

TENDER DOCUMENT

Subject : Hiring of vehicles by the Income Tax Department, Delhi.
- Regarding –

The Director of Income-tax, (Inv.), Delhi invites Quotations in sealed cover from reputed parties latest by **21.04.2008** at **1.00 P.M.** for hiring of 14 mid-sized vehicles (of different make like Tata Indigo, Hyundai Accent, Mitsubishi Lancer, Maruti Esteem, Tata Indica etc.) or its equivalent which are not more than one year old as on 01.04.2008; for the financial year 2008-09. The bid shall consist of two parts - Technical Bid and Financial Bid. **Both the bids are to be placed in two separate sealed envelopes (clearly super scribing 'Technical Bid' and 'Rate Bid') which in turn are to be placed in one sealed cover.** The bids of all the parties whose Rate Bid is not in a separate sealed cover or the rates quoted by them find mention in their Technical Bid shall be rejected forthwith. All the information sought under the head "Conditions" and "Other information to be Supplied" is to be given in Technical bid while monthly rate quoted per car for the same will have to be mentioned only in the Rate bid. The Rate bids of only those persons/contractors shall be opened whose Technical bids are found to be eligible otherwise the disqualified bidders' Rate Bid shall be returned to the persons/contractors unopened.

The Technical Bid and Rate Bid shall be opened on **21.04.2008** at **3.00 P.M.** in the Conference Hall of O/o the Directorate of Income-tax(Inv.), Delhi at 2nd Floor, ARA Centre, E-2, Jhandewalan Extn., New Delhi-110055, in the presence of one representative of each of the bidder who wishes to be present.

TERMS & CONDITIONS

The interested parties must be capable of providing vehicles on their own on the following terms & conditions –

1. The make and model of the car should be specified separately and all the vehicles should not be more than one year old as on 01.04.2008. All the cars must have valid permit to run in the NCR.
2. At least **four** out of 14 vehicles, should be owned by the bidding party. Registration Certificate of all the vehicles along with PAN No. of owners will be submitted. The successful bidder shall have to provide the desired number of vehicles. However, in case the successful bidder expresses his inability to supply the total number of vehicles required, the option shall be given to the next lowest bidder to supply remaining number of vehicles at the lowest quoted rates (L1).
3. The bidder must have past experience of providing vehicles on hire to at least one Government Organization/PSU/a prominent private sector company.
4. The vehicle shall be at the disposal of the Income-tax Department, Delhi for all the days of the month, 7 days a week during which period, the vehicle would not be let out or used by any other person except the authorized user of the Income Tax Department.
5. Contracted hire charges include monthly charges of driver, repairs and parking, maintenance of vehicle, insurance, petrol/diesel, oil and also any other incidental expenses in running and maintenance of cars.
6. In the case of any accident or any other contingency, any claim arising out of it shall be borne by the persons/contractors only and no claim whatsoever shall be borne by the Income-tax Department, Delhi.
7. The vehicle shall be kept neat and clean and in perfect running condition and should be provided with basic amenities, neat and clean seat covers and curtains as these are to be used by senior officers of the Income-tax Department.
8. If the vehicle is out of order, the persons/contractors shall provide a substitute vehicle immediately. In case, the vehicle does not report on time/does not report at

all, the Department will have a right to hire any other vehicle from the market and the additional cost incurred by the Department will be borne by the persons/contractors

9. Payment shall be made by the Income-tax Department, Delhi after the end of every month on the presentation of the bill within a reasonable time. However, no interest is payable on delayed payment.

10. The driver running the car should have valid driving licence and the vehicle should be registered with the concerned authorities of Central/State Govt. A certificate to this effect should be provided. The drivers of the vehicle provided, must follow traffic rules and other regulations prescribed by the Government from time to time.

11. The vehicle should fulfill the legal obligations prescribed under various statutory laws in operation. Any penalty for default will be the liability of the Service Provider and the Department shall not be liable in any manner whatsoever.

12. Failure by the Service Provider to comply with any statutory requirements and / or the terms of the agreement during the period of contract shall result in termination of the contract and subsequent disqualification from participation in any future tenders of the Department.

13. The contract between the Department and the Transport Operators can be cancelled with a notice period of one month by either side.

14. A penalty of Rs. 500/- per day per vehicle may be levied, if any vehicle fails to meet the terms and conditions prescribed herein on any day of operation. However, in case of frequent violations of the terms & conditions, the contract can be cancelled forthwith at the risk and cost of persons/contractors.

15. No request for escalation of rates will be entertained for whatsoever reason during currency of the Contract.

16. The drivers must observe all the etiquette and protocol while performing the duty. He must be neatly dressed, should wear proper uniform and must carry a mobile phone in working condition, for which, no separate payment shall be made by the Department.

17. The persons/contractors and driver shall be bound to carry out the instructions of the Department as well as of the Officers to whom the vehicle is assigned.

18. Any authorized user of the Department has the right to returning the car, if he is not satisfied with the plying condition of the car, conduct of the driver or on any other

grounds mentioned above. In such case, a penalty of Rs. 1000/- or the actual cost for making alternate arrangement whichever is more shall be paid by the Service Provider.

19. A daily record indicating time and mileage for each vehicle shall be maintained separately in a log book.

20. Dedicated Vehicles and drivers must be provided and changes will be allowed only in exceptional circumstances. The vehicle must be made available at any time of any day as desired by the Officer concerned.

