



Government of India  
Income Tax Department

Office of the Addl. Commissioner of Income Tax,  
Central Range, Albuquerque House, Ground Floor,

Opp: Forum Fiza Mall, Pandeshwar, Mangaluru, Karnataka- 575 001.

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Tel: 0824-2231853

F.No. 71/ Addl.CIT/CR/MNG/2019-20

Date: 27.11.2019

**NOTICE INVITING TENDER FOR HIRING OF VEHICLE**

Sealed tenders are invited from reputed transport operators/agencies for hiring of vehicle for the Office of the Addl. Commissioner of Income-tax, Central Range, Mangalore for the deployment in the office of the Addl. Commissioner of Income-tax, Central Range, Mangaluru & Deputy Commissioner of Income-tax, Central Circle, Mysuru. The probable station-wise requirement is as under:-

Sl.No	Particulars make/model vehicle	Size	No. of vehicle	Amount should not be more than	Year of manufacture/Type	Office for which vehicle required	Date w.e.f from which vehicle required
1.	Operational vehicle such as: Toyota Innova or crysta/ Mahindra Marazzo	7/8 seater	1	Rs.50,000/- for each vehicle	See Note below	Addl.CIT, Central Range, Mangaluru	01.01.2020
2	Operational vehicle such as: Itios/Dzire/Ciaz	3/4seater	1	Rs.40,000/- for each vehicle	See Note below	DCIT Central Circle, Mysuru	01.01.2020

Note: (i) The vehicle should be of latest make (preferably 2017 to 2019 model) with good working condition. Vehicle proposed for hire should be registered as COMMERCIAL VEHICLE.

(ii) Bidders should enclose copy of Registration Certificate issued by the Road Transport Authority, in respect of vehicle proposed for hire.

02. Tender forms along with terms and conditions can be obtained from the Office of Addl. Commissioner of Income-tax, Central Range, Albuquerque House, Pandeshwar, Mangaluru- 575 001 on payment of Rs.200/- (Non refundable) by Demand Draft drawn on State Bank of India, in favour of ZAO, CBDT, Panaji payable at Panaji (3.00 PM to 4.00 PM on any working day between 02.12.2019 to 16.12.2019). Alternatively, the tender documents may be downloaded from [www.incometaxbengaluru.org](http://www.incometaxbengaluru.org) or [www.eprocure.gov.in](http://www.eprocure.gov.in)

03. Interested agencies may send sealed bids in the manner specified in the tender document to the office of Addl. Commissioner of Income-tax, Central Range, Albuquerque House, Pandeshwar, Mangaluru- 575 001 on or before 16.12.2019.

**All bidders are required to strictly comply with the specification as instructed in AANEXURE-I (Technical Bid) & ANNEXURE -II (Financial bid).**

04. Sealed Technical bids will be opened on **18.12.2019 at 11.30 AM** O/o. Addl. Commissioner of Income-tax, Central Range, Albuquerque House, Pandeshwar, Mangaluru- 570001 in the presence of the tender Committee and respective representatives of the interested agencies, if they make themselves available at that time. Financial bids of technically qualified agencies shall consequently be opened on the same day in the presence of representatives available.

05. The Income Tax Department reserves the right to accept or reject any Tender, qualify certain omissions/commission as curable defects and provide additional time to the bidders to rectify the same.



**(K A CHANDRAKUMAR)**  
Addl. Commissioner of Income-tax,  
Central Range, Mangaluru

**INCOME TAX DEPARTMENT, ADDL.COMMISSIONER OF INCOME-TAX,**  
**CENTRAL RANGE, MANGALURU**

**SECTION-I**

**DOMESTIC COMPETITIVE BIDDING**

**(THROUGH TENDER)**

Tender No. F.No. 71/Addl.CIT/CR/MNG/2019-20, dated 26.11.2019

Name of the Work	Contract for hiring of 02 vehicle for the Office of the Addl. Commissioner of Income-tax, Central Range, Mangaluru
Last date & Time for receipt of Bid	16.12.2019 (4.00 P.M)
Time and date of Opening of Bid	18.12.2019 at (11.30 A.M)
Place of Opening of Bid	In the chamber of Additional Commissioner of Income Tax, Central Range, Albuquerque House, Pandeshwar, Mangaluru- 575 001
Office from whom the tender documents can be obtained and submitted	Office of the Additional Commissioner of Income Tax, Central Range, Albuquerque House, Pandeshwar, Mangaluru- 575 001

## SECTION-II

### 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 the amount mentioned in the tender notice above as 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-III, will be summarily rejected.
4. A sum of Rs.10,000/- for vehicle bid must be furnished as Earnest Money Deposit (EMID) through a bank draft favoring "Addl. Commissioner of Income-tax, Central Range, Mangalore" **The EMD must accompany the technical bid without which the bid will be rejected.** The said amount will be forfeited, if the successful bidders fail 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 the 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.
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 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 useful bidder. In the event of bid being accepted, the quotations (Annexure-2) and 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.



