

BID DOCUMENT

**HIRING OF TWO OPERATIONAL VEHICLE BY
INCOME TAX DEPARTMENT, MANGALURU,
BY CALL OF TENDER**

TENDER NO. 01/VEH. HIRING/ADDL.CIT-R-1/2020-21
DATED: 12.03.2021

GOVERNMENT OF INDIA, MINISTRY OF FINANCE
INCOME TAX DEPARTMENT, MANGALURU
O/O THE ADDL. CIT, RANGE -1, MANGALURU

INDEX

Section	Description	Page No.
Section - I	Bid Reference	1
Section - II	Invitation to bid	2
Section-III	Instruction to Bidders	3
Section-IV	Terms & conditions of contract	4-7
Annexure - 1	Details of the Bidder	8
Annexure - 2	Proforma for quotation	9

INCOME TAX DEPARTMENT, MANGALURU

SECTION - I

DOMESTIC COMPETITIVE BIDDING

(Through Tender)

TENDER NO. 01/VEH. HIRING/ADDL.CIT-R-1/2020-21

DATED: 12.03.2021

Name of the Work	Contract for hiring of 02 vehicles by the Office of the Additional Commissioner of Income-tax, R-1, Mangaluru
Last Date & Time for receipt of Bid	26.03.2021 up to 13.00 Hours (1 P.M.)
Time and Date of Opening of Bid	29.03.2021 at 16.00 hours (4 P. M.)
Place of Opening of Bid	In the chamber of the Addl. Commissioner of Income-tax, R-1, Mangaluru, Annex Building , 2 nd Floor C.R. Building, NG Road, Attavara, Mangaluru
Officer from whom the tender documents can be obtained and submitted.	Administrative Officer ,Gr.III, O/o Addl. Commissioner of Income-tax, R-1, Mangaluru, 2 nd Floor C.R. Building, NG Road, Attavara, Mangaluru


INCOME TAX DEPARTMENT, MANGALURU
SECTION - II

TENDER NO. 01/VEH. HIRING/ADDL.CIT/R-1/2020-21
DATED: 12.03.2021

TENDER FOR HIRING OF OPERATIONAL VEHICLE

Two vehicles of make **Toyota Innova/Toyota Innova Touring sport/Toyota Innova Crysta/or any other SUV** is required on hire basis to be used by the O/o the Additional Commissioner of Income-tax, Range-1 Mangaluru .The vehicle will run approximately **1800 kms** per month. The hiring shall be initially for the period of two year from the date of commencement, and would be extendable for one more year at the discretion of Principal Commissioner of Income-tax, Panaji-Goa.

2. Tender forms along with terms and conditions can be obtained from the Office of the Additional Commissioner of Income-tax, Range-1, Mangaluru on payment of Rs. 500/- (Non Refundable) by Demand Draft, drawn in favour of ZAO, CBDT, Panaji-Goa, Payable at Panaji, (3.00 PM to 4.00 PM on any working day). The sealed tender form duly filled in with D.D. must reach the office of the undersigned, latest by 1:00 PM on 26.03.2021 either by post or in person. The bids for tender shall be opened on 29.03.2021 at 4.00 p.m. in the office of Additional Commissioner of Income-tax, Range-1, 2nd Floor, C.R. Building, N.G Road, Attavar, Mangaluru .


एस पलानी कुमार/ Dr. PalaniKumar S

अपर आयकर आयुक्त/ Addl Commissioner of Income-Tax
रेंज-1, Range-1, मंगलुरु/ Mangalore

SECTION - III
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 Rs **50,000/-** per month 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-IV, will be summarily rejected.
4. **A sum of Rs.10,000/- must be furnished as Earnest Money Deposit (EMD) through a bank draft favouring 'ZAO, CBDT, Panaji'. 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 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 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.**
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 - IV) 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 Additional Commissioner of Income tax -R-1,Mangaluru" should reach the office of the Administrative Officer,Gr.III,O/o the Additional Commissioner of Income,R-1,2nd Floor, C R Building, N.G Road,Attavar, Mangaluru before the due date. Late bids will be returned unopened.**
10. The bid document of every bidder shall consist of the following documents:
 - (i) Information as per Annexure-1
 - (ii) The quotations strictly as per the proforma given in Annexure -2
 - (iii) Copy of terms and conditions (Section IV) duly signed on every page
 - (iv) EMD as mentioned at Para 3 above.

SECTION- IV
TERMS AND CONDITIONS OF THE CONTRACT

1. The vehicles should be **Toyota Innova/Toyota Innova Touring sport/Toyota Innova Crysta/or any other SUV**. The vehicles to be provided on hiring should be in excellent condition, clean, mechanically fit and any case must not be more than 03 years old.
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, 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 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 1800 kms (12 hours per day for six 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 any day as directed by the Hirer.**
8. **Charges for additional hour beyond 12 hours per day and additional km beyond 1800 kms 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 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 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 10th of succeeding month. The billing shall be based on the log-book entries. Deduction of tax at source and GST ACT (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 /GST 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 1800 kms, 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.**
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 a 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 be 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 vehicle 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 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 uniform.
- c) Driver should be well versed with the roads and place in Mangaluru 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 effected .
- e) Driver should be provided with a mobile phone.
- f) Driver should speak decent language, be 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. 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.

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 two year from the date of commencement, and would be extendable for one more year at the discretion of Pr.CIT, Panaji.

23. 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.

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 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.

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/renegotiate 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.

IN WITNESS THEREOF the parties have here-into set their hands on the dates indicated below:-

Signed by the successful bidder _____
Signature

(Name & Address)

in the presence of

1. Signature: _____

Address: _____

Description: _____

2. Signature: _____

Address: _____

Description: _____

On behalf of the President of India
(The Hirer)

ANNEXURE - 1**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 :
5. PAN (enclose copy) :
6. Service Tax Registration :
(enclose proof)

Amount Rs. _____
 DD No. _____ Date _____
 Bank _____

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 Tender with seal

ANNEXURE - 2

7

To:

**The Additional Commissioner of Income-tax
Range-1, 2nd Floor, Annex Building
N.G Road, Attavar, Mangaluru-575001**

Sir,

Sub: Submission of quotations for hiring of vehicle by the O/o Additional Commissioner of Income-tax, Range-1, 2nd Floor, Annex Building, N.G Road, Attavar, Mangaluru-575001- Reg..

Ref: Tender notice no.: 01/VEH. HIRING/ADDL.CIT-R-1/2020-21 dated 10.03.2021

With reference to the above, I/We hereby submit the quotation for hiring of two operational vehicle for the office of the Addl. Commissioner of Income Tax, Range-1, Mangaluru

Details of bid :

Sr. No	Particulars Amount (Rs.) (per vehicle)	Type of Vehicle				
1	Total Monthly hire charges for 1800 Kms*					
2	Rate per Km over and above 1800 Kms.					
3	Rate per hour beyond 12 hours per day					
4	Driver's on Out Station - Batha per day					
5	Night halt on outstation duty (per night)					

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 to 5 will be considered.

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