

TENDER DOCUMENT

1. Name, address and telephone No. of the Tenderer i.e. the Applicant Contractor :

2. Permanent Account No. (PAN) :

3. Names and addresses of the Proprietor/ Partners/Directors and their PAN :

4. Rate Chart per vehicle : **As per Annexure.**
(Exclusive of Service Tax) :

5. Name (s) of the existing Customer(s) (if any) (the list may be enclosed as Annexure) :

6. Details of Demand Draft / Banker's Cheque in respect of Earnest Money :

**Name and Signature of the
Authorized Signatory**

Reputed transport contractors or any Govt. or Semi Government enterprise having requisite vehicles/ infrastructure should furnish their quotations latest by **12.01.2016 by 4.00 P.M.** in the Office of **Pr.Commissioner of Income Tax-20, Room No. 418, 4th Floor, Piramal Chambers, Parel, Mumbai.**

Tender will be opened on **12.01.2012 at 4.00 p.m.** in **Room No. 406, 4th Floor, Piramal Chambers, Parel, Mumbai-400 012.** The representative should carry the letters of authority duly signed by the Proprietor, Partner or Director of the Applicant entity.

ANNEXURE-A

(TECHNICAL BID)

1	Name and address and telephone No. of the Tenderer i.e. the Applicant Contractor	
2	Permanent Account No. (PAN)	
3	No. of Vehicles owned by Applicant Contractor (Documentary evidences to be furnished – Registration certificate and Tax Certificate issued by the Competent Authority)	
4	Annual Turnover (Documentary evidences to be furnished i.e. copy of Return of Income filed along with P & L A/c. etc.)	
5	List of reputed clients (Documentary evidences to be furnished i.e. copy of agreement signed with the reputed clients)	

6	No. of years of experience of running a fleet of vehicles on hiring basis	
7	Details of Demand Draft / Banker's Cheque in respect of Earnest Money (Demand Draft / Banker's cheque should be enclosed)	

Name and Signature of the Authorized Signatory

TERMS AND CONDITIONS FOR HIRING OF VEHICLES

1. The **Pr. Commissioner of Income Tax-20, Mumbai** intends to hire **07 mid-sized vehicles**, with effect from **16.01.2016**.

2. The vehicles are proposed to be hired for an initial period of one year (on 6 days per week basis) with the option of extending it for a further period of one year at the discretion of the Pr.Commissioner of Income Tax-20, Mumbai, and with the stipulation for price variation in respect of the fuel (petrol/diesel) and that also beyond the initial period of 12 months, at a mutually agreed upon rate.

3. The vehicles offered should be as under:

MID-SIZED VEHICLES
1) Honda City
2) Swift D'Zire
3) Innova
4) Vento/Suzuki
5) Honda city new model

4. **Eligibility Criteria**

- (i) The Applicant Contractor should own at least 10 vehicles at the time of making application for the contract.
- (ii) Applicant contractor should have a reputed client list.
- (iii) The Applicant contractor should have an experience of running a fleet of vehicles on hiring basis of at least 3 years.

5. All the vehicles proposed to be given to the Pr.CIT-20, Mumbai by the applicant contractor **should not have been manufactured** before 1st of January, 2014 and further the vehicles should not have run for more than 5,000 kms, having valid taxi registration with Competent Authority.

6. The rate should be specified (exclusive of Service Tax) for 1500 Kms (reckoned from place of reporting to place of release) & 330 hrs. on monthly basis (reckoned from time of reporting to the time of release) of vehicle. The charges for

additional hours after 330 hours and additional distance after 1500 kms per month should also be specified in the rate. The hourly rates should also be specified in case any vehicle is required on Sunday (Kilometerage on Sunday will be included in the monthly limit of 1500 kms)

7. The Contractor shall provide dedicated vehicles & drivers and any change in vehicle and / or driver should be made only in very exceptional circumstances. Replacement of the vehicle/driver should be provided in the event of a break down of vehicle/non availability of driver. The driver should be having Transport Licence, with a minimum experience of 5 years and their antecedents should be duly verified by police authorities, at the instance of the contractor.

8(a) Payment of minimum charges agreed upon shall be made every month, provide that if the contract does not commence / end in the beginning / end of a month, payment of minimum charges will be made on **proportionate basis**.

8(b) Payment shall also be made on monthly basis on the actual usage of the Vehicles by the Department, over and above the minimum charges agreed upon.

8(c) While computing the amount payable as per clause (b) above on account of extra Kms, over and above agreed kms per month, 1500 kms per vehicle, for one or more vehicle or vehicles, the total of unused kms of other vehicles of the contractor for that month shall be reduced.

