Office of the
Room No. 304, IIIrd Floor, Aayakar Bhawan, Bhainsali Ground, Meerut (UP)
Tel./Fax- 0121-2511052

F. No. Jt. DIT (Inv.)/Meerut/Tender of Veh./2017-18/5913 Date : 04.01.2018

(To be displayed/published on/in Notice Board/E-Tender)

Notice inviting the tender for hiring the vehicles

The Jt. Director of Income Tax (Inv.), Meerut intends to hire the following vehicle as an operational vehicle for office use for period of one year from 25.01.2018.

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Particulars</th>
<th>Quantity Required</th>
<th>Type</th>
<th>Place of deployment of vehicle</th>
<th>Amount should not be more than</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Mid-size Operational Vehicle (with valid All India Taxi Permit)</td>
<td>03 (Three)</td>
<td>Taxi/Commercial</td>
<td>Meerut</td>
<td>Rs.40,000/- p.m. for each vehicle</td>
</tr>
</tbody>
</table>

The terms and conditions of the contract are available at the office of the Joint Director of Income Tax (Inv.) cum Chairman Purchase Committee, Aayakar Bhawan, IIIrd Floor, Bhainsali Ground, Meerut (UP) which can be collected by interested parties from the undersigned.

Date & Time opening of quotation : 05.01.2018 at 10:30 AM
Last date for obtaining tender forms : 10.01.2018
Last date & Time for submission of bid : 15.01.2018 before 3.00 PM
Date of opening of bid : 17.01.2018 at 2.00 PM
Place of opening of Tender Bid : Office of the Jt. Director of Income Tax (Inv.), Room No.304, III Floor, Aayakar Bhawan, Bhainsali Ground, Meerut

This Purchase Committee reserves the right to amend / withdraw any of the terms and conditions in the Tenders Document or to reject any (even the lowest one) or all tenders without giving any notice or assigning any reason. The decision of the Joint Director of Income Tax (Inv.), Meerut in this regard shall be final and binding on all.

-sd-
(Kamal Jain)
Asstt. Commissioner of Income Tax (Inv.)(HQ.)
For Jt. Director of Income Tax (Inv.), Meerut

Copy to:
1. The Web Master, 7008, Aayakar Bhawan, Vaishali, Ghaziabad (E-mail: webmanager@incometax.gov.in) with request to kindly upload the tender.
2. Notice Board.

-sd-
Asstt. Commissioner of Income Tax (Inv.)(HQ.)
For Jt. Director of Income Tax (Inv.), Meerut
MODE OF SUBMISSION OF TENDER

Quotes should be submitted in two bid patterns, i.e. Technical Bid containing technical and other details as per Annexure-I, and Commercial Bid as per Annexure-II. Both the bids in prescribed formats along with required documents, as prescribed, should be placed in separate envelopes and sealed and super-scribed as “Tender for Hiring of Vehicles - Technical Bid” and “Tender for hiring Vehicles - Commercial Bid” respectively. Both the envelopes should be placed in a single cover and super-scribed as “QUOTATION FOR HIRING THE VEHICLES for the O/o Jt. DIT(Inv.), Meerut” and should be submitted to the Administrative Officer (Inv.)(HQ.) O/o The Jt. Director of Income Tax (Inv.), Room No. 305, IIIrd Floor, Aayakar Bhawan, Bhainsali Ground, Meerut, latest by 15.01.2018 before 03.00 PM. The Bids will be opened on 17.01.2018 at 02.00 PM in the room of the Jt. Director of Income Tax (Inv.), Room No. 304, IIIrd Floor, Aayakar Bhawan, Bhainsali Ground, Meerut. Bidders or their representatives may remain present there at the time of opening of tenders. Bid documents incomplete or deficient in any respect will be rejected at the discretion of the Jt. Director of Income Tax (Inv.), Meerut. The financial bids of the bidders, whose technical bids are found to be invalid as per consideration the tender committee will not be opened/considered for the purpose of short listing. The valid technical bids will be scrutinized by the Tender/Purchase Committee to shortlist the eligible bidders. Thereafter, the financial bids of the shortlisted bidders will be opened. The bid can be made in respect of one vehicle or more than one vehicle. The technical bid should accompany the Earnest money Deposit (EMD) of Rs. 5,000/- (Rs. Five thousand only) per vehicle in the form of Demand Draft/Pay Order of any schedule bank payable at Meerut drawn in favour of the Zonal Account Officer, CBDT, Meerut. The bids without Earnest Money Deposit will be rejected. The EMD of unsuccessful bidder will be returned. The EMD of successful bidder will be converted as security deposit and will be kept for one year without interest. This Purchase Committee also reserves the right to postpone/cancel tendering process at any time or can revise the terms and conditions of tendering any time before the actual award of the tenders.

