

## **TENDER DOCUMENT**

### **Subject: Hiring of vehicles by the Income Tax Department- Reg:-**

The Commissioner of Income Tax(DR) (Admn.), Income Tax Appellate Tribunal Lok Nayak Bhawan, 11<sup>th</sup> Floor, Lok Nayak Bhawan, New Delhi on behalf of the President of India invites Quotations in sealed covers from reputed parties latest by 1 P.M on 28.03.2012 for hiring of about 07 cars of Mid-segment size vehicles, for use in the office of CIT(DR)(Admn.) for the financial year 2012-13. The maximum rate for hiring of these vehicles as approved by the competent authority is Rs36,000/- per month.

The bid shall consist of two parts- Technical Bid and Price Bid. Both the bids are to be placed in two 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 parties whose Price Bid is not in a separate sealed cover or the rates quoted by them finds 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 the price quoted by them 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.

The Technical bid shall be opened at 3P.M. on 28.03.2012 in the chamber of CIT(DR)(Admn.) Income Tax Appellate Tribunal,11th Floor, Lok Nayak Bhawan, New Delhi.

### **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 Contractor:
- 2 Nature of business
- 3 Income Tax assessment particulars for the last three years, Ward and PAN
- 4 Number of the vehicles owned along with proof of ownership
- 5 Turnover in the past three years
- 6 Details of hiring of vehicles done in the past:-
  - a. Name and Addresses of the parties to whom vehicles were given on hire;
  - b. Period for which the vehicles were hired out;
  - c. Number of vehicles given on hire
  - d. Model and make of vehicles.

### **PRICE BID**

- a) The rate for running of hired vehicles should be quoted for 2600 Kms. & 330 hours per month. The time and distance is to be calculated from the time and place of reporting to the time and place of release. The rates for petrol, diesel and CNG run vehicles are to be given separately.
- b) Rates for extra Km/ hour must be separately specified.
- c) Rates for 80 Km/10 hours per day must be separately specified for additional cars that may be required on temporary basis.

Quotation should be sent in sealed covers super-scribed as **“Quotation for hiring of vehicles”** and should reach the office of the CIT(DR)(Admn) Income Tax Appellate Tribunal, 11th Floor, Lok Nayak Bhawan, New Delhi. Documents for Technical bid & Price bid are to be placed in two sealed envelopes (clearly super-scribing ‘Technical Bid’ and ‘Price Bid’) which in turn are to be placed in one sealed cover. The quotation will be opened at 3P.M. on 28 March, 2012 in the office CIT(DR)(Admn.) 11<sup>th</sup> Floor, Income Tax Appellate Tribunal, Lok Nayak Bhawan,

## **Terms and Conditions [for Empanelment of vehicle provider]**

The interested parties must be capable of providing vehicles on the following terms and conditions-

- 1 The make of the vehicles should be specified separately and the model should not be earlier than 2011. Vehicle would be required to be produced for physical verification/inspection.
- 2 The bidder must have past experience of providing vehicles on hire to at least one government organization/ PSU/a prominent private sector entity.
- 3 The vehicle shall be at the disposal of the office of the CIT(DR)(Admn.), ITAT, New Delhi throughout the contract period at all times. It is further clarified that the vehicle shall be at the disposal of this office for all the 7 days of the week. During the contract period the contractor shall not allow the vehicle to be used for any other person other than for the service of the customer.
- 4 Dedicated vehicle number and driver shall not be changed without prior approval of hiring authority.
- 5 Contract charges include monthly charges of driver, repairs and maintenance of vehicle, insurance, petrol/diesel, oil and also any other incidental expenses including penalty, fine etc. CNG fitted vehicles shall also have the option of running on petrol/ diesel emergency situation.
- 6 In the case of any accident, all the claims arising out of it shall be met by the Contractor.
- 7 The vehicle will be kept neat and clean and in perfect running condition and should be provided with air conditioners, heaters, neat and clean set covers and curtains.
- 8 If the vehicle is 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 and the additional cost incurred by the Department will be borne by the Contractor.
- 9 Payment for each month shall be made in the subsequent month after presentation of the bill.
- 10 The driver should have valid driving license and the vehicle should be registered with the concerned authorities of State Govt. A certificate to this effect should be provided.
- 11 The contract between the office of the CIT(DR)(Admn.) and the Transport Operators can be cancelled after giving a notice of 30 days by operator or the Department

- 12 A penalty of Rs. 2000/- per day per vehicle may be levied if any vehicle fails to meet the terms and conditions prescribed herein on any day, However, in case of frequent violations of the terms and conditions, the contract can be cancelled forthwith without any notice.
- 13 The Drivers shall observe all the etiquette and protocol while performing the duty. He shall be neatly dressed, should wear white colour uniform and shall carry a mobile phone in working condition, for which, no separate payment shall be made by the Department.
- 14 The Transport Operator and driver shall be bound to carry out the instruction of the Department as well as of the Officer assigned to the vehicle.
- 15 A daily record indicating time and mileage for each vehicle shall be maintained in a log book.
- 16 The Commissioner of Income Tax-(DR)(Admn.), ITAT, New Delhi reserves the right to accept or reject any or all quotations without assigning any reasons.
- 17 In the event of the award of the tender and prior to execution of the contract, the contractor shall be required to submit copy of the Registration Certificate, Comprehensive Insurance Policy and pollution under control certificate of the vehicle being offered for hire and particulars with photograph of the driver dedicated to each vehicle.