



आयकर आयुक्त (टी.डी.एस.) का कार्यालय, पणजी-गोवा  
OFFICE OF THE COMMISSIONER OF INCOME-TAX (TDS), PANAJI-GOA  
निचला तल, पुंडलीक निवास , रुआ-दे-औरेम, पणजी, गोवा-४०३००१  
GROUND FLOOR, PUNDALIK NIWAS, RUA-DE-OUREM, PANAJI, GOA-403001  
टेलिफोन सं./Tele No. : 0832-2432596 फेक्स/Fax: 0832-2432596

फ/सं.F.No. CIT(TDS)/PNJ/Tender/2019-20

दिनांक/Dated: 29.10.2019

### TENDER NOTIFICATION

1. Sealed Tenders are invited under two-bid system from experienced, eligible, reputed and registered companies/firms/agencies for providing three commercial Midsized vehicles (Maruti ciaz/Toyota Etios/Toyota Innova/Maruti XL6) with a driver, for its official use by the office of the Commissioner of Income Tax (TDS), Panaji for a period of one year from the date of actual award of contract.
2. The interested persons are requested to submit the Technical and Financial bids separately. The bids in sealed cover-I super-scribing "Technical bid" and sealed cover-II super scribing "Financial bid" should be placed in third sealed cover super-scribed with "Tender for providing Staff car/Operational Vehicle in the office of the Commissioner of Income Tax(TDS), Panaji" and should reach this office by 05.00 P.M. on or before 07/11/2019. The vehicles should either be new one or not prior to 2019 model subject to maximum run of 15,000 km. It should have decent interiors with other necessary accessories. Authorized tour/taxi operators having more than 03 commercial vehicles owned/under lease agreement may submit their quotations latest by 07.11.2019 before 5.00 PM addressed to the Joint Commissioner of Income Tax, TDS Range, Panaji at Pundalik Niwas, Ground Floor, Ruo-de-Ourem, Panaji-Goa-403001.
3. The complete set of tender documents along with terms and conditions can be downloaded from the [www.incometaxindia.gov.in](http://www.incometaxindia.gov.in), [www.eprocurement.gov.in](http://www.eprocurement.gov.in) and [www.incometaxbengaluru.gov.in](http://www.incometaxbengaluru.gov.in).
4. Tender can be sent through registered post/speed post/messenger to this office. The last date of submission of the tender is 07/11/2019 at 5.00 P.M. in the office of the Joint Commissioner of Income Tax (TDS), Panaji, Goa. The Tender will be opened in the presence of Tender Committee, bidders or their authorised representative on 13/11/2019 at 10.30AM.



(आर. वाई. बलवडे/R.Y. Balawade)  
संयुक्त आयकर आयुक्त, टी. डी. एस., पणजी-गोवा  
Jt. CIT, TDS, Range, Panaji-Goa

## Chapter - 1

### Scope of Work

- 1.1 Type of Vehicle:
  - A. The vehicles required are two Operational Vehicles for the TDS Range, Panaji and one Staff car for the CIT(TDS), Panaji.
  - B. The Model should preferably be of January 2019 or later and should not have run more than 15,000 km.
  - C. Maruti Ciaz/Toyota Etios is required for Staff Car and Toyota Innova/Maruti Ertiga (XL-6) or equivalent are required for operational vehicles.
  - D. The vehicle should be a registered commercially with the RTO.
- 1.2 The vehicles should be for the exclusive use of the Department and may not be used by the vendor for any other purpose on any day including all types of holidays.
- 1.3 The vehicles will be at the disposal of the Income Tax Department throughout the contract period at all time and the timing and duration of deployment will be as per the requirement of the CIT, TDS, Panaji.
- 1.4 If there is any change in vehicle/driver or 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 vehicles and driver and any change in vehicle and/or driver should be made only in very exceptional circumstance with the permission of the CIT, TDS, Panaji, Goa.
- 1.7 The driver should be having driving licence, with a minimum experience of 5 years and their antecedents should be duly verified by police authority.
- 1.8 The unused kilometres of the month will be carried forward to the next month in addition to fixed kilometre for the month and inter vehicle adjustment of kilometres 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.

- 1.9 The unused kilometres of vehicle should be adjusted with other vehicle for the purpose of bill for a month.
- 1.10 The drivers employed along with the vehicles should satisfy the following conditions:
  - a) Drivers should have minimum 5 years of experience of driving. They should have valid driving licences for driving passenger vehicle on hire. The drivers should be well-behaved.

