



COMMISSIONER OF INCOME TAX(TDS)

HMT Bhawan, Ganganagar, Bellary Road, Bengaluru-560032

Telephone/Fax :080-23337674

E-Mail: aocittds@gmail.com

F.No. Operational Vehicle Hiring/CIT(TDS)/2019-20

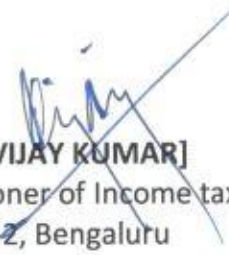
Dated: 12/07/2019

TENDER FOR HIRING OF OPERATIONAL VEHICLE

1. Sealed Tender for Hiring of (operational vehicles) six commercials mid-sized and SUV car (Skoda Octavia/ Toyota Corolla Altis/ Innova Crysta) with driver for on monthly basis for its official use are invited by office of the Addl. Commissioner of income tax-TDS, Range-2, Bengaluru from the experienced bidders with financial /infrastructure capabilities in accordance with relevant clause of the tender documents in Addl. Commissioner of Income, TDS, Range-2, Bengaluru through open Tender in the prescribed format of tender documents.
2. The vehicles should be either new one or not prior to 2015 model and have decent interiors with other necessary accessories. Authorized tour/taxi operators having more than 10 commercial vehicles compulsory owned may submit their quotation **latest by 30.07.2019** before 5.00 P.M. addressed to The Addl. Commissioner of Income tax-TDS, Range-2, Bengaluru, 4th Floor, HMT Bhawan, Bellary Road, Ganganagar, Bangalore-560032.
3. The estimated value of the contract is about Rs.36 Lakh per annum approximately (GST excluded).
4. The tender documents along with terms and conditions can be downloaded from the website www.eprocure.gov.in, www.incometaxbengaluru.org.
5. The details of tender are given below:

5.1	Description of work	Hiring of 6 Mid-Sized and SUV vehicles with drivers.
5.2	Type of vehicles	Skoda Octavia/ Toyota Corolla Altis/ Innova Crysta (new one or not prior to 2015 model)
5.3	Type of Tender	Two Bid/Two Packet System (i.e. Technical and Financial Bids to be submitted separately in separate covers giving sufficient space to cut the cover)
5.4	Contract Period	The hiring shall be initially for a period of Two years from the date of commencement of the contract, and would be extendable for one more year, at the discretion of the competent authority, if services are found satisfactory.
5.5	Earnest Money Deposit	Rs.60,000/- (Rupees Sixty Thousand only)

5.6	Mode/Validity of E.M.D	Demand Draft/Pay Order/Bankers Cheque issued by Scheduled Banks drawn in favour of "ZAO, CBDT, Bengaluru" valid for at least 180 days from the date of Technical Bid Opening
5.7	Performance Bank Guarantee	5% of the successful price bid (inclusive of taxes)
5.8	Validity of performance guarantee	Should be valid for 180 days after expiry of contract.
5.9	Tender start Date & Time	12-07-2019 17:00 Hrs.
510	Tender Closure Date & Time	30-07-2019 17:00 Hrs.
5.11	Date & Time of Opening of Technical bid	31-07-2019 15:00 Hrs.
5.12	Date & Time of opening of Financial bid	Shall be decided later and intimated to Bidders successful in Technical Bid through e-mail/mobile/landline.
513	Bid validity	180 days from the date of opening of financial bid
5.14	Deposit of Bid Documents	One big sealed envelope/cover having two Sealed envelopes inside it to be submitted on the reception (inside the big sealed envelope/cover, one envelope/cover marked as Technical Bid for Vehicle hiring and another envelope/cover as Financial bid for vehicle hiring) by specified date and time as in Sl. No. 510.
5.15	Period of commencement of work	Within 20 days of issue of work order, failing which penalty per day @ 0.05% of the annualized contract value
5.16	Tender value	Rs. 36 Lakhs (Rs. Thirty Six Lakhs) approximately


