

TENDER DOCUMENT

**Subject: Hiring of vehicles by the Income Tax Department, Ahmedabad –
- regarding .**

The Director General of Income Tax (Inv.), Ahmedabad on behalf of the President of India invites quotations in sealed covers from reputed parties latest by **5.00 p.m. on 13.03.2012** for hiring 10 (Ten) vehicles of **Xylo/Scorpio/Sumo/Travera/Wagon R** or any other equivalent vehicle (**only Diesel/Petrol run**) except Innova, by the Income Tax Department, Ahmedabad for the year 2012-2013.

The bid shall consist of two parts – **Technical bid and Price bid**. Both the bids are to be placed in two separate sealed envelopes (clearly super scribing 'Technical Bid' and 'Price Bid') which in turn are to be placed in one sealed cover. The Bids of all the parties whose Price 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 price quoted for the same will have to be mentioned **only in the Price Bid**. The Price bids of only those parties shall be opened whose Technical Bids are found to be eligible while the disqualified bidders' Price bid shall be returned unopened.

The Technical bid shall be opened at **4.00 p.m. on 14.03.2012** in the office of the Addl. Director of Income Tax (Inv.)(HQ.) O/o Director General of Income - tax, Room No.107, 1st Floor, Aayakar Bhavan, Ashram Road, Ahmedabad – 380 009 in the presence of one representative of each of the bidder who wishes to be present.

TECHNICAL BID :-

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

1. Name & address of the contractor.
2. Nature of business.
3. Income Tax assessment particulars, Ward & PAN
4. Number of vehicles owned along with proof of ownership.
5. If the vehicles not owned are to be pressed in service, contract with the owner placing the vehicles at the disposal of the bidder.
6. Turnover in the past three years alongwith documentary evidence.
7. Copy of I.T. Returns for the last three A.Y.2011-12, 2010-11, 2009-10.
8. Details of hiring of vehicles done in the past:-
 - 1.1 Name & address of the parties to whom vehicles were given on hire;
 - 1.2 Period for which the vehicles were hire out;
 - 1.3 Number of vehicles given on hire.

PRICE BID

- (a) The rate for hiring of vehicles should be quoted for 1800 kms. & 300 hours per month for vehicles of the make of after 2010. The time & distance is to be calculated from the time & place of reporting to the time & place of release.
- (b) The balance of kilometers/hours run during the month are to be carried forward to the next month and any cumulative shortage will lapse at the end of three months and any cumulative excess will be paid at the end of three months, as per kilometer/hour basis..
- (c) **The rates for petrol / diesel run vehicles are to be given separately.**
- (d) Rates for extra km / hour must be separately specified.
- (e) **Rates for 80km/10hours per day must be separately specified for additional cars required on temporary basis.**
- (f) **The rates quoted should be inclusive of Service Tax and any other taxes, fees fines or levies.**

Quotation should be sent in sealed covers super scribed as **QUOTATION FOR HIRING OF VEHICLES** & should reach in the office of the Addl. Director of Income Tax (Inv.)(HQ.) O/o Director General of Income-tax, Room No.107, 1st Floor, Aayakar Bhavan, Ashram Road, Ahmedabad – 380 009 on or before **13.03.2012** by **5 p.m.** The quotation will be opened on **14.03.2012** at **04.00 p.m.** in the presence of the parties or their representative who wish to be present.

GENERAL TERMS & CONDITIONS

1. The turnover of the bidder should be more than Rs. 40 Lacs in the last year (F.Y.2011-12) and should have experience in arranging/supplying 10 or more vehicles in government department and/or public sector undertaking.
2. Quotations duly filled in, will be received upto the date and time mentioned in the letter.
3. Director General of Income Tax (Inv.), Ahmedabad [hereinafter referred to as DGIT (Inv.)] reserves the right to postpone and/or extend the date of receipt/opening rates/quotations or to withdraw the same, without assigning any reason thereof.
4. All the rates must be written both in figures and words. Corrections, if any, is to be made by crossing out, initialing, dating and rewriting shall be authenticated.
5. Rates/Quotations should be submitted duly with its current business address and contact numbers.
6. Quotations for a minimum of 10 or more vehicles shall only be entertained.
7. The make of the vehicle & the model should not be earlier than 2010 and preferably white in colour. All the vehicles must have valid taxi permit to run in the territory of Gujarat

8. The vehicle shall be at the disposal of the Income Tax Department for 7 days a week.
9. Contract charges include monthly charges of driver, repairs and maintenance of vehicle, insurance, petrol / diesel, oil and also any other incidental expenses.
10. In the case of any accident / violation of traffic rules, all the claims arising out of it shall be met by the Contractor.
11. The vehicle will be kept neat and clean and in perfect running condition provided with seat covers & curtains.
12. If the vehicle goes out of order, the Contractor shall provide a substitute vehicle immediately. In case vehicle does not report on time/does not report at all, the Department would have a right to hire a vehicle from the market & the additional cost incurred by the Department will be borne by the Contractor.
13. The driver should have valid driving license & 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 must follow traffic rules and other regulations prescribed by the Government from time to time.
14. The contract between the Department and the Transport Operators can be cancelled with prior notice of at least 60 days by the operator.
15. The Drivers must observe all the etiquette and protocol while performing the duty. He must be neatly dressed, should wear proper uniform & must carry a mobile phone in working condition, for which, no separate payment shall be made by the Department.