21. The duty point is the Income-tax Office, 2nd Floor, ARA Centre, E-2, Jhandewalan Extension, New Delhi-55 or any other place intimated from time to time and the mileage and time would be reckoned to the duty point only. In short, shed mileage will not be permitted.

22. The successful bidders shall provide details of all vehicles within 7 days of bid opening date and also present himself for signing the agreement as and when called for.

23. The Director of Income-tax(Inv.), Delhi reserves the right to accept or reject any or all quotations without assigning any reasons.

24. Earnest Money Deposit (Refundable if bid is not successful) of Rs. 50,000/- in the form of Demand Draft/Bankers Cheque in favour of Zonal Accounts Officer, CBDT, Delhi payable at SBI, Treasury Branch, Delhi is to be submitted at the time of submitting the tender in a separate envelope bearing the name of the bidder and marked 'Security Deposit', which amount shall be forfeited if terms and conditions of agreement are not fulfilled. Bids without the earnest money deposit shall be treated as void and will not be considered for opening.

25. Bids once submitted shall not be allowed to be withdrawn and any default after acceptance of bid shall be deemed to be non-compliance of terms of contract and would be liable to forfeiture of security deposit and penalty levied as the case may be. The successful bidders shall provide details of all vehicles within 7 days of bid opening date and also present himself for signing the agreement as and when called for. Further, the vehicles are to be provided for duty latest by **01.05.2008**.

26. In the event of the award of the tender & prior to execution of the contract, the contractor shall be required to submit copies of the Registration Certificate and comprehensive Insurance Policies of the vehicles being offered for hire & particulars

with photograph of the drivers dedicated to each vehicle. He shall also be required to produce the vehicles in the Income Tax Office, Delhi for physical verification/inspection.

27. This contract will be effective for duration of eleven months from the date of signing of the contract unless terminated earlier as per clause No. 12, 13 & 14 mentioned above. The contract may be renewed for a further period of one year as mutually agreed upon, subject to satisfactory performance of the persons/contractors.

Other Information to be supplied for Technical bid:

The interested parties are requested to provide the following information along with the quotations:-

1. Name and address of the persons/contractors.
2. Nature of business.
3. Income Tax assessment particulars, Ward & PAN.
4. Number of vehicles (of different make like Tata Indigo, Hyundai Accent, Mitsupushi Lancer, Maruti Esteem, Chevrolet Aveo, Hyundai Verna and Tata Indica etc. or its equivalent) owned along with proof of ownership.
5. At least four out of 14 vehicles, should be owned by the bidding party, if rest of the vehicles not owned are to be pressed in service, contract with the owners placing the vehicles at the disposal of the bidder may be furnished;
6. Turnover during the past three years.
7. Details of hiring of vehicles done in the past:-
 7. 1 Names and addresses of the parties to whom vehicles were given on hire;
 7. 2 Period for which the vehicles were hired out;
 7. 3 Number of vehicles given on hire.

FINANCIAL BID

The rate per car should be specified (exclusive of Service Tax) for 2600 kms. & 330 hrs. on monthly basis (reckoned from time of reporting to the time of release). Charges for additional hours after 330 hours and additional distance beyond 2600 km per month should also be specified. **Rate of different vehicles may be quoted separately.** Payment of minimum charges agreed upon shall be made every month on per car basis provided that the contract does not commence/end in the beginning/end of a month payment of minimum monthly charges will be made on proportionate basis. Payment shall also be made on monthly basis on the actual usage of the vehicles by the Department over and above the minimum charges agreed upon. The unused kilometers of a month can be carried forward to the subsequent months. The unused Kms would mean the difference between agreed kms i.e. 2600 kms run in a month and actual kms run by one or more car of the operator if the actual kms run by a car is individually less than agreed kms. The quotation should be sent in sealed covers super-scribed as **QUOTATION FOR HIRING OF VEHICLES** and should reach the office of the Director of Income-tax(Inv.), Delhi, 2nd Floor, ARA Centre, E-2, Jhandewalan Extn., New Delhi-110055 on or before **21st April, 2008 by 1.00 P.M.**. The quotation will be opened on the same day at **3.00 P.M.** in the presence of persons/contractors or their representative who wish to be present in the Conference Hall of the same building.

(Muneesh Rajani)
Income-tax Officer(Inv.) (Hqrs) (Admn.)
for Director of Income-tax(Inv.), Delhi.

(Financial Bid)**HIRING OF VEHICLES IN DELHI****RATE QUOTATION FOR F.Y. 2008-09**

1. Name, address and telephone No. of the Tenderer :
2. Permanent Account No. (PAN) :
- 3.. Name and address of the Proprietor/ Partners/Directors and their PAN :
4. Rate Chart per vehicle (Exclusive of Service Tax) :

S. No.	Description	Rate (Rs.) for Tata Indigo, Hyundai Accent, Mitsupushi Lancer, Maruti Esteem, Chevrolet Aveo, Hyundai Verna and Tata Indica etc
1	For 2600 Kms. and 330 Hours per month	
2	For every extra Kilometer beyond 2600 Kms. (per month)	
3	For every extra hour beyond 330 hours (per month)	
4	Number of Vehicles offered	

(For each kind of vehicle, rate quotation may be shown in separate column)

5. Details of Demand Draft/Bankers Cheque/Cash receipts of Rs. 1000/- Towards tender document :

Name and Signature of the
Authorised Signatory