[M VIJAY KUMAR]
 Addl. Commissioner of Income tax-TDS
 Range-2, Bengaluru

INDEX

Description	Page no.
SCOPE OF WORK	4-5
TERMS & CONDITIONS	6-11
INSTRUCTIONS TO BIDDERS	12-14
FORMAT OF TENDER COMPLIANCE REPORT (ANNEXURE-1)	15
LETTER OF AUTHORISATION FOR ATTENDING BID OPENING (ANNEXURE-2)	16
PROFORMA OF BANK GUARANTEE TOWARDS PERFORMANCE SECURITY(ANNEXURE-3)	17-19
DETAILS OF ANNUAL TURNOVER (ANNEXURE-4)	20
FORMAT OF TECHNICAL BID (ANNEXURE-5)	21
FORMAT OF FINANCIAL BID (ANNEXURE-6)	22-23
DECLARATION FOR NOT BEING BLACKLISTED BY ANY GOVT./SEMI GOVT./AUTONOMOUS BODY (ANNEXURE-7)	24

Chapter 1 SCOPE OF WORK

1.1 TYPE OF VEHICLE:

- A. The vehicles offered six Mid-sized and SUV vehicles.
- B. Model should be 2015 or later only
- C. Skoda Octavia/ Toyota Corolla Altis/ Innova Crysta only

- 1.2 The vehicle should be for the exclusive use of the Department and may not be used by the vendor for any other purposes on any day including all types of holidays.
- 1.3 The vehicles will be at the disposal of the Addl. CIT-TDS, Range-2, Bengaluru and the timing and duration of deployment will be as per the requirement of the ADDL.CIT-TDS, RANGE-2, Bengaluru.
- 1.4 If there is any change in vehicle/driver/both, the contractor shall provide the information with all the requisite details in writing immediately.
- 1.5 In the event of break-down of the vehicle or absence of the driver, arrangement for substitute vehicle/driver will have to be made by the contractor immediately. In case, the contractor is not able to provide any substitute, the office will deduct proportionate amount on daily basis from the bills or the expenditure occurred for procuring the same from any other agencies.
- 1.6 The contractor shall provide dedicated vehicle and driver and any change in vehicle and/or driver should be made only in very exceptional circumstances with the permission of the ADDL.CIT-TDS, RANGE-2, Bengaluru.
- 1.7 The driver should be having Driving License, with a minimum experience of 5 years and their antecedents should be duly verified by police authorities.
- 1.8 The unused kilometers of the month will be carried forward to the next month in addition to fixed kilometer for the month and inter vehicle adjustment of kilometers should be done
Explanation: For the purpose of clause mentioned above unused kms would mean the difference between cumulative/agreed kms and the cumulative actual kms. run by one or more vehicles of the contractor, if the cumulative actual kms run by them is less than the cumulative agreed kms.
- 1.9 The unused kilometers of vehicle/vehicles should be adjusted with other vehicle/vehicles for the purpose of bill for a month.

1.10 The drivers employed along with the vehicle should satisfy the following conditions:

- A.** Drivers should have minimum 5 years of experience of driving. They should have valid driving licenses for driving passenger vehicles on hire. The drivers should be well-behaved and properly dressed, in uniform.
- B.** Driver should wear the prescribed uniform i.e. White shirt with white trousers and black shoes.
- C.** Driver should be well versed with the roads and the places in Bengaluru City and have experience in city driving. The driver must observe all the etiquette and protocol while performing his duty.
- D.** Once the driver has been allotted to a particular vehicle, he should remain with the same vehicle for a period of at least one year. Any change in the designated driver should be intimated to the concerned Officer 24 hours before such change is affected.
- E.** Driver should have a working mobile phone number. He should be conversant, preferably fluent, in English and Hindi apart from Kannada.
- F.** Driver should be decent and well behaved and should not have any criminal cases against him and should not have any past history of accidents.
- G.** Car should be kept clean and odor free, suitable for official use.
- H.** Driver should not use mobile while drive. The firm shall ensure proper conduct of drivers while on duty and enforce prohibition of consumption of alcoholic drinks/drugs, chewing of paan/gutka/smoking/listening to music while driving.

1.11 In case vehicle does not report within the reasonable time or does not report at all, the Department would have a right to hire a vehicle from the market and the additional cost incurred by the Department will be borne by the contactor. In case, neither a substitute vehicle is provided nor a vehicle is hired by the Department, proportionate contract charges are liable to be deducted from the contract charges payable, in addition to the penalty levied as indicated in Para 2.12.

