



सत्यमेव जयते

भारत सरकार / GOVT. OF INDIA

आयकर विभाग / INCOME-TAX DEPARTMENT

प्रधान आयकर आयुक्त (केंद्रीय), गुरुग्राम

PRINCIPAL COMMISSIONER OF INCOME TAX (CENTRAL)

7 वां माला, एच एस आई आई डी सी भवन, उद्योग विहार, फेज-5, गुरुग्राम, हरियाणा-122016

7TH FLOOR, HSIIDC BUILDING, UDYOG VIHAR, PHASE-V, GURUGRAM, HARYANA-122016

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सं.प्र.आ.आ.(कें)/गुरुग्राम/001/Ops. vehicles/2019-20/4359

दिनांक: 22 अक्टूबर 2019

सेवामें,

प्रधान मुख्य आयकर आयुक्त,

चंडीगढ़

[अपर आयकर आयुक्त (मुख्या.)(प्रशासन) के ध्यानाकर्षण हेतु]

महोदया,

विषय : Uploading of Tender Notice and its enclosures for hiring staff cars/operational vehicles on the website of Pr.CCIT, NWR, Chandigarh-regarding

Kindly refer to the above.

2. This office is in need of hiring staff cars and operational vehicles w.e.f. 01/12/2019. I am directed to enclose herewith a copy of Tender Notice along with terms and conditions etc. for hiring of staff cars and operational vehicles for uploading on the departmental websites as per extant guidelines.

धन्यवाद,

अतिदीय,

(अर. सी. यादव)

सहायक आयकर आयुक्त (मुख्यालय)(केंद्रीय)

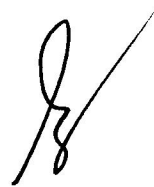
गुरुग्राम

Encl: As above (04 pages)

**NOTICE INVITING QUOTATION/TENDER FOR STAFF CARS/OPERATIONAL
VEHICLES**

Principal Commissioner of Income-tax (Central), Gurugram, on behalf of the President of India, invites Quotations in sealed covers from reputed parties latest by 3.30 PM on 20th November 2019 for hiring of about 04 mid sized staff cars/operational vehicles (preferably white and off white) of make Maruti SX4, Maruti Ciaz, Honda City (i-vtec), Innova, Corolla, Sunny Nissan or equivalent make and model (Models not prior to 2018) for a period of one year from 01/12/2019 to 30/11/2020 extendable by one year up to 30/11/2021 on mutually agreed terms and conditions. The maximum rates for hiring of these vehicles as approved by the competent authority is Rs. 50,000/- per month per vehicle (excluding taxes) for 2400 Kms running per month. The charges for extra run will be payable at Rs.12/- per Kms.

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 information sought under the head 'Conditions' and 'Other Information to be supplied' is 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. The Technical bid shall be opened at 4 P.M. on 20th November 2019 in the Room of the A.C.I.T (Hqs)(C) on 7th Floor of HSIIDC Building, Udhog Vihar, Phase-5, Gurugram in the presence of one representative of each of the bidders who wishes to be present.



Terms & Conditions

The interested Parties must be capable of providing vehicles on their own.

