



OFFICE OF THE
PRINCIPAL COMMISSIONER OF INCOME TAX-2, THANE

6th Floor, Ashar IT Park, Road No. 16Z, Wagle Industrial Estate, Thane 400 604
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NO. THN/Pr.CIT-2/ Infra/Operational Vehicles/2019-20/

Date: 08/05/2019

NOTICE INVITING TENDER

1. The Income Tax Department, Thane intends to invite sealed tenders from firms /agencies, engaged in the business of providing Staff Car/Operational vehicles, to provide 01 Staff car and 06 Operational Vehicles on contract, for the Offices under the charge of the Principal Commissioner of Income-Tax-2, Thane. The contract is for a period of One year which is likely to be extended up to one year at the administrative convenience of the Principal Commissioner of Income-Tax-2, Thane.
2. Sealed Tenders, duly super scribed "**Tenders for Providing 01 staff car and 06 operational vehicles for offices under the charge of Principal Commissioner of Income Tax Office-2, Thane**" and addressed to "**The Pr. Commissioner of Income-tax-2, Thane**" are invited so as to reach not later than **11.00 AM on 24.05.2019**. Tenders received after stipulated date/time shall not be entertained. **The tenders will be opened on the same day at 12.00 PM** 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 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 separately 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.

(**JOLLY SUNNY**)
Income Tax Officer (Hq.)2(1),
for Pr. Commissioner of Income Tax-2,
Thane



GOVERNMENT OF INDIA

INCOME TAX DEPARTMENT

OFFICE OF THE PR COMMISSIONER OF INCOME TAX-2

6TH FLOOR, ASHAR IT PARK, ROAD NO. 16Z, WAGLE INDUSTRIAL ESTATE, THANE
WEST - 400 604.

TENDER DOCUMENT

**For Providing Operational Vehicles on Contractual
basis for offices under the charge of the Principal
Commissioner of Income Tax -2, Thane**

General Terms and Conditions for providing Vehicle Services

INVITATION TO BID

Open Tender: No. THN/PR.CIT-2, THANE/E-TENDER/OP.VEHICLES/2019-20

Dated 08/05/2019

1. Income-tax department, Thane invites sealed bids from the eligible agencies for providing 01 staff car and 06 Operational Vehicles as detailed below on contract, at the various offices under charge of Principal Commissioner of Income-tax -2, Thane.

Sr. No.	Particulars of Vehicle	Required Quantity
1	STAFF CAR Honda City/Maruti Ciaz/Hyundai Verna/Toyota Corolla or equivalent Vehicles	01
2	OPERATIONAL VEHICLE Toyota Innova/ Hyundai Creta/Maruti Breeza/Maruti Ertiga/Maruti Ciaz/ Hyundai Verna	06

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. 50,000/- (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 “Technical Bid” form.

4. The contract is for a period of One year which is likely to be extended further up to one year at the administrative convenience of **Principal Commissioner of Income tax-2, Thane [hereinafter referred to as Pr.CIT-2, Thane]**.

5. The bid document can be downloaded from 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/dropped in the tender box kept at the office of the Income Tax Officer(HQ)2(1), Room No. 6B, B wing, 6th Floor, Ashar IT Park, Road No. 16Z, Wagle Industrial Estate, Thane (w) – 400 604 not later than **11.00 A.M on 24.05.2019** and the technical bids will be opened on **24.05.2019 at 12.00 P.M** on the same day in conference hall, 6th Floor, Ashar IT Park, Road No. 16Z, Wagle Industrial Estate, Thane (w) – 400 604.

8. Eligibility Criteria:

- a. The Applicant Contractor (i.e. Vehicle operator) should have been in the business of providing Vehicles for a minimum three years since F.Y. 2016-17.
- b. The Annual Turnover of the Applicant Contractor should not be less than Rs. **25 Lacs** per annum during F.Y. 2016-17, 2017-18 & F.Y. 2018-19.
- c. The vehicle must be brand new one or should not be more than one year old having desired safety features such as ABS, EBD/ESC, Alloy wheels, Powered windows/Breakings/Steering etc. The Operational Vehicles, must be a model either of mid-sized vehicles Maruti Ciaz, Honda City/Hyundai verna/ Toyota Corolla or equivalent vehicles or SUVs (Xylo/Innova/Scorpio/Ertiga etc).