***Explanation :** For the purpose of clause 8(c) 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.*

8(d) The vehicle shall be deemed to be at the disposal of Officers working under charge of Pr.CIT-20, Mumbai. During the period of official use and the billing for kms and hours shall be made from the reporting place to the relieving place. In certain cases where relieving place is not the ordinary place of reporting, the ordinary place of reporting shall be deemed to be relieving place.

9. The liability on account of fuel, driver & all expenses relating to the maintenance, insurance, parking, toll etc. of the vehicle would, solely and wholly, be the responsibility of the contractor and the Pr.CIT-20, Mumbai will not bear any liability apart from the hiring charges.

10. The contract between the Pr.CIT-20, Mumbai and the Contractor can be cancelled with a notice period of 30 days time from either side, without assigning any reason.

11. 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.

12. **The Earnest Money Deposit** (Refundable, if the bid is not successful) of **Rs.25,000/- (Rupees Twenty Five Thousand only)** in the form of **Demand Draft/Bankers Cheque** in favour of **Zonal Accounts Officer, CBDT** payable at Mumbai is to be submitted at the time of tender in a separate envelope bearing the name of the bidder and marked 'security deposit'. **Bids without the earnest money deposit shall be treated as void and will not be considered for opening.**

13. The Contractor will indemnify for loss/damage of property or life because of negligence of driver or poor maintenance of vehicle or due to an accident.

14. 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 Rs.
1.	Late Reporting	50% of proportionate contract charges per day
2.	Non reporting on a particular day, after the deployment of the vehicle with the Department	100% of proportionate contract charges per day
3.	Poor maintenance of vehicles	Rs. 2000 per month

4.	Refusal of duties	100% of proportionate contract charges per day
5.	Non-observation of dress-code	Rs. 100/- for first instance and Rs. 200/- for subsequent instances.
6.	Change of drivers without permission	Rs.1000 per instance
7.	Vehicle kept clean	50% of proportionate contract charges per day

The penalty shall be levied on the basis of the certificate signed by the Controlling Officer. For the vehicles deployed in a Range, the concerned Addl./Jt. CIT will be the Controlling Officer. For vehicles given to a CIT, the Controlling Officer will be the concerned CIT.

15. The drivers employed along with vehicle should satisfy the following conditions:-

- a) Drivers should have minimum 5 years of experience of driving. They should have the vehicle Transport Licences for driving passenger vehicles on hire.
- b) Driver should wear the prescribed uniform i.e. Light blue shirt with navy blue trouser and black shoes.
- c) Driver should be well versed with the roads and the place in Mumbai City.
- d) Once the driver has been allotted to a particular vehicle, he should remain with the same vehicle for a period of atleast 1 year. Any change in the designated driver should be intimated to the concerned officer before 24 hours.
- e) Driver should be provided with a mobile phone.
- 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 odour free, suitable for official use.

16. In case of vehicle breakdown, a substitute vehicle shall be provided by the contractor immediately. In case vehicle does not report within the reasonable time

or does not report at all, the Pr.CIT-20, Mumbai would have a right to hire a vehicle from the market and the additional cost incurred by the Pr.CIT-20, Mumbai will be borne by the Contractor. In case, neither a substitute vehicle is provided nor a vehicle is hired by the Pr.CIT-20,Mumbai, proportionate contract charges are liable to be deducted from the contract charges payable, in addition to the penalty levied as indicated in Para 14.

17. In the case the contractor after being awarded the contract fails to provide to deploy with the Pr.CIT-20, Mumbai, the agreed number of vehicles, a penalty of Rs. 500/- per day of default per vehicle will be levied.

18. The bid once submitted shall not be allowed to be withdrawn and default after acceptance of bid shall be deemed to be non-compliance of terms of contract and would render security deposit liable to forfeiture and penalty as the case may be.

19. Tenders will be opened on **12.01.2016 at 4.00 p.m.** in **Room No. 406, 4th, Floor, Piramal Chambers, Jijibhoy Lane, Parel, Mumbai-12.**

20. The successful bidders shall provide details of all vehicles within 3 days of bid opening date and also present himself for signing the agreement as and when called for, and also physically produce the vehicles for inspection within a reasonable period mutually agreed upon.

21. The Pr.CIT-20, Mumbai reserves the right to accept or reject any part of the tender or whole tender, without assigning any reason.

Note:

The **demand draft** for **Earnest Money Deposit** should be submitted alongwith tender in a separate envelope bearing the name of the bidder and marked 'security deposit'. Bids without the earnest money deposit shall be treated as void and will not be considered for opening. The envelope containing tender document should bear '**Bid for hiring of vehicles by the Income Tax Department**' and name and address of the bidder.

Sd/-
(M.B. NAMBIAR)

Income-tax Officer (HQ)-20
Mumbai.

Place: Mumbai
Dated: 16.12.2015