The following are the terms & conditions:-

1. The Make of the vehicles should be specified separately and the models made should not be those of earlier than 2018. All the vehicles must have valid taxi permit to run in the territory of NCR.
2. The vehicle will be running for 2400 Kms on the monthly rate of contract and beyond 2400 Kms extra charges will be paid by the user at Rs.12/- Per Kms.
3. The successful bidder shall have to provide the desired number of vehicles. However, in case the successful bidder expresses his inability to supply the total number of vehicles required, the option shall be given to the next lowest bidder to supply remaining number of vehicles at the lowest quoted rates (L1) and so on.
4. The bidder must have past experience of providing minimum 5 vehicles on hire to at least one government organization/PSU/a prominent private sector entity.
5. The vehicle shall be at the disposal of the Income Tax Department throughout the contract period at all times. Dedicated vehicle number and driver shall not be changed without prior approval of hiring authority. The vehicle shall be parked either at the office or at the residence of the officer of the Department to whom the vehicle is assigned by the hiring authority at the option of the hiring authority/officer allotted the vehicle.
6. Contract charges include monthly charges of driver, repairs and maintenance of vehicle, insurance, fuel and also any other incidental expenses including penalty, fine etc.
7. In the case of any accident, all the claims arising out of it shall be met by the Contractor.
8. The vehicle will be kept neat & clean and in perfect running condition and should be provided with air conditioners, heaters, neat & clean seat covers.
9. 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 and the additional cost incurred by the Department will be borne by the Contractor.
10. Payment shall be made at the end of every month on presentation of the bill (in triplicate) duly verified by the user of the vehicle.
11. The Driver should have valid driving license and the vehicle should be registered with the concerned authorities of Central/State Govt. A certificate to this effect should be provided. The drivers of the vehicle provided must adhere to traffic rules and other regulations prescribed by the Government/competent/authorized authority from time to time.
12. The contract between the Department and the Transport Operator can be cancelled with a notice of 30 days by the Department or the operator.
13. A penalty of Rs. 2000/- per day per 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.



14. The Drivers shall observe all the etiquette and protocol while performing the duty. He shall be neatly dressed, should wear white color uniform and shall carry a mobile phone in working condition, for which, no separate payment shall be made by the Department.
15. 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.
16. A daily record indicating time and mileage for each vehicle shall be maintained in a log book.
17. The Principal Commissioner of Income tax (Central), Gurugram reserves the right to accept or reject any or all quotations without assigning any reasons.
18. A demand draft of Rs.20,000/- will be required to be enclosed with the quotation as earnest money. The demand draft may be drawn in favor of The ZAO, CBDT, Rohtak. This amount will be refundable only in cases where the quotation is not accepted. In the case of award of contract, the earnest money will remain deposited with the Department till the expiry of the contract and no interest will be payable on this deposit.
19. In the event of the award of the tender and prior to execution of the contract, the contractor shall be required to submit copies of the Registration Certificates & Comprehensive Insurance Policies of the vehicles being offered for hire and particulars with two photographs of each of the drivers. He shall also be required to produce the vehicles in the office of the undersigned for the physical verification/inspection.
20. This contract will be effective for duration of one year from the date of signing the contract. The contract may be renewed for a further period of one year as mutually agreed upon, subject to satisfactory performance.
21. Notwithstanding anything contained herein above, this contract can be cancelled by the Department without any notice for violation of any terms & conditions of the contract.
22. The decision of the Pr. Commissioner of Income-tax (Central), Gurugram shall be final with regard to technical bids.
23. The Financial Bid shall be opened of successful technical bidder only.

A handwritten signature in black ink, consisting of a stylized, cursive 'R' followed by a diagonal slash.

Other Information to be supplied

Technical Bid

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

1. Name & Address of the Contractor
2. Nature of business
3. Income Tax assessment particulars for the last three years, Ward / Circle and PAN
4. Number of the vehicles owned along with proof of ownership. The operator should own at least 05 vehicles.
5. Turnover in the past three years
6. Details of hiring of renting of vehicles done in the past:-
 - 6.1 Name & Addresses of the parties to whom vehicles were given on hire;
 - 6.2 Period for which the vehicles were hired out;
 - 6.3 Number of vehicles given on hire.
7. Details of hiring of vehicles provided to Govt. /PSU/a prominent private sector entity. PRICE BID
 - a) The rate for running of hired vehicles should be quoted for 2400 Kms. and 280 hours per month. The time and distance is to be calculated from the time & place of reporting to the time & place of release.
 - b) Quotation should be sent in sealed covers super scribed as quotation for hiring of vehicles and should reach the office of the Pr. Commissioner of Income-tax (Central), Gurugram on or before 20th November 2019 by 3.30 P.M. The quotation will be opened on the same day at 4 p.m. in the presence of one representative of each of the bidders who wishes to be present