1.12 The contractor should be able to provide additional vehicles at a short notice of 8 to 12 hours at the rate specified in the financial bid/contract.

Chapter 2 TERMS & CONDITIONS

2. ELIGIBILITY CRITERIA:

- a) The bidder should have authorized tour/taxi operators having at least 10 commercial vehicles owned at the time of making application for the contract and should produce evidence to that effect.
- b) The Applicant contractor should have the experience of running a fleet of vehicles on hiring basis for at least 2years. A certified copy (originally signed) of necessary evidence to be furnished.
- c) The bidder's Annual Turnover should not be less than Rs. 30 lakh (Rs. Thirty lakh only) in each of the last three Financial Years i.e. for F.Y. 2015-16, 2016-17, 2017-18. In support of this, bidder should submit its self-certified copies (originally signed) of returns of income filed with the Income Tax Department along with Profit and Loss Accounts (as per **Annexure-4**).
- d) The bidder should have a reputed client base. The client list should be submitted with the bid.
- e) The above conditions will not apply to Government or Semi-Government Enterprises.
- f) A self-certified certificate of having non-blacklisting of the agency has to be submitted as per **Annexure-7**.

- 2.1 All expenses relating to salary and allowances of the driver, over time payment, maintenance of vehicles, fuel, oil and any other expenditure related to the vehicles and the drivers will be borne by the Contractor. The vehicle will be kept neat and clean and in perfect running conditions and provided with clean seat covers, curtains, perfume and tissue paper. All the vehicles should have good upholstery.
- 2.2 All legal obligations in respect of the vehicle i.e. Road Tax, RTO registration and permissions etc. and in respect of the driver i.e. minimum wages, social security etc. will be the responsibility of the contractor.
- 2.3 The contractor should be registered with the authority concerned of State or Central Government and should fulfill the conditions prescribed in Section 66 of Motor Vehicle Act, 1988 for hiring of vehicles.
- 2.4 The vendor shall submit copies of the Registration Certificate and comprehensive insurance policies of the vehicle being offered for hire and particulars, with photograph, of the driver dedicated to the vehicle.

- 2.5 In case of any accident, all the claims/damages arising out of it shall be met by the contractor. The contractor will be responsible for any loss/damage to property or life because of negligence of driver or poor maintenance of vehicle or due to an accident. The Department will not be responsible for any such loss.
- 2.6 Payment of minimum charges agreed upon shall be made every month, provided that the contract does not commence/end in the beginning/end of a month, payment of minimum charges will be made on proportionate basis.
- 2.7 **RECORD MAINTENANCE:**
- A. A Log Sheet specifying the daily reporting and relieving time as well as daily opening, closing meter reading and other details as may be specified by the department shall be maintained for the vehicle.
 - B. The contractor should submit the duly filled log sheet signed by the controlling officer to whom the vehicle has been assigned/personnel who have used the vehicle along with the monthly bills.
 - C. In addition to the above, on daily basis, a consolidated log sheet specifying the above mentioned should be submitted at the end of each month.
- 2.8 **VALIDITY AND EXTENSION OF THE CONTRACT:**
- A. The validity of the contract will be **Two year** from the date of commencement of the contract.
 - B. The contract **may be renewed** for one more year, at the discretion of the competent authority, if services are found satisfactory.
- 2.9 **TERMINATION OF THE CONTRACT:**
- A. The contract can be terminated at any time after giving one-month notice without assigning any reason by the Department and two months' notice by the contractor.
 - B. The repeated mistake/default of the contractor shall result into the termination of the contract without giving any notice.
- 2.10 **EMD AMOUNT:**
- A. The bid must be submitted along with Demand Draft drawn in favour of "**The ZAO, CBDT, Bengaluru**" of **Rs. 60,000/-** (Rs. Sixty

Thousand only) (Non-interest bearing) as **Earnest Money Deposit (EMD)**. Bid submitted **without EMD will summarily be rejected**.

