

**DIRECT TAXES REGIONAL TRAINING INSTITUTE**

TENDER NO.: DTRTI/ADMN./PRO/VEH./2015-16

**HIRING OF OPERATIONAL VEHICLES**

(commercial number)

on monthly basis

at

**DIRECT TAXES REGIONAL TRAINING INSTITUTE**

**“PRAGYA” VIBHUTI KHAND,**

**GOMTI NAGAR,**

**LUCKNOW – 226 010**

**DIRECT TAXES REGIONAL TRAINING INSTITUTE**

**“PRAGYA” VIBHUTI KHAND,**

**GOMTI NAGAR, LUCKNOW - 226 010**

F. No. DTRTI/.....Vehicle/2015-16

Dated: 11.12.2015

**TENDER NOTICE**

**TENDER NO.: DTRTI/...../Vehicle/2015-16**

Direct Taxes Regional Training Institute invites quotations in sealed covers in the office of the undersigned latest by 03:00 p.m. of 12.2015 for hiring of the following vehicle:

Sl. No.	Make	Year of Registration	Quantity	Tenure of contract
1.	Maruti Swift DZire	2015, and must not have run more than 10,000 kilometers till the date of opening of tender (29.12.2015)	One	One year, extendable by one year, on same terms & conditions

The quotation should be submitted in sealed cover super scribed as “Quotation for hiring of vehicle – Tender No. DTRTI/LKO/Hiring of vehicle/2015-16. Last date and time for submission of quotations is 28.12.2015 upto 15:00 hrs.

The bids shall be opened at 16:30 on 29.12.2015 by in the presence of bidders/representatives of each of the bidder who wishes to be present.

Detailed tender document can be collected from the undersigned on any working day from 11.12.2015 to 22.12.2015 between 10:00 hrs. to 17:00 hrs on payment of non-refundable fee of Rs. 500/- in form of Banker’s cheque or Ac payee DD in favour of ZAO, CBDT, Lucknow. The form can also be downloaded from the website [www.nadt.gov.in](http://www.nadt.gov.in) and [www.incometaxindia.gov.in](http://www.incometaxindia.gov.in) , however, while submitting the downloaded tender document a non-refundable fee of Rs. 500/- in form of Banker’s cheque or A/c payee DD in favour of ZAO, CBDT, Lucknow should be enclosed along with the form.



(A. K. Kari)  
DTRTI, Lucknow.  
अपर सहायक निदेशक  
प्रत्यक्ष कर क्षेत्रीय प्रशिक्षण संस्थान  
लखनऊ

## DIRECT TAXES REGIONAL TRAINING INSTITUTE

### TENDER NOTICE

1. Sealed tenders are invited for the Hiring of the following Operational Vehicle (Commercial Number) on monthly basis from established, experienced and reliable firms/companies/concerns:

Sl. No.	Make of vehicle	Year of Registration	Quantity	Tenure of Contract
1.	Maruti Swift DZire	2015, and must not have run more than 10,000 kilometers till the date of opening of tender (29.12.2015)	One	One year, extendable by one year, on same terms & conditions

**Note: The bidder can provide the higher version of above mentioned vehicle on the same rates.**

2. Tender document can be purchased from the office of the AAD-II, DTRTI, Lucknow upon payment of Rs. 500/- by way of Demand Draft drawn in favour of "ZAO, CBDT, Lucknow" payable at Lucknow. Tender document can also be downloaded from the websites [www.nadt.gov.in](http://www.nadt.gov.in) or [www.incometaxindia.gov.in](http://www.incometaxindia.gov.in) however at the time of submission of bid in downloaded form, a Demand Draft of Rs. 500/- drawn in favour of "ZAO, CBDT, Lucknow payable at Lucknow needs to be submitted. The cost of tender document is non-refundable.
3. Complete tender papers duly accompanied with requisite Earnest Money Deposit(EMD) shall be received in the office of AAD-II, DTRTI, Lucknow as per date & time mentioned below & shall be opened in presence of the bidders or their authorized representatives who choose to be present.

Tender No.	DTRTI/LKO/Hiring of Vehicle/2015-16
Name of work	Hiring of one Maruti Swift DeZire (Commercial Number) on monthly basis at DTRTI, Lucknow.
Completion Period	1 year and further extendable for a period of one year, on same terms & conditions
Estimated Cost	Not exceeding Rs. 40,000/- per month per vehicle (excluding taxes)
Earnest Money Deposit	R. 10,000/- (Rs. Ten Thousand only) by Demand Draft in favour of "ZAO, CBDT, Lucknow payable at Lucknow.
Cost of Tender Document	Rs. 500/ by demand draft in favour of "ZAO, CBDT, Lucknow" payable at Lucknow (non-refundable)
Date of sale of tender	11.12.2015 to 22.12.2015 between 10:00 hrs to 17:00 hrs on all working days in physical form in DTRTI
Date & time for receipt of tender	28.12.2015 upto 15:00 hrs.
Date & time of opening of tender	29.12.2015 upto 16:30 hrs.
Annexure to tender document	Annexure -1 – Form for Details/Profile of bidder Annexure -2 – Form for Quotation/Price Bid Annexure – 3 – Format of Bank Guarantee for Performance Security

4. Any downloading from the website is at the sole risk & responsibility of the user. DTRTI will not be responsible for delay/difficulty/inaccessibility of downloading facility for any reason whatsoever.

