



भारतसरकार Government of India

वित्तमंत्रालय Ministry of Finance /आयकरविभाग Income tax Department

आयकर अपर आयुक्त का कार्यालय ,तुमकूर रेंज ,तुमकूर  
Office of the Addl. Commissioner of Income-tax, Tumkuru Range, Tumakuru

फ़ा.सं/F.No.4/Tender for Vehicle/Addl.CIT/Tmk/2019-20

दिनांक/Date:05.12.2019

**TENDER NOTIFICATION (Limited Tender)  
FOR PROVIDING OPERATIONAL VEHICLES WITH DRIVER**

Sealed tenders are invited from reputed, reliable and resourceful vendors for supply of following vehicles on hire with driver on monthly hiring basis for Income Tax Office, Tumakuru, for a period of one year from 01.01.2020 to 31.12.2020.

The requirement is as under:

1. The Vehicles required are:

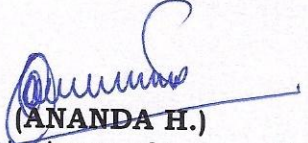
- I. Innova Car- 1 No.
- II. Etios/Swift (Sedan class) - 1No.

2. The vehicle should be in good condition and well maintained. The driver should have at least minimum one year work experience. The description of responsibility and the work to be carried out is given in the terms and conditions.
3. Interested agencies may send sealed bids to the Addl. Commissioner of Income Tax, Tumakuru Range, Aayakar Bhavan, Ramakrishna Nagar, Kunigal Road, Tumakuru on or before 20.12.2019 up to 11.00 hours. The required tender documents may be obtained from the O/o Addl. Commissioner of Income Tax, Tumakuru Range from 09.12.2019 to 18.12.2019 on any working day (From 11:00 hours to 15.00 hours)
4. The sealed tenders will be opened on 23.12.2019 at 12.30 hours in the O/o Addl. Commissioner of Income Tax, Tumakuru.
5. Income Tax Department reserves the right to accept or reject any tender and provide additional time to bidders, if necessary.



**Note:**

- I. Year of manufacture of the vehicle should be 2016. Purchase date of the vehicle should not be earlier than 1st July, 2016.
- II. Bidder should enclose copy of Registration Certificate issued by the Road Transport Authority, in respect of vehicles proposed for hire.



(ANANDA H.)

Addl. Commissioner of Income Tax  
Tumakuru Range, Tumakuru

**Copy to:**

1. The Principal Commissioner of income-tax-7
2. The ITO,(PR) O/o Pr. CCIT, Karnataka & Goa Bengaluru with a request to uploading departmental web site [www.incometaxbengaluru.in](http://www.incometaxbengaluru.in)
3. Notice Board, Income Tax Office, Tumakuru Range, Tumakuru.



## TERMS AND CONDITIONS OF THE CONTRACT

1. The vehicles should be One Innova and One mid-sized vehicle (Etios/Swift, etc). The vehicles to be provided on hiring should be in excellent condition, clean, mechanically fit and must be a new vehicle and in any case must not be more than 24 months old.
2. Applicant Contractor should have a reputed client base. The client list should be submitted with the bid.
3. It shall be the 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.
4. The road worthiness of the vehicles provided is 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.
5. The vehicle provided 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 vehicle and the driver in the premises of the Hirer for physical inspection before the signing of contract.
6. The successful bidder will be required to furnish to the Hirer certified copies of RC books, Insurance Policy 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, copies of the driving license of the drivers, on or before the date of formal signing of the contract.
7. It shall be responsibilities of the successful bidder to ensure that the driver is qualified and experienced, possessing valid driving license. The driver of the vehicles provided 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 2000Kms (12 hours per day for 26 days in a month) 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 on the day as directed by the Hirer.