- B. The EMD of the successful bidder will be returned after furnishing of performance guarantee and the EMD of the other bidders will be returned at the earliest after completing bidding process.
- C. Failure of the successful bidder to comply with the requirement of relevant clauses shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid Earnest Money Deposit

2.11 PAYMENTS SCHEDULE:

- A. A consolidated bill for the month in which services rendered will be submitted by 10th of every coming month for payment indicating the carried forward kilometers in a separate sheet for all vehicles.
- B. The ADDL.CIT-TDS, RANGE-2, Bengaluru will take all steps to clear the bill within 30 days from the date of submission of the Bills in this office will be cleared within one month from the date of receipt. However, in case of any unexpected delay, the contractor should be in a position to offer credit facility for the further period. (carry forward to be indicated)
- C. Tax will be deducted at source (TDS) and GST TDS as per law applicable.
- D. Payment shall be made on monthly basis on the actual running over and above the minimum charges agreed, based upon usage of the vehicles by the Department.

2.12 PENALTY SCHEDULE:

- A. In case of non-compliance of the above terms and conditions of contract, a penalty may be levied. The penalty for some of the defaults is as under:

Sl. No.	Nature of default	Penalty
1	Late Reporting	50% of proportionate contract charges per day
2	Non Reporting	100% of proportionate contract charges per day
3	Poor maintenance of vehicles	Rs. 2,000/- per month

4	Refusal of duties	100% of proportionate contract charges per day
5	Non-observance of dress-code	Rs.100/-for first instance and Rs.200/-for subsequent instances
6	Change of drivers without permission	Rs.1,000 per instance
7	Vehicle kept un-cleaned	50% of proportionate contract charges per day
8	Driver's misbehavior with any staff or guest travelling the vehicle	Rs.1,000 per instance or change of driver or both
9	Start of service of awarding of contract	penalty per day @ 0.05% of the annualized contract value
10	Drivers using mobile while driving	Rs.500 per instance or change of driver or both in addition the action taken as per traffic rules
11	Driver drunk while driving	Rs.1,000 per instance or change of driver or both in addition to the action taken as per traffic rules

- B. The penalty shall be levied on the basis of the certificate signed by Officer in charge from the ADDL.CIT-TDS, RANGE-2, Bengaluru.
- C. The amount of the penalty shall be decided by the ADDL.CIT-TDS, RANGE-2, Bengaluru.
- D. The repeated mistake/default of the contractor shall result into the termination of the contract without giving any notice.

2.13

COMMITTEE DULY CONSTITUTED BY COMPETENT AUTHORITY OF CIT(TDS), RESERVES THE RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS:

- A. Committee duly constituted by Competent Authority, CIT(TDS), Bengaluru reserves the right to reject, accept or prefer any bid and to annul the bidding process and reject all bids at any time prior to award of contract, without thereby incurring any liability to the affected Contractor or Contractors or any obligation to inform the affected Contractor or Contractors of the ground for its actions and decisions.
- B. CIT(TDS), Bengaluru also reserve to itself the right to accept any bid in part or split the order between two or more contractors.

- C. In case, two or more lowest bids for the rates of 2500 kms ties, the lowest bid shall be decided on the lowest rates of extra hours.

2.14

NOTIFICATION OF AWARD (NOA):

- A. Prior to the expiration of the period of bid validity, the competent authority of ADDL.CIT-TDS, RANGE-2, Bengaluru will notify the successful bidder in writing about the acceptance of the bid. The notification of award will constitute the formation of the contract.
- B. On receipt of the confirmation from the successful bidder, the work order will be issued in writing in due course and communicated through e-mail as provided by the successful bidder and sent by post to the address as provided in the bid document.
- C. The timelines for submission of 'Performance Security' and start of service will commence from the date of receipt of communication of the work order.
- D. Upon the successful contractor's furnishing performance Bank Guarantee, pursuant to clause 2.17, ADDL.CIT-TDS, RANGE-2, Bengaluru will discharge the bid securities/EMD of each unsuccessful contractor.

2.15

START OF SERVICES:

Successful contractor shall be required to mobilize the commencement of services within a maximum of 20 days from the date of issue of work order or as specified in the work order, failing which penalty per day @ 0.05% of the annualized contract value shall be imposed.

