



## आयकर आयुक्त (केन्द्रीय)-I, कोलकाता

**OFFICE OF THE COMMISSIONER OF INCOME TAX (CENTRAL) - I**

110, शान्ति पल्लि, इ. म. ब्य पास, 3 तल्ला, कोलकाता-700107

**Aayakar Bhawan Poorva, 3<sup>rd</sup> Floor 110, Shanti Pally, E.M. By Pass, Kolkata-700107**

F. No GS- 1/ Staff Cars & O.V./CTC/13-14/

Date 07/08/2013

### **TENDER NOTICE**

**Subject: HIRING OF STAFF CARS AND OPERATIONAL VEHICLES FOR THE OFFICE OF THE COMMISSIONER OF INCOME TAX -CENTRAL –I, KOLKATA.**

Office of the Commissioner of Income Tax, Central –I, Kolkata invites tenders in sealed covers from reputed vendors for hiring of up to 8 (eight) staff cars and up to 8 (eight) operational vehicles. These staff cars and operational vehicles will be required for a period of one year from the date of signing the contract in this regard. A separate order, to the successful vendors, will be issued to provide the staff cars and operational vehicles by the office of the Commissioner of Income Tax, Central-I, Kolkata. This period may be extended further on mutually agreeable terms and conditions, if the quality of service provided by the vendor is up to the satisfaction of the users of the staff cars and operational vehicles.

2. The tender shall be submitted in 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 'Financial Bid') which in turn should be placed in one cover. The bids of the vendors whose technical bid and financial bid are not in a separate sealed envelope or if they quote the rates in the technical bid, then such tender shall be rejected forthwith. Terms and conditions of the technical bid and financial bid are as per **Annexure-I** and **Annexure-II**. The financial bid of only those vendors shall be opened whose technical bid is found eligible. The financial bid of the disqualified bidders on assessing Technical Bid shall be returned, unopened.

3. The proforma for **Technical Bid (Annexure – III )** and **proforma for Financial Bid (Annexure-IV )** for submitting the tender as well as this tender notice will be issued from office of the Commissioner of Income Tax ,Central – I, Kolkata ,free of cost and is also available on Departmental website. The tender should be addressed to the Commissioner of Income Tax, Central – I, Kolkata and should be dropped in the tender box kept in his office on 3rd floor, Aayakar Bhawan Poorva, 110 Shanti Pally, E.M. Bypass, Kolkata 700107.The tender will accompany earnest money deposit in the form of Demand Draft/Pay Order, drawn on any nationalized bank, payable in favour of “ZAO, CBDT, Kolkata” payable at Kolkata as per the following table:-

Particulars	Amount ( in Rupees)
If the bidder is offering up to 5 (five) vehicles.	Rs. 10,000/-
If the bidder is offering up to 10 (ten) vehicles.	Rs. 15,000/-
If the bidder is offering up to 16 (sixteen) vehicles.	Rs. 20,000/-

**THE DRAFT OF EARNEST MONEY SHOULD BE PLACED IN THE ENVELOPE OF TECHNICAL BID.** The tender without earnest money will be disqualified. The Demand Draft/Pay Order submitted by unsuccessful vendors will be returned within 7 (seven) working days of opening the tender. If the successful vendor refuses to supply the staff cars and operational vehicles then the earnest money will be forfeited. The earnest money deposit of the successful vendor will be returned after one month from the supply of staff cars and operational vehicles as a period of one month is considered as a probation period. **The last date and time for submission of sealed tender will conclude on 22.08.2013 at 1.00 p.m.**

4. The tenders shall be opened at **2 p.m. on 22.08.2013** in Room No. 304, 3<sup>rd</sup> floor, Aayakar Bhawan Poorva, 110, Shanti Pally, E.M. Bypass, Kolkata - 700107, in the presence of vendors or their representatives who wish to be present. The tenders will be opened by the Vehicle Hiring Committee members constituted for this purpose. They will scrutinise the technical bids and determine the eligible bids. Thereafter, financial bids of the eligible bidders will be opened. It will rank all the eligible tenders in ascending order on the basis of amount quoted in the tender as L1, L2, L3 ... of which L1 will be the lowest. The tender quoting the lowest amount (L1) will be declared as successful vendor. In case the successful

vendor refuses to accept the contract, its earnest money will be forfeited and the contract will be offered to the next higher vendor L2 and so on. This process will be repeated till the successful vendor accepts the work. The order to supply the staff cars and operational vehicles will be issued as soon as the vendor(s) is/are finalised. **The L1, L2, L3... vendors for staff cars and operational vehicles will be determined separately.**

5. In case the L1 vendor is not able to supply all the staff cars and operational vehicles, the contract to supply the remaining staff cars and operational vehicles will be offered to L2 vendor and so on.

