



भारत सरकार

GOVERNMENT OF INDIA

प्रधान आयकर आयुक्त का कार्यालय

OFFICE OF THE PRINCIPAL COMMISSIONER OF INCOME TAX

आयकर भवन, सेडम रोड, कलबुरगि - ५८५१०५

AAYAKAR BHAVAN, SEDAM ROAD, KALABURAGI - 585105

फोन/Phone No.08472-260370

फैक्स: /Fax No.08472-260371

F. No.Pr.CIT/KLB/Vehicle/2019-20

Dated: 01.01.2020

SECTION-II

DOMESTIC COMPETITIVE BIDDING

(Through Tender)

Name of the work	Contract for hiring of One Staff Car (Toyota Innova Crysta) for Principal Commissioner of Income Tax, Kalaburagi
Last Date & Time for receipt of Bid	22.01.2020 up to 5.00 p.m.
Last Date & Time for submitting Bid	23.01.2020 up to 3.00 p.m.
Time & Date of Opening of Bid	24.01.2020 at 4.30 p.m.
Place of Opening of Bid	O/o Principal Commissioner of Income Tax, Aayakar Bhavan, Sedam Road, Kalaburagi-585 105
Office from whom the tender documents can be obtained and submitted	O/o Principal Commissioner of Income Tax, Room No. 105, Aayakar Bhavan, Sedam Road, Kalaburagi - 585 105.


(B. ANNAYAPPA)

Administrative Officer Grade-III & DDO,
O/o Pr.CIT, Kalaburagi.

SECTION-III (FEE DETAILS)
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 including 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. Tender forms cost is Rs. 100/- (Non Refundable) through Non Tax Receipt Portal as non registered users. The procedure for payment is \Rightarrow Open the portal Click search on purpose menu \Rightarrow Select CBDT in the Ministry option and ZAO Bangalore \Rightarrow Select tender form fee in the purpose option \Rightarrow Click search and select the option appropriate in the Drawing & Disbursing Office (DDO) option \Rightarrow Select 358305- Administrative officer and DDO Office of Principal CIT Gulbarga \Rightarrow Enter amount and in Remarks column enter the purpose of payment \Rightarrow Press Add option and then click next option \Rightarrow Enter personal particulars and then make online payment. Take print out of payment receipt.
5. A sum of Rs.10,000/- as Earnest Money Deposit (EMD) through a banker's Cheque/ Demand Draft in favour of the Principal Commissioner of Income-tax, Kalaburagi 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 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.
6. No bid will be considered unless the bid is made for supplying 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.
7. 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.
8. The bid shall remain valid for 30 days from the date of opening of the bids.
9. 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.



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Dated: 01.01.2020

NOTICE INVITING THE TENDER FOR HIRING OF STAFF CAR

The Income Tax Department intends to hire one Staff Car for the Principal Commissioner of Income Tax, Kalaburagi for the period with effect from 01/02/2020 to 31/01/2021 for 24x7 hours. The open tender is invited from reputed and competent parties as per the following terms and conditions.

2. The model, colour and year of manufacture of such vehicle preferably should be as below.

Particulars	Colour	Amount should not be more than	Year of manufacture
Toyota Innova / Toyota Innova Crysta	White/Silver	Rs. 50,000/-	The vehicle less than 2 years old, would be preferred

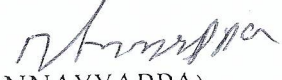
3. Hiring of vehicle shall be initially for a period of 01 year which is extendable for another 01 year at the discretion of the Department, subject to the satisfactory services by the contractor. The vehicle will run 2000 km per month.

4. Tender forms along with terms & conditions can be obtained on any working day from 16.01.2020 to 22.01.2020 from the Office of the Principal Commissioner of Income Tax, Room No. 105, Aayakar Bhavan, Kalaburagi on payment of Rs.100/- (Non-Refundable) through Non Tax Receipt Portal as non registered users. Last date for submission of completed bids in a sealed envelope is 23.01.2020 before 03.00 p.m. in the office of the Principal Commissioner of Income Tax, Room No. 105, Aayakar Bhavan, Kalaburagi either by speed post/ registered post or in person. The sealed tenders will be opened on 24.01.2020 at 4.30 p.m. in the office of the Principal Commissioner of Income-tax, Aayakar Bhavan, Kalaburagi.

5. All bidders are required to strictly comply with the specifications as instructed in Section -III and Annexure- I & II (provided with the tender form).

6. In case the Tender Committee does not get suitable quotes, then it shall be free to invite others/ local vendors considering the essential nature of requirement within the overall financial limits prescribed by the Competent Authority.