TERMS AND CONDITIONS

9. The usage of the vehicle will be monthly basis. This is subject to a maximum of 2000 KMs in a month. If the specified kilometers of 2000 remain unutilized in a particular month, the same shall be carried forward to the next month on the first in first out basis(e.g. the unutilized quota of 500 Kms (out of 2000 Kms) for the month of July will be carried forward to the month of August. During the August, the unutilized quota of 500 Kms will be utilized first and quota of 2000 Kms for August will be utilized subsequently and so on.)

10. The rate should be specified (exclusive of taxes & any other Govt. levies etc. as applicable from time to time) for 2000 kms. for each vehicles and TDS will be deducted as per Income Tax Act 1961 while making payment to vendor.
11. The liability on account of fuel, driver and expenses relating to maintenance, insurance, parking, RTO etc, of vehicle would, solely and wholly, is the responsibility of contractor. Income Tax Department will not bear any liability apart from hiring charges. 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 charges will be borne by the Department.
13. Initially the One staff car shall report to the Principal Commissioner of Income tax-2, Thane, Two operational vehicles shall report to the Additional Commissioner of Income Tax, Panvel Range, Two Operational vehicles shall report to the Jt. Commissioner of Income Tax , Range-3, Thane and Two Operational vehicles shall report to the Joint Commissioner of Income Tax , Range-1, Kalyan throughout the contract period at all time. Dedicated vehicles and drivers having Driving Licenses and sufficient experience, exposure and familiarity with the city roads 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 in white/grey 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. 2,500/- 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 two month and in that case penalty of one month's hiring charge (excluding taxes) may be imposed by Principal Commissioner of Income tax -2, 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. 2,500/- (Two Thousand Five Hundred 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.

The penalties for some of the defaults are as under:

S.No.	Nature of default	Penalty Rs.
01.	Late reporting	500 per hour or part thereof
02.	Non-reporting	2,500 per day
03.	Poor maintenance of vehicles	500 per instance
05.	Change of driver without prior intimation	1000 per instance

06.	Unsafe/rash driving	2,000 per instance
07.	Driver not carrying operational mobile phone	500 per instance
08.	Driver inexperienced, non-attentive, sleepy and unfamiliar with the roads	1000 per instance
09.	Refusal of duties	2500 per instance
10.	Provision of vehicles other than that as per contract	500 per day
11.	Vehicle kept unclean	500 per day

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 Pr.CIT-2, 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 12 (twelve) months from 01.06.2019 to 31.05.2020 with option of extending it for a further period of one year or more at the discretion of the Pr.CIT-2, 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 Pr.CIT-2, Thane & the Tender committee of the office of the Pr.CIT-2, 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.

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

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-A 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 per Annexure-B should be marked as 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.

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) Enclose address proof	
03	Name and address of the partners/Directors along with their PAN/Aadhar card	
04	Contact Person(s) (With Mobile No.)	
05	No. of years of experience in providing Vehicles	

6 Details of vehicles that can be provided to the offices under the charge of the Pr.CIT-2, 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 which Vehicles / are given on hire	for the were	Number Vehicles on hire	of given

08 Permanent Account Number (Please attach :
Photocopy of PAN card and latest return A/d)

09 GST Registration No. :

10 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 office of the Pr. CIT-2, Thane in future.

Place :-

Dated :-

Signature & Seal of bidder

(Name :-.....)

Add :-

Mobile No. :-

Annexure B

FINANCIAL BID DOCUMENT

TENDER DOCUMENTS (i.e. FINANCIAL BID)

01.	Name & address, telephone and mobile number of the Tenderer i.e. the Applicant	
02.	Permanent Account Number (PAN)	
03.	Names and addresses of the Proprietor /Partners / Directors and their PAN	
04.	Rate Chart as per vehicle for mid-sized vehicles (exclusive of service tax) (No. required –7 w.e.f. 01.06.2019)	

Sr.No.	Description	Rate (Rs.) For mid Size Vehicle
01.	For 2000 kms. and 350 hours per month	
02.	For every extra kilometer beyond 2000 kms (per month)	
03.	For every extra hours beyond 350 hours (per month)	
04.	Extra charge for Sundays on hourly basis (kilometer rate will be included in monthly scheme of 2000 kms)	
05.	The number of vehicles offered	

Name & Signature of the Authorised Signatory