



**Government of India**  
**Ministry of Finance, Department of Revenue**  
**Office of the Principal Commissioner of Income Tax,**  
**Aayakar Bhawan, A-2D, Sector-24, Noida**  
**Phone No. 0120-2411574, Fax No. 0120-2411758**

**F.No. Pr.CIT/Noida/ITO(Hq.)/Tender/2017-18/8120 Dated: 12/03/2018**

**TENDER FOR HIRING STAFF CARS & OPERATIONAL VEHICLES**

**Tender Dated : 12/03/2018**

Principal Commissioner of Income Tax, Noida, Aayakar Bhawan, A-2D, Sector-24, Noida (hereinafter in this document mentioned as "**Pr. CIT, Noida**") on behalf of the President of India intends to invite sealed tenders from reputed vendors to hire services of 1 (one) Staff Car of Make: Honda City/ Maruti Ciaz/ Toyota Etios or equivalent and 6 (Six) Operational vehicles of Make: Innova/Ertiga/Scorpio/Mahindra XUV/ Maruti Ciaz or equivalent (hereinafter referred to as 'Vehicles') of latest model on monthly hire basis for official purpose. Pr. CIT Office reserves the right to increase or decrease the no. of cars required in each category. The offers may be made along with details as per **Annexure A** to this tender notice.

2. The Hiring of 'Vehicles' shall be initially for a period of one year from the date of signing of the contract in this regard which may be extended further by one year or another one year at the discretion of Pr. CIT, Noida at the same rates as offered in the tender bid or the rates agreed after negotiation in due course subject to the condition that the services are satisfactorily provided and all the terms and conditions of the tender are adhered to. In any case the extension period of the contract for providing vehicles on hire shall not be more than 3 (Three) years.

3. Bids shall be submitted in "**Two Bid System**". The '**Technical Bid**' containing technical and other details as per Annexure-I and '**Financial Bid**' as per Annexure-II. Both the bids in prescribed formats along with required documents as prescribed should be placed in separate envelopes and sealed and superscripted as "**Tender for hiring of vehicles - Technical bid**" and "**Tender for hiring of vehicles - Financial bid**" respectively. Both the envelopes should be placed in a single cover and superscripted as "**Quotation for hiring of vehicles**" and shall be addressed to the Principal Commissioner of Income Tax, Aayakar Bhawan, A-2D, Sector-24, Noida - 201301 **by 04.00 afternoon of 22/03/2018.**

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4. The bids of the qualified bidders will be opened on **26/03/2018 at 11.45 AM** in the chamber of Income Tax Officer (HQ/Admn) O/o Pr. Commissioner of Income Tax, Aayakar Bhawan, A-2D, Sector-24, Noida.

5. Tender documents can be collected from this office on all working days from **13/03/2018 to 22/03/2018 from 11:00 am to 5.00 PM**. Tender Document can also be downloaded from [www.incometaxindia.gov.in](http://www.incometaxindia.gov.in).

Yours faithfully



(Pankaj Jain)

Income Tax Officer ( Hq./Admn)  
For Pr. Commissioner of Income Tax,

(पंकज जैन)

(PANKAJ JAIN)

Copy to:

1. Web master # 7008, Aayakar Bhawan, Vaishali, Ghaziabad(e-mail: [webmanager@incometax.gov.in](mailto:webmanager@incometax.gov.in)), with the request to upload the e-tender notice

2. Notice Board.



Income Tax Officer ( Hq./Admn)  
For Pr. Commissioner of Income Tax,  
Noida

(पंकज जैन)

(PANKAJ JAIN)

आयकर अधिकारी(पु./प्रसा.)  
Income Tax Officer(HQ/Admn.)  
एके प्रबन्ध आयकर आनुष्ठ, नोएडा  
For Pr. Commissioner of Income Tax, Noida

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**SECTION-I**

**QUALIFYING CRITERIA**

1. The bidder shall be well established and experienced Agency/Firm /Individual/Company or any legal concern having experience in the line of providing vehicles on hire to Central Govt./State Govt./PSUs/Private parties and having minimum no. of above mentioned or similar vehicles.

