



आयकर आयुक्त (अपील्स), पणजी-2 का कार्यालय

OFFICE OF THE COMMISSIONER OF INCOME TAX (Appeals), Panaji-2

तीसरी मंजिल, पुंडलीक निवास, रुआ डी औरेम, पणजी, गोवा 403001

3RD FLOOR, PUNDALIK NIWAS, RUA DE OUREM, PANAJI, GOA 403001

दूरवाणी/Tel : 0832-2428130

फैक्स/(Fax): 0832-2428130

F.No. V-1/CIT(A)-2/PNJ/VEHICLE/2019-20

Date: 07.11.2019

SECTION-1

DOMESTIC COMPETITIVE BIDDING (Through Tender)

Tender Notification No.F.No.V-1/CIT(A)-2/PNJ/Vehicle/2019-20
Dated.07.11.2019

Name of the Service	Contract for Hiring One Operational Vehicle for the office of Commissioner of Income Tax(Appeals)-2, Panaji
Tender publishing date	07.11.2019
Document Download/ Sales Starts date	07.11.2019
Document Download/ Sales End date	22.11.2019
Clarification Start Date	25.11.2019
Clarification End Date	27.11.2019
Bid Submission Start Date	07.11.2019
Last Date & Time for Receipt of the Bid	22.11.2019 up to 04:30pm
Bid Opening date	28.11.2019 at 11.00 A:M
Place of Opening of Bid	Office of Commissioner of Income tax, (Appeals)-2,3rdFloor,PundalikNiwas,Rua- de-Ourem,Panaji-Goa.
Officer from whom the tender Documents to be obtained and also submitted	Office of Commissioner of Income tax, (Appeals)-2,Pundalik-Niwas,Rua-de- Ourem,Panaji-Goa.





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Date: 07.11.2019

SECTION-II

TENDER FOR HIRING OF ONE OPERATIONAL VEHICLE No.F.No. V-1/CIT(A)- 2/PNJ/Vehicle/2019-20 Dated. 07.11.2019

One number of Operational vehicles of "Honda City/Maruti XL-6/Maruti Ciaz/ or any similar category MUV or Sedan" is required on monthly hire basis to be used by the O/o CIT (Appeals)-2 of Income Tax, Panaji, Goa. The vehicle will run approximately 2000 kms per month. The hiring shall be for a period of 12 months extendable by one year at the discretion of the CIT(Appeals)-2, Panaji, Goa.

Tender forms along with terms and conditions etc can be obtained from the CIT(Appeals)-2, Pundalik Niwas, 3rd floor, Panaji-Goa on payment of Rs.575/- (Five Hundred Seventy Five Rupees) which is non-refundable, by Demand Draft of SBI, drawn in favour of ZAO, CBDT, Panaji and payable at Panaji (03:00pm to 04:00pm on any working day) the sealed tender form duly filled in with DD must reach the office of the under signed latest by 04:30 pm on 27.11.2019 either by post or personally. The bid for tender shall be opened on 28.11.2019 at 11.00 AM in the office of the CIT(Appeals)-2, 3rd floor, Pundalik-Niwas, Rua-de-Ourem, Panaji-Goa..



(Prabhat Jha)

Commissioner of Income tax,
(Appeals)-2, Panaji –Goa.

Section-III (Fee Details)