### SECTION-III

#### TERMS AND CONDITIONS OF THE CONTRACT

1. The vehicle to be provided on hiring should be as per specification given in tender notice and the same should be in excellent condition, clean and mechanically fit.
2. It shall be the responsibility of the successful bidder to ensure that only vehicle registered as a commercial vehicle with the competent authority are sent for duty at all times.
3. The Road worthiness of the vehicle provided is to be ensured at all 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 provided 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 vehicle and the driver in the premises of the Hirer for physical inspection before the signing of contract.
5. The successful bidder will be required to furnish to the hirer certified copies of RC Books. Insurance Policy of the vehicle 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 driver is well-dressed, qualified and experienced, possessing valid driving license. The driver of the vehicle provided 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.
7. **The vehicle will be hired on calendar month basis. The rate should be quoted (exclusive of GST) for 1800kms (12 hours per day for six days in a week) on a monthly basis. The billing for kms and hours shall be made from the reporting place to the relieving place. The vehicle must be available at any time on any day as directed by the Hirer.**
8. **Charges for additional km beyond 1800 kms per month should be quoted separately as provided in Annexure-2.**

9. A daily record indicating mileage for the vehicle on duty shall be maintained in a long 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 inspection of the Hirer from time to time.
10. The Hirer will pay only fixed monthly hire charges as per contract and its liability shall be limited to this value alone, subject to provisions of clause (16) below. No separate payment will be made for driver's salary or any other incidental expenditure such as fuel, repair, maintenance, taxes, registration charges, periodic servicing etc. All such payments/expenditure will be borne entirely by the successful bidder.
11. 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 the 10<sup>th</sup> of succeeding month. The billing shall be based on the log-book entries. Deduction of tax at source (TDS) as per applicable rates prescribed under the Income-tax Act, 1961, shall be made by the Hirer from every payment made under this contract.
12. The Hirer will reimburse 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.
13. **Unutilized mileage below the contracted limit of 1800 kms, per month in respect of the vehicle will be carried forward for utilization in the subsequent month and so on. The bills should be prepared accordingly by the successful bidder.**
14. The vehicle shall bear the mark 'ON DUTY WITH INCOME TAX DEPARTMENT', during the period of contract. The vehicle will not be used for any other purposes.
15. 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.
16. If the condition of the vehicle is not found satisfactory, or in case of a breakdown, or in case vehicle not reporting for duty for whatever reason, the successful bidder shall be obliged to send a replacement of equivalent or better make immediately. If no replacement is provided in time, the Hirer shall have the right to hire a vehicle from elsewhere and whatever the cost that is incurred towards such hire charges will be deducted from the bill of the successful bidder in the succeeding month. In the circumstances mentioned above, even if no vehicle is hired by the Hirer from the market, the Hirer shall deduct proportionate hire charges from the bill of the successful

bidder for the succeeding month. Even a part of the day will be reckoned as one full day for the purpose of this deduction.

17. 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 vehicle Act or the Indian Penal Code or under any other applicable law for the time being in force.
18. The engagement/employment of drivers and payment of remuneration to them as per them as per the existing provisions of various applicable labor laws/regulations will be the sole responsibility of the successful bidder.
19. The driver employed along with the vehicle by the Contractor should satisfy the following conditions:
  - a) Driver should have Vehicle transport License for driving passenger vehicle on hire.
  - b) Driver should wear the prescribed uniform.
  - c) Driver should be well versed with the roads and places in Karnataka and should have experience in city driving.
  - d) Once the 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 effect.
  - e) Driver should be provided with a mobile phone.
  - f) Driver should speak decent language, well behaved and should not have any criminal cases against him and should not have any past history of accidents. The antecedents should be duly verified by police authorities at the instance of contractors.
  - g) Besides the local languages, the driver should have basic working knowledge of English.
  - h) Car should be kept clean and odour free and suitable for official use.
20. In exceptional circumstances, with the approval of the Hirer or unless specifically requested by the Hirer, once the hiring of vehicle commences, the successful bidder shall not change the dedicated vehicle or the driver.
21. The driver shall be duty bound to carry out the instructions of the Hirer or officers to whom the vehicle are assigned by the Hirer.
22. The hiring shall be initially for the period of one year from the date of commencement, and would be extendable for one more year at the discretion of this office with prior approval of Addl. Commissioner of Income-tax, Central Range, Mangaluru.
23. The Hirer has an option to cancel the contract by giving notice of 30 days in writing without any compensation to the successful bidder and without assigning any reasons.





**ANNEXURE - 1 (Technical Bid)**

**DETAILS OF THE BIDDER**

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

1. Name of the Bidder :
  
2. Address of the Bidder :
  
3. Telephone landline/Mobile :
  
4. Details of EMD : Amount Rs..... DD No.....  
Dated..... Drawn on Bank.....
  
5. PAN (See Note:1) :

6. EPF & ESIC Registration No. if any:

(See Note: 2)

7. GSTIN :

(See Note:3)

This is to certify that the information furnished is true and correct. I/We also verify 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 tender with seal

Note: 1 Enclose copy of PAN

Note: 2 Refer Para -11 of section -II

Note:3 Refer Para - 12 of Section -II

**Annexure-2 (Financial Bid)**

To:

The Addl. Commissioner of Income-tax,  
Central Range,  
Albuquerque House, Pandeshwar,  
Mangaluru- 575 001

Sir,

Sub: Submission of quotations for hiring of vehicle by the O/o. The Addl.  
Commissioner of Income-tax, Central Range, Albuquerque House,  
Pandeshwar, Mangaluru- 575 001-reg.

Ref: Tender F.No. 71/ Addl.CIT/CR/MNG/2019-20 dt.26.11.2019.

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With reference to the above, I/We hereby submit the quotation for hiring of vehicle for the office of Addl. Commissioner of Income-tax, Central Range, Mangaluru.

Sl.No.	Particulars of Model/Type of 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 1800kms*					
2	Rate per Km over and above 1800 Kms.					

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 will be considered.