6. The tender should not be conditional. Such tender is likely to be disqualified.

7. If the staff car(s) and operational vehicle(s) is/are used for part of the month, for any reason, the payment to the vendor will be made on prorata basis for part of the month.

8. The vendor is required to submit details of bank a/c no, bank and branch, bank code, branch code, MICR code and IFSC code, where the e-payment will be made. A cancelled blank cheque should be provided for this purpose along with financial bid.

9. The vendor(s) who is/are selected for supply of the staff cars and operational vehicles will be required to sign a contract with the office of the Commissioner of Income Tax , Central – I, Kolkata, wherein the terms and conditions mentioned in this tender notice will be specified. Any matter during the period of the contract, which has not been specifically covered by the contract, shall be decided by the office of the Commissioner of Income Tax, Central – I, Kolkata, whose decision shall be final and conclusive.

10. Clarification if required by the prospective bidders will be given by DCIT (Hqrs.) Admn, Central, Kolkata from 3.00 p.m. to 4.00 p.m. on 12.08.2013.

11. This tender notice is displayed on notice boards of all the offices of Income Tax Department in Kolkata and also on the website of Income Tax Department viz.

***“ [incometaxindia.gov.in](http://incometaxindia.gov.in) ”***

Sd/-  
(D.K. Mitra)  
DCIT (Hqrs.) Admn, Central, Kolkata  
For CIT Central-I, Kolkata

## ANNEXURE – I

### TERMS & CONDITIONS OF THE TECHNICAL BID

The interested parties must be capable of providing staff cars and operational vehicles on their own on the following terms & conditions:-

- 1) The staff cars and operational vehicles to be supplied by the vendor must be owned by the vendor (A proof in this regard in the form of a copy of R.C book/Blue book/ Smart card should be enclosed with technical bid)
- 2) (a) The staff cars should be comfortable vehicles such as (a)Honda City, (b) Hyundai Verna, (c)Maruti SX4, (d)Honda Amaze, (e)Toyota Etios etc.  
(b) The operational vehicles should be mid size vehicles such as (a)Toyota Innova, (b)Nissan Evalia, (c) Maruti Ertiga, (d)Chevrolet Enjoy, (e)Tata Safari , (f)Mahindra Quanto, (g)Mahindra Scorpio, (h) Mahindra Xylo etc. The operational vehicles should have seating capacity of at least seven persons (including driver).
- 3) The staff cars and operational vehicles having better suspension system quality and better riding quality will be preferred if it is within the monetary limit mentioned in the terms and conditions of the financial bid.
- 4) The vendor will provide brochure of the staff cars and operational vehicles, he is offering in which technical details and specifications will be available, along with technical bid.
- 5) The staff cars and operational vehicles should be commercial in nature (that is having yellow number plate).(A proof in this regard in the form of a copy of R.C book/Blue book/ Smart card should be enclosed with technical bid).
- 6) The make of the staff cars and operational vehicles and models should not be earlier than 1<sup>st</sup> September 2012. A proof in this regard in the form R.C book/Blue Book/Smart card should be submitted along with technical bid.
- 7) The vendor should have minimum two years experience of supplying vehicles to the Government Authorities or large corporate. A copy of work order or contract issued

by the Government Authorities or large corporate should be submitted along with the technical bid.

- 8) The vendor should mention the number of staff cars and operational vehicles he is able to supply. In case the vendor (L1) who has quoted the lowest rate is not able to supply all the staff cars and operational vehicles, the next lowest vendor (L2) will be allowed to supply the remaining number of staff cars and operational vehicles and so on.
- 9) The staff cars and operational vehicles shall be at the disposal of the Income Tax Department throughout the contract period at all times. It is further clarified that the staff cars and operational vehicles shall be at the disposal of the office of the Commissioner of Income Tax Central – I, Kolkata for all the 7 (seven) days of the week. Dedicated staff car / operational vehicle along with driver will have to be provided and they shall not be changed without prior approval of hiring authority. The staff cars and operational vehicles will not be used either by vendor or his representative or by his driver for any other person. The violation of this will attract a lump sum penalty of Rs. 5,000/- per incident and it will be deducted from the bill amount.
- 10) CNG fitted vehicles shall also have the option of running on petrol/diesel in emergency situation.
- 11) The vendor shall take comprehensive insurance, at his own cost. For this purpose, a copy of insurance policy for staff car and operational vehicle should be submitted along with technical bid. In the case of any accident, all the claims arising out of it shall be met by the vendor. Neither the user nor the Income Tax Department will be responsible for any liability arising out of such an incident.
- 12) The staff cars and operational vehicles will be kept neat & clean and in perfect running condition and should be provided with air conditioners, heaters, neat & clean seat covers and fresheners.
- 13) If the staff car(s) / operational vehicle(s) is/are out of order, the vendor shall provide a substitute of similar staff cars / operational vehicles immediately. In case

staff car and operational vehicle does not report on time or does not report at all, the Income Tax Department would have a right to hire a vehicle from the market including Radio Cab etc & the additional cost incurred by the Income Tax Department will be reimbursed by the vendor before presentation of bills. Also, if the vendor does not provide a substitute staff car / operational vehicle, a penalty of Rs. 1000/- per day will be imposed.

