



Government of India, Income Tax Department  
Office of the Income Tax officer (Intelligence & Criminal Investigation),  
2<sup>nd</sup> floor, "Pundalik Niwas", Rua-de-Ourem, Panaji, Goa 403001

Tel.No / Fax : 0832-2420806

Email : [panaji.ito.ici@incometax.gov.in](mailto:panaji.ito.ici@incometax.gov.in)

F.No. Vehicle/ITO(I&CI)/PNJ/2019-20

Dated: 06<sup>th</sup> November, 2019

**NOTICE INVITING THE TENDER FOR HIRING OF OPERATIONAL VEHICLE**

The Income Tax Department intends to hire one Operational vehicle (Mid Size) for **O/o Income Tax Officer (Intelligence & Criminal Investigation), Panaji-Goa**. 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.

Sl. No	Particulars	Colour	Amount should not be more than	Year of manufacture
01	Toyota Innova/Toyota Yaris /Maruti Ciaz/Swift Dzire/Toyota Etios/Honda City or any similar category MUV or Sedan	Any	Rs. 40,000 + Tax	The vehicle not more than 5 years old, would be preferred

3. The vehicle will run a maximum of 2500 kms per month for 24x7 hours. Hiring of vehicle shall be initially for a period of two years from the date of commencement. It can be extended beyond two years, at the discretion of ITO (I&CI), Panaji, considering satisfactory performance. All details are described under the head 'General Terms and Conditions' in the tender document.

4. Tender forms along with terms & conditions can be obtained on any working days from **07.11.2019 to 14.11.2019** from the Office of the Income Tax Officer (I&CI), Panaji on payment of Rs. 525/- (Non-Refundable) by Demand Draft of any Nationalized Bank, drawn in favour of ZAO, CBDT, Panaji payable at Panaji. The tender should be submitted in two covers super scribed as technical bid and financial bid. The financial bid of only the technically qualified bidders will be opened. The sealed tender form duly filled in along with Earnest Money Deposit in the form of Demand Draft and other documents as specified in the tender document must reach the office of the Income Tax Officer (I&CI), 2<sup>nd</sup> floor, "Pundalik Niwas", Rua-de-Ourem,

*bangalore@icib.gov.in, panaji@incometax.gov.in*

Panaji, Goa 403001 by 12:00 pm on 26.11.2019 either by speed post / registered post or in person. The bids for tender shall be opened on 27.11.2019 at 03:00 pm in the chamber of the Income Tax Officer (I&CI), 2<sup>nd</sup> floor, "Pundalik Niwas", Rua-de-Ourem, Panaji, Goa 403001.

5. All bidders are required to strictly comply with the specifications as instructed in Section -III and Annexure- I & II (will be 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 available on the website of Income Tax Department, Bengaluru's departmental website at [www.incometaxbengaluru.in](http://www.incometaxbengaluru.in).

डा. जयश्री

(A. JAYASREE)

Income Tax Officer (Intelligence & Criminal Investigation),  
Panaji.

Copy to:

1. The Public Relation 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.in](http://www.incometaxbengaluru.in).
2. Notice Board of 2<sup>nd</sup> floor, "Pundalik Niwas", Rua-de-Ourem, Panaji, Goa 403001.



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## SECTION-II

### **DOMESTIC COMPITITIVE BIDDING**

(Through Tender)

**Tender No. 01/VEHICLE HIRING/ ITO(I&CI)/ PNJ/2019-20, Dated: 06.11.2019**

### TENDER FOR HIRING OF OPERATIONAL VEHICLE

One Mid-Sized vehicle Toyota Innova/Toyota Yaris /Maruti Ciaz/Swift Dzire/Toyota Etios/Honda City or any similar category MUV or Sedan is required on hire basis to be used by the Income Tax Officer (Intelligence & Criminal Investigation), Panaji-Goa. The vehicle will run 2500 kms per month. The hiring shall be initially for the period of two years from the date of commencement. It can be extended beyond one year, at the discretion of Income Tax Officer (Intelligence & Criminal Investigation), Panaji, considering satisfactory performance.

2. Tender forms along with terms and conditions can be obtained from the O/o Income Tax Officer (Intelligence & Criminal Investigation), Room No. – 202, 2<sup>nd</sup> floor, "Pundalik Niwas", Rua-de-Ourem, Panaji, Goa 403001 on payment of Rs. 525/- (Non-refundable) by Demand Draft of any Nationalized Bank, drawn in favour of ZAO, CBDT, Panaji payable at Panaji. The tender should be submitted in two covers super scribed as technical bid and financial bid. The financial bid of only the technically qualified bidders will be opened. The sealed tender form duly filled in along with Earnest Money Deposit in the form of any Nationalized Bank and other documents as specified in the tender document must reach the office of the undersigned, latest by 12 Noon on 26.11.2019 either by speed post / registered post or in person. The bids for tender shall be opened on 27.11.2019 at 03:00 pm in the chamber of the Income Tax Officer (Intelligence & Criminal Investigation), Room No. – 202, 2<sup>nd</sup> floor, "Pundalik Niwas", Rua-de-Ourem, Panaji, Goa 403001.

(A. JAYASREE)

Income Tax Officer (Intelligence & Criminal Investigation),  
Panaji.

