



**OFFICE OF THE INCOME TAX OFFICER (Exemptions)Ward-1**  
3rd Floor, C.R. Building Annexe, Navanagar, Hubballi – 580025  
**Ph: 0836-2221863**

F.No.Vehicle /ITO(E)/W-1/HBL/2018-19

Dated: 30/10/2019

**TENDER FOR HIRING OF OPERATIONAL VEHICLE**

The Office of the Income Tax Officer (Exemptions),Ward-1, Hubballi invites sealed tender from the reputed and registered agencies engaged in the business of providing Operational Vehicle for the office use. The vehicle to be hired is Toyota Innova Crysta 2017 onwards. The vehicle will run approximately 2,000 kms per month. The hiring shall be initially for the period of one year from the date of commencement of the contract and would be extendable for one more year at the discretion of the Officer if the services are found satisfactory.

2. Tender forms along with terms and conditions can be obtained from the Office of the Income Tax Officer (Exemptions), Ward-1, Hubballi (from 2.00 pm to 5.00 pm on any working day from 30/10/2019 to 19.11.2019) or can be downloaded from the website of Central Public Procurement Portal (e-Publishing), Government of India at [www.eprocure.gov.in/epublish/app](http://www.eprocure.gov.in/epublish/app) and website of the Income Tax Department, Bengaluru [www.incometaxbengaluru.in](http://www.incometaxbengaluru.in).

3. The tender form duly sealed must accompany tender processing fee of **Rs.575/-** (Non-Refundable) and Earnest Money Deposit of **Rs.30,000/-** (Refundable) by Demand Draft/Pay Order drawn in favour of **Zonal Account Officer (CBDT), Hubballi Payable at Hubballi**.

4. The tender form duly sealed should reach the office of the undersigned latest by 5.00pm on **19-11-2019** either by post or can be handed over personally. The bids for tender will be opened on **20-11-2019** at 11.00 a.m. in the office Income Tax Officer (Exemptions), Ward-1, Hubballi, 3<sup>rd</sup> Floor, C.R. Building (Annexe), Navanagar, Hubballi.

5. The Technical bids will be opened first. If all the conditions specified in the Technical bids are not fulfilled, the same will be liable for rejection at that stage itself and such bidders will not be permitted to participate in the Financial bid.



6. All bidders are required to strictly comply with the specifications mentioned in Section- III and Annexure – I & II which will be provided with the tender form.

7. In case the suitable quotes are not received, the undersigned shall be free to invite others/local vendors considering the essential nature of requirement within the overall financial limits prescribed by the Competent Authority.

8. The Income Tax Officer (Exemptions), Ward-1, Hubballi reserves the right to accept or reject any tender and the decision of the Officer in this regard is final and binding.



(Anuranjan Verma)  
Income Tax Officer (Exemptions), W-1,  
Hubballi.

Copy to:

1. The Public Relation Officer, O/o Pr. CCIT, C. R. Building, Queen's Road, Bengaluru with a request to upload the above notice and the enclosed tender documents in the departmental website by 01.11.2019.
2. The Income-tax Officer (HQ) O/o The Commissioner of Income -Tax (Exemptions), Bengaluru – with a request to display the tender notice on the Notice Board
3. The Income Tax Officer (HQ), O/o Pr. Commissioner of Income-Tax, Hubballi with a request to display the tender notice on notice board.
4. The file.



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F.No.Vehicle /ITO(E)/W-1/HBL/2018-19

Dated: 30/10/2019

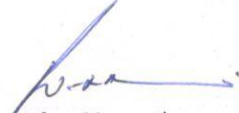
**SECTION – II**

**DOMESTIC COMPETITIVE BIDDING  
(Through Tender)**

**TENDER NO. 5/VEHICLE /ITO (I&CI)/HBL/2018-19**  
**Date: 30/10/2019**

Name of the Work	Contract for hiring of One operational vehicle – Toyota Innova Crysta - Model 2017 onwards by the Office of the Income Tax Officer (Exemptions),W-1, Hubballi
Form download date	30/10/2019 at 10.30 a.m.
Seek Clarification start date	31.10.2019 at 10.30 a.m.
Bid Submission start date	01.11.2019 at 10.00 a.m.
Seek clarification end date	05.11.2019 at 5.30 p.m.
Bid submission end date	19.11.2019 upto 5.00 pm
Bid opening date & time	20.11.2019 at 11.00 am
Bid opening Place	O/o The Income Tax Officer (Exemptions),W-1,Hubballi 3 <sup>rd</sup> Floor, C.R. Building (Annexe), Navanagar, Hubballi
Officer from whom the tender documents can be obtained and submitted.	O/o The Income Tax Officer (Exemptions),W-1,Hubballi 3 <sup>rd</sup> Floor, C.R. Building (Annexe), Navanagar, Hubballi

