



OFFICE OF THE
COMMISSIONER OF INCOME TAX (APPEALS)
"AAYAKAR BHAWAN",
MAQBOOL ALAM ROAD, 2nd FLOOR, VARANASI-221002.

F. No. CIT (A)/VNS/Tender/Vehicle/2018-19

Dated :- 18/06/2018

TENDER NOTICE

Office of the Commissioner of Income Tax (Appeals), Varanasi, invites tenders in sealed covers from reputed vendors for hiring of the following vehicles at Varanasi station. The vehicle will be required for a period of two years (extendable to three years) from the date of signing the contract in this regard. Separate orders, to the successful vendors will be issued by the Office of the Commissioner of Income Tax (Appeals), Varanasi. The vendor can quote for all or some of the vehicles. The discretion of selection of the vendors will solely be of the Tender Evaluation Committee. The General Terms and Conditions are given below.

GENERAL TERMS & CONDITIONS

1. The Vehicles for which quotes are invited are:

<u>Types of Vehicle</u>	<u>No.</u>
Innova Crysta with rear A/c for Varanasi station.....	1

2. Vehicles is be brand new.

3. Earnest Money Deposit of Rs. 5,000/- (Five thousand) only for each vehicle should accompany the tender in the form of Demand Draft. The Demand Draft should be drawn in favour of DDO office of the CIT (Appeals), Varanasi.

4. The tenders not accompanied by Earnest Money would be summarily rejected.

5. The sealed envelopes containing the tenders and Earnest money should be dropped at the Room No.305 in 2nd floor of Aayakar Bhawan, Maqbool Alam Road, Varanasi.



6. The last date of submission of sealed tenders is 25/06/2018. The tenders will be opened at 05.00 P.M. on the same day in the presence of the bidders or their duly authorized representatives at the chamber of the Chairman, Tender Evaluation Committee on the 2nd floor.
7. The monthly hire charge payable for each "vehicle" will be liable for TDS while making payment to the vendor.
8. 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.
9. The Department is not responsible for any repairs and maintenance of the vehicle. No other charge will be borne by the Department.
10. The Vehicle shall report to the CIT (Appeals), Varanasi or the officers concerned throughout the contract period. Normal duty hours of hire vehicle will be 08:00 A.M. to 08:00 P.M. However, the hirer department reserves the right to call the vehicle at any time of the day for any duration and the vendor shall be duty bound to provide the vehicle accordingly.
11. IF the vehicle is requisitioned for a period exceeding 12 hrs a day, the driver will be entitled to nigh allowance @ Rs. 100/- day to be payable by the higher department.
12. The vehicle shall be for exclusive use of the department and it shall, under no condition, be permissible to be used by vendor for any other purpose.
13. The Vehicle is to be parked either at the office or at the residence of the Departmental Officer to whom the driver will report 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 number of the driver should be given to the respective controlling Officer.
15. The Vehicle shall 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 deposit 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.

16. The Vehicle is to be maintained in excellent condition and regular clearing must be ensured.
17. The vendor is liable for payment of all claims/expenses in case of any accident.
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 the vehicle is not available for use e.g. in the case of break down of the vehicle or absence of the driver etc. In case of failure to provide for alternative suitable vehicle, hire charges on pro-rata basis shall be deducted from the monthly hire charges. If the vehicle does not report on time/does not report on 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. 2,000/- per day shall be deducted from monthly hire charges.
20. The vendor will not use the vehicle for any purpose whatsoever other than the use as per instruction of officer, even if the vehicle is not being used by the Departmental Officer.
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 and running of 2000 k.m. Any unutilized Kms is to be carried forward and set off in the succeeding months. The unutilized Km shall be carried forward upto a maximum of 6 months and on expiry of six months, any unutilized km shall be foregone. Additional running charge will be payable only after running of 12,000 k.m. in 6 months. The vendor to quote his rates for every additional k.m. running.
23. Payment shall be made on presentation of the bill and observation of necessary formalities. The bills for running of the vehicles alongwith the Log Book duly authenticated by the user and completed in all respects must be submitted in the office of the user within 5(five) working days of the month following the end of the month.



24. A penalty of Rs. 1000/- (One Thousand) 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 of the terms and conditions, the agreement is liable to be cancelled forthwith without any notice.
25. The liability of the Department is limited to the contract value only.
26. The vehicles must have commercial Registration number (Yellow Number plate) duly registered as such with the R.T.O, Government of Uttar Pradesh.
27. Notwithstanding anything contained in the clauses above, the hirer reserves the right to cancel the Agreement on non-fulfillment of any of the above terms and conditions after giving 5 (five) days notice.
28. 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 Commissioner of Income-tax (Appeals), Varanasi whose decision shall be final and conclusive.
29. In case of any dispute, the jurisdiction of Varanasi Court shall apply.
30. The initial agreement is likely to be for a period of 24 months from the date of award of the contract subject to periodic review of the performance if deemed necessary. The agreement may be renewed for a further period of 1 year as mutually agreed upon subject to satisfactory performances.
31. The following document must be furnished alongwith the quotation
- Photocopy of the Certificate of Registration and Fitness of Vehicle.
 - Photocopy of the Certificate of Road Tax.
 - Photocopy of the Comprehensive Insurance policies.
 - Photocopy of the last 3 Years Income Tax Return alongwith photocopy of PAN Card.




(Babban Prasad)
Administrative Officer/DDO
O/o Commissioner of Income Tax (Appeals)
Varanasi.

FORMAT OF FINACIAL TENDER DOCUMENT

- 1 Name and Address and Telephone/Mobile No of the Tenderer
2. PAN (Permanent Account Number)
3. Name and Address of the Proprietor Partners/Directors/and their PAN
4. Rate Chart Per Vehicle per month.

(Exclusive of Service Tax and all other duties)

S. No.	Description	Rate(Rs.)for Honda City	Rate (Rs.) for Innova
1	For 2000 Km with fuel		

5. Numbers of Vehicles offered
6. Name(s) of the existing costumers
If any (the list may be enclosed as Annexure)
7. Details of Demand Draft/Banker's Cheque
In respect of Earnest Money

Name & Signature of the
Authorized Signatory

The Instrument for 'Earnest Money' should be submitted alongwith tender. Bids without the security Deposit shall be treated as void and will not be considered.



FORMAT OF TECHNICAL TENDER

1. Name and Address and Telephone/Mobile No of the Tenderer
2. PAN(Permanent Account Number)
3. Name and Address of the Proprietor Partners/Directors/and their PAN
4. No of Vehicles Possess Details of Vehicles
5. Model & total Km performed by each Vehicles
6. Details & Verfication of Driver with qualification and experience
7. RTO Certificate and Tax details.



Name & Signature of the
Authorized Signatory