We understand that in case and deviation is found in the above statement at any stage the bidder / company will be blacklisted and will not have any dealing with the O/o the Jt. CIT, TDS Range, Thane in future.

Place :-

Dated :-

Signature & Seal of bidder  
(Name :-.....)  
Add :-

Mobile No. :-

## **Annexure B**

FINANCIAL BID DOCUMENT  
HIRING OF VEHICLES BY THE JT. CIT, TDS RANGE, THANE  
RATE QUOTATION

1. Name of the Proprietor/Registered Firm/Company :
2. Address of the concern (with Tel No./Fax/E-mail) :
3. Contact person(s) (with Mobile No.) :
4. Rates for various Vehicles and their models :  
(Exclusive of Taxes)

Sr.No.	Particulars	Amount in Rs	Others (Mention make)
1	Total Monthly hire charges for minimum of 2000 kms		
2	Rate per Km over and above 2000 Kms		

Date

Place

Signature of Applicant  
Name  
Add:-

Mobile No. :-