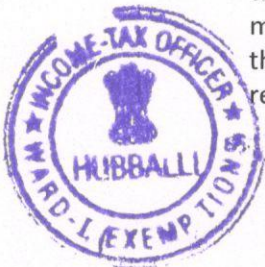


  
**(Anuranjan Verma)**  
Income Tax Officer (Exemptions), W-1,  
Hubballi.

SECTION – III(FEE DETAILS)

INSTRUCTION TO BIDDERS

- 1) Validity of Bids: 45 days from the date of submission of the tender.
- 2) The tenders are invited under two bid system i.e. Technical Bid and Financial Bid. The interested Agencies are advised to submit two separate sealed envelopes superscripting **“Technical Bid” for hiring of operational vehicle** and **“Financial Bid” for hiring of operational vehicle** addressed to the addressed to the Income Tax Officer (Exemptions), Ward-1, Hubballi 3<sup>rd</sup> floor, C. R. Building Annexe, Navanagar, Hubballi- 580025. Both sealed envelopes should be kept in a third large sealed envelope superscripting **“Tender for hiring of operational vehicle”** addressed to the addressed to the Income Tax Officer (Exemptions), Ward-1, Hubballi 3<sup>rd</sup> floor, C. R. Building Annexe, Navanagar, Hubballi- 580025.
- 3) Bid sent through Fax/Mail shall not be considered and will be rejected outrightly
- 4) All the writings in the tender form should be legible and should be filled clearly. If the space for furnishing of information is insufficient, a separate sheet may be attached. No overwriting or cutting is permitted in the Financial Bid Form. Such tenders shall be summarily rejected.
- 5) The envelope containing Technical Bid will be opened first on the scheduled date & time and place in the presence of the bidders or their duly authorized representatives. The Technical Bids shall be evaluated by the undersigned. Financial bids of technically qualified, eligible bidders, meeting all the requisite criteria only shall be opened either immediately in the presence of the bidders or their duly authorized representative or on a date, time & place to be notified by the undersigned in presence of technically qualified contractors or their authorized representatives.
- 6) The bidder shall quote the Technical & Financial Bids as per the Annexure-I & II.
- 7) No alteration should be made in any of the terms and conditions of the bid document by striking out any part thereof.
- 8) Maximum hiring charges quoted should not exceed Rs.50,000/- per month per vehicle exclusive of Goods and Services tax as applicable from time to time.
- 9) No variation or deviations in any manner whatsoever to the terms and conditions in the bids submitted 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.
- 10) The Technical Bid should necessarily accompany tender processing fee of **Rs.575/- (Rupees Five Hundred seventy five only)** (Non-Refundable) & Earnest Money Deposit of **Rs.30,000/- (Rupees Thirty Thousand only)** (Refundable) by Demand Draft/Pay Order drawn in favour of **Zonal Account Officer (CBDT), Hubballi, Payable at Hubballi**. Both the Demand Draft/Pay Order are to be drawn separately. Bids not accompanied by Tender processing fee & Earnest Money Deposit will be summarily rejected. If the successful bidder fails to execute the contract on terms mentioned in the bid document or fails to execute the order within the stipulated time fixed by the Hirer, the said amount will be forfeited. The earnest money of the successful bidder will be refunded after one month from the contract date. For other bidders, the Earnest Money



instrument will be returned within 15 days of the completion of bid evaluation. No interest will be paid on this Earnest Money Deposit.

- 11) No bid will be considered unless the bid is made for supply vehicle of the prescribed make and model for a period of two years. Any bid for supply of the vehicle for duration of less than two years will not be considered.
- 12) 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.
- 13) The bidder whose bid is accepted by the Hirer shall be the successful bidder. In the event of bid being accepted, the Terms and Conditions mentioned Section-IV will be converted into a contract incorporating the hiring charges.
- 14) The bids not submitted in time will be not be opened.
- 15) The bidder is required to enclose photocopies of the following documents:-
  - i) Permanent Account Number
  - ii) GST Registration Number
  - iii) The bidder should have minimum turnover of Rs.6,50,000/- per annum for the last two years. Photocopy of Income-tax Return for last two assessment years should be enclosed.
  - iv) Document to the effect that the bidder has provided similar service to Government Department/State Government/PSU at least for two years.
  - v) Affidavit on bond paper of Rs.100/-stating that the bidder has not been black listed by any by Central Government/State Government/Public Section Undertaking.
- 16) The bid document of shall consist of the following documents:-
  - i) Information as per Annexure-1
  - ii) The quotations as per Annexure -2
  - iii) Copy of terms and conditions (Section IV) duly signed on every page &
  - iv) EMD and Tender processing fee as mentioned at Para 10 above



