



**OFFICE OF THE
JOINT DIRECTOR OF INCOME TAX (INV.)
VARANASI
ROOM NO. 313, IIIrd FLOOR, INCOME TAX BUILDING, MAQBOOL ALAM ROAD,
VARANASI-221002**

F.No.JDIT/Inv./VNS/Vehicle/2016-17

Dated: 03/08/2016

TENDER NOTICE

Office of the Joint Director of Income Tax (Inv.), Varanasi, invites tenders in sealed covers from reputed vendors for hiring of the following vehicles in this office. 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 Joint Director of Income Tax (Inv.), Varanasi. The maximum rate for hiring of the vehicle is approved by the competent authority for Rs.40,000/-for mid-segment size 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 & CONDITION

1. The vehicles for which quotes are invited are:

Types of vehicle

Number

Mid-segment size vehicle

one (1)

2. Vehicle should be brand new preferable white in colour. The interested parties must be capable of providing vehicles on their own.
3. Earnest Money Deposit of Rs.5,000/- (five thousand) only for vehicle should accompany the tender in the form of Demand Draft. The Demand Draft should be drawn in favour of DDO, O/O JDIT (Inv.), Varanasi.
4. The tenders no accompanied by Earnest Money would be summarily rejected.
5. The sealed envelopes containing the tenders and Earnest money should be submitted in the office of DDO, o/o JDIT (Inv.), Varanasi in Room No. 303 at 3rd Floor, Aayakar Bhawan, Varanasi.
6. The last date of submission of sealed tenders is 12/08/2016. The tenders will be opened at 5.00 PM on the same day in the presence of the bidders or their duly authorised representatives at the chamber of the Joint Director of Income Tax (Inv.), Varanasi.
7. The monthly hire charge payable for "vehicle" will be liable for TDS while making payment to the vender.
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 officers concerned throughout the contract period at all times. Dedicated vehicle and driver having valid Driving License and sufficient experience, exposure and familiarity with city roads must be provided. Dedicated vehicle and driver is not to be changed without prior approval of the User/Hiring Authority. The vehicle is to be parked at the office and the driver will report at the place on the direction of the User/Hiring Authority.
11. 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.
12. The vehicle shall proper Registration Certificate, Road Tax Certificate, Certificate of Insurance Policy and Emission Test Certificate etc. in original. The driver should have valid commercial 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.
13. The vehicle is to be maintained in excellent condition and regular clearing must be ensured.
 14. The vendor is liable for payment of all claims/expenses in case of any accident.
 15. The vendor and the driver shall be bound to carry out the instructions of the concerned officer to whom the vehicle will report.
 16. The vendor shall make immediate alternative arrangements in case the vehicle is not available for use e.g. in the case of breakdown of the vehicle or absence of the driver etc. If the vehicle does not report on time/does not report of duty at all, the user will have a right to hire a vehicle from elsewhere and the cost incurred towards such hire charges will be deducted from the bill of the successful vendor in the succeeding month. Even if no vehicle is hired by the purchaser from the market, the purchaser shall deduct proportionate hire charges from the bill of the successful vendor in the succeeding month. Even a part of the day will be reckoned as one full day for the purpose of this deduction.
 17. The vendor will not stylise the vehicle for any purpose whatsoever even if the vehicle is not being used for the Departmental Officer.
 18. A daily record indicating time and mileage for vehicle is to be maintained in Log Book entries which must be certified by the user.
 19. Hire charges will be paid for use of the vehicle for the whole month and running of 2000 K.m. Charges for additional km. beyond 2000 km/month should be quoted separately as provided in annexure.
 20. 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.
 21. However, in case of frequent violations of the terms and conditions, the agreement is liable to be cancelled forthwith without any notice.
 22. The liability of the Department is limited to the contract value only.
 23. The vehicles must have Commercial Registration Number (Yellow Number Plate) duly registered as such with the R.T.O., Government of Uttar Pradesh.
 24. Notwithstanding anything contained in the clauses above, the hirer reserves the right to cancel the Agreement on non-fulfilment of any of the above terms and conditions after giving 5(five) days notice.
 25. Any matter during the period of this agreement, which has not been specifically covered by this terms and conditions, shall be decided upon the Principal Director of Income Tax (Inv.), Lucknow whose decision shall be final and conclusive.
 26. In case of any dispute, the jurisdiction of Varanasi Court shall apply.
 27. 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.
 28. The following document must be furnished alongwith the quotation.
 - a. Photocopy of the certificate of Registration and Fitness of vehicle.
 - b. Photocopy of certificate of Road Tax.
 - c. Photocopy of the Comprehensive Insurance policies.
 - d. Photocopy of the last 3 years Income Tax Return alongwith photocopy of PAN card.


(P.K.Srivastava)

Income Tax Officer (Inv.) & DDO
O/O the Jt. Commissioner of Income Tax (Inv.)
Varanasi

FORMAT OF FINANCIAL 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
Partner/Directors/and their PAN
4. Rate chart per vehicle per month
(Inclusive of Service Tax and all other duties)

S.No.	Description	Rate (Rs.) for Mid size vehicles etc.
1	For 2000 Km with fuel	

5. Models and make of vehicles offered.
6. Details of Demand Draft/Banker's cheque
in respect of Earnest money.

Name and signature of the
Authorised 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 and verification of Driver with qualification and experience.
7. RTO certificate and Tax Details.

Name and signature of the
Authorised Signatory