

NOTICE INVITING TENDER

Sub:-Hiring of Operational vehicles (Mid – size) for the Income Tax Settlement Commission, 4th Floor, C Wing, Lok Nayak Bhawan, Khan Market, New Delhi – 110003 –regarding.

The Income Tax Settlement Commission, 4th Floor, C Wing, Lok Nayak Bhawan, Khan Market, New Delhi on behalf of the President of India invites Quotations in sealed covers from reputed parties latest by 01:00 P.M. on 22nd May, 2014 for hiring of about 15 (Fifteen) cars of Mid-segment size (the number of vehicles may increase or decrease from time to time), for use in the office of the Income Tax Settlement Commission for the Financial Year 2014 – 15.

2. This bid shall consist of two parts-**Technical Bid** and **Price Bid**. Both the bids are to be placed in two separate sealed envelopes (clearly super-scribing '**Technical Bid**' and '**Price Bid**') which in turn are to be placed in one sealed cover. The Bids of all such parties whose Price Bid is not in a separate sealed cover or the rates quoted by them find mentioned 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 **Price Bid**. The Bid should be submitted before Administrative Officer, ITSC, 4th Floor, C Wing, Lok Nayak Bhawan, Khan Market, New Delhi-110003.

3. The Technical bid shall be opened at 3 P.M. on 22nd May, 2014 in the Conference Room of the Income Tax Settlement Commission, 4th Floor, C Wing, Lok Nayak Bhawan, Khan Market, New Delhi, in the presence bidders. The Price Bids of only those parties shall be opened whose Technical Bids are found to be eligible.

4. The Commission reserves the right to accept or reject any/all tender(s) without assigning any reason.

5. The terms and conditions of the tender are available on the website of the ITSC www.itscindia.gov.in

(D.K Sonker)
Administrative Officer

(1) Technical Bid conditions (Annexure A)

Technical qualifications

1. The vendor should be income tax assessee having PAN, and the vendor should have filed returns for the AY 2013-14, 2012-13 and 2011-12. The copy of the income tax returns and PAN card copy should be enclosed.
2. The receipts of the vendor should be more than Rs. 10 lakh in each of FY 2010-11, 2011-12 and 2012-13, from operation of the hiring of vehicles. Copy of balance sheet along with all enclosures and audit reports, if any, for all the three financial years should be enclosed.
3. The vendor should have at least five vehicles in its business of hiring of vehicles in each of the three financial years. The vehicle means passenger car with boot-box. The details of vehicles should be furnished along with copy of RCs.
4. The vendor should have at least two years' experience of hiring vehicles with State Government or Central Government Department or with any Central or State PSU, or any prominent private sector entity. The copies of all such agreements are to be submitted with tender.
5. The vendor should furnish Earnest Money Deposit (EMD) of Rs. 1.30.000/- in the form of DD/Pay Order/Fixed Deposit Receipt/Banker's cheque in favour of Administrative Officer, ITSC, with the bid.

(2)PRICE BID (Financial)

(Annexure B)

S. No.	Item	Rate
(a)	The rate for running of hired vehicles should be quoted for 2600 Kms. & 330 hours per month, for seven days a week. The time and distance is to be calculated from the time and place of reporting to the time and place of release. The rates for petrol, diesel and CNG run vehicles are to be given separately.	
b)	Rates for extra Km/ hour must be separately specified.	
c)	Further for hiring of additional cars on temporary basis, rates for 80 Km/ 10 hours per day must be separately specified.	

(3)Terms and conditions for hiring of vehicles

The interested parties must be capable of providing vehicles on the following terms and conditions:-

1. The make of the vehicles should be specified separately and the model should not be earlier than 2012. Vehicle would be required to be produced for physical verification/inspection at the office premises of ITSC at Lok Nayak Bhawan, Khan Market, New Delhi.
2. The vehicles shall be at the disposal of the office of the Secretary, Income Tax Settlement Commission, New Delhi throughout the contract period at all times. It is further clarified that the vehicle shall be at the disposal of this office for all the 7 days of the week. During the contract period, the contractor shall not allow the vehicle to be used for any other person other than for the service of the customer.
3. Dedicated vehicle and driver having sufficient experience and familiarity with the city roads should be provided and shall not be changed without prior approval of Secretary, ITSC, New Delhi.
4. Contract charges includes monthly charges of driver, repairs and maintenance of vehicle, insurance, petrol/ diesel, oil and also any other incidental expenses including penalty, fine etc. CNG fitted vehicles shall also have the option of running on petrol/ diesel in emergency situation.

5. In the case of any accident, all the claims arising out of it shall be met by the vendor only.
6. The vehicle will be kept neat and clean and in perfect running condition and should be provided with air conditioners, heaters, neat and clean seat covers and curtains.
7. If the vehicle is out of order, the vendor shall provide a substitute vehicle immediately. In case the vehicle does not report on time or does not report at all, the ITSC would have a right to hire a vehicle from the market and the additional cost incurred by the ITSC will be borne by the Vendor. In addition, the Secretary, Income Tax Settlement Commission shall have power to impose penalty which may be Rs. 500 to Rs. 1000 per day, if the failure to provide vehicle in his opinion was without any reasonable cause.
8. Payment for each month shall be made in the subsequent month after presentation of the bill and after due verification by the officer using the vehicle.
9. The driver should have valid driving license and the vehicle should be registered with the concerned authorities of State Govt. copy of registration certificate (RC) should be provided.
10. The contract between the office of the Secretary, Income Tax Settlement Commission, New Delhi and the vendor can be cancelled after giving a notice of 30 days by the ITSC.

11. A penalty of Rs. 2000/- per day per vehicle may be levied if any vehicle fails to meet the terms and conditions prescribed herein on any day, after giving notice to the vendor. However, in case of frequent violations of the terms and conditions, the contract can be cancelled forthwith without any notice.
12. The Drivers shall observe all the etiquette and protocol while performing the duty. He shall be neatly dressed, should wear white colour uniform and shall carry a mobile phone in working condition, for which, no separate payment shall be made by the ITSC.
13. The vendor and driver shall be bound to carry out the instruction of the Secretary, Income Tax Settlement Commission, New Delhi, as well as of the Officer to whom the vehicle is assigned.
14. A daily record in the form of log book indicating time and mileage for each vehicle shall be maintained.
15. The Secretary, Income Tax Settlement Commission, New Delhi reserves the right to accept or reject any or all quotations without assigning any reasons.
16. In the event of the award of the tender and prior to execution of the contract, the vendor shall submit copy of the Registration Certificate, comprehensive Insurance Policy and pollution under control certificate of all the vehicles being offered for hire and full details of the driver along with his photograph dedicated to each vehicle. Copy of his driving license should also be provided.

17. The vendor shall submit the proof of ownership of the vehicles. In case the vendor provides a vehicle not owned by him, the agreement of hiring of such vehicle between the vendor and the owner of the vehicle must be submitted by the vendor and the aforementioned terms and conditions shall apply to such hired vehicles.