2. Principal Commissioner of Income Tax, Noida, Aayakar Bhawan, A-2D, Sector-24, Noida desires to hire services of 1(one) Staff Car of Make: Honda City/ Maruti Ciaz/Toyota Etios or equivalent and 6 (Six) Operational vehicles of Make: Innova/Ertiga/Scorpio/Mahindra XUV/ Maruti Ciaz or equivalent (hereinafter referred to as 'Vehicles') of latest model on monthly hire basis for official purpose. Pr. CIT, Noida reserves the right to increase or decrease the no. of cars required in each category.

3. The bidder shall

- i) Have minimum of 3 years' experience in providing vehicles on hire to any Govt. / Semi Govt./reputed Pvt. Companies as on 31.01.2018.
- ii) Be in a position to supply a minimum of 2 cars as on the date of submitting the bid. Details of vehicle no. and Brand/ Make shall be submitted along with the Technical bid. Bidders having less than 4 vehicles need not apply.
- iii) Have a minimum turnover of Rs.10 lakhs during the Financial Years 2015-16 and 2016-17. Copy of financial accounts to be enclosed with the bid.
- iv) Submit copies of PAN and GST Registration certificate along with the bid without which the bid may be rejected.

4. The 'Vehicles' proposed to be hired should be new and not more than two year old. 'Vehicles' prior to March 2016 will not be considered for evaluation.

5. All the pages of the bid document shall be signed and sealed by the participating bidder. Any incomplete bid without sign and seal of the bidder shall be rejected and shall not be considered for evaluation.

6. The driver deployed along with vehicle should satisfy the following conditions:

- i. Driver should have valid driving license with minimum 3 years' experience in driving. Copy of certificate to be enclosed.
  - ii. Driver should be well versed with the roads and different localities of Noida and surroundings.
  - iii. Driver should be provided with mobile phone. The expenses for mobile phone should be borne by the contractor. Details to be enclosed with the technical bid.
  - iv. Driver should be in uniform (White Colour) and that would be provided by the contractor.
  - v. Driver should be well behaved and should bear good moral character.
7. The bidder should not have been blacklisted or debarred by the Income Tax Department or any other Govt. Department and signing/subscribing to these Terms & Conditions is an undertaking to that effect.

**SECTION-II**

**INSTRUCTIONS TO BIDDERS**

1. The hire charges shall not be more than Rs. 40,000/- (exclusive of GST and any other Govt. levies, etc.) for the vehicles of Make: Toyota Innova/ Honda City/ Maruti Ertiga/ Maruti Ciaz or equivalent. The selection of the vehicles will be strictly based on the discretion of the Tender Evaluation Committee for award of contract to the Successful bidder (hereinafter referred as 'Vendor'). TDS will be deducted as per IT Act, 1961 while making payment to the 'Vendor'.
2. The hire charges as per Para 1 above should be inclusive of all expenses such as monthly salary of driver(s), repairs and maintenance of vehicles, insurance, petro/diesel, oil, RTO related levies/ duties/ taxes etc. and all other incidental expenses relating to 'Vehicles' including taxes, penalty, recoveries, fine, parking fees etc. No additional charges over and above quoted in the bid will be paid to the Vendor.
3. The 'Vehicles' are expected to ply within **3000 KM and 300 hours per month**. In case the vehicles ply more than the defined monthly limits additional amount would be paid to the Vendor as per agreed terms on pro-rata basis. The mileage of vehicles would be counted from Income Tax Office Noida to Income Tax Office Noida.
4. The 'Vehicles' shall carry proper Registration Certificate, Road Tax Certificate, Certificate of Insurance Policy, Emission Test Certificate etc. in original. The driver(s) should have valid driving license and the 'Vehicles' 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 drivers of the 'Vehicles' 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 them.
5. The 'Vehicles' shall report to Officer Concerned in the Income Tax Office Noida and Officer In-charge Income Tax Officer (HQ/Admn), O/o Principal Commissioner of Income Tax, Noida throughout the contract period at all times. Dedicated vehicles and drivers having valid Driving License 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 Officer Concerned. The Vehicles are to be parked at the option of Pr. CIT, Noida.

6. Bidders or their representatives may remain present at the time of opening of tender bids.

7. The successful bidder shall be required to submit Performance Guarantee of Rs.30,000/- (Rs. Thirty Thousand only) in the form of Bank Guarantee of any Scheduled Bank payable at Noida, drawn in favour of the Zonal Accounts Officer, C.B.D.T., Meerut. The Performance Guarantee shall remain valid during the currency of the contract of one year and shall be returned within 45 days from the last date of completion of contract period of providing Vehicles. Income Tax Office Noida shall not pay any interest on the Performance Guarantee.

