



Office of the Commissioner of Income-Tax (Exemptions)
6th Floor, Unity Bldg. Annx., P. KalingaRao Road, Bengaluru - 560 027
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F.No.27/CIT(E)/Ven./2018-19

Date: 11.06.2020

TENDER FOR HIRING OF OPERATIONAL VEHICLES

1. The Commissioner of Income-Tax(Exemptions) Bengaluru intends to hire 1 Staff Car and 2 Operational Vehicles for a period of one year. Open tenders are invited from reputed and competent parties as per the following terms and conditions.

The preferable model, size, colour and year of manufacture of such vehicle is as mentioned under :

Sl. No.	MAKE / MODEL OF VEHICLE	NUMBER OF VEHICLES REQUIRED	COLOUR	YEAR OF MANUFACTURE	OFFICE FOR WHICH VEHICLE REQUIRED	DATE W.E.F WHICH VEHICLE REQUIRED
1	Big sized vehicles like Maruti Ciaz/Toyota Corolla/Toyota Yaris/ Toyota Crysta	1	White/ Off white	Latest preferably 2017 to 2019 model	1. Commissioner of Income Tax(Exemptions), Bengaluru	01.07.2020
2	Mid sized vehicles like Toyota Innova/ Maruti Ertiga Tour/ Renault Enjoy/ Duster	2	White/ Off white	Latest preferably 2017 to 2019 model	1. Addl. Commissioner of Income Tax, Exemptions Range, Bengaluru	01.07.2020

Hiring shall initially be for a period of one year subject to the satisfactory services by the contractor. The vehicles should have the commercial taxi permit from the concerned authority and expected to ply 1600 km in a month. All details are described under the terms and conditions in the tender document.

1. Tender Forms along with terms and conditions etc. is available on the Department website at <https://incometaxbengaluru.org/> and on the CPP(Central Public procurement Portal). Tender fee deposit of Rs.100/- (Rupees one hundred only) per application in form of Demand Draft of Scheduled Bank in the favour of the ZAO, CBDT, Bangalore shall accompany the Bid document. Bid document without tender fee will be rejected. **The sealed tender forms duly filled in with D.D must reach the office of the undersigned, latest by 3:00 p.m on-30.06.2020 either by post or in person. The bids for tender shall be opened on 01.07.2020 at-1.00-p.m in the room of ITO(HQ)(Exemptions), 6th Floor, Unity Building Annexe, Mission Road, Bangalore.**
2. In case the Tender Committee does not get suitable quotes, then it shall be free to invite others/local vendors considering the essential operational nature of requirement within the overall financial limits prescribed by the Competent Authority.

(D. SUDHAKARA RAO)

Commissioner of Income-Tax (Exemptions),
Bengaluru

Instruction to Bidders

Eligibility Criteria:

1. The Bidder should own/capable of providing at least three vehicles (registered as commercial vehicles only) (four wheelers) at the time of making application for the contract and should produce evidence to that effect with its Bid / Quotation. Copies of RC Book of the Vehicles to be enclosed with the Bid.
2. The Bidder's Annual Turnover should not be less than **1 crore** during the past three financial year: 2017-18, 2018-19 and 2019-20. In support of this, the bidder should submit copies of return of income filed with the Income-tax Department along with profit and loss account for last three years.
3. The Bidder should have experience of supplying vehicles for operational purposes to the Income-tax Department, Other Government Organisations, PSU's on monthly basis. Evidence to this effect should be submitted with the Quotation / Bid.
4. The Bidder should have a reputed client list. The client list should be submitted in support of the same.

Other Instructions:

1. No alteration should be made in any of the terms and conditions of the Bid Document by scoring out any part thereof.

The type of vehicle required is as mentioned below.