Instruction to Bidder

1. No alteration should be made in any of the terms and conditions of the bid document by scoring out any part thereof.
2. 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.
3. Tender forms cost in Rs.575/- (Non Refundable) by Demand Draft of SBI, drawn in favour of ZAO, CBDT, Panaji. A sum of Rs.50,000/- for bid form must be furnished as Earnest Money Deposit (EMD) through a bank draft favoring '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 documents, or fails to execute the order within the stipulated time. The earnest money of the successful bidder will be refunded after signing the contract. For other bidders, the Earnest Money instrument will be returned within 15 days of completion of bid evaluation. No interest will be payable on this period.
4. No bid will be considered unless the bid is made for supplying the vehicle of the prescribed make and model for at least one year. Any bid for supply of the vehicle for duration less than one year will not be considered.
5. 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.
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 bidder 'whose bid is accepted by the Hirer shall be the successful bidder. In the event of bid being accepted, the quotations as per 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.
8. Completed tender documents along with EMD and supporting documents in SEALED cover superscripted "Tender for hiring of vehicles for the O/o CIT(Apppeals)-2, 3rd Floor, Pundalik Niwas, Rua-de-Quem, Panaji-Goa before the due date. Late bids will be returned unopened.



9. Bidders should submit copy of Registration Certificate with State Government. Bids not accompanied by the copy of State Registration Certificate will be rejected.
10. Only those vendors who has prior experience of supplying vehicles on contract to Central Govt. office are eligible to apply. Copy of such experience should accompany the bid document. 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 (Details of the Bidder)
 - (iii) Copy of terms and conditions of contract (Section-III) duly signed on every page.
 - (iv) EMD as mentioned at para-4 above.
 - (v) Details of prior experience in supplying vehicle on contract to Central Govt. office.



SECTION -IV

TERMS AND CONDITIONS OF THE CONTRACT

1. The vehicles should be Honda City/Maruti XL-6/Maruti Ciaz/ or any similar category MUV or Sedan” for one Operational vehicles. 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 be registered past 1st January 2017.
2. It shall be responsibility of the successful bidder to ensure that only the vehicles registered 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, **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 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 case 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 2000 Kms 12 hours per day on a monthly basis. The billing for Kms and hours shall be made for 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 Kilometer beyond 2000 Kms per month should be quoted separately as provide in Annexure.

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 of Rs. 40,000/- 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 born entirely be 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) & GST 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 GST on hiring charges on actual basis. The successful bidder will be required to provide proof of valid GST 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 2000 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 fulfill 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 reserves 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 or 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 Goa 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 or accidents. The accidents 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.

22. The office of the Commissioner of Income tax (Appeals)-2, Panaji-Goa reserves the right to cancel or terminate the contract with a prior notice of 7 days and in the case of violation terms of contract immediately without intimation.



(Prabhat Jha)

Commissioner of Income tax,
(Appeals)-2, Panaji -Goa.

ANNEXURE-I (Technical Bid)

DETAILS OF THE BIDDER

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

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 Drawn on Bank
8. PAN (enclose copy also) :
9. Service Tax/GST 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 (Financial Bid)

To

Office of Commissioner of Income tax,
(Appeals)-2,3rd Floor, Pundalik Niwas,
Rua-de-Qurem,
Panaji-Goa.

Sir/Madam,

Sub: Submission of Quotations of hiring of One Vehicle for O/o The Office of Commissioner of Income tax, Appeals-2, 3rd floor, Pundalik Niwas,Rua-de-Qurem,Panaji-Goa.-403001- Reg.

Ref: TENDER NOTIFICATION NO F.No. CIT(Appeals)-2/PNJ/Vehicle/2019-20
Dated:07.11.2019

With reference to the above, I/we hereby submit the quotation for hiring of One Operational Vehicle for the O/o The Office of Commissioner of Income tax(Appeals)-2,Panaji-Goa.

Sl No	Particulars/Amount (Rs.) Per Vehicle	Size	No. Of Vehicle	Date of Purchase	Location for hiring of vehicle

Details of Bid:

Sl No.	Particulars amount(Rs.) per vehicle				
1	Total Monthly Hire Charges for 2000 Kms				
2	Rate per Km over above 2000 Kms				

Date:

Place

Signature of Bidder with seal

*The bid will ordinarily be decided on the basis of the Quote as per Sl No. 1 and in case of Tie, the Quote as per serial No 2 will be considered.

Note: separate Annexure to be submitted for each Type of Vehicle