16. Drivers should not be changed, without permission from the concerned officer. A penalty of Rs.2,000/- shall be charged if any change of driver is made without permission of the officer.
17. The Transport operator and driver shall be bound to carry out the instructions of the Department as well as of the Officers assigned to the vehicle.
18. A daily record indicating time and mileage for each vehicle shall be maintained in a log book and shown to the officer every day and initial obtained.
19. The Kilometers entry in the Log Book maintained for every vehicle should start from the place of pick-up and drop of the officer.
20. If the total kilometers/hours run during a month is more/less than the scheduled, if any, would be carried forward and cumulative shortage will lapse at the end of three months and any cumulative excess will be paid at the end of three months, as per kilometer/hour basis.
21. The department shall not make any payment other than the agreed Hire Charges. In case there is a variation in Diesel/Petrol rates by the government a corresponding correction/adjustment in hire charges shall be effected, as per pre-defined formula, covered hereunder the clause "**ESCALATION/DE-ESCALATION OF RATES**", if the increase or decrease is 5% or more than the price as on the date of techno-commercial bid opening.
22. Dedicated Vehicles & Drivers must be provided & changes will be allowed only in exceptional circumstances. The vehicle must be available at all times as desired by the Officer concerned.

23. Any violation of terms/conditions may lead to termination of the contract without any notice.
24. No other person except the contractor's authorized representative shall be allowed to enter the premises.
25. Within the premises, the contractor's personnel shall not do any private work other than assigned duties.
26. The contractor shall ensure that peace and order is maintained in the premises by his employees.
27. The contractor would ensure that all its personnel would behave courteously and decently with the Officers/Officials of the Income Tax Department, Ahmedabad and also ensure good manners.
28. The contractor shall submit copies of the Registration Certificate and comprehensive insurance policies of the vehicles being offered for hire and particulars with photograph of the drivers dedicated to each vehicle.
29. The successful bidder shall be required to produce the vehicle in the office for the physical verification/inspection.
30. The vehicle deployed with the department should not be used for any private work of the contractor.
31. The vehicle should carry a designation plate as designed by the department and for which no separate payment shall be made. The designation plate should be covered when a particular officer is not occupying the vehicle.

32. The successful bidder shall deposit Rs.20,000/- per vehicle as Security Deposit (non-interest bearing) in the form of a crossed demand draft in favour of Zonal Accounts Officer (CBDT), Ahmedabad, which is subject to forfeiture in case of termination of the contract due to failure to abide by terms and conditions of the contract by the contractor.

33. **ESCALATION / DE – ESCALATION OF RATES :**

In case of any statutory variation (increase./decrease) in the price of Diesel/Petrol effected by the government a corresponding escalation/de-escalation in the rates shall be paid / recovered against each vehicle for the actual kilometers run based on the following pre-defined formula –

$$\text{Escalation / descaltion per K.M.} = \frac{\mathbf{R2 - R1}}{\mathbf{K}}$$

Where

R1 – Rate of Diesel/petrol (in Rs. per liter), as on the date of techno-commercial bid opening.

R2 - Revised Rate of Diesel/Petrol (in Rs. per liter)

R1 & R2 being rates, as declared by M/s. Indian Oil Corporation for Ahmedabad city.

K is the average KMPL (KM run per liter) considered for the purpose of this contract and shall be considered on following basis

for Diesel KMPL – 12

for Petrol KMPL - 11

The difference payable or recoverable on account of increase/decrease of fuel prices shall be allowed on for **TOTAL ACTUAL KMS RUN** by the vehicles for Department duties.

34. **TERMS OF PAYMENT :-**

a. The contractor will submit the monthly bill in triplicate enclosing the summary sheets along with log book, which shall be got duly

verified by the official-in-charge and the same shall be paid thereof after making recovery, if any.

- b. Income Tax Department, Ahmedabad, shall release due amount after making recoveries, if any, through crossed account payee cheque in favour of contractor, subject to deduction of tax at source.

35. **PENALTIES** :-

- i. Contractor will attract a penalty of **Rs.5,000/- (Rupees five thousand only)** per day per vehicle, in case a particular vehicle fails to carry out the services due to his absence or any other reason. The penalty shall be levied in addition to deduction of proportionate rent for the absence.
- ii. In the event of failure in maintaining the services on any day as per **Annexure-I**, in part or full the contractor is liable to be penalized @ **Rs.3,000/- (Rupees three thousand only)**, per vehicle per default, which shall be recovered from the bills or otherwise.

36. **CHARGES & PAYMENTS** :-

Bills chargeable to the Director General of Income Tax (Inv.), Ahmedabad shall be paid after the end of every month provided services rendered are found in order. In case of any complaint of non-performance or any obligation under the contract, the Directorate reserves the right to deduct the payments due from the contractor from monthly bill(s).

FORMAT OF TENDER DOCUMENT

1	Name, address & telephone No. of the tenderer	
2	Permanent Account No.(PAN)	
3	Name & address of the Proprietor/Partners/Directors & their PAN	
4	Type of Vehicle Offered	

Rate Chart per Vehicle
(Inclusive of Service Tax)

Sr.No.	Description	Rate(Rs.) for
1.	a. For 1,800 kms & 300 hours	
2.	For every extra Kilometer (as per above)	
3	For every extra hour beyond 300 hours (per month)	
4.	No. of vehicles offered	

Name & signature of the
Authorized signatory

Rate Chart for additional vehicles on temporary basis
(Inclusive of Service Tax)

Sr.No.	Description	Rate(Rs.) for
1.	For 80 kms & 10 hours	
2.	For every extra Kilometer	
3	For every extra hour beyond 10 hours	
4.	Type of Vehicle offered	

Name & signature of the
Authorized signatory