Sl. No.	MAKE / MODEL OF VEHICLE	NUMBER OF VEHICLES REQUIRED	COLOUR	YEAR OF MANUFACTURE	OFFICE FOR WHICH VEHICLE REQUIRED	DATE W.E.F WHICH VEHICLE REQUIRED
1	Big sized vehicles like Maruti Ciaz/Toyota Corolla/Toyota Yaris/ Toyota Crysta	1	White/ Off white	Latest preferably 2017 to 2019 model	Commissioner of Income Tax(Exemptions) Bengaluru .	01.07.2020
2	Mid sized vehicles like Toyota Innova/ Maruti Ertiga Tour/ Renault Enjoy/ Duster	2	White/ Off white	Latest preferably 2017 to 2019 model	1. Addl. CIT , Exemptions Range, Bengaluru	01.07.2020

2. Maximum Amount quoted should be well within Rs.50,000/-(Rupees Fifty Thousand only/-) per month, per vehicle, exclusive of Goods and Service Tax and other Government levies as applicable, from time to time.
3. In the Submitted Bid, no variation or deviations in any manner whatsoever, to the terms and conditions will be admissible. Bids not accepting or modifying any of the terms and conditions, in whole or in part as listed in Section-IV, will be summarily rejected.

4. A sum of Rs. 35,000/- (Rupees Thirty five Thousand Only) must be furnished as Earnest Money Deposit (EMD) through a Bank Draft favouring 'ZAO, CBDT, Bangalore' (Cheques and Cash will not be accepted). The EMD must accompany the Bid without which the Bid will be rejected. The said amount will be forfeited, if the successful bidder fails within the time fixed by the Hirer, to sign the contract as per terms contained in the Bid Document, or fails to execute the Order within the stipulated time. The Earnest Money of the Successful Bidder will be refunded after signing the Contract. For unsuccessful Bidders, the Earnest Money Instrument will be returned within 15 days of the completion of Bid Evaluation. No interest will be payable on this Deposit.
5. No Bid will be considered unless the Bid is made for supplying vehicles of the prescribed make and model for at least two years. Any Bid for supply of the vehicle for duration less than two years will not be considered.
6. No Bid will be considered unless and until all the pages / documents comprising the Bid are properly signed and stamped by the persons authorized to do so on behalf of the Bidder. The notings in the bid should be legible and free from ambiguity.
7. The Bid shall remain valid for 30 (Thirty) days from the date of opening of the Bids.
8. The Bidder whose Bid is accepted by the Hirer shall be the successful Bidder. In the event of Bid being accepted, the Tender (Annexure-2) and the Terms and Conditions (Section-IV) will be converted into a Contract, which will be governed by the terms and conditions given in the Bid Document.
9. The bidder should submit two sealed envelopes separately marked as "Technical Bid" and "Financial Bid".
10. Completed Tender Documents along with the EMD and supporting Documents in **TWO Sealed Covers separately marked as "Technical Bid" and Financial bid which should be placed inside a sealed cover** superscribed "**Tender for Hiring of Vehicles for Commissioner of Income Tax(Exemptions), Bengaluru** and should reach the office of the **Commissioner of Income Tax(Exemptions), Bengaluru** on or before the Due Date. Late Bids will not be entertained.
11. The Bid Document of every bidder shall consist of the following documents:
 - (i) Information as per Annexure-I
 - (ii) The quotations strictly as per the proforma given in Annexure-2
 - (iv) Copy of terms and conditions duly signed on every page.
 - (iv) EMD as mentioned at Para 4 above in Demand Draft.
 - (v) Copies of RC Books of vehicles as Per Para 1 of Eligibility Criteria.
 - (vi) Copies of Income-tax Return and profit and loss accounts for last three years.