7. The tender details are also available on the website of Income Tax Department at www.incometaxbengaluru.org.



(B. ANNAYYAPPA)
Administrative Officer Grade-III & DDO,
O/o Pr.CIT, Kalaburagi.

Copy to:

1. The Public Relations Officer, O/o. Pr. CCIT, Central Revenue Building, Queen's Road, Bangalore with a request to upload the above notice and the tender documents (enclosed herewith) in the departmental website: www.incometaxbengaluru.org.
2. Notice Board of Aayakar Bhavan, Kalaburagi.

7. Department reserves the right of selection of any particular type of vehicle over the other. Vehicles may be selected from one or multiple vendors.

8. In the event of the award of the contract to the bidder and prior to the execution of the contract, the vendor shall produce the vehicle in the office of the Department for physical verification / inspection before the signing of the contract along with certified copies of RC book, comprehensive insurance policy of the vehicle and receipt of road tax payment, photograph of the driver with their present and permanent address, mobile No. and copy of driving license of the driver. The vehicle should comply with all legal obligation prescribed under various statutory laws in force.

9. The vendor would invariably produce all the documents as in the technical bid document (Annexure-I). The vendor shall also submit an attested copy of trade license, Bank statement and Bank account No., Bank and Branch name, Branch Code, IFSC code and MICR code in the envelope containing the technical bid documents.

10. The driver of the vehicle must possess valid driving license and should be qualified and experienced. He must follow all traffic rules and attend the duties as and when such duties are assigned by this office. The driver shall possess at all times a mobile phone with two way communication in working condition. The charges for the mobile connection or mobile set shall not be met by this office. This office shall in no way be responsible directly or indirectly for any failure on the part of the driver to observe the traffic rules or otherwise. In case of any mishap / accident all claims and responsibilities shall be met by the vendor. The Department will not entertain any claim whatsoever in this regard. The vendor will provide certificate of satisfaction regarding identity, character and antecedents of the driver/s as per desired format of Department. The driver/s shall wear uniform as directed by this office. The expenses of uniform will be borne by the vendor.

11. During the currency of the contract the vendor shall not change the dedicated vehicle or the drivers as initially provided unless asked by this office. If due to any unavoidable circumstance either the vehicle or the drivers are both to be replaced, the same is to be done after consent of Department. In case of break down etc. of vehicle, the same should be replaced with the similar class/type of vehicle immediately. If the vendor withdraws the vehicle at any time for repairs or for meeting any other stipulations or otherwise without making proper alternative provision, this office shall be at liberty to hire a vehicle from market and in such a situation the charges for such hiring shall be deducted from the dues of the vendor in addition to the levy of penalty of Rs. 1,000/- per day.

12. Department shall not be responsible for any damages whatsoever to public/private property and / or to any third person due to any accident arising out of and in the course of deployment of the vehicle.

13. Department shall pay only fixed agreed monthly charges and its liability shall be limited to this value alone. No separate payment will be made for drivers' salary, overtime or any other incidental expenditure such as fuel, repair, maintenance, taxes, registration charges, insurance

charges, periodic servicing, toll tax, parking charges etc. and this expenditure shall be met by the vendor.

14. The vendor shall raise the bill on a monthly basis and submit this office in duplicate latest by 5th day of the month following the month in which such vehicle is used. In case of broken period of a month, pro-rata charges will be payable. The vendor shall maintain log book and periodically get it signed by the user/representative of the Department. The bills shall be prepared on the basis of log book entries. Deduction of Tax at Source (TDS) as per applicable rates prescribed under the Income Tax Act, 1961 shall be made by this office from every payment/credit made to the vendor.

15. During the period of the contract no request for escalation of monthly charges will be entertained by the Department for whatsoever reasons.

16. Department has an option to terminate the contract without assigning any reason whatsoever by giving a notice in writing 30 days prior to the termination without any compensation to the vendor. The vendor can also terminate the contract by giving proper application in writing and a notice of 30 days in advance.

17. The vendor has to ensure that the driver observe proper etiquette and protocol while performing their duty. He shall be neatly dressed, should wear uniform and be well spoken. Without proper authorization from controlling officer, the driver should not take away the vehicle.

18. The bidder/vendor and driver shall be bound to carry out the instruction of the Department as well as of the officer/s to whom the vehicle is assigned.

19. This contract shall be effective for one year with effect from 01/02/2020 with a provision of further extension of one year as per the terms and conditions of the tender document and on explicit approval by the Department in this regard, unless terminated earlier for violation of any of the terms and conditions mentioned herein the tender documents.

