The Pr. Director of Income-Tax (Inv)-I, New Delhi on behalf of the President of India invites Quotations in a sealed cover from reputed parties latest by 28-09-2015 at 1.00 P.M. to be opened on same day at 4.00 p.m. for

1) Hiring of about 30 midsized vehicles for one year (12 months). The maximum rates for hiring of these vehicles are approved by the competent authorities for Rs. 40,000 per midsize vehicles.

And

2) Providing vehicles for office duty as and when required. The rates to be quoted for SUVs and midsized vehicles separately on per hour per kilometer basis.

The bid shall consist of two parts- Technical Bid and Financial Bid. Both the bids are to be placed in two sealed envelopes (clearly super scribing “Technical Bid” and “Financial bid” which in turn are to be placed in one sealed cover). The bids of all parties whose financial bid is not in a separate sealed cover or the rates quoted by them finds mention in their technical bid shall be rejected forthwith. All the technical details are to be given in technical bid while the price quoted by them will have to be mentioned only in the Financial Bid. The financial bids of only those parties shall be opened whose technical bids are found to be eligible while the disqualified bidders financial bid shall be returned unopened. A penal of vendors shall be made for each of the requirements mentioned above. The lowest bidder shall be classified as L1 bidder. However other bidders may also be asked to provide vehicles at the rates quoted by L1 bidder, in case, L1 bidder is not able to provide all the required vehicles. Similarly for the second condition, bidding process is only for the purpose of price discovery. L 1 rates shall be determined in the bidding process. However, remaining bidders shall be asked for empanelment, if they agree to provide vehicles at L 1 rates. However, they will be provided this choice in the order of L 2, L3 order strictly. It is proposed to make a penal of at least 3 vendors for the second requirement.

GENERAL (COMMERCIAL) CONDITIONS

1. Eligibility conditions
   a. The bidder should have been registered with the Tourism Department of Government of India/ State Government.

   b. The bidder should have service Tax and Income Tax registration as application in Delhi.
c. The bidder should have experience of at least one year of working with Central Government/ State Government/ public sector in the past three years i.e. FY 2012-13, 2013-14, and 2014-15.

d. The bidder should own at least 15 vehicle(s) (not older than 2013) registered in its own name.

e. The vehicle used for long distance regular tourist services and undergone heavy weari and tear will not be accepted in spite of the fact, that they are not older than 2013.

2. Documents required to be submitted alongwith the bid

The bidder shall furnish the following documents along with the bid:

a. Copy of the registration with the Travel/Tourism Department of Government of India/State Government.

b. Valid service Tax Registration Certificate, wherever applicable.

c. Income Tax return for last three years i.e. FY 2011-12, 2012-13 and 2013-14 alongwith copy of PAN card.

d. Document in support of the past performance (One year experience Certificate).

e. Document showing ownership of 15 vehicle(s) (not older than 2013 model)

f. Bid security (EMD) of required amount in the form of Demand Draft.

Failure to furnish all the information required as per bid documents or submission of the bids not substantially responsive to the Bid Document in every respect may result in rejection of the Bid. All the Pages of the tender document and certificate shall be duly signed by the bidder.

The tender documents and detailed terms and conditions for the above can be obtained from the Income Tax Officer (Inv.)(Hqrs.)(Admn.), Directorate of Income-tax(Inv.), Delhi, Room, No. 278 B, 2nd Floor, ARA Centre, E-2 Jhandewalan Extn., New Delhi-110055 on any working day. Alternatively, it can be downloaded from the Department’s website www.incometaxindia.gov.in. Last date of obtaining tender document from the office of the undersigned including terms and conditions is 28-09-2015.

(Babu Lal Meena)
Income Tax Officer (Inv.)(Admn.)
New Delhi
TERMS & CONDITIONS

The interested parties must be capable of providing vehicles on their own on the following terms & conditions:

1. All the vehicles must have valid taxi permit to run in the territory of NCR. The model should not be older than January 2013.

2. The vehicles shall be at the disposal of the Income Tax Department throughout the contract period at all times (24 hrs x 7 days a week). Dedicated vehicle No. and driver shall not be changed without prior approval of hiring authority. The vehicle shall be parked either at the office or as directed by the hiring authority at the option of the officer/hiring authority. During the contract period one vehicle would not be let out or used by any other person except the authorized user of the Income Tax Department.

3. In case any vehicle is found unsatisfactory, the contract may be terminated at any time without assigning any reason thereof.

4. Contract charges include monthly charges of driver, repairs and maintenance of vehicle, insurance, petrol/diesel, oil and also any other incidental expenses including penalty, fine etc but does not include toll and parking charges.

5. CNG fitted vehicles shall also have the option of running on petrol/diesel in emergency situation.

6. In the case of any accident, all the claims arising out of it shall be met by the Contractor.

7. The vehicle will be kept neat and clean and in perfect running condition & should be provided with air conditioners, heaters, neat & clean seat covers & curtains.

8. If the vehicle is out of order, the Contractor shall provide a substitute vehicle immediately. In case vehicle does not report on time/does not report at all, the Department would have a right to hire a vehicle from the market & the additional cost incurred by the Department will be borne by the Contractor.

9. The driver should have valid driving license & the vehicle should be registered with the concerned authorities of Central/State Govt. A certificate to this effect should be provided. The driver of the vehicle provided must follow traffic rules and other regulations prescribed by the Government from time to time. The driver must have good knowledge of route of Delhi/New Delhi and NCR.