Service of the vehicles is to provide as per Terms and Conditions mentioned in Annexure III. Annexure-III duly stamped and signed should accompany the technical bids.

-sd-
(Kamal Jain)
Asstt. Commissioner of Income Tax (Inv.)(HQ.)
For Jt. Director of Income Tax (Inv.), Meerut
ANNEXURE-III

The Terms and Conditions for providing Vehicle Services:

1. Department will require services of 3 (Three) vehicles for Jt. Director of the Income Tax (Inv.), Meerut for official purposes and present inviting of bids from prospective parties is for such purpose. The bidder/tenderer should be well established and an experienced agency/firm/individual having vehicle/fleet of vehicle(s) mentioned or similar vehicle(s). The bidder/tenderer should not be an employee or ex-employee of the Income Tax Department. Similarly bidder should not be a firm in which substantive interest lies with the employee or ex-employee or immediate relative of the employee or ex-employee of the Income Tax Department.

2. The vehicle selected through tender process will be used exclusively for the department for all seven days in a week. The department prohibits using of selected vehicles by the vendor for any other purposes. The vehicles are expected to ply within 2600 Km and 360 Hour per month. In case, the vehicle plies more than the monthly limits as above, additional amount would be paid to the vendor as per agreed terms and conditions. The mileage of vehicles would be counted from Income Tax Office, Meerut to Income Tax Office, Meerut. During the office hours, the vehicle shall be parked either in the office premises or at a place as decided by the Income Tax Department, Meerut.

3. The quotes should be inclusive of all expenses such as monthly salary/charge of drivers, repair and maintenance of vehicle, insurance, RTO related levies/duties/taxes/PUC etc. petrol/diesel/fuel, oil. Any other incidental expenses relating to vehicles including penalty, fine, recoveries etc. shall be borne by the bidder. The quotes should be inclusive of all Government levies and taxes but exclusive of Service Tax/GST (if applicable).

4. The vendor shall supply only such vehicle(s) which is/are having desired safety features such as fully AC, ABS, EBD/ESC, Alloy wheels, Powered windows/Breakings/Steering etc. in the given brand/model of the company and is in good condition. The vehicle should be registered with the concerned authority of Central/State Govt. and a certificate to this effect should be provided with the technical bid document. Also the conditions prescribed in the section 66 of Motor Vehicle Act, 1988 for hiring of vehicle should be fulfilled.

5. The vendor shall ensure the road worthiness of the vehicle, ensure neat and clean condition of the vehicle with good upholstery, interiors and fresheners and regularly polished exterior at all times during the period of the contract. The vendor shall also ensure that the vehicle is in perfect running condition at all times during the currency of the contract. The papers related to the vehicles including proper insurance papers of the vehicles should be available/kept in the vehicle.
6. The successful bidder shall have to provide the selected type with selected registration number of vehicle. However, in case the successful bidder expresses his inability or fails to supply the desired vehicle so required, the EMD will be forfeited and he can be blacklisted from this department for two years.

7. Department reserves the right of selection of any particular type of vehicle over the other. **Vehicles may be selected from one or multiple vendors.**

8. In the event of the award of the contract to the bidder & prior to the execution of the contract, the vendor shall produce the vehicle in the office of the department for **physical verification/inspection** before the signing of the contract along with certified copies of RC book, Comprehensive insurance policy, PUC of the vehicle and receipt of road tax payment, photograph of the driver with their present and permanent address, mobile no. and copy of Aadhar card & driving license of the driver. The vehicle should comply with all legal obligation prescribed under various statutory laws in force.

9. The vendors shall submit an attested copy of trade license (if any), Bank statement and bank account no., Bank and branch name, branch code, IFSC code and MICR code after selection as all the payments shall be made through banking channels.