2.16

SIGNING OF CONTRACT:

The successful bidder shall present himself for signing the contract along with the Performance Security immediately after receipt of communication of work order from ADDL.CIT-TDS, RANGE-2, Bengaluru. The successful contractor is required to sign a formal detailed contract with ADDL.CIT-TDS, RANGE-2, Bengaluru within a maximum period of 10 days from the date of issue of Work order. Until the contract is signed, the Work Order/NOA shall remain binding amongst the two parties.

2.17

PERFORMANCE BANK GUARANTEE:

- A. Within 10 days of the receipt of work order from the ADDL.CIT-TDS, RANGE-2, Bengaluru, the successful bidder shall furnish the Performance Bank Guarantee in accordance with the

- conditions of the contract in the Performance Bank Guarantee Form provided at **Annexure-3** of the tender documents.
- B. The amount of the performance guarantee shall be 5% of the amount (inclusive of taxes) of the contract consideration.
 - C. The security should be in the form of irrevocable Bank Guarantee issued by a nationalized bank in favour of The CIT(TDS), Bengaluru and valid for a period of 18 months from the date of execution of agreement of contract in the form provided in the Tender document at **Annexure-3**.
 - D. The successful bidder, in case of extension of contract beyond the period specified in the tender document/contract, shall submit an extended bank guarantee for six more months over and above the period to which the contract may extend.
 - E. In case of genuine difficulty in submission of bank guarantee, a non-dated negotiable instrument in favour of ZAO, CBDT, Bengaluru equivalent to the bank guarantee may be submitted at the time of signing of the contract. The same is returnable on submission of performance bank guarantee as per the requirement in the tender document.
 - F. The performance security shall be discharged/returned on expiry and successful completion of the contract, **within a period of 6 months**. In case of non-execution of the contract, in part or in full, the performance security shall be forfeited, after giving due notice to the contractor in respect of the defective/improper performance/execution or breach of any of the terms of the contract etc.
 - G. Any sum of money due or payable to the contractor, including the performance security refundable to him under the contract, may be apportioned by this office, against any amount of loss/penalty/caused/imposed on the contractor, which the contractor may owe to ADDL.CIT-TDS, RANGE-2, Bengaluru, Govt. of India, under this contract or any other contract or transactions.
 - H. Failure of the successful bidder to comply with the requirement of clauses as per para 2.14 shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid Earnest Money Deposit.

2.18

In case of any dispute, the decision of The ADDL.CIT-TDS, RANGE-2, Bengaluru, shall be final.

Chapter 3

INSTRUCTIONS TO BIDDERS

- 3.1** The tender document which is non-transferable can be seen/downloaded from the website www.incometaxbengaluru.org and www.eprocure.gov.in during the period as mentioned in 5.9 and 5.10 of Tender Notice.
- 3.2** In case, two or more lowest bids for the rates of 2500 kms ties, the lowest bid shall be decided on the lowest rates of extra hours. The quote, in any case should never exceed Rs. 50,000/- as the maximum rate limit for hiring of a vehicle is Rs.50,000/- per month exclusive of GST and any other Govt. levies etc. as applicable.
- 3.3** The ADDL.CIT-TDS, RANGE-2, Bengaluru reserves all rights to extend the deadline for submission of bids and extend the tender opening date.
- A.** The ADDL.CIT-TDS, RANGE-2, Bengaluru can cancel the tender any time without assigning any reason to any bidders.
 - B.** The Tender documents submitted should be signed in original and stamped by the authorized signatory of the organization on each page of the documents which are serially numbered (both technical and financial, the failure to do so will be treated as non-fulfillment of the tender conditions and the bid shall be summarily rejected.

3.4 SUBMISSION OF BID DOCUMENTS:

- a)** Bids should be complete, covering entire scope of work and conform to all the conditions laid down in the tender documents failing which their bids shall be summarily rejected outright without further information to the bidder and without assigning any reason and no correspondence shall be entertained in this regard.
- b)** No bidder shall be allowed to make any correction whatsoever (either clerical/arithmetical or substantial) after opening of the bid.
- c)** In case of submission of two bids by the same bidder within the last date, the bid submitted later shall be final and earlier bid shall not be opened and will be returned to the bidder, if requested in writing. However, any bid submitted after the last date shall not be considered at all.
- d)** TENDER IS IN TWO PARTS:

