

Tender Document

Subject: Hiring of vehicles by the Income Tax Settlement Commission -Reg.-

The Income Tax Settlement Commission, Delhi invites Quotations in sealed covers from reputed parties within 30 days of publishing the advertisement in the newspaper on or 01:00 PM Of 26.05.2017 whichever is later for hiring about 15 cars of make Maruti SX4, Honda City(i-vtec), Innova, Altis, Sunny Nissan, Ciaz, Mobilio, Ertgia etc for mid-size and operational vehicles (2014 Model and above for all the vehicles), by the Income Tax Settlement Commission, Delhi for two years 2017-2018 & 2018-19. The maximum rates for hiring of these vehicles are approved by the competent authority for Rs. 40,000/- for Mid-segment size vehicles.

2. 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 on 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.

3. The Technical Bid shall be opened at 4 P.M. on 29.05.2017 in the Conference Hall, 4th Floor, Lok Nayak Bhawan, New Delhi in the presence of one representative of each of the bidder who wishes to be present.

Terms & Conditions

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

The following terms & conditions:-

1. The Make of the vehicles should be specified separately & the model should not be earlier than 2014. All the vehicles must have valid taxi permit to run in the territory of NCR.
2. 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.
3. The bidder must have past experience of providing minimum 10 vehicles on hire to at least one government organization/PSU/a prominent private sector entity.
4. The vehicle shall be at the disposal of the Income Tax Settlement Commission 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 officer/hiring authority.
5. Contract charges include monthly charges of driver, repairs and maintenance of vehicle, insurance, fuel and also any other incidental expenses including penalty, fine etc.
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.
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 and the additional cost incurred by the Department will be borne by the Contractor.
9. Payment shall be made at the end of every 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. Police verification of the drivers must have been done and certificate should be provided at the time of contract. The drivers of the vehicle provided must follow traffic rules and other regulations prescribed by the Government from time to time.
11. The Contract between the Department and the Transport Operators can be cancelled with a notice of 30 days by operator or the department.
12. 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 shall be cancelled forthwith without any notice.

13. 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.
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 Income Tax Settlement Commission, Delhi reserves the right to accept or reject any or all quotations without assigning any reasons.
17. A demand draft of Rs.1,50,000/- will be required to be enclosed with the quotation as earnest money. The demand draft may be drawn in favor of Addl. Director of Income Tax (Inv.), Income Tax Settlement Commission, Delhi payable at New Delhi. This amount is refundable, if 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.
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 Certificates & Comprehensive Insurance Policies of the vehicles being offered for hire & particulars with photograph of the drivers. He shall also be required to produce the vehicles in the office of the undersigned for the physical verification/inspection.
19. This contract will be effective for duration of 2 years 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.
20. Notwithstanding anything contained in para-11 and para-19 above, this contract can be cancelled by the Department without any notice for violation of any terms and conditions of the contract.
21. If the services provided to the officers by the vendor/ contractor are found not satisfactory, the department reserve the right to reduce the number of vehicles/slots hired from that particular vendor/contractor and transfer the slot to the other vendors on the panel. In other words, the slot allotted to a vendor/contractor under the contract may be increased or decreased on the basis of performance with the approval of Secretary, Income Tax Settlement Commission New Delhi.
22. The decision of Tenders evaluation Committee shall be final with regard to technical bids.
23. The Financial Bid shall be opened of successful technical bidder only.

Other Information to be supplied for Technical Bid

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

1. Name & Address of the Contractor along with nature of business.
2. Income Tax assessment particulars for the last three years, Ward/Circle & PAN.
3. Number of the vehicles owned along with proof of ownership. The operator should own at least 10 vehicles and also original RC of 10 vehicles produced at the time of opening of tender bids.
4. Turnover in the past three years.
5. Details of hiring of vehicles done in the past:-
 - 5.1 Name & Addresses of the parties to whom vehicles were given on hire;
 - 5.2 Period for which the vehicles were hired out;
 - 5.3 Number of vehicles given on hire.
6. Certificate of hiring of 10 vehicles provided to Govt./PSU/ a prominent private sector entity.

PRICE BID

- a) The rate for running of hired vehicles should be quoted for 2600 Kms. & 360 hours per month. The time & distance is to be calculated from the time & place of reporting to the time & place of release.
- b) Rates for extra Km/hour must be separately specified.
- c) Rates for 80 Km/10 hours per day must be separately specified for additional cars that may be required on temporary basis.

Quotation should be sent in sealed covers super scribed as quotation for hiring of vehicles & should reach the office of the Income Tax Settlement Commission, New Delhi within 30 days of publishing the advertisement in the News paper or 01 PM of 26.05.2017, whichever is later. The quotation will be opened on 29.05.2017 at 04 P.M. in the conference Hall, 4th Floor, Lok Nayak Bhawan, New Delhi in the presence of one representative of each of the bidder who wishes to be present.