10. The vehicle will be on duty 24 x 7 each day. The driver of the vehicle must process valid driving license and should be qualified and experienced. He must follow all traffic rules and attend the duties as and when such duties are assigned by this office. The driver shall possess at all times a mobile phone with two way communication in the working condition. The charges for the mobile connection or mobile set shall not be met by this office. This office shall in no way be responsible directly or indirectly for any failure on the part of the driver to observe the traffic rules or otherwise. In case of any mishap / accident all claims and responsibility shall be met by the vendor. The Department will not entertain any claim, whatsoever, in this regard. The vendor will provide certificate of satisfaction regarding identity, character and antecedents of the drivers.

11. During the currency of the contract the vendor shall not change the dedicated vehicle or the driver as initially provided unless asked by this office. If due to any unavoidable circumstance either the vehicle or the driver or both are to be replaced, the same is to be done after consent of Department. In case of break down etc. of vehicle, the same should be replaced with the similar class / type of vehicle, immediately. If the vendor withdraws the vehicle at any time for repairs or for meeting any other stipulations or otherwise without making proper alternative provision, this office shall be at liberty to hire a vehicle from market and in such a situation the charges for such hiring shall be deducted from the dues of the vendor, in addition to the levy of penalty of Rs. 1000/- (Rs. one thousand only) per day per vehicle.
12. Department shall not be responsible for any damages whatsoever to public/private property and/or to any third person due to any accident arising out of and in the course of deployment of the vehicle.

13. Department shall pay only fixed agreed monthly charges and its liability shall be limited to this value alone. No separate payment will be made for drivers’ salary, over time or any other incidental expenditure such as fuel, repair, maintenance, taxes, registration charge, insurance charge, periodic servicing, etc. and these expenditures shall be met by the vendor.

14. The vendor shall raise the bill on a monthly basis and submit this office in duplicate latest by 5th day of the following month. The vendor/driver shall maintain log book and periodically get it signed by the user/representative of Department. The bills shall be prepared on the basis of log book entries. Deduction of Tax at Source (TDS) as per applicable rates prescribed under the Income Tax Act, 1961 shall be made by this office from every payment/credit made to the vendor.

15. During the period of the contract, no request for escalation of monthly charges will be entertained by department for whatsoever reason.

16. Department has an option to terminate the contract without assigning any reason by giving a notice in writing of 15 days without any compensation to the vendor. However, any incidence of inappropriate behaviour or disobedience of designated duty by drivers/vendor shall be viewed very seriously and may even lead to immediate termination of the contract, if needed. The vendor can also terminate the contract by giving in writing a notice of 15 days.

17. The vendor has to ensure that the drivers observe proper etiquette and protocol while performing their duty. He shall be neatly dressed and be well spoken. Without proper authorization from controlling officer, the driver should not take away the vehicle from the designated work place.

18. The bidder/vendor 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.

19. The vehicles should be free from any third party claims (litigation).

20. The bidder has to provide details of any pending cases in any court or any complaints/FIR’s file against him or his concern in any police station.

21. This contract shall be effective for duration of one year from the date of signing the contract as per the terms and conditions of this tender document, unless terminated earlier for violation of any of the terms and conditions mentioned here in the tender documents. This contract may be extended further, as decided by the department.

22. The bidder should not have been blacklisted or debarred by the Income Tax Department.
Tax Department or any other Government Department and signing/subscribing to these terms and conditions is an undertaking to that effect.

23. The applicant bidder(s) and their respective officer, employees, agents and advisors shall observe the highest standard of ethics during the bidding process. Notwithstanding anything to the contrary contained therein, the Department may reject an application without being liable in any manner, whatsoever, to the applicant, if it determines that the applicant has directly or indirectly or through an agent, engaged in corrupt, fraudulent, coercive, undesirable or restrictive practice in the bidding process.

24. The bidder shall abide by all the extant laws related to taxes and levies as applicable to it. It will also comply with all existing Government regulation in respect of engaging of services of drivers. All legal obligation, in respect of the vehicle i.e. Road Tax, RTO registration and permissions etc. and in respect of the driver i.e. minimum wages as per Government Regulation, EPF, ESI, Social Security etc. shall be the responsibility of the Contractor. Any penalty levied by any authority during the contract period shall be borne by the contractor.

25. The vehicles should carry/display suitable plates/card indication, vehicle on duty of Government of India, Income Tax Department, Meerut, if or as instructed by the department.

