



भारतसरकार

GOVERNMENT OF INDIA

आयकरविभाग

INCOME-TAX DEPARTMENT

OFFICE OF THE COMMISSIONER OF INCOME-TAX

आयकर आयुक्त का कार्यालय, (LTU) एलटीयू, BANGALORE/बेंगलुरु
7th Floor, 80ft Road, 6th Block, Koramangala, Bengaluru - 560 095

F. No. 19/Vehicle/CIT(LTU)/2019-20

Date: 18/03/2020

HIRING OF STAFF & OPERATIONAL VEHICLES

Tender is invited on behalf of the President of India as the Office of the Commissioner of Income Tax (LTU), Bengaluru proposes to hire **2 (Two) Staff Cars** (1. Toyota Innova Crysta/2. Maruti Suzuki Ciaz /3. Maruti Suzuki Ertiga in this order of preference) and **2 (Two) operational vehicles** (1. Toyota Innova Crysta/2. Maruti Suzuki Ciaz/3. Maruti Suzuki Ertiga in this order of preference), with driver on monthly basis for a period of 24 months from the date of entering into contract and extendable by another 12 months. Detailed terms & conditions are contained in bid document.

Interested Parties are requested to obtain the tender forms, terms of agreement, scope of work and procedure from the Administrative Officer, Gr-III, O/o the Commissioner of Income-tax (LTU), Bengaluru, Room No.721, 7th Floor, BMTC Building, 80ft Road, Koramangala, Bengaluru -560095, on or before **24/03/2020** on working days from **10.30 am to 4.00 pm**. The tender documents are also uploaded in the Central public Procurement Portal <https://eprocure.gov.in> and official website www.incometaxbengaluru.in.

The last date for receipt of filled in tender forms in sealed cover, is **26/03/2020 before 4:00 pm**. The tenders will be opened in front of parties at **4:00 pm on 27/03/2020** in the chamber of the Addl. Commissioner of Income Tax,, LTU, Bengaluru, Room No.453, 4th Floor, BMTC Building, 80ft Road, Bengaluru-560095.

The Department reserves the right to accept or reject any or all tenders without assigning any reason.



[Signature]

Income tax Officer (HQ)
O/o Commissioner of Income Tax
(LTU), Bengaluru.

Copy to: The Administrative Officer, O/o CIT, LTU, Bengaluru for n.a.

INCOME -TAX DEPARTMENT
O/o COMMISSIONER OF INCOME TAX (LTU), BENGALURU

SECTION-I

DOMESTIC COMPETITIVE BIDDING(Through Tender)
TENDER NOTIFICATION NO. 19 /2019-20/CIT(LTU)/VEHICLE
HIRING Date: 18/03/2020.

Name of the Service	Contract for Hiring of Two Staff Cars (1.Toyota Innova Crysta/2.Maruti Suzuki Ciaz/3. Maruti Suzuki Ertiga in this order of preference)
	2 (Two) operational vehicles (1.Toyota Innova Crysta/2.Maruti Suzuki Ciaz/3. Maruti Suzuki Ertiga in this order of preference)
Officer from who the Tender Documents to be obtained and also submitted	Administrative Officer, Gr.III O/o Commissioner of Income-tax (LTU), Bengaluru, Room No.721, 7th Floor, BMTC Building, 80ft Road, Bengaluru - 560095
Last Date & Time for Receipt of the Bid	26/03/2020 04:00 pm
Place/Time/Date of Opening of Bid	The Addl. Commissioner of Income Tax, LTU, Bengaluru, Room No.453, 4th Floor, BMTC Building, 80ft Road, Bengaluru - 560095 on 27/03/2020 at 4:00 PM



**INCOME -TAX DEPARTMENT
O/O THE COMMISSIONER OF INCOME TAX (LTU),
BENGALURU**

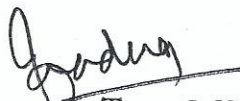
SECTION-II

**TENDER OF HIRING OF TWO STAFF CARS& TWO
OPERATIONAL VEHICALS**

Two number of Staff Cars (1.Toyota Innova Crysta/2.Maruti Suzuki Ciaz/3. Maruti Suzuki Ertiga in this order of preference) and Two Operational vehicles (1.Toyota Innova Crysta/2.Maruti Suzuki Ciaz/3. Maruti Suzuki Ertiga in this order of preference) are required on monthly hire basis to be used by the O/o Commissioner of Income Tax (LTU), Bengaluru. The vehicles should be air conditioned. The quotation should be made considering that vehicles will run upto 1500 kms per month. For extra mileage the tenderer must quote per kilometer charges separately. The hiring shall be for a period of 24 months from the date of entering into contract and extendable by another 12 months at the discretion of the Commissioner of Income Tax (LTU), Bengaluru.

Tender forms along with terms and conditions etc can be obtained from the Office of the Administrative Officer, Gr.III, O/o Commissioner of Income Tax (LTU.), Bengaluru, Room No.721, 7th Floor, BMTC Building, 80ft Road, Bengaluru -560095 from 19/03/2020 to 24/03/2020 on any working day, between 10.30 am to 4 PM. The same can be obtained on payment of **Rs 500/-(Five hundred only)** which is non-refundable, by Demand Draft, drawn in favour of ZAO, **CBDT**, Bengaluru and payable at Bangalore.





Income Tax Officer(HQ)
O/o Commissioner of Income Tax
(LTU), Bengaluru.