- b) Driver should wear the prescribed uniform.
  - c) Driver should be well versed with the roads and the places in Panaji city and Goa state and have experience of driving in cities. 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 of driver should be intimated to the concerned officer at least 24 hours in advance.
  - e) Driver should have a working mobile phone number. He should be conversant, preferably fluent, in English and Hindi apart from Konkani and Marathi.
  - 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) Vehicle should be kept clean and odor free, suitable for official use.
  - h) Driver should not use mobile phone while driving. The contractor 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/wearing of goggles 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 vehicle from the market and the additional cost incurred by the department will be borne by the contractor. 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.
- 1.13 The contractor and driver shall be bound to carry out the instructions of the officers of the department to whom the vehicles are assigned.

## CHAPTER - 2

### TERMS & CONDITIONS

#### 2. Eligible Criteria:

- a) The bidder should own at least 03 commercial vehicles at the time of making the application for the contract and should produce evidence to that effect.
- b) The applicant contractor should have the experience of running a fleet of commercial vehicles on hiring basis for at least 5 years. A certified copies of necessary evidence is required to be furnished.
- c) The bidder's Annual Turnover should not be less than Rs. 30 lakhs (Rs. Thirty Lakh only) during Financial Year F.Y. 2016-17, 2017-18 and 2018-19. 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 and have minimum three years of experience in providing car rental service to the Central Government Departments/PSU/Undertaking. The client list should be submitted along with the bid.
- e) The above conditions will not apply to Government or Semi-Government enterprises.
- f) A declaration of having non-blacklisting by any 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 vehicles 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 competent authority of State or Central Government and should fulfil 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 along with particulars of drivers with photo id.

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 vehicle or

personnel 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 the contract does not commence/end in the beginning/end of a month, in such case the payment of minimum charges will be made on proportionate basis.

**2.7 Road 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 /official who have used the vehicle, along with the monthly bills.
- C. In addition to the above, on daily basis, a consolidated log sheet specifying unused 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 one year from the date of signing of the contract.
- B. The contract may be renewed for a maximum period of two years on a year to year basis, as mutually agreed upon subject to satisfactory performance.

**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, Panaji" of Rs. 50,000/- (Rs. Fifty 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 clause shall constitute sufficient grounds for annulment of the award and forfeiture of the Earnest Money Deposit.

## 2.11 Payment Schedule:

- A. A consolidated bill for the month in which services rendered will be submitted by 10<sup>th</sup> of every next month for payment indicating the carried forward unused kilometres in a separate sheet for all vehicles.
- B. O/o the CIT(TDS), Panaji will take all steps to clear the bill within 30 days from the date of submission of the bills. However, in case of any unexpected delay, the contractor should be in position to offer credit facility for the further period.
- C. Tax will be deducted at source (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 vehicle by the Department.

## 2.12 Penalty Schedule:

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

Sl. No.	Nature of Default	Penalty
(i)	Late Reporting	50% of proportionate contract charges per day
(ii)	Non Reporting	100% of proportionate contract charges per day
(iii)	Poor maintenance of vehicles	Rs. 2000/- per month
(iv)	Refusal of duties	100% of proportionate contract charges per day
(v)	Non-observance of dress code	Rs. 100/- for first instance and Rs. 200/- for subsequent instances
(vi)	Change of drivers without permission	Rs. 1000/- per instances
(vii)	Vehicle kept uncleaned	50% of proportionate contract charges per day
(viii)	Driver's misbehaviour with any staff or guest travelling in the vehicle	Rs. 1000/- per instance or change of driver or both
(ix)	Start of service of awarding of contract	Penalty per day @ 0.05% of the annualized contract value
(x)	Drivers using mobile while driving	Rs. 500/- per instance or change of driver or both in addition the action taken as per traffic rules
(xi)	Driver Drunk while driving	Rs. 1000/- per instances or change of driver or both in addition to the action taken as per traffic rules

2.13

**PROCESSING OF BID**

- A. Committee duly constituted by competent authority chaired Addl. CIT, TDS Range Panaji, Goa, reserves the right to accept any bid and to reject any or all bids, without assigning any reason.
- B. The Committee 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.
- C. The O/o CIT (TDS), Panaji Goa also reserve to itself the right to accept any bid in part or split the order between two or more contractors
- D. In case, two or more lowest bids for the rates of 2500 kms for Maruti Ciaz/Toyota Etios/Toyota Innova/Maruti Ertiga XL-6 and 2000 Kms for Maruti Ciaz, the lowest bid shall be decided on the lowest rates of extra kilometres.
- E. In case of successful bidder expresses his inability to supply the total number of vehicles required, the option shall be given to the next lowest bidder to supply remaining number of vehicles at the lowest quoted rates (L1) and so on.

**2.14 Notification of Award (NOA):**

- A. Prior to the expiration of the period of bid validity, the competent authority 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 of 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, The Competent authority will discharge the 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 10 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 the Competent Authority. The successful contractor is required to sign a formal detailed contract with Addl. CIT, TDS Range, Panaji Goa 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 Competent Authority, 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 GST) of the contract consideration.**
- C. The security should be in the form of irrevocable Bank Guarantee issued by a nationalized in favour of Addl. CIT, TDS Range, Panaji, Goa 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, Panaji 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 the Competent Authority under this contract.