TERMS AND CONDITIONS OF THE CONTRACT

1. The vehicles required are as mentioned below:

Sl. No.	MAKE /MODEL OF VEHICLE	NUMBER OF VEHICLES REQUIRED	COLOUR	YEAR OF MANUFACTURE	OFFICE FOR WHICH VEHICLE REQUIRED	DATE W.E.F WHICH VEHICLE REQUIRED
1	Big sized vehicles like Maruti Ciaz/Toyota Corolla/Toyota Yaris/ Toyota Crysta	1	White/ Off white	Latest preferably 2017 to 2019 model	Commissioner of Income Tax(Exemptions) Bengaluru .	01.07.2020
2	Mid sized vehicles like Toyota Innova/ Maruti Ertiga Tour/ Renault Enjoy/ Duster	2	White/ Off white	Latest preferably 2017 to 2019 model	1. Addl. CIT , Exemptions Range, Bengaluru	01.07.2020

The tender document itself is a 'Financial Bid.' Initially only the Technical Bid will be opened. The Financial Bid will be opened only if the applicant contractor fulfills the stipulated conditions for technical bid.

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:

Sl. No.	Nature of default	Penalty
1	Late Reporting	50% of proportionate contract charges per day
2	Non Reporting	100% 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-observance 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 Officer in charge from Commissioner of Income Tax (Exemptions),Bengaluru

2. It shall be responsibility of the successful bidder to ensure that only vehicles registered as a commercial vehicle with the competent authority are sent for duty at all times.

3. The road worthiness of the vehicles provided are to be ensured at all times by the successful bidder, including the timely payment of applicable taxes and compliance to all regulations prescribed from time to time by the competent authority.

4. The vehicles should be kept in neat and clean condition with good upholstery and regularly polished exterior. They should also be in perfect running condition. The successful bidder shall be required to produce the vehicles and the driver in the premises of the Hirer for physical inspection before the signing of the contract.

5. The successful bidder shall be required to furnish to the Hirer certified copies of RC Books, Insurance Policies of the Vehicles being supplied, latest road tax challan paid, Permanent Account Number (PAN) of the concern, Photograph of the Driver along with his permanent and present address, copy of the driving license of the driver, on or before the date of formal signing of the contract.
6. It shall be responsibility of the successful bidder to ensure that, the drivers are qualified and experienced, possessing valid driving license.
7. The drivers of the vehicles must follow all traffic rules / regulations and any consequences of the failure to do so shall be of the successful bidder alone. The Hirer shall have no direct or indirect liability arising out of negligent / rash driving and any loss caused to the Hirer will have to be suitably compensated for by the successful bidder.
8. The vehicles will be hired on calendar month basis. The rate should be quoted (exclusive of service tax) for 1600Kms per vehicle (12 hours per day for 26 days in a month per vehicle) on a monthly basis. The billing for kms and hours shall be made from the reporting place to the relieving place. The vehicle must be available at any time of any day as directed by the Hirer.
9. Charges for additional hour beyond 12 hours per day and additional kilometer beyond 1600 kms per month (subject to point number 14) should be quoted separately as provided in Annexure-2.
10. **A daily record indicating mileage for each vehicle on duty shall be maintained in a log book as per the proforma approved by the Hirer with the successful bidder. It shall be the duty of the driver to obtain on each duty day the signature of the Officer to whom the vehicle has been assigned. Failure to do so would result in non-payment of the hire charges for that day. The Log Book shall be made available for periodic inspection of the Hirer from time to time. Bills for payment should enclose the Log Book maintained during the month.**
11. The Hirer will pay only fixed monthly hire charges as per contract and its liability shall be limited to this value alone, subject to the provisions of clauses (17 & 18) below. No separate payment will be made for driver's salary or any other incidental expenditure such as fuel, repair, maintenance, taxes, registration charges, periodical servicing, etc. All payments / expenditure will be borne entirely by the successful bidder.
12. **The billing will be on a monthly basis and the bills typed in triplicate shall be submitted on a working day to the Hirer latest by the 10th of the succeeding month. The billing shall be based on the logbook entries.** Deduction of tax at source (TDS) as per applicable rates prescribed under the Income-tax Act, 1961, shall be made by the Hirer from every payment made under this contract.
13. The Hirer will reimburse Goods and Service tax on hiring charges on actual basis. The successful bidder will be required to provide proof of valid Goods and Service Tax Registration on or before the date of signing of the contract, if applicable. In addition to the above, parking charges and toll shall also be reimbursable over and above the quoted charges provided the successful bidder attaches satisfactory proof of payment of such charges with the relevant monthly bill.
14. **The monthly mileage of all the vehicles provided will be clubbed for the purpose of computing the excess mileage used. Unutilised mileage below the contracted limit, per month in respect of each vehicle will be carried forward and adjusted vertically as well as horizontally with other vehicles provided by the hirer for utilisation in the subsequent three months. The bills will be prepared accordingly by the hirer.**