26. A penalty of Rs. 500/- per day per vehicle will be levied in case of unapproved change of vehicle / driver non-satisfactory performance or lack of proper upkeep of vehicle or non-observance of terms and conditions prescribed above. The number of days will be calculated on the basis of period during which the default continuous or on the occasion of occurrence of the concerned events as applicable. However, in case of frequent violations of the terms and conditions, the contract can be cancelled forthwith without any notice.

27. The Purchase Committee reserves the right to accept or reject quotations (even the lowest one) without assigning any reason at any time during the tender process. Bids received later than the stipulated date and time will not be considered under any circumstances.

Declaration: I/we hereby certify that I/we have gone through the above terms and conditions and in case of acceptance of our bid in full or part, I/we agree to accept such terms and conditions.

[Each page of these Terms and Conditions should be signed]

Place: 

Signature 
(Name: ....................... )

Dated: 

Address: 

Mobile:
Annexure-I

TECHNICAL BID DOCUMENT

1. Name of the Proprietor / Registered Firm / Company:

2. Address of the concern
   (With Tel. No., Fax and E-mail):

3. Name and address of the partners/Directors
   (With Mobile No.) (In case of firm / Company):

4. Contact Person (s) (with Mobile No.):

5. No. of years of experience in providing Vehicles:

6. Details of vehicles that can be provided to O/o Jt. DIT (Inv.), Meerut
   (Please mention make, model, year and attach copies of RC book(s) in the
   following tabular format):

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Make &amp; Model of Vehicle</th>
<th>Year of Mfg. (Month &amp; Year)</th>
<th>Registration No. of Vehicle</th>
<th>Whether copy of RC Book submitted (Yes / No)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

7. Ownership details of the vehicles:

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Name of the owner</th>
<th>Address</th>
<th>PAN</th>
<th>Present parking of vehicle before applying</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

8. Financial standing of the vehicles:

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Whether purchased on cash / cheque or by bank finance</th>
<th>Amounts of loan taken</th>
<th>Name &amp; Address of the bank</th>
<th>Total payment made on installment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
9. List of client (Please attach copies of work orders) in the following format:

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Name &amp; address of the client</th>
<th>Name &amp; Mob. No. of the contact person</th>
<th>Period for which the Vehicles were / are given on hire</th>
<th>Number of vehicles given on hire</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

10. PAN :
(Please attach Photocopy of PAN card and ITR-V of latest Income Tax Return)

11. GST/Service Tax Registration No.(If applicable) :

12. Details of EMD in the following format :

<table>
<thead>
<tr>
<th>No. of DD/Pay order</th>
<th>Date</th>
<th>Name of the bank</th>
<th>Amount</th>
</tr>
</thead>
</table>

**DECLARATION**

I / We hereby certify that the information furnished above is full, true and correct to the best of my knowledge. I/we understand that in case any deviation is found in the above statement, at any stage the bidder/tenderer will be blacklisted and will not have any dealing with the O/o the Jt. Director of Income Tax (Inv.), Meerut, in future.

Place :

Dated :

Signature

(Name : .................. )

Add :

Mobile :
Annexure-II

FINANCIAL BID DOCUMENT
HIRING OF VEHICLES BY THE Jt. DIT, MEERUT
RATE OF QUOTATION

1. Name of the Proprietor / Registered firm/company :

2. Address of the concern (with Tel. No., Fax & E-mail) :

3. Contact person (s) with mobile No. :

4. Rates for various vehicles & their models :
   [Exclusive of Service Tax/GST(If applicable)]

5. For Mid-Size Operational Vehicle :

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Particulars</th>
<th>Amount in Rs.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Others *</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(Mention Make)</td>
</tr>
<tr>
<td>1.</td>
<td>Total monthly hire charges for minimum 2600 KM</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Rate per KM over and above 2600 KM</td>
<td></td>
</tr>
</tbody>
</table>

DECLARATION

I / We hereby certify that the information furnished above is full, true and correct to the best of my knowledge. I/we understand that in case any deviation is found in the above statement, at any stage the bidder/tenderer will be blacklisted and will not have any dealing with the O/o the Jt. Director of Income Tax (Inv.), Meerut, in future.

Place:  
Signature:

Dated:  
Name :  
Address :  

Mobile No. :