



**INCOME TAX DEPARTMENT
OFFICE OF THE DIRECTOR GENERAL OF INCOME-TAX(INV),
BENGALURU
3RD FLOOR, C R BUILDING, QUEENS ROAD, BENGALURU-560001.
Telephone No. 080-22864389**

TENDER NOTIFICATION NO.1 /19-20/DGIT(INV)/VEHICLE HIRING

DATE: 26/07/2019

HIRING OF OPERATIONAL VEHICLE

The Office of the Director General of Income-tax (Inv.), Bengaluru proposes to hiring of **1 (One) operational vehicle** for official use, with driver on monthly basis for a period of 24 months from **19/08/2019 to 18/08/2021** and extendable by another 12 months. The preferred model of vehicle for hiring is Toyota Innova Crysta/Toyota Innova .

Interested Parties are requested to obtain the tender forms, terms of agreement, scope of work and procedure from the Administrative Officer, Gr.II, O/o the Director General of Income-tax(Inv.), Bengaluru, Room No.312, 3rd Floor, C R Building, Queen's Road, Bengaluru -560001 from **27/07/2019 to 16/08/2019** on all working days from **10.30 am to 4.00 pm.**

The sealed tender super scribed as "Tender for Operational Vehicles" should be submitted to above said officer on or before **12.00 noon of 16/08/2019.**

The tenders will be opened in front of parties at **3.00 pm on 16/08/2019** at the Office of the Joint Director of Income tax (HQ), O/o Director General of Income-tax (Inv), Bengaluru, Room No.324, 3rd Floor, C R Building, Queen's Road, Bengaluru -560001.

The Department reserves the right to accept or reject any tender.


(B M KRISHNA MURTHY)

Administrative Officer, Gr.II,
O/o Director General of Income-tax (Inv),
Bengaluru.



BID DOCUMENT

**HIRING OF ONE VEHICLE FOR OPERATIONAL PURPOSES BY
INCOME TAX DEPARTMENT
O/O THE DIRECTOR GENERAL OF INCOME-TAX (INV),
BENGALURU BY CALL OF TENDER**

**TENDER NOTIFICATION NO.1/19-20/DGIT(INV)/VEHICLE
HIRING**

Date: 26/07/2019

**GOVERNMENT OF INDIA,
MINISTRY OF FINANCE,
INCOMETAX DEPARTMENT,
O/O THE DIRECTOR GENERAL OF INCOME TAX (INV),
BENGALURU.**



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INCOME –TAX DEPARTMENT
O/o DIRECTOR GENERAL OF INCOME–TAX, (INV), BENGALURU
SECTION-I
DOMESTIC COMPETITIVE BIDDING
(Through Tender)
TENDER NOTIFICATION NO.1/19-20/DGIT(INV)/VEHICLE HIRING
Date: 26/07/2019

Name of the Service	Contract for Hiring of One Operational vehicles of Make Toyota Innova Crysta/ Toyota Innova
Officer from who the Tender Documents to be obtained and also submitted	Administrative Officer, Gr.II O/o Director General of Income-tax (Inv), Bengaluru, Room No.312, 3rd Floor, C R Building, Queen's Road, Bengaluru -560001
Last Date & Time for Receipt of the Bid	16/08/2019 12.00 noon
Place/Time/Date of Opening of Bid	Joint Director of Income Tax (HQ) O/o Director General of Income-tax (Inv.), Bengaluru, Room No.324, 3rd Floor, C R Building, Queen's Road, Bengaluru -560001 on 16/08/2019 at 3.00 PM




INCOME –TAX DEPARTMENT
O/o DIRECTOR GENERAL OF INCOME–TAX, (INV), BENGALURU

SECTION-II
TENDER OF HIRING OF ONE OPERATIONAL VEHICAL

One number of Operational vehicle of “Toyota Innova Crysta/ Toyota Innova” make are required on hire monthly basis to be used by the O/o Director General of Income tax (Inv), Bengaluru and Joint Director of Income-tax(Hq), Bengaluru. The vehicles will run approximately 1600 Kms per month. The hiring shall be for a period of 24 months from **19/08/2019 to 18/08/2021** and extendable by another 12 months at the discretion of the Director of General of Income tax (Inv.), Bengaluru.