- 14) A penalty of Rs. 1000/- per day per staff car / operational vehicle may be levied if any staff car / operational vehicle fails to meet the terms & conditions prescribed herein on any day. However, in case of frequent violations of the terms & conditions, the contract can be cancelled forthwith without any notice.
- 15) The driver should have valid driving license. The staff car / operational vehicle should have valid permit to operate in the state of West Bengal. The drivers of the staff cars / operational vehicles must follow traffic rules and other regulations prescribed by the Government from time to time. Consequences of not following the rules and regulations will be borne by the vendor. The vendor shall provide a copy of driving licence and voter's identity card of the driver to the hiring authority at the time supply of staff car / operational vehicle or whenever there is change of driver. The vendor shall also provide an undertaking that the driver has not been convicted or charge sheeted by any Court in India.
- 16) Payment shall be made at the end of every month on presentation of the bill. TDS will be deducted as per Income Tax Act, 1961. The vendor should bear in mind that at times the payment might be delayed on account of late submission or incorrect submission of bills by the vendor or administrative delays or non-availability of funds with the Income Tax Department.
- 17) The drivers shall observe all the etiquettes and protocol while performing their duty. They shall be neatly dressed, and should wear uniform and shall carry a mobile phone in working condition, for which, no separate payment shall be made by the Income Tax Department.

- 18) The vendor and driver shall be bound to carry out the instructions of the Income Tax Department as well as of the Officers/ users to whom the staff car / operational vehicle is assigned.
- 19) A daily record indicating time and mileage for each staff car / operational vehicle shall be maintained in a log book by the vendor who would obtain signature from the Officer/ users. A photocopy thereof will be filed with the bill raised by the vendor.
- 20) The contract between the Income Tax Department and the vendor can be cancelled with a notice of 30 (thirty) days either by the vendor or the Income Tax Department.
- 21) In the event of the award of the tender, prior to execution of the contract and supply of staff cars / operational vehicle, the vendor shall be required to submit copies of
- (a)** The Registration Certificates/ Blue Book/ Smart Card,
  - (b)** Comprehensive Insurance Policies of the vehicles being offered for hire,
  - (c)** Particulars with photograph of the drivers, his driving licence and voter's identity cards,
  - (d)** Undertaking that the driver has not been convicted or charge sheeted by any Court of India. He shall also be required to produce the staff cars / operational vehicles in the office of the Commissioner of Income Tax, Central-I, Kolkata for the physical verification/inspection.
- 22) This contract will be effective for duration of period as mentioned in the Tender Notice from the date of signing the contract. The contract may be renewed further as mutually agreed upon, subject to satisfactory performance.
- 23) The vendor shall abide by all the terms and conditions mentioned above. Notwithstanding anything contained in paragraph-14 and paragraph-20 above, this contract can be cancelled by the Income Tax Department without any notice for violation of any terms and conditions of the contract.

24)The Office of Commissioner of Income Tax, Central –I, Kolkata reserves the right to accept or reject any or all the tenders without assigning any reasons.

Sd/-

(D.K. Mitra)  
DCIT (Hqrs.) Admn, Central, Kolkata  
For CIT Central-I, Kolkata

**ANNEXURE - II**

**TERMS AND CONDITIONS OF THE FINANCIAL BID**

1. The maximum running of the staff car will be 3000 km per month and of the operation vehicle will be 2500 km per month for which the maximum amount payable for each staff car / operational vehicle will be Rs. 36,000/- (Rs. Thirty Six Thousand Only) per month. The average running hours will be 12 hours per day subject to maximum of 372 hours per month.

2. The amount quoted in the tender will include all the taxes, duties, cess, charges, parking fees, toll tax, octroi etc. levied or leviable by Central Government, West Bengal Government and Local Authorities etc. The amount quoted in the tender will also include monthly charges of driver, repairs and maintenance of staff car, insurance, petrol/ diesel, oil and also any other incidental expenses including penalty, fine etc. The Income Tax Department will not pay any money other than the money mentioned by the vendor in his financial bid for which contract has been awarded. The time and distance will be calculated from the time and place for reporting to the time and place of release.

Sd/-

(D.K. Mitra)

**Pages 9 to 13 are as per Annexure file**