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 Earnest Money Deposit.

**2.18** In case of any dispute, the decision of the Competent Authority 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.incometaxindia.gov.in](http://www.incometaxindia.gov.in), [www.incometaxbengaluru.gov.in](http://www.incometaxbengaluru.gov.in) and [www.eprocurement.gov.in](http://www.eprocurement.gov.in) during the period as mentioned in 5.9 and 5.10 of the tender Notice.

3.2 In case two or more lowest bids for the rates of 2500 kms for Toyota Innova/Maruti Ertiga XL-6 and 2000 kms for Maruti Ciaz/Toyota Etios the lowest bid shall be decided on the lowest rates of extra kilometres.

3.3 The Quote in any case should never exceed Rs. 50,000/- as the maximum rate limit in case of Midsized vehicles, for hiring of a vehicle per month exclusive of GST and any other Govt. Levies etc as applicable.

3.4 Competent Authority reserves all rights to extend the deadline for submission of bids and extend the tender opening date.

A. Competent Authority can cancel the tender any time without assigning any reason to any bidders.

B. The tender document submitted should be signed in original and stamped by the authorized signatory of the organization on each page of the document 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.

#### **3.5 SUBMISSION OF BID DOCUMENT:**

- a. Bids should be complete, covering entire scope of work and confirm to all the condition laid down in the tender document 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 what-so-ever (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 giving complete details about fulfilment of various conditions mentioned in the document i.e. Type of vehicle, make, milage, turnover, document, EMD, Experience etc.

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 "Envelopes 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 F.No. CIT/TDS/Tender/2019-20 date 24.10.2019, and addresses to the Joint CIT, TDS Range, Panaji, Goa.

h. Enough space should left to open/cut the envelope without damaging the document therein.

3.6 Financial bid of only those bidders whose technical bid are found acceptable, in order and complete in all respects shall be opened by the committee on notified time, date, place in presence of Qualified bidders or their duly nominated representatives and financial 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).

3.7 No price should be mentioned in Technical Bid.

3.8 The Department reserves the right to accept or reject any bid without assigning any reasons thereof, in the interest of the work.

3.9 Any deviation from the clauses hidden/intentional/unintentional, shall be considered as contravention of the clauses of tender document and same shall also be considered for rejection.

3.10 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.

3.11 The tender document is non-transferable.

3.12 Each bidder shall submit only one tender.

3.13 No bidder shall have any cause of action or claim against Competent Authority for rejection of his bid.

3.14 Conditional Tender/Non-compliance of any of conditions set in tender document shall render the bid to be summarily rejected.

3.15 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

3.16 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.
- v. Overwriting/correction, if any, should be duly attested by the bidder.
- vi. The rates should be quoted in figures as well as in words.
- vii. The taxes should be shown separately in the concerned columns.

3.17 Any attempt at influencing the evaluation of the tender will cause the bidder to be excluded from consideration.

3.18 The bidder signing the tender should clearly specify whether he is signing as a sole proprietor, partner, under power of attorney or as a director/Manager/secretary etc., as the case may be. Copies to sign the tender on behalf of such company/firm and person should be attached with the tender.

3.19 The bidder/authorized representatives has to submit duly filled in and stamped proforma as per Annexure-2 to attend the meeting while opening technical/financial bid.

3.20 The Competent Authority here for the purpose of this document is the Vehicle hiring committee appointed by the CIT(TDS), Panaji

**FORMAT OF TENDER COMPLIANCE REPORT**

To,  
The Joint Commissioner of Income Tax,  
TDS Range, Panaji, Goa

Sub: Regarding tender for hiring of vehicle for CIT, TDS, Panaji, Goa  
Charge-reg.

Dear Sir,

I have gone through the complete terms and condition of the Tender in F.No. CIT(TDS)/PNJ/Tender/2019-20 dated 29.10.2019 for hiring of vehicle for CIT,TDS, Panaji Goa Charge and accept the same.

Place:

Date:

Seal:

Signature of Bidder

Name:

LETTER OF AUTHORISATION FOR ATTENDING BID OPENING

To,  
The Joint Commissioner Of Income Tax,  
TDS Range, Panaji, Goa

Sub: Authorization for attending bid opening on.....(date) in the  
Tender of "Hiring of Vehicle at CIT, TDS, Panaji, Goa charge"

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
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(i)  
(ii)

Alternate Representative

Signature of bidder  
Or Office 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 case 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 FOR BANK GUARANTEE TOWARDS PERFORMANCE SECURITY**

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

To,  
The Joint Commissioner of Income Tax,  
TDS Range, Panaji, Goa

Dear Sir,

In consideration of Addl. CIT, TDS Range, Panaji, Goa having entered into a contract No.....dated.....(herein after called the the Contract which expression shall include all the amendments thereto) with M/s..... having its registered/head office at.....(herein after 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, Panaji, Goa having agreed that the BIDDER shall furnish to Addl. CIT, TDS Range, Panaji, Goa.