8. Bid documents incomplete or deficient in any respect may be rejected at the discretion of Principal Commissioner of Income Tax, Noida

9. The vehicles selected through tender process will be used exclusively for Income Tax Office, Noida for all seven days in a week. Income Tax Office, Noida prohibits using of selected vehicles by the vendor for any other purposes during the period of contract.

10. During office hours and after office hours, the vehicle shall be parked either in the office premises or at a place as decided by the Pr. CIT, Noida.

**SECTION-III**

**TERMS AND CONDITION**

1. The hire charges should be inclusive of all expenses such as monthly salary of driver(s), repairs and maintenance of vehicles, insurance, petrol/diesel, oil, RTO related levies/ duties/ taxes etc. and all other incidental expenses relating to 'Vehicles' including taxes, penalty, recoveries, fine, parking fees etc. No additional charges over and above quoted in the bid will be paid to the Vendor. The quote shall be exclusive of GST and any other Government levies as applicable from time to time.
2. The 'Vendor' shall supply only such vehicle (s) which is manufactured not before 01.01.2016 or the latest model having desired safety features such as ABS, EBD/ESC, Alloy Wheels, Powered Windows /Breakings/ steering etc. in the given Brand/model of the company and is registered on or after 31.03.2016. The vehicle should be registered with the concerned authorities of Central/State Govt. A certificate to this effect should be provided with the Technical Bid document. Also the conditions prescribed in Section 66 of Motor Vehicle Act, 1988 for hiring of vehicles should be fulfilled.
3. The 'Vendor' shall ensure the road worthiness of the vehicle, ensure neat and clean condition of the vehicle with good upholstery and regularly polished exterior at all times during the currency of the contract.
4. The 'Vehicles' should be maintained in excellent condition and regular exterior and inside cleaning must be ensured.
5. The 'Vendor' shall also ensure that the vehicle is in perfect running condition at all times during the currency of the contract. The documents related to the vehicles including proper insurance papers of the vehicle should be available/kept in the vehicle.
6. The 'Vendor' shall have to provide the category and number of vehicle(s) as per the letter of award. In case the 'Vendor' expresses his inability or fails to supply the total/desired number of vehicle(s) so required, the option shall be given to the next higher bidder to supply the vehicle(s)/ remaining number(s) of vehicles.
7. In the event of the award of contract to the 'Vendor' and prior to the execution of the contract, the 'Vendor' shall produce the 'Vehicles' in Income Tax Office, Noida for physical verification/inspection before the signing of the contract along with certified copies of RC Books, Comprehensive

Insurance Policy of the 'Vehicles' and receipt of road tax payment, photograph of the driver(s) with their present and permanent addresses, mobile nos. and copy of driving licenses of the drivers. The 'Vehicles' should comply with all legal obligations prescribed under various statutory laws in force.

8. Income Tax Office, Noida reserves the right of selection of any particular type of vehicle over the other. Vehicles may be selected from one or multiple vendors.

9. The 'Vendor' is liable to payment of all claims/expenses in case of any accident. He will also indemnify Income Tax Office, Noida against any loss/damage of property or life attributable to negligence on the part of the drivers or poor maintenance of the 'Vehicles'.

10. The 'Vendor' shall produce all the documents as indicated in the Technical Bid Document (Annexure-A). The 'Vendor' shall also submit an attested copy of Trade License, Bank statement and Bank Account no., Bank and Branch Name, Branch Code, IFSC Code and MICR code in the envelope containing the Technical Bid Document.

11. The 'Vehicles' should carry suitable Plate I Card /indicating vehicle on duty of Govt. of India, Income- tax Department and shall be made and displayed by the 'Vendor'.

12. The 'Vendor' will provide certificate of satisfaction regarding identity, characters and antecedents of the drivers as per desired format of Income Tax Office, Noida.

13. The drivers deployed for the 'Vehicles' must possess valid driving license(s) and should be qualified and experienced. They must follow all traffic rules and attend the duties as and when such duties are assigned by Income Tax Office, Noida.

14. The driver(s) shall possess at all times a mobile phone with two way communication in working condition. The charges for the mobile connection or mobile set shall not be met by this office.