5. In case any clarification is required on the content of tender document, the same can be referred to the AAD-I, DTRTI, Lucknow before the last date of submission of tender.
6. Corrigendum/Addendum to this tender if any will be uploaded in website mentioned in para (2) above only. This may kindly be noted by bidders/prospective bidders.

**Eligibility Criteria:**

1. The bidder should have a minimum 3 years experience of supplying vehicles on hire-basis preferably to Govt. Dept./PSUs (proof to be attached).
2. The bidder /concern must be assessed to income tax.
3. Minimum turnover of the bidder should be Rs. 5 lakh in any of the preceding three years, i.e. F.Y. 2013-14 to 2015-16 and cumulative turnover in the last three financial years as mentioned above should not be less than Rs. 10 lakh. It should provide a copy of PAN card and return of income for the F.Y. 2013-14 to 2015-16
4. The bidder should clearly state that it/he is capable of supplying the vehicle on their with immediate effect.
5. The bidder must submit his/its details/profile in the prescribed form given in "Annexure-1".

**Bid Security/Earnest Money Deposit(EMD):**

1. EMD of Rs. 10,000/- (Rs. Ten Thousand Only) in the form of Demand Draft;/Bankers Cheque in favour of the "ZAO, CBDT, Lucknow", payable at Lucknow shall be submitted by the bidder along with the bid.
2. Bid without requisite EMD shall be rejected.
3. EMD will be returned to all the unsuccessful bidders at the end of the selection process immediately or within 30 days of the opening of the bids.
4. EMD of the successful bidder shall be returned to him after submission of a "Performance Security" the details of which are mentioned below.
5. However, the EMD shall be forfeited in case of the successful bidder if the successful bidder withdraws subsequently or the details by him are found to be incorrect or false during the tender selection process.
6. No interest shall be paid on the EMD of the bidders.

**Performance Security:**

1. After the letter of award of work is received by the successful bidder, he shall submit a Performance Security equivalent to 5% of the value of the contract.
2. The performance security has to be either in form of Account Payee Demand Draft in favour of "ZAO, CBDT, Lucknow" payable at Lucknow or in form of Fixed Deposit Receipt (FDRs) from a commercial bank or in form of Bank Guarantee from a commercial bank.
3. The performance security so furnished should remain valid for a period up to 60 days beyond the completion of all contractual obligations of the vendor.
4. The format of Bank Guarantee is given in "annexure'3".

### **Bid Submission:**

1. The bids, complete in all respect, should be submitted in sealed cover super scribed as "Quotation for hiring of vehicle – Tender No. DTRTI/...../Veh./2015-16"
2. Profile of the bidder should be duly filled, signed and submitted in form given in "Annexure – 1".
3. Quotations/Price bids are required to be submitted in form given in "Annexure-2". It should be duly signed. The bidder should quote in figures as well as in words, the rates and amount tendered by them. In case of discrepancy in rates & amount, the rates will prevail and in case of rates in figures & words, the rates in words will prevail. Any cutting or over-writing in schedule of rates shall be initiated. Bidders may note that non-compliance of above may lead to rejection of their tender.
4. All the other pages of this tender document are also required to be signed and submitted.
5. All the copies of documents required to be submitted as proof of fulfillment of eligibility criteria given above should be duly self-attested and submitted along with the bid.
6. Tenders completed as per instructions will be received by AAD-I, DTRTI, Lucknow upto 15:00 hrs. on ...12.2015. No bid shall be received after the said date and time.
7. Tenders containing erasures, alternations and overwriting of the tender documents are liable to be rejected. Any corrections made by the bidder in the entries must be attested by him and should be clearly legible.
8. Canvassing in connection with tender is strictly prohibited and the tenders submitted by the bidders who resort to canvassing will be liable to rejection.

### **Opening of Bid:**

1. The Bids shall be opened at 04:30 p.m. on ...12.2015 in the Conference Room, DTRTI, Lucknow in the presence of the bidders or one representative of each of the bidder who wishes to be present.
2. If a representative appears in place of the bidder then he should bring an authorization from the bidder for representing the bidder.
3. Bids of the bidders who do not meet the eligibility criteria shall be summarily rejected.

