



OFFICE OF THE
ADDL. COMMISSIONER OF INCOME TAX (CENTRAL RANGE)-4,
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No.Addl.CIT/CR-4/hiring of vehicle/2019-20

Dated: 10.04.2019

NOTICE INVITING TENDER

The office of the Additional Commissioner of Income Tax, Central Range- 4, Room No. 1911, 19th Floor, Air India Building, Nariman Point, MUMBAI – 400 021 invites tender for hiring 2 (two) vehicles for office use. This contract is to be awarded from 01.05.2019 to 30.04.2020 with a provision of extending it twice for a period of one year each time on the agreed terms as per original agreement, if the services are found to be satisfactory. The details of required vehicles on hire basis are as under:-

S.No.	Particulars of Vehicle	Required Quantity
(a)	Operational Vehicles (Mid-size) (Ertiga, ETIOS, Dzire, etc..)	2 (Two)

1. Eligibility Criteria

- The applicant contractor should be owner of at least 10 (ten) vehicles OR Supplier of minimum 50 (fifty) cars to the Government organizations and/or other departments at the time of making application for this contract and should produce evidence to that effect.
- The Applicant Contractor's Annual Turnover should not be less than Rs. 1 Crore during assessment year 2018-19
- The applicant contractor should have the experience of running a fleet of vehicles on hiring basis of at least 3 years from minimum 3 clients.

(the above conditions will not apply to Government or semi-Government Enterprises)

The tender comprises of:-

- I. Technical Bid
- II. Financial Bid (Comprehensive only)

The Applicant intending to bid, should fulfill and abide by the terms & conditions of contract for vehicle on hire basis. The applicant should submit two sealed envelopes separately marked as Technical Bid and Financial Bid.

A. In Technical Bid – The bidder should submit the Technical Bid in separate sealed envelope in the enclosed format as per Annexure "A" along with supporting documents as under:-

- a) Names of reputed clients to whom such services provided including Government Organizations with No. of years of experience of running a fleet of vehicles on hire basis. (supporting documents should be attached).
- b) Permanent Account Number & Service Tax number along with evidential proof.
- c) Income Tax Return copy for the last three consequent years. Also furnish complete set of Return of Income, Profit and Loss Account, Balance Sheet along with Audit Report for Assessment Year 2018-19.
- d) Whether debarred by any client. Furnish Affidavit on Stamp paper of Rs. 500/- affirming the same.
- e) The applicant Contractor should have EPF and ESI Certificate. Please enclose photocopy.
- f) Details of Vehicles being offered on hire basis.
- g) Details of Demand Draft of Rs. 5000/- in respect of Earnest Money (Demand Draft should be enclosed). The demand draft should be in favour of ZAO, CBDT, Mumbai.

If any of the above details are not submitted, the tender shall not be entertained.

B. In Financial Bid – The bidder should submit the financial bid in separate sealed envelope in the enclosed format as per Annexure "B". The lowest bid will be eligible for awarding the contract of vehicles on hire basis. The amount so quoted should be excluding of applicable taxes, if any. This bid will be opened only if, the applicant fulfills the stipulated terms for technical bid.

The above information is available on www.incometaxindia.gov.in
[/www.incometaxmumbai.gov.in](http://www.incometaxmumbai.gov.in) for Inviting tenders from the service providers.

Last date for submission of sealed tender: 25-04-2019, latest by 11.00 AM
Opening of tenders on: 25-04-2019

This office reserves the right to cancel or modify the terms of this notice any time without assigning any reason whatsoever. The technical bid shall be opened on **25-04-2019 at 12.00 pm** in the presence of bidders who wish to be present and thereafter the financial bid of the qualified bidders would be opened.



(B. YADAGIRI)

Addl.CIT, Central Range-4 Mumbai

Terms & Conditions:

1. The Contractor shall provide 2 (two) midsize vehicles (hereinafter referred to as the vehicle) to the Department on hiring basis during the contract period. The vehicles offered for hiring by the contractor should be Air conditioned, which run on either Petrol /Diesel (hereinafter referred to as fuel) as fuel. The vehicle to be given on hiring to the Department by the contractor should not have run for more than 10,000 kilometers and the vehicle should not be more than 1(ONE) Year old as on 01.01.2019. The vehicle should have valid registration Documents, Taxi permit and should comply with all statutory laws applicable thereupon.
2. The hiring charges (exclusive of the service tax) payable to the contractor by the Department for hiring of each of these vehicles shall be quoted for following description.

Sr. No.	Description	Mid size vehicle
1	For 1800 Kilometers and 350 hours per month	
2	For every extra Kilometer beyond total cumulative kilometers per month computed as no. of vehicles hired multiplied by 1800 kilometers.	
3	For every extra hour beyond 350 hours per month for each vehicle	
4	Extra charges for Sundays (Kilometer will be included in monthly scheme of 1800 Kilometers)	

3. Vehicle hire charges will be paid on monthly rental basis inclusive of service tax (and subject to TDS as per Act) subject to maintenance of proper log book duly signed by the user of the vehicle.
4. Further, applicant contractor would be responsible to obtain all necessary approvals from competent Authorities in respect of the vehicle given on hire so that such vehicles comply with Law of the Land. All the expenses related to such approvals and NOCs should be borne by the Applicant Contractor. The vehicle shall carry proper Registration Certificate, Road Tax Certificate, Insurance policy paper, Emission Test Certificate etc., in original.
5. Dedicated vehicle and driver should be provided by the contractor and changes in vehicle and driver should be made only in exceptional circumstances after informing the same to the controlling officer well in advance. Immediate replacement of the vehicle/driver should be provided in the event of a breakdown of vehicle/non availability of driver. Drivers should

be having valid driving License issued by Competent Authority, with a minimum experience of 3 years and their antecedents should be duly verified by police authorities, at the instance of the contractor.