Tender forms along with terms and conditions etc can be obtained from the Office of the Administrative Officer, Gr.II, O/o Director General of Income-tax (Inv.), Bengaluru, Room No.312, 3rd Floor, C R Building, Queen’s Road, Bengaluru -560001 from **27/07/2019 to 16/08/2019** on any working day, between 10.30 Pm to 4 PM. The same can be obtained on payment of **Rs 500/- (Five hundred only)** which is non-refundable, by Demand Draft, drawn in favour of ZAO, CBDT, Bengaluru and payable at Bangalore



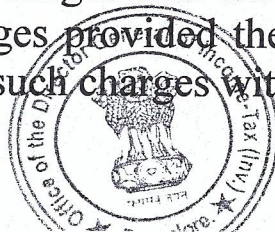

(B M KRISHNA MURTHY)
Administrative Officer, Gr.II,
O/o Director General of Income-tax (Inv),
Bengaluru.

SECTION -III
TERMS AND CONDITIONS OF THE CONTRACT

1. The vehicle should be “**Toyota Innova Crysta/Toyota Innova**” for Operational vehicle. The vehicles to be provided for hiring should be in excellent condition, clean mechanically fit and must be a brand-new vehicle and in case must not be more than one year old.
2. It shall be responsibility of the successful bidder to ensure that only **vehicle registered as a commercial vehicle** with the competent authority are sent for duty at all times.
3. The road worthiness of the vehicle provided are to be ensured all the 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 vehicle 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 driver in the premises of the Hirer of physical inspection before 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 the responsibility of the successful bidder to ensure that, the drivers are qualified and experienced, possessing valid driving license.
7. The driver of the vehicle 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 vehicle will be hired on calendar month basis. The rate should be quoted (exclusive for service tax) for 1600 Kms (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 reliving 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 Kilometre beyond 2500 Kms per month should be quoted separately as provided in Annexure- 1.
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 of (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 10th of succeeding month. The billing shall be based on 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 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 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. Unutilized mileage below the contracted limit of 1600 kms, per month, in respect of each of vehicles will be carried forward for utilization in the subsequent month and so on. The bills will be prepared accordingly by the successful bidder.
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.
16. The contractor should be registered with the authority concerned of state or central government and should fulfil the conditions prescribed in section 66 of the Motor Vehicle Act, 1988.
17. If the conditions of the vehicle are not found satisfactory in that it suffers major defects and is therefore not road worthy, or in case it is found that the vehicles 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.
18. All minor defects in the vehicles should be rectified within one day failing which a penalty of Rs 500/- 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 reserve the right to cancel contract if the defects are not removed within one day.
19. 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.
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
- c) Drivers should well verse 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 phone.
- 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 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.



(B M KRISHNA MURTHY)
Administrative Officer, Gr.II,
O/o Director General of Income-tax (Inv),
Bengaluru.

ANNEXURE-I
DETAILS OF THE BIDDER

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

- 1 Name of the Bidder :
- 2 Full Address of the Bidder :
- 3 Telephone Landline/ Mobile
- 4 Number of vehicles owned by the Bidder:
(Copies of RC Books to be attached) :
- 5 Experience in supplying vehicles to
Income –tax department, other Govt
Organizations/ PSUs on monthly basis
(Proof to be attached)
- 6 Present client lists if any to be attached:
- 7 Details of EMD :
- Amount Rs -----
Demand Draft No ----- Dated ----- Bank-----
- 8 PAN (enclose copy also) :
- 9 Service Tax Registration No (Enclose copy):

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 condition of tender document and undertake to abide by them in the event of being given the contract.

Date
Place

Signature of Bidder with seal

ANNEXURE - II

To.

The Director General of Income tax (Inv),
3rd Floor, C R Building,
Queen's Road, Bangalore-560001.

Sir/Madam,

Sub: Submission of Quotation for hiring of **One Operational Vehicle** by
O/o Director General of Income tax (Inv), Bengaluru – Reg.
Ref: TENDER NOTIFICATION NO.1/19-20/DGIT(Inv)/Vehicle Hiring
DATED: 26/07/2019

With reference to the above, I/We hereby submit the quotation for hiring of One Operational vehicle for the O/o Director General of Income tax (Inv.), Bengaluru.

	Particulars /amount (Rs.) per vehicle	Type of Vehicle	
		TOYOTA INNOVA CRYSTA	TOYOTA INNOVA
		(₹)	(₹)
1	Total Monthly Hire Charges for 1600 Kms		
2	Rate per Km over above 1600 Kms		
3	Rate Per hour beyond 12 hours per day		
4	Driver's on Outstation-Charges per day		
5	Night Halt on Outstation duty (Charges per night)		

Date:

Place:

*The bid will ordinarily be decided on the basis of the Quote as per SI 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