

TENDER DOCUMENT

2.5.2016

Subject: Hiring vehicles by the Income Tax Department, Allahabad- reg.

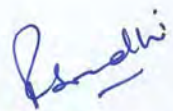
The Principal Commissioner of Income Tax, Allahabad invites quotations in sealed covers for hiring of the following vehicles:-

1. Mid Size Vehicles: Mahindra XUV500 OR Innova OR Safari OR Renault Logy.
2. Small Size Vehicles: Indigo CS OR Swift Desire OR Duster, Ecospon OR Honda City OR Ford Fiesta.

All these should be diesel powered new vehicles and have to be air conditioned with suitable fittings. The quotations should give, the following details :

1. Type of vehicle.
2. Monthly charges for that vehicle for 2000 km/1500km of monthly running separately.
3. Charges for extra running /per kilometer.


Last date of filing quotation is 11.05.2016 at 12:30 PM. Quotation should be sent in sealed covers super scribed as QUOTATION FOR HIRING OF VEHICLES & Should reach the Income Tax Officer(Hqrs) O/o the Pr. Commissioner of Income Tax, Aayakar Bhawan, 38 M.G. Marg, Allahabad-211001 on or before 11.05.2016 either by Regd/Speed Post or by hand. The quotation will be opened on 11.05.2016 at 5.30 P.M. in the presence of the parties or their authorized representatives.


Roma Sondhi
Income Tax Officer (MSTU)
Allahabad
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TERMS AND CONDITIONS

1. The make of the vehicle should be specified separately and the model should be the latest and preferably white in colour. All the vehicles must have valid Commercial/taxi permit to run in the territory of Uttar Pradesh.
2. The Vehicle shall be throughout at the disposal of the Income Tax Department for 24x365 and the vehicles will be parked in the departmental premises.
3. Contract Charges include monthly charges of driver, repair and maintenance of vehicle, insurance, petrol/diesel, oil and also any other incidental expenses. Deduction of tax of source (TDS) as per applicable rates prescribed under the Income Tax Act, 1961, shall be made by the Department.
4. The contractor to quote per month charges per vehicle for /2000 Km. separately.
5. If a vehicle has not run 2000/ Kms in a month, the remaining kilometer will be carried forward in the next month. The adjustment of extra running shall be done only at the end of 6 months.
6. In a 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 provided with seat covers and curtains and shall be insured comprehensively.
8. If the vehicle goes out of order, the Contractor shall provide a substitute vehicle immediately. In case vehicle does not report on

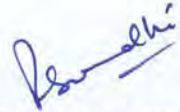
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- time/does not report at all, the Department would have a right to hire a vehicle from the market and the additional cost incurred by the Department will be borne by the Contractor.
9. Payment shall be made in the following month on presentation of the bill.
 10. 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 must follow traffic rules and other regulations prescribed by the Government from time to time.
 11. The contract between the Department and the Transport Operator can be cancelled with prior notice of at least 30 days by either side.
 12. A penalty of Rs. 500/- 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.
 13. The Driver must observe all the etiquette and protocol while performing the duty. He must be neatly dressed, should wear proper uniform & must 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 Officer to whom the vehicle has been assigned.
 15. A daily log book indicating time & mileage for each vehicle shall be maintained.

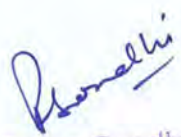
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16. Dedicated vehicles & Drivers must be provided & changes will be allowed only in exceptional circumstance. The vehicle must be available at any time of any day as desired by the Officer concerned, as also stated above.
17. The Commissioner of Income Tax, Allahabad reserves the right to accept or reject any or all quotations without assigning any reasons.
18. In the event of the award of the tender & prior to execution of the contract, the contractor shall be required to submit copies of the registration Certificate & comprehensive Insurance Policies of the vehicles being offered for hire & particulars of the driver dedicated to each vehicle, with his photograph, a copy of his driving license and the authority letter of his deployment in respect of that particular vehicle. He shall also be required to produce the vehicle in the office premises of the Commissioner of Income Tax, Allahabad for the physical verification/inspection.
19. The contract will be generally for 2 years from the date of signing the contract unless terminated earlier as per clause No. 11 & 12. The contract may be renewed for a further period of one year as mutually agreed upon, subject to satisfactory performance.
20. An interest- free refundable security deposit of Rs. 5,000/- in the form of a crossed demand draft in favour of ZAO (CBDT), Allahabad shall be submitted by the tenderer at the time of submitting the tender.

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Other Information to be supplied as part of Quotation/Tender

The interested parties are requested to provide the following information along with quotations:-

1. Name & address of the tenderer.
2. Nature of business.
3. Income Tax assessment particular, PAN.
4. Service Tax Registration.
5. Details of hiring of vehicles done in the past:
 - 5.1 Name & address of the parties of whom vehicles were given on hire.
 - 5.2. Period for which the vehicles were hired out.
 - 5.3 Number of vehicles given on hire.
 - 5.4 Evidence regarding the above.

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Name & signature of the
Authorized signatory with Office Seal.

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