## SECTION- IV

### TERMS AND CONDITIONS OF THE CONTRACT

1. The vehicles should be Toyota Innova Crysta 2017 onwards. The vehicle provided should be in excellent condition, clean, mechanically fit. The vehicle should be kept clean and odor free and suitable for official use.
2. It shall be the responsibility of the successful bidder to ensure that only the vehicle registered as a commercial vehicle with the competent authority is 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. The vehicle should 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 with mobile number, copy of the driving license of the driver before 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 the traffic rules/regulations and any consequences of the failure to do so shall be the responsibility 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 goods and Service Tax) for 2,000 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 of any day as directed by the Hirer.**
8. Charges for additional kms beyond 2,000/- 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. 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



on account of 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 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 log-book entries. Deduction of tax at source (TDS) as prescribed under the Income-tax Act, 1961, shall be made by the Hirer from every payment made under this contract. Further, Deduction of tax at source (TDS) on Goods & Services Tax at applicable rates will also be made.

12. The Hirer will also reimburse the Goods & Services Tax on hiring charges if the bidder is in the ambit of Goods and services tax. The successful bidder will be required to provide proof of valid Goods & Service Tax registration on or before the date of signing of the contract, if applicable.

13. Unutilized mileage below the contracted limit of 2,000 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 hired will should 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, breakdown of vehicle or for any other reason case the vehicles has not reported for duty, the successful bidder shall be obliged to send a replacement of equivalent or of 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 by the bidder 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 provided with a mobile phone.
- d. 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.
- e. Besides the local language, the driver should have basic working knowledge of English.

20. Under 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

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 Income Tax Officer (Exemptions), Ward-1, Hubballi if the services are found satisfactory.

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 the specified time as intimated by the Hirer. 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.





**ANNEXURE – 1 (TECHNICAL BID)**

**DETAILS OF THE BIDDER**

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

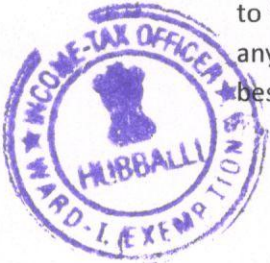
1. Name of the Bidder :
2. Address of the Bidder :
3. Telephone Landline/Mobile :
4. Details of EMD : Amount Rs. \_\_\_\_\_  
DD No. \_\_\_\_\_ Date \_\_\_\_\_  
Bank \_\_\_\_\_

5. Documents to be enclosed:-

- Permanent Account Number
- GST Registration Number
- Photo copy of Income Tax Return for last two assessment years.
- Document to the effect that the bidder has provided similar service to Government Department/State Government/PSU at least for two years.
- Affidavit on bond paper of Rs.100/-stating that the bidder has not been black listed by any by Centre/State Government/PSU.
- Tender processing fee of Rs.575/- by way of demand draft/Pay order drawn in favour of the Zonal Accounts Officer, payable at Hubballi.
- Earnest Money Deposit of Rs.30,000/- by way of demand draft/Pay order drawn in favour of the Zonal Accounts Officer, payable at Hubballi.

**DECLARATION**

- I, \_\_\_\_\_ Son/Daughter/Wife of Shri \_\_\_\_\_ Proprietor/Director/Authorized signatory of \_\_\_\_\_ the Company/Firm/Agency, mentioned above, is competent to sign this declaration and execute this tender document;
- I have carefully read and understood all the terms and conditions of the tender and undertake to abide to them;
- The information/ documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I/we am/are well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.



Signature of authorized person  
Full Name:

SEAL  
Date :  
Place :

ANNEXURE – 2 (FINANCIAL BID)

To:

The Income Tax Officer (Exemptions),  
Ward-1, Hubballi  
3<sup>rd</sup> Floor, C.R. Building (Annexe),  
Navanagar, Hubballi

Sir,

Sub: Submission of quotations for hiring of staff car by the O/o.the Income Tax-Officer (Exemptions) W-1 Hubballi- Reg.

Ref: TENDER NO. 5/VEHICLE /ITO (I&CI)/HBL/2018 Dated :30/10/2019

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With reference to the above, I/We hereby submit the quotation for hiring of one staff car for the office of the Income Tax Officer (Exemptions) Ward-1, Hubballi

Details of bid

Sl.No	Particulars	Type of Vehicle	Hiring charges per month (Rs)
1	Monthly hire charges for 2,000 Kms*		
2	Rate per Km over and above 2,000 Kms.	--	



Date :

Signature of the Bidder with seal

Place :

\*The bid will ordinarily be decided on the basis of the rates quoted at Serial No. 1 and in case of tie, rates per Serial No. 2 will be considered.