20. The bidder should not have blacklisted or debarred by the Income Tax Department or any other Government Department and signing/subscribing to these terms and conditions is an undertaking to that effect.

21. The applicant bidder(s) and their respective officers, employees, agents and advisors shall observe the highest standard of ethics during the bidding process, notwithstanding anything to the contrary contained therein, the Department may reject an application without being liable in any manner, whatsoever, to the applicant, if it determines that the applicant has directly or indirectly or through an agent, engaged in corrupt, fraudulent, coercive, undesirable or restrictive practice in the bidding process.

22. The bidder shall abide by all the extant laws related to taxes and levies as applicable to it. It will also comply with all existing Government regulation in respect of engaging of services of drivers. All legal obligation, in respect of the vehicle i.e. Road Tax, RTO registration and permissions, etc., and in respect of the driver i.e. minimum wages as per government regulation, social security etc. shall be the responsibility of the contractor. Any penalty levied by any authority during the contract period shall be borne by the contractor.

23. In case of any failure or omission due to natural calamities, hurricanes or due to any statute or regulations of the Government or because of any lock outs, strikes, riots, embargos of any political reasons or otherwise beyond the control of any party including war (whether declared or not) civil war or state of insurrection, the department or contractor will give notice to other party at the earliest of the occurrence of such incidents that on account of the above event the notifying party has delayed the performance as it was beyond its reasonable control and it was not due to negligence or default on its part. The parties will be relieved of their respective obligations to perform, hereunder, for so long as the event of force major continues and to the extent their performance is affected by such an event of force major provided notices as above are given and the force measure is established as provided herein above.

24. In the event of any question, disputes or differences arising between the parties, relating to the interpretation and application of the provision of this agreement, such disputes or differences shall be resolved amicably by mutual consultations and on failure to do so shall be referred for arbitration to the nominee of the Department. The decision of arbitration to the agreement in this regard shall be final and binding upon both the parties. It is clarified that the sole arbitrator to adjudicate any disputes arising out of the proposed contract shall be nominated/appointed by the Department at Kalaburagi and the person shall not be below the rank of ACIT in the jurisdiction of the Pr. Commissioner of Income Tax, Kalaburagi. The parties shall continue to perform their obligation under this agreement during arbitration proceedings.

25. The vehicle should carry suitable plate/card indicating vehicle on duty of "Government of India, Principal Commissioner of Income Tax, Kalaburagi" shall be made and displayed by the contractor subject to compliance of RTO rules and regulations.

26. A penalty of Rs. 500/- per day will be levied in case of unapproved change of vehicle/driver non-satisfactory performance or lack of proper upkeep of the vehicle or non-observance of terms and conditions prescribed above. The number of days will be calculated on the basis of period during which the default continues or on the occasions of occurrence of the concerned events as applicable. However, in case of frequent violations of the terms and conditions, the contract can be cancelled forthwith without any notice.

27. The unused kilometers of a month can be carried forward to the subsequent months till the contract ends. The unused kilometers would mean the difference between agreed kilometers i.e. 2000 kilometers run in a month and actual kilometers run by one or more vehicles of the operator if the actual KMs run by a vehicle is individually less than agreed kilometers.

Date:

Signature of the bidder
Name:

ANNEXURE – 1 (TECHNICAL BID)
DETAILS OF THE BIDDER

(To be submitted by the bidder submitting quotations for hire of vehicle/s)

1. Name of the Bidder :
2. Address of the Bidder :
3. Telephone Landline/Mobile :
4. Service Tax Registration :
(Enclose proof)
5. PAN (enclose copy) :
6. Details of EMD :

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 Bidder with seal

ANNEXURE – 2 (FINANCIAL BID)

To:
The Principal Commissioner of Income Tax,
“AayakarBhavan”, Sedam Road,
Kalaburagi- 585105.

Sir,

Sub: Submission of quotations for hiring of Staff Car for the
Principal Commissioner of Income Tax, Kalaburagi- Reg.
Ref: F. No.Pr.CIT/KLB/Vehicle/2019-20 dated :01/01/2020

With reference to the above, I/We hereby submit the quotation for hiring of One Staff Car for the Principal Commissioner of Income Tax, Kalaburagi.

Details of bid:

S. No.	Particulars	Amount (Rs.)(per vehicle)
1	Total Monthly hire charges for 2,000 k.m.*	
2	Rate per Km over and above 2,000 k.m.	

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.