### 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.40,000/- 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. Tender forms cost is Rs. 525/- (Non Refundable) by Demand Draft of any Nationalized Bank, drawn in favour of ZAO, CBDT, Panaji payable at Panaji. A sum of Rs.50,000/- (Rupees Fifty thousand only) for vehicle bid must be furnished as Earnest Money Deposit (EMD) through a banker's Cheque favouring ZAO, CBDT, Panaji payable at 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 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-financial bid) 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 super scribed "*Tender for hiring of Operational Vehicle for Office of the Income Tax Officer (Intelligence & Criminal Investigation, Panaji*" should reach the office of the Income Tax Officer (Intelligence & Criminal Investigation), Room No. – 202, 2<sup>nd</sup> floor, "Pundalik Niwas", Rua-de-Ourem, Panaji, Goa 403001." before the due date. Late bids will not be entertained and will remain 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 4 above.

**SECTION- IV**  
**TERMS AND CONDITIONS OF THE CONTRACT**

1. Department will hire one Med Size Operational Vehicle for Office of the Income Tax Officer (Intelligence & Criminal Investigation), Panaji for official purposes and presently inviting bids from prospective parties for such purpose. The bidder should be well established and an experienced for minimum three years /firm/individual having fleet of above mentioned or similar vehicles. The bidder should not be an employee or ex-employee of the Department. Similarly, bidder should not be a firm in which substantive interest lies with the employee or ex-employee of the Department.
2. The vehicle selected through tender process will be used exclusively for the Department's use for all seven days in a week. The Department prohibits using of selected vehicles by the vendor for any other purposes. The vehicle is expected to ply within 2500 K.Ms. In case the vehicle plies more than the monthly limits as above, additional amount would be paid to the vender as per agreed terms and conditions. During the office hours, the vehicle shall be parked either in the office premises or at a place as decided by the Income Tax Officer (Intelligence & Criminal Investigation, Panaji).
3. The quotes should be inclusive of all expenses such as monthly salary / charges of driver(s), repairs and maintenance of vehicle, insurance, RTO related levies / duties / taxes etc. petrol / diesel, oil and also any other incidental expenses relating to vehicle including penalty, fine, recoveries etc. shall be borne by the bidder. The quotes should be inclusive of all Government levies and taxes but exclusive of Service tax.
4. The vendor shall supply only such vehicle which is manufactured not before 01/01/2014 or the latest model having desired safety features such as ABS / ESC, Alloy wheels, powered windows / breakings / steering etc. in the given brand / model of the company and is registered as a commercial vehicle on or after 01/01/2014. The vehicle should be registered with the concerned authority of Central / State Government. A certificate to this effect should be provided with the technical bid document. Also the conditions prescribed in section 66 of Motor Vehicle Act, 1988 for hiring of vehicle should fulfill.
5. The vendor shall ensure the road worthiness of the vehicle, ensure neat and clean condition of the vehicle with good upholstery, interiors and deodorants and regularly polished exterior at all times during the period of contract. The vendor shall also ensure that the vehicle is in perfect running conditions at all times during the period of contract. The papers related to the vehicles including proper insurance papers of the vehicle should be available/kept in the vehicle.
6. The successful bidder shall have to provide the model type and number of vehicle. However, in case the successful bidder expresses his inability or fails to supply the desired vehicle so required, the EMD will be forfeited and blacklisted from this Department for four years.

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 award of 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 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, copy of PAN No., copy of GST certificate and copy of the return of income filed for the last 3 years 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 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 drivers as per desired format of Department. The drivers 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 are 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.

Department shall pay only fixed agreed monthly charges and its liability shall be limited to its value alone. No separate payment will be made for drivers' salary, overtime or any other incidental expenditure such as fuel, repair, maintenance, taxes, 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 5<sup>th</sup> 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 15 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 15 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 officers to whom the vehicle is assigned.

19. This contract shall be effective for two years from the date of commencement with a provision of further extension of two years 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.

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. The vehicle should carry suitable plate/card indicating vehicle on duty of "Income Tax Officer (Intelligence & Criminal Investigation), Panaji" shall be made and displayed by the contractor subject to compliance of RTO rules and regulations.

25. 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.

26. 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. 2500 kilometers run in a month and actual kilometers run by the vehicle of the operator if the actual KMs run by a vehicle is less than agreed kilometers.

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

Signed by the successful bidder \_\_\_\_\_.

(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 (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 the Vehicles owned with supporting documents:
5. PAN (enclose copy) :
6. Service Tax Registration (Enclose proof) :
7. 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 Income Tax Officer (Intelligence & Criminal Investigation),  
Room No. – 202, 2<sup>nd</sup> floor, "Pundalik Niwas",  
Rua-de-Ourem, Panaji, Goa 403001.

Madam,

Sub: **Submission of quotations for hiring of Operational Vehicle for Office of the  
Income Tax Officer (Intelligence & Criminal Investigation), Panaji- Reg.**

Ref: F.No. Vehicle/ITO(I&CI)/PNJ/2019-20 dated 06.11.2019.

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With reference to the above, I/We hereby submit the quotation for hiring of One-Operational Vehicle for the office of the Income Tax Officer (Intelligence & Criminal Investigation), Panaji.

**Details of bid:**

Sl. No.	Particulars Amount (Rs.) (per vehicle)	Type of Vehicle-
1	Total Monthly hire charges for 2,500Kms*	
2	Rate per Km over and above 2,500Kms.	
3	Driver allowance on out station per day	
4	Driver allowance on out station night halting per night	

Date :

Place :

Signature of the Bidder with seal

\*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 4 will be considered.