15. The 'Vendor' has to ensure that the drivers observe proper etiquette and protocol while performing their duty. The driver(s) shall be neatly dressed, should wear uniform and be well spoken. Without proper authorization from controlling officer, the driver(s) should not take away the vehicle.

16. During the currency of the contract the 'Vendor' shall not change the dedicated 'Vehicles' or the driver(s) as initially provided unless asked by Income Tax Office, Noida. If due to any unavoidable circumstance either the vehicle or the driver or both are to be replaced, the same is to be done after consent of Income Tax Office, Noida.

17. In case of break down etc. of vehicle, the same should be replaced with the similar class/type of vehicle immediately. If the 'Vendor' withdraws any of the 'Vehicle' at any time for repairs or for meeting any other stipulations or otherwise without making proper alternative provision, this office shall be at liberty to hire a vehicle from market and in such a situation the charges for such hiring shall be deducted from the dues of the 'Vendor' in addition to the levy of penalty of Rs.1,000/- (Rupees One thousand only) per day per vehicle.

18. Income Tax Office, Noida shall in no way be responsible directly or indirectly for any failure on the part of the driver to observe the traffic rules or otherwise. In case of any mishap/accident all claims and responsibilities shall be met by the Vendor. Income Tax Office, Noida will not entertain any claim whatsoever in this regard.

19. Income Tax Office, Noida shall not be responsible for any damages whatsoever to public/ private property and/or to any third person due to any accident arising out of and in the course of deployment of the 'Vehicles'.

20. A penalty of Rs.1000/- per day per vehicle will be levied in case of unapproved change of vehicle/driver, non-satisfactory performance or lack of proper up-keeping of the vehicle or non-observance of terms and conditions prescribed above. The number of days will be calculated on the basis of period during which the default continues or on the occasions of occurrence of the concerned events as applicable. This penal amount will be deducted from the monthly bill submitted by the vendor. However, in case of frequent violations of the terms & conditions, the contract can be cancelled forthwith without any notice.

21. Income Tax Office, Noida shall pay only fixed agreed monthly hire charges and it's liability shall be limited to this value alone. No separate payment(s) will be made for driver's salary, overtime or any other incidental expenditure such as fuel, repair, maintenance, taxes, registration charges, insurance charges, periodic servicing, toll tax, parking charges etc. and these expenditures shall be met by the Vendor.

22. During the currency of the contract no request for escalation of monthly hire charges will be entertained by Income Tax Office, Noida for whatsoever reasons.

23. The 'Vendor' shall raise the bills on a monthly basis and submit to this office in triplicate, latest by 7th day of the month following the month in which such vehicle(s) is used. In case of broken period of a month, pro-rata charges will be payable. The 'Vendor' shall maintain log book and periodically get it signed by the user/Officer In-charge of Income Tax Office, Noida. The bills shall be prepared on the basis of the log book entries. Deduction of Tax at Source (TDS) as per applicable rates prescribed under the Income Tax Act, 1961 shall be made by this office from every payment/credit made to the Vendor.

24. Income Tax Office, Noida reserves the option to terminate the contract by giving a notice in writing of 30 days for failure on the part of the 'Vendor' to honour the terms and conditions of the contract without any compensation to the Vendor. The 'Vendor' can also terminate the contract by giving in writing a notice of 30 days.

25. The contract for providing 'Vehicles' shall be effective for a duration of one year from the date of Signing the contract and may be extended further as per mutual agreement for another year subject to the satisfaction of Income Tax Office, Noida as to satisfactory performance and as per the terms & conditions of this tender -document unless terminated earlier for violation of any of the terms & conditions mentioned here in the tender documents. The extension period shall not be more than two years in any case.

26. The 'Vendor' and driver(s) shall maintain the log book and shall be bound to carry out the instructions of the Income Tax Office, Noida as well as of the Officers to whom the vehicle is reported/assigned.

27. The 'Vendor' shall abide by all the extant laws related to taxes and levies as applicable to it. It will also comply with all existing Government regulation in respect of engaging of services of drivers. All legal obligations, in respect of the vehicle i.e. Road tax, RTO Registration and permissions etc. and in respect of the driver i.e. minimum wages as per Government Regulation, Social Security etc. shall be the responsibility of the contractor. Any penalty levied by any authority during the contract period shall be borne by the contractor.

