



भारत सरकार

GOVERNMENT OF INDIA

प्रधान आयकर आयुक्त का कार्यालय

Office of the Principal Commissioner of Income Tax  
C.R. Building Navanagar, Hubballi

क्र.सं./F.No.Tender-vehicle/Pr.CIT/HBL/2019-20

दिनांक/Dated: 13/03/2020

**NOTICE INVITING TENDER FOR HIRING OF VEHICLES**

Sealed tenders are invited from reputed transport operators/agencies for hiring of vehicles in the Range of Joint Commissioner of Income Tax, Belagavi, for the deployment in the offices coming under the territorial jurisdiction of Principal Commissioner of Income Tax, Hubballi. The probable station-wise requirement is as under:-

Sl. No.	Particulars make/model vehicle	Size	No. of vehicles	Amount should not be more than	Year of manufacture/ Type	Office for which vehicle required	Date w.e.f. from which vehicle required
1.	Operational vehicle such as : INNOVA/ MARAZZO/ MARUTI XL6(ZETA)	7 seater	1	Rs.50,000/- for each vehicle	See Note below	JCIT, BGV	1.4.2020
2.	Operational vehicle such as : INNOVA / MARUTI ERTIGA VDI	7 seater	1	Rs.50,000/- for each vehicle	See Note below	ACIT, CIRCLE-1, BGV	1.4.2020

**Note:** (i) Year of Manufacture of the vehicle should be 2019. Purchase date of the vehicle should not be earlier than 1<sup>st</sup> January, 2019. Vehicles proposed for hire should be registered as COMMERCIAL VEHICLE.

(ii) Bidders should enclose copy of Registration Certificate issued by the Road Transport Authority, in respect of vehicles proposed for hire.

02. Tender forms along with terms and conditions can be obtained from the Office of the Joint Commissioner of Income-tax, Belagavi on payment of Rs.100/- (Non Refundable) by Demand Draft drawn on State Bank of India, in favour of ZAO, CBDT, Bengaluru payable at Bengaluru (3.00 PM to 4.00 PM on any working day between 16-03-2020 to 23-03-2020). Alternatively, the tender documents may be downloaded from [www.incometaxbengalru.in](http://www.incometaxbengalru.in).

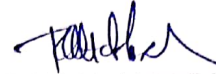
03. Interested agencies may send sealed bids in the manner specified in the tender document to the Joint Commissioner of Income Tax, Range, at 3<sup>rd</sup> Floor, Opp Civil Hospital, Dr. B.R. Ambedkar Road, Belagavi, on or before 23.03.2020 upto 4.00 P.M.

All bidders are required to strictly comply with the specifications as instructed in ANNEXURE-I (Technical Bid) & ANNEXURE-II (Financial bid).

04. Sealed Technical bids will be opened on 24-03-2020 at (11.30 A.M.) Joint Commissioner of Income Tax, Range Belagavi, at 3<sup>rd</sup> Floor, Opp Civil Hospital, Dr. B.R. Ambedkar Road, Belagavi, in the presence of the Tender Committee and respective representatives of the interested agencies, if they make

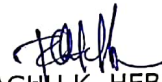
themselves available at that time. Financial bids of technically qualified agencies shall consequently be opened on the same day in the presence of representatives available.

5. The Income Tax Department reserves the right to accept or reject any Tender, qualify certain omissions/commission as curable defects and provide additional time to the bidders to rectify the same.



( RAGHU.K.HEBBAR )  
INCOME TAX OFFICER (HQ)-1  
for Pr. Commissioner of Income Tax,  
Hubballi

Copy to : The Notice, Board, O/o.JCIT , Range, at 1<sup>st</sup> Floor, Opp Civil hospital, Dr. B.R. Ambedkar Road, Belagavi.