### **Terms & Conditions:**

1. Vehicles are proposed to be hired for an initial period of one year. The contract may be extended for further period of 1 (one) year in same terms and conditions depending upon the satisfactory performance of the vendor and the discretion of DTRTI, Lucknow. The vehicles proposed to be hired should fulfill the latest emission norms. The vehicle should be registered as a commercial vehicle.
2. In the bid, the bidder should quote the hire charges per month exclusive of service charges and other Govt. Levies for 1700 km. (reckoned from place of reporting to the place of release) and 360 hours (reckoned from time of reporting to the time of release) usage of vehicle per month.

3. (a). Also rate per kilometers for additional kilometers over and above 1700 kilometers in a month and rate per hour to be charged over and above 360 hours in a month should be mentioned separately.  
(b). If the vehicle runs greater or lesser kilometers than stipulated limit of 1700 kilometers, the balance kilometer will be adjusted in the next two following months, as the case may be.
4. Vehicle hire charges shall be paid on monthly basis including the applicable taxes and Govt. levies and after deduction of applicable tax at source as per Income Tax Act, 1961.
5. The selected vendor shall provide dedicated drivers and any change in drivers should be made only in exceptional circumstances. The vehicles can be called for reporting at any time. The vehicles would remain at the disposal of DTRTI for all 7 days in a week during the entire contract period. The vehicles should not be used by the contractor or driver for any other organization or individual during the entire contract period.
6. The drivers should be having a valid driving license and should have a minimum experience of driving of 3 years.
7. The liability on account of fuel, driver's salary/allowances/perquisites and all expenses relating to the vehicles would solely and wholly be on account of the vendor and DTRTI shall not bear any liability apart from the hiring charges.
8. The successful bidder shall enter into an agreement with DTRTI for which the stamp paper of requisite value is to be provided by the bidder. The format of the agreement required to be entered into shall be provided by DTRTI along with letter of award of work.
9. Any Other charges by whatsoever name and title shall not be allowed.
10. DTRTI reserves the rights to accept or reject any part of the tender or whole tender without assigning any reasons thereof.

 11/2/15

(P.R. Kureel)  
Addl. Assistant Director-II,  
DTRTI, Lucknow.

**ANNEXURE -1****Details/Profile of Bidder**

Sl. No.	Particulars	Details
1.	Name of the Proprietor/Registered Firm/ Company Concern	
2.	Address of the concern (With Tel. No. Fax and E-mail)	
3.	Name and Address of the partners/Directors(With Mobile No.) (In case of firm/ Company)	
4.	No. of years of experience in providing Vehicles with name of concerns to whom provided	
5.	Permanent Account Number (PAN)	
6.	Service Tax Registration No.	
7.	Details of Vehicles owned (Make, Model/ Regn. No.)	
8.	Turnover if F.Y. 2013-14, 2014-15 & 2015-16	
9.	Details of DD towards cost of tender form (Attach DD in case of downloaded form)	
10.	Details of EMD	

**DECLARATION:**

1. I/we have read and understood all the terms and conditions of the tender /contract and I/we undertake to fully abide by all the conditions.
2. 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 DTRTI, Lucknow in future.

Place:

Dated:

Name.....

Signature.....



**ANNEXURE -2**

**Quotation/ Price Bids**

**Subject: Hiring of 1 (one).....(commercial Number) on monthly basis at DTRTI, Lucknow.**

TENDER NO. DTRTI/...../Veh./2015-16

**RATES TO BE QUOTED BY BIDDER:-**

Sl. No.	Details	Unit	Rates (exclusive of taxes)	
			In figures (Rupees)	In words (Rupes)
1.	Hiring charges for 1800 kilometers of running and 360 hours of duty	Per month per Vehicle		
2.	Charges for extra kilometers over and above 1800 kilometers in a month	Per kilometer per Vehicle		
3.	Charges for extra hours beyond 360 hours of duty in a month	Per House per Vehicle		

Place:

Dated:

Name.....

Signature.....

Annexure – 3

PERFORMANCE BANK GUARANTEE

To

The President of India

WHEREAS.....  
..... (Name and address of supplier)(Hereinafter called "the supplier") has undertaken, in pursuance of contract no..... dated.....to supply (description of goods/services) (hereinafter called "the contract").

AND WHEREAS we have agreed to give the supplier such a bank guarantee.

NOT THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of supplier, up to a total of..... (amount of the guarantee in figures and words), and we undertake to pay you, upon your first written demand declaring the supplier to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the supplier before presenting us with the demand.

We further agree that no charge or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the supplier shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This guarantee shall be valid until the ..... day of .....2016.

.....  
Name and designation of the officer  
.....

Seal, name and address of the Bank and address of the Branch

(Bank's common seal)