28. In case of any failure or omission due to natural calamities, hurricanes or due to any statute or regulations of the government or because of any lock outs, strikes, riots, embargos for any political reasons or otherwise beyond the control of any party including war (whether declared or not) civil war or state of insurrection, Income Tax Office, Noida or contractor will give notice to other party at the earliest of the occurrence of such incident that on account of the above event, the notifying party has delayed the performance as it was beyond its reasonable control and it was not due to negligence of default on its part. The parties will be relieved of their respective obligations to perform, hereunder, for so long, as the event of force majeure continues and to the extent their performance is affected by such an event of force majeure provided notices as above are given and the force majeure is established as provided herein above.

29. In the event of any question, disputes or differences arising between the parties relating to the interpretation and application of the provisions of this agreement, such disputes or differences shall be resolved amicably by mutual consultations and on failure to do so shall be referred for arbitration to the nominee of Principal Commissioner of Income Tax, Noida. The decision of arbitration to the agreement in this regard shall be final and binding upon both the parties. It is clarified that the sole arbitrator to adjudicate any disputes arising out of the proposed contract shall be nominated/ appointed by the Principal Commissioner of Income Tax, Noida. The parties shall continue to perform their obligation under this agreement during arbitration proceedings.

30. The Income Tax Office, Noida, reserves the right to accept or reject any or all quotations without assigning any reasons.

**DECLARATION**

I/we hereby certify that I/we have gone through the above terms and conditions and in case of acceptance of our bid in full or part, I/we agree to accept such terms and conditions.

Place: -----

Signature

Date: -----

(Name ..... )

Designation: (Prop./ Partner/  
Managing Partner/ Managing Director/  
Director

Mobile:.....

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**ANNEXURE-A**

**TECHNICAL BID DOCUMENT**

<b>1</b>	Name of the Proprietor/ Registered Firm :	
<b>2</b>	Contact Person(s) (with mobile number) :	
<b>3</b>	No. of years of experience in providing Vehicles a)Details of vehicles offered to be provided to Income Tax Office, Noida (Please mention Make, Model, Year and attach copies of blue books)	
<b>4</b>	List of Clientele (Please attach copies of work orders) a) Names and addresses of the parties with Mobile number of contact person to whom vehicles were/are given on hire. b) Period for which the vehicles were/are hired out. c) Number of vehicles given on hire	
<b>5</b>	Permanent Account Number (Please attach photocopy of PAN card) :	
<b>6</b>	Service Tax Registration No: :	
<b>7</b>	Details of D.D. towards cost of tender form (Attach D.D. in case of downloaded form) :	
<b>8</b>	Details of EMD :	

**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 any deviation is found in the above statement at any stage, the bidder will be blacklisted and will not have any dealing with the Income Tax Office, Noida in future.

Place: -----

Signature

Date: -----

(Name ..... )

Designation: (Prop./ Partner/  
Managing Partner/ Managing Director/  
Director

Mobile:.....

Contd.....13

**ANNEXURE-B**

**FINANCIAL BID DOCUMENT**

**RATE QUOTATION**

<b>1</b>	Name of the Proprietor /Registered Firm /Company :	
<b>2</b>	Address of the concern (with Tel No. Fax & E-mail) :	
<b>3</b>	Contact Person(s) (with mobile Number) :	
<b>4</b>	Rates for vehicles & their Models (Exclusive of Service Tax & Govt. Levies as applicable from time to time) :	

**A. Monthly Hire Charges**

<b>Sr. No.</b>	<b>Particulars</b>	<b>Model of the vehicle</b>	<b>Amount in Rs.</b>
1	Total Monthly hire charges for Minimum 3000 Kms and 300 hours.	Honda City/ Innova/Ertiga/ Maruti Ciaz/ Maruti SX-4 or equivalent for Staff Car and Operational Vehicles	
2	Rate per Km over and above 3000Kms	Honda City/ Innova/Ertiga/ Maruti Ciaz/ Maruti SX-4 or equivalent for Staff Car and Operational Vehicles	
3	Rate per hour over and above 300 hour in a month	Honda City/ Innova/Ertiga/ Maruti Ciaz/ Maruti SX-4 or equivalent for Staff Car and Operational Vehicles	

Place: -----

Signature

Date: -----

(Name ..... )

Designation: (Prop./ Partner/  
Managing Partner/ Managing Director/  
Director

Mobile:.....