6. The contract between the Department and the vendor can be cancelled with notice period of one month by the Department. However, it may be terminated on emergency and without prior notice.
7. The driver will observe all the etiquette and protocol while on duty. He will be neatly dressed and carry a mobile phone in working condition for which no separate payment shall be made by the department.
8. The hired vehicle should not be changed without prior notice/permission by the Department.
9. The vehicle should be maintained properly. Regular and periodic maintenances should be carried out to ensure smooth and efficient operation of the vehicle.
10. Payment of charges agreed upon shall be made every month, provided 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 for that contract.
11. 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 as mentioned in para 2 above.
12. While computing the amount payable as per clause 11 above on account of extra kilometers, over and above agreed kilometers per month i.e. 1800 Kilometers, per vehicle, for one or more vehicle, the total of unused kilometers of other vehicles of the contractor for that month shall be reduced.

Explanation: For the purpose of clause 11 above, unused kilometers would mean the difference between cumulative agreed kilometers and the cumulative actual kilometers, run by one or more vehicles of the contractor, if the cumulative actual kilometers run by the vehicles are less than the cumulative agreed kilometers.

13. Accordingly, charges for extra kilometer will be paid only after completion of $(1800 \times 7 = 12600)$ kilometers in a month for all vehicles taken on hire from the contractor.
14. The vehicle shall be deemed to be at the disposal of Income tax Department and the billing for kilometers and hours shall be made from the reporting place to the relieving place. In the case of relieving place, not being the ordinary place of reporting, place of reporting shall deem to be relieving place.

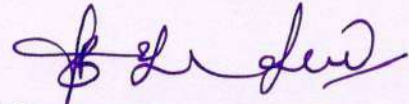
15. The vehicle can be called for reporting at any time. The vehicle would remain at the disposal of the Department during the period of official use. The vehicle should not be used by the contractor or driver for any other organization or individual either during day or night during the entire contract period.
16. The liability on account of fuel / driver salary / allowances / perquisites and all expenses relating to the vehicle would solely and wholly, be on account of the contractor and the department shall not be at any liability apart from the hiring charges.
17. The drivers employed alongwith the vehicle should satisfy the following conditions:-
- The driver appointed by the contractor should possess valid driving license (professional/carriage).
 - Drivers should have minimum 3 years of experience of driving.
 - Drivers should wear the prescribed uniform i.e. Light blue shirt with navy blue trouser and black shoes.
 - Drivers should be well versed with the roads and different localities of Mumbai City.
 - Once the driver has been allotted to a particular vehicle, he should remain with the same vehicle for a period of at least 1 year unless change is called for. However, any change in the designated driver should be intimated to the concerned officer before 24 hours.
 - Driver should be provided with mobile phone. The expenses for mobile phone should be borne by the contractor.
 - Driver should be decent and well behaved.
18. In case of non-compliance of the above terms and conditions of contract, a penalty may be levied on the basis of certificate signed by the Controlling Officer. The penalty for some of the defaults is as under:-

Sr. No.	Nature of default	Penalty `
1.	Late Reporting	Rs. 500/- per day.
2.	Non-reporting	Rs. 1000/- per day.
3.	Refusal of duties	Rs. 1000/- per day.
4.	Non-observation of dress-code	Rs. 100/- per day.
5.	Change of drivers without prior intimation	Rs. 500/- per instances.

The penalty shall be levied on the basis of the certificate signed by the Controlling Officer.

19. In case a vehicle is not maintained properly, the same should be replaced with a good condition vehicle immediately. In case of failure to do so, it would be considered as non-reporting of the vehicle and penalty charges may be levied as given in above table in addition to deduction of proportionate contract charges.
20. If the vehicle goes out of order, a similar kind of vehicle shall be provided by the Contractor as a substitute immediately. In case the vehicle does not report on time or does not report at all and substitute vehicle is also not provided by Contractor immediately, 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 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 above, the penalty may also be levied for late reporting / non-reporting of the vehicle as stipulated in para 14 above.
21. When not in use by the Department, Vehicle shall be parked in the Office premises.
22. A signboard to the effect that the vehicle is used exclusively by the Income Tax Department should be displayed on the vehicle. The vehicles shall be used only for Departmental purposes and if found utilized, otherwise, the contract shall be terminated without further notice.
23. A log sheet specifying 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 each vehicle. The contractor should submit the duly filled log sheet signed by the controlling officer to whom the vehicle has been assigned along with the bill on a monthly basis in addition to the above, on daily basis, a consolidated log sheet specifying the above mentioned details in respect of all the vehicles should be submitted by 12.00 on the next working day.
24. The Contractor will be responsible for loss/damage to property or life because of negligence of driver or poor maintenance of vehicle or due to an accident. The department would not be responsible in any loss / damage to property or life on account of such incidents.
25. The Contractor and driver shall be bound to carry out the instructions of the Department as well as of the officers to whom the vehicle is assigned.

26. The Contractor shall furnish name, address and contact number of a person with whom the department / Controlling officer should contact, in case of any problem faced with regard to services being provided by such contractor on day to day basis.
27. 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. The contractor should also fulfill all the provisions of law, rules & conditions imposed by various authorities from to time.
28. This contract is effective from 01.05.2019 to 30.04.2020 with a provision of extending it twice for a period of one year each time at the discretion of the Addl. Commissioner of Income-tax, Central Range-4, Mumbai .



Addl.CIT, Central Range-4, Mumbai