( RAGHU.K. HEBBAR )  
INCOME TAX OFFICER (HQ)-1  
for Pr. Commissioner of Income Tax,  
Hubballi

**INCOME TAX DEPARTMENT, BELAGAVI**

**SECTION-I**

**DOMESTIC COMPETITIVE BIDDING**

**(THROUGH TENDER)**

Tender No: F.No.Tender-vehicle/Pr.CIT/HBL/2019-20, dated: 13/03/2020

Name of the Work	Contract for hiring of 02 vehicles by the Office of the Joint Commissioner of Income Tax, Range, Belagavi
Last Date & Time for receipt of Bid	<u>23-03-2020</u> (4.00 P.M.)
Time and Date of Opening of Bid	<u>24-3-2020</u> at (11.30 A.M.)
Place of Opening of Bid	In the chamber of Joint Commissioner of Income Tax, Range, Belagavi, Near Dr. Ambedkar Road, Opp. Civil Hospital, Belagavi
Office from whom the tender documents can be obtained and submitted	In the chamber of Joint Commissioner of Income Tax, Range, Belagavi, Near Dr. Ambedkar Road, Opp. Civil Hospital, Belagavi



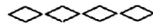
**SECTION – II**  
**INSTRUCTION TO BIDDERS**

1. No alteration should be made in any of the terms and conditions of the bid document by scoring out any part thereof.
2. Maximum amount quoted should not exceed the amount mentioned in the tender notice above as per vehicle exclusive of service tax and other Govt. 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-III, will be summarily rejected.
4. **A sum of Rs.10,000/- for vehicle bid must be furnished as Earnest Money Deposit (EMD) through a bank draft favouring 'Principal Commissioner of Income Tax, Hubballi'. The EMD must accompany the technical bid without which the bid will be rejected. The said amount will be forfeited, if the successful bidders fail within the time fixed by the Hirer, to sign the contract on 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 the signing the contract. For other 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 vehicle of the prescribed make.
6. **The tender documents comprising of Section-III (Terms and conditions of contract), Annexure-I(Technical bid) and Annexure-II (Financial bid) should be properly signed and stamped by the persons authorized to do so on behalf of the bidder. Bidders not submitting signed documents will be rejected without considering their bids.**
7. The bid shall remain valid for 30 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 quotations (Annexure-2) and the Terms and Conditions (Section – III) will be converted into a contract, which will be governed by the terms and conditions given in the bid document.
9. **Completed tender documents along with EMD and supporting documents in SEALED cover superscribed "Tender for hiring of vehicles for Joint Commissioner of Income Tax, Range, Belagavi" should reach in the chamber of the Joint Commissioner of Income Tax, Range, at 3rd Floor, Opp Civil Hospital, Dr. B.R. Ambedkar Road, Belagavi, before the due date. Late bids will be returned unopened.**
10. Bidders should submit copy of Registration Certificate with State Government. Bids not accompanied by the copy of State Registration Certificate will be rejected.
11. Bidders should submit copies of EPF & ESIC Registration Certificates. In case of Bidders to whom provisions of EPF & ESIC are not applicable, they shall submit an undertaking to that effect. Bidders to whom provisions of EPF & ESIC are applicable and are unable to provide Registration certificates with tender document, in such cases, a maximum of 7 working days would be provided to obtain the same in case of successful bidder only.

12. Bidders should submit copy of Service Tax Registration Certificate with the tender document. Bidders exempted as per Service Tax Rules should give an undertaking to that effect. Successful bidder to whom Service Tax Rules are applicable, will be provided a maximum of 7 working days time to furnish the same.

13. The bid document of every bidder shall consist of the following information and documents:

- (i) Information and documents as per Annexure-1
- (ii) The quotations strictly as per the Proforma given in Annexure-2
- (iii) Copy of terms and conditions of contract (Section-III) duly signed on every page.
- (iv) EMD as mentioned at para- 4 above.