1. Technical Bid containing details of General Nature viz. E.M.D., Details required for Eligibility Criteria, Experience of contractor as asked for in the tender.
 2. Financial Bid shall contain Schedule of rates duly filled, signed and stamped on each page as per Annexure-6 (two pages).
- e) The bidders are advised to read all the pages of the tender document carefully before filling it.
- f) No correction either clerical/typographical or arithmetical shall be allowed after opening of financial bid.
- g) The above two envelopes should be separately sealed and super scripted as "Envelope No.1-Technical Bid" and as "Envelope No.2-Financial Bid" and enclosed in a larger Envelope super scribing as Techno-Financial Bid with Tender Notice No F.No. Operational Vehicle Hiring/CIT(TDS)/2019-20 dated 12/07/2019 , and addressed to The ADDL.CIT-TDS, RANGE-2, Bengaluru.
- h) *Enough space should be given in the cover to open/cut it without damaging the financial bid cover.*
- 3.5** Financial bid of only those bidders whose technical bid are found acceptable, in order and complete in all respects shall be opened by the open tender committee in this office on notified time, date, place in presence of Qualified bidders or their duly nominated representatives and commercial bid of bidders' who do not qualify as per contents of the technical bid shall be returned to them along with their E.M.D. and financial bid (without opening).
- 3.6** No price should be mentioned in Technical Bid otherwise the bid is liable to be rejected.
- 3.7** The Department reserves the right to reject any bid without assigning any reasons thereof, in the interest of the work.
- 3.8** Any deviation from the clauses hidden/intentional/unintentional shall be considered as contravention of the clauses of tender document and same shall also be grounds of rejection.
- 3.9** The tender form should be legibly written or typed quoting all in words as well as figures duly signed by bidder with Seal of Agency/Firm.
- 3.10** The tender document is non-transferable.
- 3.11** Each bidder shall submit only one tender.
- 3.12** No bidders shall have any cause of action or claim against ADDL.CIT-TDS, RANGE-2, Bengaluru for rejection of his bid.

- 3.13** Conditional Tenders/Non-compliance of any of conditions set in tender document shall render the bid to be summarily rejected.
- 3.14** A certificate of compliance point-wise to the effect shall be furnished that all details contained in the tender has been clearly understood and complied with as per *Annexure-1*.
- 3.15** The bid covers should contain all the below mentioned essential documents without which the tender shall summarily be rejected:
- I. The tender documents and enclosures signed on all pages.
 - II. Duly signed in original and stamped compliance certificate.
 - III. The bid may be signed on behalf of company or firm by the person so authorized by the company/firm
 - IV. If on opening the tender, the tender committee finds the financial bid envelop is unsealed or improperly sealed the complete bid will be rejected and action taken to return the bids without further processing.
 - I. Overwriting/correction, if any, should be duly attested by the bidder.
 - II. The rates should be quoted in figures as well as in words.
 - III. The taxes should be shown separately in the concerned columns.
- 3.16** Any attempt at influencing the evaluation of the tender will cause the bidder to be excluded from consideration.
- 3.17** The bidder signing the tender should clearly specify whether he is signing as sole proprietor, partner, under power of attorney or as director/Manager/Secretary etc. as the case may be. Copies of the document authorizing the signatory to sign the tender on behalf of such company/firm and persons should be attached with the tender.
- 3.18** The bidder/authorized representative has to submit duly filled in and stamped proforma as per *Annexure-2* to attend the meeting while opening technical/financial bid.

FORMAT OF TENDER COMPLIANCE REPORT

To
The Addl. Commissioner of Income tax(TDS),
Range-2, Bengaluru

Sub: Regarding tender for hiring of operational vehicle-

Dear Sir,

I have gone through the complete terms and condition of the Tender in F.No. Operational Vehicle Hiring/CIT(TDS)/2019-20 dated 12/07/2019 for hiring of operational vehicles by office of the Addl. Commissioner of income tax-TDS, Range-2, Bengaluru and accept the same.

