



सत्यमेव जयते

**OFFICE OF THE
COMMISSIONER OF INCOME TAX(COMPUTER OPERATIONS)
MUMBAI**

Intends to

HIRE 3 CARS OF THE FOLLOWING TYPES FOR ITS OFFICIAL USE:

1. 2 Nos. "Maruti Swift D'Zire
2. 1 No. "Vento / Honda City / Maruti SX4"

Hiring shall be initially for a period of one year and extendable for further period(s) at the discretion of the Commissioner of Income Tax (C.O), Mumbai. Reputed transport contractors, tour/taxi operators or any Govt. or Semi Government enterprise having requisite vehicles/ infrastructure may furnish their tenders latest by **3.00 P.M on 23.08.2012** in the office of the **Addl. Commissioner of Income-tax (Computer Operations) – II, Mumbai, 3rd Floor, C-13, Pratyaksha Kar Bhavan, Bandra-Kurla Complex, Mumbai- 400 051**. Technical Bids will be opened on **24.08.2010 at 11 : 30 a.m. in Room No. 303 at the above address**, in front of bidders or their authorized representatives.

Tender documents and Terms and Conditions for all types of vehicles may be collected from the office at the above mentioned address during office hours. These details are also available on www.incometaxindia.gov.in

Sd/--

(JOSEPH RODRIGUES)

Income Tax Officer

(Computer Operations) (HQ & FM), Mumbai.



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GOVERNMENT OF INDIA

INCOME-TAX DEPARTMENT

OFFICE OF THE

COMMISSIONER OF INCOME-TAX (COMPUTER OPERATIONS), MUMBAI.

3rd Floor, C-13, Pratyakshakar Bhavan, Bandra-Kurla Complex, MUMBAI-400051.

Tel :- 26570000 Fax :- 26570002 e-mail :- citco.mumbai@incometaxindia.gov.in

No. ITO(CO)(HQ&FM)/Advt..2012-13/

Dated :- 13/08/2012.

TERMS AND CONDITIONS FOR HIRING OF VEHICLES

Sealed quotations complete in all respect, are invited by the Commissioner of Income-tax (Computer Operations), Mumbai, from bonafide, reliable and resourceful vendor registered with the Service-tax department, experienced in giving vehicles on hire for hiring of cars with driver on monthly hiring basis with effect from 01.09.2012 as described below.

2. The vehicles are proposed to be hired for an initial period of one year with the option of extending it for a further period at the discretion of the Commissioner of Income-tax (Computer Operations), Mumbai.

3. The vehicles offered should be of the following categories :-

- (i) Maruti Swift Dezire
- (ii) Volkswagon Vento
- (iii) Honda City
- (iv) Maruti SX4

Eligibility Criteria

- (i) The Applicant Contractor should own at least 25 vehicles (four Wheelers) at the time of making application for the contract and should produce evidence to that effect during technical evaluation
- (ii) The Applicant Contractor's Annual Turnover should not be less than Rs. 25 lakhs during the Financial Year 2010-11 and 2011-12. In support of this, Applicant contractor should submit their copies of returns of income filed with the Income Tax Department along with Profit and Loss Account for F.Ys. 2010-11 & 2011-12.

- (iii) Applicant contractor should have a reputed client list. The client list should be submitted in support of the same.

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- (iv) The Applicant contractor should have the experience of running a fleet of vehicles on hiring basis for at least 3 years. (Proof to be attached)
- (v) The vendor should be registered with the PF / ESIC Authorities.
- (vi) The above conditions will not apply to Government or Semi-Government Enterprises.

4. The terms and conditions for hiring of vehicles are as under :-

- (i) The vehicle should be in excellent condition, preferably a new vehicle. The colour of the car should be preferably white. It should not have been manufactured before 1.9.2010 and preferably should not have run for more than 5,000 Kms.
- (ii) The vehicle should be for the exclusive use of the Department and may not be used by the vendor for any other purposes.
- (iii) The vehicle will be at the disposal of the Commissioner of Income-tax (Computer Operations), Mumbai, generally between 9.00 a.m. and 8.00 p.m. However, on occasions the vehicle may have to report early and relieve late, depending on the requirements of the Commissioner. On occasions, out station trips will have to be undertaken which will be considered in the running mentioned at (xii) below. The vehicles will be parked in the premises of the Income-tax Office, Mumbai, or the Income-tax quarters, Mumbai, after the duty for the day is over.
- (iv) The vehicle will be at the disposal of the Commissioner of Income-tax (Computer Operations), Mumbai for six days in a week.
- (v) The drivers should be well-behaved and properly dressed, preferably in uniform.
- (vi) All expenses relating to salary and allowances of the driver, over time payment, maintenance of vehicles, fuel oil or and any other expenditure related to the vehicle and the driver will be borne by the Contractor.