1. Addl. CIT, TDS Range, Panaji, Goa a performance guarantee for Indian Rupees..... for the faithful performance of the entire CONTRACT.
2. We (name of Bank) ..... registered under the laws of ..... having head/registered office at..... (herein after 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 figure).....(Indian Rupees in words)..... without any demure, reservation, contest or protest and/or without any reference to the BIDDER. Any such demand made by Addl. CIT, TDS Range, Panaji, Goa on the Bank by serving a written notice shall be conclusive and binding, without any proof, on the bank ass regards the amount due and payable, into withstanding 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 discharged by Addl. CIT, TDS Range, Panaji, Goa 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 Addl. CIT, TDS Range, Panaji at its option shall be entitled to enforce this Guarantee 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 Joint

CIT, TDS Range, Panaji, Goa may have in relation to the BIDDER's liabilities.

4. The Bank further agrees that Joint CIT, TDS Range, Panaji, Goa 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) and to forbear or enforce any of the terms and conditions relating to the said agreement and we shall not be relieved from out liability by reason of any such variation or extension being granted to the said BIDDER(S) or for any indulgence by Joint CIT, TDS Range, Panaji, Goa 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 Joint CIT, TDS Range, Panaji, Goa under or by virtue of this CONTRACT have been fully paid and its claim satisfied or discharged or till Joint CIT, TDS Range, Panaji, Goa discharges this guarantee in writing, whichever is earlier.
6. This Guarantee shall not be discharges by any change in our constitution, in the constitution of Joint CIT, TDS Range, Panaji, Goa 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 herein above, our liability under this Guarantee is limited to Indian Rs. (in figure)..... (Indian Rupees in words)..... and our gurantee shall remain in force until .....(indicate the date of expire of bank gurantee).  
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 Joint CIT, TDS Range, Panaji, Goa under this Guarantee will cease. However, if such a claim has been received by us within the said date, all the rights of Joint CIT, TDS Range, Panaji, Goa 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 ..... 2019 at.....

Witness No. 1

Signature  
Full Name and official address  
(in legible letters) with stamps

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

Witness No. 2

Dated:.....

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



ANNEXURE-4

**DETAILS OF ANNUAL TURNOVER**

Sl. No.	Financial Year	Annual Turnover	Turnover corresponding to letting on hire of passenger vehicles
1	2016-17		
2	2017-18		
3	2018-19		

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

SIGNATURE OF THE BIDDER WITH SEAL

**ANNEXURE-5**

**FORMAT OF TECHNICAL BID**

1	Name and address of registered agency	
2	Name and address of the owner	
3	PAN & GST Registration No.	
4	Number of vehicle 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 my/our knowledge. I undersigned 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 Department in future.

Place:

Date:

Name & Signature of Authorized Signatory

**ANNEXURE-6****FORMAT OF FINANCIAL 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 address of the Proprietor/Partners/Directors and their PAN	

**FORMAT OF FINANCIAL BID (page 2 of 2)**  
Rate chart per vehicle for Mid-sized vehicles

TYPE OF VEHICLE:- \_\_\_\_\_

Year of Make:- \_\_\_\_\_

(Specify the type of vehicle)

Sl. No.	DESCRIPTION	AMOUNT IN INR
1	For 2500 kms for Maruti XL6/Toyota Etios/Toyota Innova and 2000 kms for Maruti Ciaz	
2	For every extra km beyond the limit as specified in Sr. 1, in a month	
3	No. of vehicles offered	
4	Total financial quote(column 3x1)	
5	Applicable taxes on amount quoted in column 4	
6	Total (Column 4+5) for the purpose of arriving L1	

Note: In case, two or more lowest bids (amount written in column 6 & above) for the rates of 2500 kms for Maruti XL6/Toyota Etios/Toyota Innova and 2000 kms for Maruti Ciaz ties, the lowest bid shall be decided on the lowest rates of extra kilometres.

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

Name & Signature of Authorized Signatory

Annexure-7

DECLARATION FOR THE BEING BLACKLISTED BY ANY GOVT./SEMI  
GOVT./AUTONOMOUS BODY

I, \_\_\_\_\_ has not been blacklisted by any  
Central/State Govt. Agency/PSU at any time in past since its inception.

Place:

Date:

Signature of the authorized Signatory

Seal