Place:

Date:

Seal

Signature of Bidder

Name:

LETTER OF AUTHORISATION FOR ATTENDING BID OPENING

To
The Addl. Commissioner of Income tax(TDS)
Range-2, Bengaluru

**Sub: Authorization for attending bid opening on.....(date)in the tender of
"Hiring of Operational Vehicle at Addl.CIT(TDS),Range-2,Bengaluru**

Following persons are hereby authorized to attend the bid opening for the tender mentioned above on behalf of (Bidder) in order of preference given below:-

Order of preference	Name	Specimen Signature
----------------------------	-------------	---------------------------

I.

II.

Alternate Representative

Signature of bidder

Or Officer authorized to sign the bid Documents on behalf of the bidder

Note:

1. Maximum of two representatives will be permitted to attend bid opening. In cases where it is restricted to one, first preference will be allowed. Alternate representative will be permitted when regular representatives are not able to attend.

2. Permission for entry to the hall where bids are opened may be refused in case authorization as prescribed above is not received.

PROFORMA OF BANK GUARANTEE TOWARDS PERFORMANCE SECURITY

(duly filled PG to be submitted by the contractor after notification of award of contract)

Ref No. _____ Bank Guarantee No. _____

Dated: _____

To

The Addl. Commissioner of Income-tax(TDS)
Range-2, Bengaluru.

Dear Sir,

Inconsideration of Addl.CIT(TDS),Range-2, Bengaluru having entered into a CONTRACT No. _____ dated _____ (hereinafter called 'the CONTRACT' which expression shall include all the amendments thereto) with M/s. _____ having its registered/head office at _____ (hereinafter referred to as the 'BIDDER') which expression shall, unless repugnant to the context or meaning thereof include all its successors, administrators, executors and assignees) and Addl.CIT(TDS) Range-2,Bengaluru having agreed that the BIDDER shall furnish to Addl.CIT(TDS) Range-2,Bengaluru.

1. The Addl.CIT(TDS) Range-2,Bengaluru a performance guarantee for Indian Rupees for the faithful performance of the entire CONTRACT.

2. We (name of the bank) _____ registered under the laws of _____ having head/registered office at _____ (hereinafter referred to as "the Bank", which expression shall, unless repugnant to the context or meaning thereof, include all its successors, administrators, executors and permitted assignees) do hereby guarantee and undertake to pay immediately on first demand in writing any/all moneys to the extent of Indian Rs. (in figures) _____ (Indian Rupees (in words) _____) without any demur, reservation, contest or protest and/or without any reference to the BIDDER. Any such demand made by the Addl.CIT(TDS) Range-2,Bengaluru on the Bank by

servicing a written notice shall be conclusive and binding, without any proof, on the bank as regards the amount due and payable, notwithstanding any dispute(s) pending before any Court, Tribunal, Arbitrator or any other authority and/or any other matter or thing whatsoever, as liability under these presents being absolute and unequivocal. We agree that the guarantee herein contained shall be irrevocable and shall continue to be enforceable until it is discharged by the Addl.CIT(TDS) Range-2,Bengaluru in writing. This guarantee shall not be determined, discharged or affected by the liquidation, winding up, dissolution or insolvency of the BIDDER and shall remain valid, binding and operative against the bank.

3. The Bank also agrees that the Addl.CIT(TDS) Range-2,Bengaluru at its option shall be entitled to enforce this Guarantee against the Bank as a principal debtor, in the first instance, without proceeding against the BIDDER and notwithstanding any security or other guarantee that the Addl.CIT(TDS) Range-2,Bengaluru may have in relation to the BIDDER's liabilities.
4. The Bank further agrees that the Addl.CIT(TDS) Range-2,Bengaluru shall have the fullest liberty without or consent and without affecting in any manner out obligations hereunder to vary any of the terms and conditions of the said CONTRACT or to extend time of performance by the said BIDDER(s) from time to time or to postpone for any time or from time to time exercise of any of the powers vested in the Addl.CIT(TDS) Range-2,Bengaluru against the said BIDDER(s) and to forbear or enforce any of the terms and conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said BIDDER(s) or for any forbearance, act, or omission on the part of the Addl.CIT(TDS) Range-2,Bengaluru or any indulgence by the Addl.CIT(TDS) Range-2,Bengaluru to the said BIDDER(s) or any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.
5. The Bank further agrees that the Guarantee herein contained shall remain in full force during the period that is taken for the performance of the CONTRACT and all dues of Addl.CIT(TDS) Range-2,Bengaluru under or by virtue of this CONTRACT have been fully paid and its claim satisfied or discharged or till Addl.CIT(TDS) Range-2,Bengaluru discharges this guarantee in writing, whichever is earlier.
6. This Guarantee shall not be discharged by any change in our constitution, in the constitution of Addl.CIT(TDS) Range-2,Bengaluru or that of the BIDDER.
7. The Bank confirms that this guarantee has been issued with observance of appropriate laws of the country of issue.