- (vii) All legal obligations in respect of the vehicle i.e. Road Tax, RTO permissions etc. and the driver i.e. minimum wages, social security etc. will be the responsibility of the contractor.

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- (viii) In the event of break down of vehicle or absence of driver, arrangement for substitute vehicle/driver will have to be made by the contractor immediately. In case, the contractor is not able to provide any substitute, it will be open for the office to deduct proportionate amount on daily basis from the bills.
- (ix) In case of any accident, at the claims/damages arising out of it shall be met by the vendor.
- (x) A consolidated bill for the whole month will be submitted after completion of the month for payment.
- (xi) TDS will be made as per law.
- (xi) The contract can be terminated at any time after giving one month notice without assigning any reasons.
- (xii) The rate should be specified (exclusive of Service Tax) for 1500 kms (reckoned from place of reporting to place of release) & 300 hrs. on monthly basis (reckoned from time of reporting to the time of release) of vehicle. The charges for additional hours after 300 hours and additional distance after 1500 km per month should also be specified in the Financial Bid.
- (xiii) The contractor shall provide dedicated vehicles and drivers and any change in vehicle and/or driver should be made only in very exceptional circumstances. Replacement of the vehicle/non availability of driver. The driver should be having Transport Licence, with a minimum experience of 5 years and their antecedents should be duly verified by police authorities, at the instance of the contractor.
- (xiv) Payment of minimum charges agreed upon shall be made every month, provided that if the contract does not commence/end in the beginning/end of a month, payment of minimum charges will be made on proportionate basis.
- (xv) 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.

- (xvi) While computing the amount payable as per clause (xii) above on account of extra Kms, over and above agreed kms per month i.e. 1500 kms per vehicle for one or more vehicle or vehicles, the total or unused kms of other vehicles of the contractor for that month shall be reduced.

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Explanation : For the purpose of clause 4(xvi) unused kms would mean the difference between cumulative agreed kms and the cumulative actual kms, run by one or more vehicles of the contractor, if the cumulative actual kms run by them is less than the cumulative agreed kms.

- (xvii) The contractor should be registered with the authority concerned of State or Central Government and should fulfill the conditions prescribed in Section 66 of Motor Vehicle Act, 1988 for hiring of vehicles.
- (xviii) The Earnest Money Deposit (Refundable if the bid is not successful) of Rs.20,000/- (Rupees twenty thousand) in the form of Demand Draft/Banker's cheque in favour of Zonal Accounts Officer, CBDT, payable at Mumbai has to be furnished along with the tender documents. If the tender document is not accompanied by earnest money deposit, the quotation will be treated as invalid.
- (xix) The unused kilometers of the month will be carried forward to the next month in addition to fixed kilometer for the month.

5. The applicant contractor should submit two sealed envelopes separately marked as **“Technical Bid” and “Financial Bid”**

Technical Bid

The Technical Bid should be as per Annexure 'A'. It should be supported by the documents indicated in Annexure 'A'. The Demand Draft/Banker's cheque in respect of 'Earnest Monty Deposit' should be submitted with the 'Technical Bid.'

Financial Bid

The tender document itself is a 'Financial Bid.'

6. In case of non-compliance of the above terms and conditions of contract, a penalty may be levied. The penalty for some of the defaults is as under :-

Sr. No.	Nature of default	Penalty Rs.
1	Late Reporting	50% of proportionate contract charges per day
2	Non Reporting	50% of proportionate contract charges per day

3	Poor maintenance of vehicles	Rs. 2,000 per month
4	Refusal of duties	100% of proportionate contract charges per day
5	Non-observation of dress-code	Rs.100/- for first instance and Rs.200/- for subsequent instances
6	Change of drivers without permission	Rs.1,000 per instance
7	Vehicle kept unclean	50% of proportionate contract charges per day

The penalty shall be levied on the basis of the certificate signed by the Controlling Officer. For the vehicles deployed in a Range, the concerned Addl./Jt.CIT will be the Controlling Officer. For vehicles given to a CIT, the controlling Officer will be the concerned CIT.