9. 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 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.
10. The Hirer will pay only fixed monthly hire charges as per contract and its liability shall be limited to this alone, subject to provisions of clause (16) below. No separate payment will be made for driver's salary or any other incidental expenditure such as fuel, repair, maintenance, taxes, registration charges, periodic servicing etc. All such payments/expenditure will be borne entirely by the successful bidder.
11. 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 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.
12. Un-utilized mileage below the contracted limit of 2000Kms per month in respect of the vehicle will be carried forward for utilization in the subsequent month and so on. The bills will be prepared accordingly by the successful bidder.
13. The vehicle shall bear the mark '**ON DUTY WITH INCOME TAX DEPARTMENT**', during the period of contract. The vehicle detailed will not be used for any other purposes.
14. 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 Motor Vehicle Act, 1988.
15. If the condition of the vehicle is not found satisfactory, or in case of a breakdown, or in case vehicles not reporting for duty for whatever reason, the successful bidder shall be obliged to send a replacement of the equivalent or better make immediately. If no replacement is provided in time, the Hirer shall have the right to hire a vehicle from elsewhere and whatever be the cost that is incurred towards such hire charges will be deducted from the bill of the successful bidder for the succeeding month. Even a part of the day will be reckoned as one full day for the purpose of this deduction.
16. In case 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 Panel Code or under any other applicable law for the time being in force.
17. The engagement/employment of drivers and payment of remuneration to them as per the existing provisions of various applicable labour laws/regulations will be the sole responsibility of the successful bidder.
  18. The driver employed along with the vehicle by the Contractor should satisfy the following conditions:
    - (i) Driver should have minimum 5 years of experience of driving. They should have valid Vehicle Transport License for driving passenger vehicles on hire.
    - (ii) Once the 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 in effect.
    - (iii) Driver should be provided with a working mobile number.
    - (iv) Driver should speak decent language, well behaved and should not have any criminal cases against him and should not have any past history of accidents. The antecedents should be duly verified by police authorities at the instance of contractors. In case of any inappropriate behavior by the driver, the hirer has the option to cancel the contract.
    - (v) Besides the local language, the driver should have the basic working knowledge of English
    - (vi) Car should be kept clean and odor free and suitable for official use.
  19. In exceptional circumstances, with the approval of the Hirer or unless specially requested by the Hirer, once the hiring of vehicle commences, the successful bidder shall not change the dedicated vehicles or the drivers.
  20. The driver shall be duly bound to carry out the instructions of the Hirer or officers to whom the vehicles are assigned by the Hirer.
  21. The Hirer has an option to cancel the contract by giving notice of 30 days in writing without any compensation to the successful bidder and without assigning any reasons. However, in case of non-adherence of 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 premature by giving notice of 60 days in writing.
  22. 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.



23. 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.
24. The penalty shall be levied on the basis of certificate signed by the Officer in charge from the O/o the Addl. CIT, Tumakuru.

Sl.No.	Nature of Default	Penalty
1.	Late Reporting	50%charges per day.
2.	Non Reporting	100%charges per day.
3.	Poor maintenance of Vehicles	Rs.2,000/-per month.
4.	Refusal of duties	100%charges per day.
5.	Non-observance of Dress Code	Rs.100/-for first instance and Rs.200/-for subsequent instances.
6.	Change of driver without permission	Rs.1000/-per instance.
7.	Vehicle kept unclean	50%of proportionate contract charges per day.

25. All the above conditions will be enforced, unless written order of the Hirer is obtained relaxing any specific condition.



(Ananda H.)  
Additional Commissioner of Income Tax  
Tumakuru Range, Tumakuru

## ANNEXURE-I

### DETAILS OF THE BIDDER (Technical bid)

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

1. Name of the Bidder :
2. Address of the Bidder :
  
3. Telephone Landline/ Mobile :
4. Details of the vehicles owned  
with supporting documents
5. PAN :
6. Copies of the Returns of income  
for the last three financial years  
With P & L ale. :
  
7. Client base :
8. Details of EMD :
9. Service Tax Registration  
(enclose proof) :

Amount Rs. \_\_\_\_\_  
DD No. \_\_\_\_\_ Date \_\_\_\_\_  
Bank \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This is to certify that the information furnished is true and correct. II We also certify that II 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 seal)**



**ANNEXURE-2 (Financial bid)**

To:  
The Additional Commissioner of Income Tax,  
Tumakuru Range,  
Kunigal Road, Ramakrishna Nagar,  
Tumakuru Range, Tumakuru

Sir,

Sub: Submission of quotations for hiring of vehicles by the O/o. The Addl. Commissioner of Income Tax, Tumakuru. Ref: Tender No. OI/Veh.Hir/Addl.CIT/20120-21 Dated:05.12.2019.

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With reference to the above, I/We hereby submit the quotation for hiring of 01 Staff Car (mid-sized) & 01 operational vehicle (Innova) for the office of the Additional Commissioner of Income Tax, Tumakuru.

**Details of bid:**

Sl. No.	Particulars Amount (Rs.) (pervehicle)	Type of Vehicle			
1	Total Monthly hire charges for <sup>3000</sup> Kms*				

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, quote as per Serial No.2 to 5 will be considered.

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