8. The Bank also agrees that this guarantee shall be governed and construed in accordance with Indian Laws and subject to the exclusive jurisdiction of Indian Courts of the place from where the purchase CONTRACT has been placed.
9. Notwithstanding anything contained herein above, our liability under this Guarantee is limited to Indian Rs.(in figures) _____
 (Indian Rupees (in words) _____ only) and our guarantee shall remain in force until _____. (Indicate the date of expiry of bank guarantee).

Any claim under this Guarantee must be received by us before the expiry of this Bank Guarantee. If no such claim has been received by us by the said date, the rights of Addl.CIT(TDS) Range-2, Bengaluru under this Guarantee will cease. However, if such a claim has been received by us within the said date, all the rights of Addl.CIT(TDS) Range-2, Bengaluru under this Guarantee shall be valid and shall not cease until we have satisfied that claim.

In witness whereof, the Bank through its authorized officer has set its hand and stamp on this _____ day of _____ 20 ____ at _____.

WITNESS NO. 1

Signature
 Full name and official address
 (in legible letters) with stamps
 WITNESS NO. 2

Full name, designation and
 address in legible letters
 Signature Attorney as per power of
 Attorney No.

Dated

Signature
 Full name and official
 Address (in legible letters) with stamps

DETAILS OF ANNUAL TURNOVER

Sl.No.	Financial Year	Annual Turnover	Turnover corresponding to letting on hire of passenger vehicles
1	2015-16		
2	2016-17		
3	2017-18		

Note: An attested copy of each, the financial statements, Profit & loss accounts and copy of income-tax returns for each financial year has to be enclosed mandatorily.

SIGNATURE OF THE BIDDER WITH SEAL

FORMAT OF TECHNICAL BID

1.	Name and address of registered agency	
2.	Name and address of the owner	
3.	PAN & Service Tax Registration No	
4.	Number of vehicles in possession with make and model along with proof	
5.	Year of commencement of agency with evidence for having experience in running of vehicles on hire basis	
6.	Details of clients (with name, address, phone no., copy of work order)	

Note: If required separate sheet has to be enclosed for concerned columns.

DECLARATION

I, hereby certify that the information furnished above is full and correct to the best of my / our knowledge. I understand that in case any deviation is found in the above statement at any state, agency will be blacklisted and will not have any dealing with the Department in future.

Place:

Date:

Name & Signature of Authorized Signatory

FORMAT OFFINANCIAL BID (page 1 of 2)

1	Name, address and telephone No. of the Tenderer i.e. Bidder	
2	Permanent Account No. (PAN)	
3	Names and addresses of the Proprietor/Partners/Directors and their PAN	

FORMAT OF FINANCIAL BID (page 2 of 2)
Rate Chart per Vehicle for mid-sized and SUV vehicles

SNo	DESCRIPTION	Type of vehicle	Rate per Vehicle
1	Total monthly hire charges for 2,500kms per vehicle.		Rs...../pm
2	Rate per km over and above 2,500Kms.		Rs...../km

Note: In case, two or more lowest bids (amount written in serial no.1 above) for the rates of 2500 kms ties, the lowest bid shall be decided on the lowest rates of extra Kms.

[Note: The quote, in any case should never exceed Rs. 50,000/- as the maximum rate limit for hiring of a vehicle is Rs.50,000/- per month exclusive of GST and any other Govt. levies etc. as applicable]

Name & Signature of Authorized Signatory

**DECLARATION FOR NOT BEING BLACKLISTED BY ANY GOVT. /SEMI
GOVT./AUTONOMOUS BODY**

I, name and designation of the authorized signatory has not been blacklisted by any Central/State Govt. Agency/PSU at any time in past since it's inception.

Place:

Date:

Signature of the Authorized Signatory

Seal