10. The contract between the Department and the Transport Operators can be cancelled with a notice period of 30 days by operator or the department.

11. A penalty of Rs. 2000/- per day vehicle may be levied if any vehicle fails to meet the terms & conditions prescribed herein on any day. However, in case of frequent violations of the terms & conditions, the contract can be cancelled forthwith without any notice.
12. No. of vehicles may be increased/decreased at any time by O/o the Pr. DIT (Inv.)-1, New Delhi and vendor is to supplied the same under the same rate, terms & conditions during the periods of contract entered.

13. The Drivers shall observe all the etiquette and protocol while performing the duty. He shall be neatly dressed, should wear white colour uniform & shall carry a mobile phone in working condition, for which, no separate payment shall be made by the Department.

14. The Transport operator and driver shall be bound to carry out the instructions of the Department as well as of the Officers assigned to the vehicle.

15. A daily record indicating time and mileage for each vehicle shall be maintained in a log book.

16. The Principal Director of Income-tax (Investigation)-1, New Delhi reserves the right to accept or reject any or all quotations without assigning any reasons.

17. In the event of the execution of the contract, the contractor shall be required to submit copies of the Registration Certificate & comprehensible Insurance Policies of the vehicle being offered for hire & particulars with photograph of the drivers dedicated to each vehicle. He shall also be producing the vehicle in the office of the undersigned for the physical verification/Inspection.

18. The contract will be effective for duration of one year from the date of signing the contract unless terminated earlier for violation of any of the terms & conditions mentioned above. The contract may be renewed for a further period of one year at a time as mutually agreed upon, subject to satisfactory performance.

19. Payment shall be made by the Income-tax Department, Delhi after the end of every month on the presentation of the bill within a reasonable time. However, no interest is payable on delayed payment.

20. No request for escalation of rates will be entertained for whatsoever reason during the period of Contract.

21. Any authorized user of the Department has the right to returning the car, if he is not satisfied with the plying condition of the car, conduct of the driver or on any other grounds mentioned above. In such case, a penalty of Rs. 1000/- or the actual cost for making alternate arrangement whichever is more shall be paid by the Service provider.

22. Dedicated Vehicles and drivers must be provided and changes will be allowed only in exceptional circumstances. The vehicle must be made available at any time of any day as desired by the Officer concerned.

23. A demand draft of Rs. 3, 00,000/- will be required to be enclosed with the quotation as earnest money. The demand draft may be drawn in favour of ZAO CBDT; New Delhi This amount is refundable, if the quotation is not accepted. In the case of reward of contract, the earnest money shall be refunded on deposition of Performance Bank Guarantee (PBG) of Rs. 5, 00,000/- which
should be valid till 60 days from the end of the contract period. The PBG should be submitted within 15 days from the issue of Letter of Intent (LOI).

24. The bids should be valid for a period of 45 days from the date of submission of bids.

25. The bid securities may be forfeited

   a) If the bidder withdraws his bid during the periods of validity specified in the bid form.
   b) If the successful bidder fail to sign the contract within a week of the issue of letter of intent.
   c) If the successful bidder fail to furnish performance security.

(Babu Lal Meena)
Income Tax Officer (Inv.)(Hq.)(Admn.)
New Delhi
**TECHNICAL BID (Part 1)**

Subject: Notice inviting Tender for supply of vehicle on monthly rental basis for a period of One year.

1. Name & address of the Tenderer/Concern: ________________________________________________________________
   ________________________________________________________________________________________________
   ________________________________________________________________________________________________

2. Nature of the concern: ____________________________________________________________________________
   (i.e. sole proprietor or partnership firm or a company or a Govt. Department or a public sector origination)

3. Detail of DD/ Bank Guarantee submitted toward EMD ________________________________________________

4. Detail of Vehicles offered:

<table>
<thead>
<tr>
<th>Kind of Vehicle</th>
<th>Model No</th>
<th>Year of Manufacturing</th>
<th>Date of original purchase</th>
<th>Type of fuel used</th>
<th>Kilometres run by the vehicle</th>
<th>Fitness. Roadworthiness of the vehicle</th>
<th>Registration No/Date of Vehicle</th>
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Dated ___________________________ (Signature of Tendered with stamp of Firm)
FINANCIAL BID (Part 1)

Subject: Notice inviting Tender for supply of vehicle on monthly rental basis for a period of One year

1. Price quoted for the work is inclusive of fuel charges, driver’s wages and all kind of incidental charges and all taxes but does not include toll tax, parking charges.
2. Detail of rate offered (in rupees):

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<tr>
<th>Fixed rate per vehicle (in Rs in figure and words) per month for average running of 2600 kms &amp; 360 hrs per month</th>
<th>Rate per vehicle (in Rs in figure and words) per Km for mileage exceeding 2600 km per month</th>
<th>Total</th>
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FINANCIAL BID (Part 2)

Subject: Notice inviting Tender for supply of vehicle on monthly rental basis for a period of One year

1. Price quoted for the work is inclusive of fuel charges, driver’s wages and all kind of incidental charges and all taxes but does not include toll tax, parking charges.
2. Detail of rate offered (in rupees):

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<tr>
<th>Type of vehicles (SUV or midsized)</th>
<th>Rate for 12 hrs and 100 Kms</th>
<th>Extra rate per kilometre</th>
<th>Extra rate per hour</th>
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Dated at

(Signature of Tendered with stamp of Firm)