15. The vehicle shall bear the mark **'ON DUTY WITH INCOME-TAX DEPARTMENT'** during the period of contract. No company Logo or any other logo / mark should be placed on the vehicles. Nor should the vehicles detailed will be used for any other purposes. No graffiti, loud and cheeky slogans of any kind will be permitted to be used or displayed on the vehicle at any time during the currency of the contract. .

16. The Contractor should be registered with the authority concerned of a State or Central Government and should fulfill the conditions prescribed in section 66 of the Motor Vehicle Act, 1988.

17. If the condition of the vehicle is not found satisfactory in that it suffers from major defects and is therefore not roadworthy, or in case it is found that the vehicles or the driver are not reporting for duty for whatever reason, the successful bidder shall be obliged to send a replacement vehicle of equivalent or better make immediately. If no replacement is provided in time, the Hirer shall have the right to hire a vehicle from the market / elsewhere and the cost for the same will be deducted from the bill of the successful bidder in the succeeding month. In the circumstances mentioned above, even if no vehicle

18. All minor defects in the vehicles should be rectified within one day failing which a penalty of Rs. 500/- per day will be levied by the hirer till the defects are removed. The Bidder shall send a replacement vehicle when the vehicle goes to the Garage for removal of defects or for any other reason. Needless to say the Hirer also reserves the right to cancel the contract if the defects are not removed within one day.

19. In the unfortunate event of any mishap / accident, all claims and liabilities arising out of it shall be met by the successful bidder, including any damage to the vehicle. The Hirer will not entertain any claim in this regard including any liability under the Motor Vehicles Act or the Indian Penal Code or under any other applicable law for the time being in force.

20. The engagement / employment of drivers and payment of remuneration to them as per the provisions of various applicable labour laws / regulations will be the sole responsibility of the successful bidder.

21. The driver employed along with the vehicles by the Contractor should satisfy the following conditions:

- a) Drivers should have Vehicle Transport License for driving passenger vehicles on hire.
- b) Drivers should wear the prescribed uniform of white shirt, white trousers and shoes, and should maintain personal hygiene at all times.
- c) Drivers should be well versed with the roads and places in Bangalore city and should have experience in city driving.
- d) Once a Driver has been allotted to a particular vehicle, he should remain with the same vehicle for the entire period. Any change in the designated driver should be intimated to the officer concerned within 24 hours before such change is affected.
- e) Drivers should be provided with mobile phones at the cost of the supplier.
- f) Drivers should speak decent language, should be well behaved and should not have any criminal cases against them and also should not have past history of accidents. The antecedents should be duly got verified by police authorities at the instance of the contractors.
- g) Besides the local language, the drivers should have basic working knowledge of English.
- h) Cars should be kept clean, odour free and suitable for office use.
- i) Neither the vehicle nor the driver allotted shall be changed without the prior consent of the vehicle in-charge.