8. It shall be the responsibility of the successful bidder to ensure that, the drivers are qualified and experienced, possessing valid driving license.
9. 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 caused to the Hirer will have to be suitably compensated for by the successful bidder.
10. The vehicle will be hired on calendar month basis. The rate should not exceed Rs. 50,000/- for each vehicle (exclusive of GST) for 1500 Kms (312hrs per month) on a monthly basis. The billing for Kms and hours shall be made from the reporting place to the reliving place. The vehicle must be available at any time of any day as directed by the Hirer. The operational vehicle may have to be arranged even at short notice. The vehicle will mostly be used in Bangalore but the same can also be used for travel outside Bangalore within the State of Karnataka.
11. Charges for additional hour beyond 312 hours per month and additional Kilometre beyond 1500 Kms per month should be quoted separately as provided in Annexure- 2 of the Bid document.
12. The vehicle shall be deemed to be at the disposal of Income Tax Department for all the days of the month, seven days a week. A daily record indicating mileage for each vehicle on duty shall be maintained in a log sheet as per the proforma approved by the Hirer. It shall be the duty of the driver to obtain on each day the signature of the officer to whom the vehicle has been assigned. The Log sheet shall be made available for periodic Inspection of the Hirer from time to time. Bills for payment should enclose the log sheet maintained during the month.
13. The hirer will pay only fixed monthly hire charges as per contract and its liability shall be limited to this value alone. 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 borne entirely by the successful bidder.
14. 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.



22. The engagement /employment of drivers and payment of remuneration to them as per the provisions of various applicable labour laws /regulations will be the sole responsibility of the successful bidder.
23. A tenderer which has been blacklisted by any Government Authority/PSU for the time being, will be debarred from participating in tender.
24. The driver employed along with the vehicles by the contractor should satisfy the following conditions:
- Drivers should wear the prescribed white uniform. Drivers should be provided with mobile phone.
 - 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 at least 12 hours before such change is affected.
 - 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 of accidents. The antecedents should be duly verified by police authorities at the instance of the contractor.
 - Besides the local language, the drivers should have basic working knowledge of English.
 - Cars should be kept clean, odour free and suitable for office use.
25. The bidder needs to provide earnest money deposit (EMD) of Rs 30,000/-. The earnest money will be returned to the unsuccessful bidder after opening the bids. In the case of successful bidder the EMD will be retained and returned once the contract is signed by it. The same will however be forfeited in case the successful bidder fails to enter into contract.
26. In case of any dispute, the jurisdiction of courts of Bengaluru shall apply.




Income Tax Officer(HQ)
O/o Commissioner of Income Tax
(LTU), Bengaluru.

ANNEXURE – II (For Staff Car)

To.

The Commissioner of Income Tax (LTU),
7thFloor, BMTC Building,
80 ft Road, Bangalore-560095.

Sir/Madam,

Sub: Submission of Quotations for hiring of **Two (2) Staff Cars** by **O/o Commissioner of Income Tax(LTU)**, Bengaluru – Reg.

Ref: TENDER NOTIFICATION NO.19/2019-20/CIT(LTU)/Vehicle Hiring DATED: 18/03/2020.

With reference to the above, I/We hereby submit the quotation for hiring of **Two Staff Car vehicles** for the O/o Commissioner of Income Tax (LTU), Bengaluru.

	Particulars /amount (Rs.) per vehicle	Type of Vehicle (Specific Model to be indicated)		
		Toyota Innova Crysta	Maruti Suzuki Ciaz	Maruti Suzuki Ertiga
	Hiring charges should not exceed(Each vehicle) Rs. 50,000/- (Fifty Thousand Only) (Exclusive of taxes)			
		(₹)	(₹)	(₹)
1	Total Monthly Hire Charges for 1500 Kms			
2	Rate per km for additional mileage			
3	Rate per hour for additional hours			
4	Driverbhattaper day on Outstation duty (Night Halt)-			

Date:

Place:

Signature of Bidder with seal

*The bid will 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. In case of further tie the quote as per S.No 3 and then 4 (in this order) will be considered.

Note:Separate Annexure to be submitted for Staff Car and Operational vehicle

ANNEXURE - II A (For Operational Vehicle)

To,

The Commissioner of Income Tax (LTU),
7th Floor, BMTC Building,
80 ft Road, Bangalore-560095.

Sir/Madam,

Sub: Submission of Quotations for hiring of **Two(2) Operational Vehicles for O/o Commissioner of Income Tax (LTU)**, Bengaluru-Reg.

Ref: TENDER NOTIFICATION NO.19/2019-20/Pr.CIT(LTU)/Vehicle Hiring DATED:
18/03/2020

With reference to the above, I/We hereby submit the quotation for hiring of **Two operational vehicles** for the O/o Commissioner of Income Tax (LTU), Bengaluru.

Particulars /amount (Rs.) per vehicle	Type of Vehicle (Specific Model to be indicated)		
	Toyota Innova Crysta	Maruti Suzuki Ciaz	Maruti Suzuki Ertiga
Hiring charges should not exceed(Each vehicle) Rs. 50,000/- (Fifty Thousand Only) (Exclusive of taxes)	(₹)	(₹)	(₹)
1 Total Monthly Hire Charges for 1500 Kms			
2 Rate per km for additional mileage			
3 Rate per hour for additional hours			
4 Driver/bhattaper day on Outstation duty (Night Halt)-			

Date:

Place:

Signature of Bidder with seal

*The bid will 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. In case of further tie the quote as per S.No 3 and then 4 (in this order) will be considered.

Note: Separate Annexure to be submitted for Staff Car and Operational vehicle