**SECTION – III**  
**TERMS AND CONDITIONS OF THE CONTRACT**

1. The vehicles to be provided on hiring should be as per specification given in tender notice and the same should be in excellent condition, clean and mechanically fit.
2. 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.
3. 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.
4. The vehicles 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 vehicles and the driver in the premises of the Hirer for physical inspection before the signing of contract.
5. 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, copy of the driving license of the driver, police verification certificate of the driver on or before the date of formal signing of the contract.
6. It shall be the responsibility of the successful bidder to ensure that the driver is well-dressed, 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.
7. **The vehicles will be hired on calendar month basis. The rate should be quoted (exclusive of Service Tax) for 2500 kms (12 hours per day for six days in a week) 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 any day as directed by the Hirer.**
8. **Charges for additional km beyond 2500kms per month should be quoted separately as provided in Annexure-2.**
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 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 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 value 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 10<sup>th</sup> of succeeding month. The billing shall be based on the log-book 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. The Hirer will reimburse Service Tax on hiring charges on actual basis. The successful bidder will be required to provide proof of valid 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.

13. **Unutilized mileage below the contracted limit of 2500 kms, per month in respect of the vehicle will be carried forward for utilization in the subsequent month and so on. The bills be prepared accordingly by the successful bidder.**
14. 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.
15. 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.
16. 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 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 the cost that is incurred towards such hire charges will be deducted from the bill of the successful bidder in the succeeding month. In the circumstances mentioned above, even if no vehicles is hired by the Hirer from the market, the Hirer shall deduct proportionate hire charges 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.
17. 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 Penal Code or under any other applicable law for the time being in force.
18. The engagement/employment of drivers and payment of remuneration to them as per them as per the existing provisions of various applicable labour laws/regulations will be the sole responsibility of the successful bidder.
19. The driver employed along with the vehicle by the Contractor should satisfy the following conditions:
  - a) Driver should have Vehicle transport License for driving passenger vehicles on hire.
  - b) Driver should wear the prescribed uniforms.
  - c) Driver should be well versed with the roads and place in Bangalore 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 the entire period. Any change in the designated driver should be intimated to the officer concerned within 24 hours before such change is effect.
  - e) Driver should be provided with a mobile phone.
  - f) 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.
  - g) Besides the local language, the driver should have basic working knowledge of English.
  - h) Car should be kept clean and odour free and suitable for official use.
20. 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.
21. 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.
22. The hiring shall be initially for the period of one year from the date of commencement, and would be extendable for one more year at the discretion of Principal Commissioner of Income Tax, Belagavi.
23. The Hirer has an option to cancel the contract by giving notice of 30days 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.

24. 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.
25. 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 all 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.
26. 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 either continue/re negotiate the contract with new owners or cancel the contract.
27. All the above conditions will be enforced, unless written order of the Hirer is obtained relaxing any specific condition.





# ANNEXURE – 1 (Technical Bid)

## DETAILS OF THE BIDDER

(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 EMD : Amount Rs. \_\_\_\_\_ DD No. \_\_\_\_\_  
Dated \_\_\_\_\_ Drawn on Bank \_\_\_\_\_

5.PAN (See Note:1) :

6. EPF &ESIC Registration No. if any:  
(See Note:2)

7.Service tax Registration :  
(See Note:3)

This is to certify that the information furnished is true and correct. I/We also verify 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 tenderer with seal

Note:1 Enclose copy of PAN

Note:2 Refer Para-11 of Section-II

Note:3 Refer Para-12 of Section-II

## ANNEXURE – 2 (Financial Bid)

To:

The O/o. Joint Commissioner of Income Tax,  
Dr. B.R. Ambedkar Road, Opp. Civil Hospital,  
BELAGAVI – 590 001.

Sir,

Sub: Submission of quotations for hiring of vehicles by the  
O/o The Joint Commissioner of Income Tax, Range, Belagavi– reg.

Ref: Tender No. Tender-Vehicle/PCIT-HBL/2019-20 dated: \_\_\_\_\_

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With reference to the above, I/We hereby submit the quotation for hiring of vehicles for the following locations coming under the territorial jurisdiction of Pr. Commissioner of Income Tax, Hubballi.

Sl. No.	Particulars of Model /Type of vehicle	Size	No. of vehicles	Date of purchase	Location for hiring of vehicle

Details of bid:

SI No.	Particulars	Amounts(Rs.) (per vehicle)				
1	Total Monthly hire charges for 2500Kms*					
2	Rate per Km over and above 2500 Kms.					

Date:

Signature of the Bidder with seal

Place:

\*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 will be considered.