22. Save in exceptional circumstances, with the approval of the Hirer or unless specifically requested by the Hirer, once the hiring of vehicle commences, the successful bidder shall not change the dedicated vehicles or the drivers.
23. The Driver shall be duty bound to carry out the instructions of the Hirer or officers to whom the vehicles are assigned by the Hirer.
24. The contract shall be up to one year from the date of commencement and would be extendable for one year at the discretion of the Commissioner of Income-Tax(Exemptions), Bengaluru.
- 25. The Hirer has an option to cancel the contract by giving notice of 30 (thirty) days in writing without any compensation to the successful bidder and without assigning any reasons. However, in case of non-adherence to the terms and conditions of the contract, the hirer will have the right to terminate the contract without giving any notice to the service provider. The successful bidder can also opt out of the contract pre-mature by giving notice of 60 (sixty) days in writing.**
26. The Hirer shall not be responsible for the theft of vehicle / parts / accessories while the vehicle is on duty or even when it is parked within the campus of the Hirer. The safe custody of the vehicle and accessories shall be the sole responsibility of the successful bidder.
27. The successful bidder shall be required to sign the contract with the Hirer within three working days from the receipt of the letter of the Hirer intimating the successful bidder of the acceptance of his Bid. The supply of the vehicles shall commence from the day following the date on which the contract is signed. The aforesaid dates may be extended at the sole discretion of the Hirer.
28. Any change in the ownership of the vehicles or change in the constitution of the concern shall be notified in writing to the Hirer immediately. It will be open for the Hirer to continue / renegotiate the contract with new owners or cancel the contract.
29. All the above conditions will be enforced, unless written order of the Hirer is obtained relaxing any specific condition.

TECHNICAL BID

(To be submitted by the bidder submitting quotations for hiring of vehicles)

1. Name of the Bidder:
2. Full Address of the Bidder:
3. Telephone Landline / Mobile/email
4. Names of the organization to which the vehicles are supplied, year wise for the last five years (please indicate the number of vehicles and hire charges received from the respective organization.)
5. Turnover for each of the last 3 years and the total turnover
6. Details of vehicles owned with Registration numbers.
7. Experience in supplying vehicles to Income-tax Department, other Govt. Organisations / PSUs on monthly basis (Proof to be attached):
8. Present client list if any to be attached:
9. Details of EMD:
Amount Rs.-----
Demand Draft No:----- Dated:-----
Bank-----

10. PAN (enclose copy also):
11. Goods and Service Tax Registration No (enclose proof):

This is to certify that the information furnished is true and correct. I / We also certify that, I / We have carefully read and understood the terms and conditions of the tender document and undertake to abide by them in the event of being given the contract.

Date:

Place:

Signature of the Bidder with Seal.

FINANCIAL BID

To

**The Commissioner of
Income-Tax(Exemptions),
Bengaluru.**

Sir,

Sub: Submission of Quotations for hiring of one staff car and two numbers of operational vehicles by the O/o Commissioner of Income-Tax(Exemptions), Bengaluru- Regarding

Ref: F.No.27/CIT(E)/Veh/2020-21 dated 11.06.2020

With reference to the above, I / We hereby submit the quotation for hiring of one staff car and two operational vehicles for the office of the Commissioner of Income-Tax(Exemptions), Bangalore.

Details of Bid:

Sl.	Particulars / Amount (Rs.) per vehicle	Type of Vehicle				
1.	Total Monthly Hire Charges for 1600Kms.					
2.	Rate per Km over and above 1600 Kms					
3.	Rate per hour beyond 12 hours per day.					
4.	Drivers on Outstation - Charges per Day					
5.	Night Halt on Outstation Duty (Charges per Night)					

Date:**Place:****Signature of the Bidder with Seal.**

*The Bid will ordinarily be decided on the basis of the Quote as per Serial No. 1 and in case of Tie, the Quote as per Serial No. 2 to 5 will be considered.

Note: Separate Annexure to be submitted for each type of vehicle.

Important Enclosures with the Bid:

1. Earnest Money Deposit of Rs. 35,000/- (Thirty five Thousand Only) in Demand Draft in favour of ZAO, CBDT, Bangalore.
2. Information as per Annexure-I
3. The quotations strictly as per the proforma given in Annexure-2
4. Copy of terms and conditions (Section-IV) duly signed on every page.
5. Copies of RC Books of Vehicles as per Para 1 of Eligibility Criteria.
6. Proof of experience in supplying vehicles to Income-tax Department, other Govt. Organizations / PSUs on monthly basis
7. Copies of Income-tax Return and profit and loss accounts for last 3 Assmt. Years. PAN Card, Proof of Goods and Service Tax Registration.
8. Copy of ClientList.