7. The drivers employed along with the vehicle should satisfy the following conditions :-
- (a) Drivers should have minimum 5 years of experience of driving. They should have vehicle transport vehicle transport licences for driving passenger vehicles on hire.
 - (b) Driver should wear the prescribed uniform i.e. Light Blue shirt with navy blue trousers and black shoes.
 - (c) Driver should be well versed with the roads and the places in Mumbai City and should have experience in city driving.
 - (d) Once the driver has been allotted to a particular vehicle, he should remain with the same vehicle for a period of at least one year. Any change in the designated driver should be intimated to the concerned officer 24 hours before such change is effected.
 - (e) Driver should be provided with a mobile phone.
 - (f) Driver should be decent and well behaved and should not have any criminal cases against him and should not have any past history of accidents. Antecedents of the Drivers to have been verified by the Police Authorities.
 - (g) Car should be kept clean and odor free, suitable for official use.

8. In case of vehicle breakdown, a substitute vehicle shall be provided by the contractor immediately. In case vehicle does not report within the reasonable time or 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. In case, neither a substitute vehicle is provided nor a vehicle is hired by the Department, proportionate contract charges are liable to be deducted from the contract charges payable, in addition to the penalty levied as indicated in para 6.

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9. The bid has to be submitted on or before 03:00 pm of 23rd August, 2012 in Room No. 401, C-13 Bldg., Pratyakashakar Bhavan, BKC, Mumbai-400 051. The bid once submitted shall not be allowed to be withdrawn and the default after acceptance of the bid shall be deemed to be non-compliance of terms of contract and would render security deposit liable to forfeiture and penalty as the case may be.

10. Tenders (Technical Bids) will be opened on 24.08.2012 in the office of the Addl. CIT (Computer Operations), 3rd Floor, Room No. 303, C-13 Bldg., Pratyakashakar Bhavan, BKC, Mumbai-400 051 in front of bidders or their authorized representatives at 11.30 a.m. The Financial Bids of the qualified bidders would be opened on 24th August, 2012 at 03 : 00 pm.

11. The successful bidders shall provide details of all vehicles within 2 days of bid opening date and also present themselves for signing the agreement, as and when called for, and also physically produce the vehicles for inspection within a reasonable period mutually agreed upon.

12. All the vehicles should report for duty on 01.09.2012 in time . In case all the vehicles do not report for duty 01.09.2012, as the case may be, the payment shall be made vehicle wise on a pro-rata basis depending upon the date of reporting of the respective vehicles.

The requisite number of vehicles for which the contract is awarded to the contractor should definitely report for duties by 01.09.2012 i.e. date of commencement of the contract.

The Income Tax Department reserves the right to accept or reject any part of the tender or whole tender, without assigning any reason.

ANNEXURE A
(TECHNICAL BID)

1.	Name & Address and Telephone No. of the Tenderer i.e. the Applicant Contractor	
2.	PERMANENT ACCOUNT NUMBER (PAN)	
3.	No. of Vehicles owned by the Applicant Contractor. Vehicle Registration Nos. may be provided. (Documentary evidence in form of Reg. & Tax Certificates will have to be produced in original during the Technical Evaluation Process)	
4.	Annual Turnover (Documentary Evidence to be furnished i.e. Copy of Return of Income Filed along with P&L Account & Balance Sheet)	FY 2010-11 ` _____ FY 2011-12 ` _____
5.	ESIC Registration No.	
6.	Provident Fund Registration No.	
7.	List of reputed Clients (Documentary evidence to be furnished i.e. Copy of Agreement signed)	
8.	No. of Years of experience of running a fleet of vehicles on hire basis	
9.	Details of Demand Draft / Banker's Cheque in respect of Earnest Money (D. D. / Banker's Cheque to be enclosed)	

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TENDER DOCUMENT (FINANCIAL BID)

1. Name & Address of the Tenderer
i.e The Applicant Contractor :
2. Telephone Nos. (Landline / Mobile) :
3. Permanent Account Number :
4. Name & Addresses of the Proprietors /
Partners / Directors & their PAN :

RATE CHART PER VEHICLE (EXCLUSIVE OF SERVICE TAX)

Sl. No.	Description	Rate (₹) for VW Ventof	Rate (₹) for Honda Cityf	Rate (₹) for Maruti SX4	Rate (₹) for Maruti Swift Dezire
1.	For 1500 Kms and 300 hours per month				
2.	For every extra kilometer beyond 1500 Kms (per month)				
3.	For every extra Hour beyond 300 Hrs (per month)				
4.	The Number of Vehicles Offered				