



केंद्रीय करोंके उप / सहायक आयुक्तका कार्यालय,  
Office of the Deputy/Assistant Commissioner of Central Taxes,  
उत्तरपश्चिम मंडल-5, बेंगलोर उत्तरपश्चिम आयुक्तालय,  
North West Division-5, Bangalore North West Commissionerate  
#16/1, S P Complex, Lalbagh Road, Bangalore  
,1/16#एसपीकॉम्प्लेक्स, लालबागसड़क, बेंगलोर

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मि.सं./C. No.I/22/01/2018 NWD-5 Tumkur

दिनांक/Dated:12.07.2018

**Limited Tender Enquiry No. 01/2018**

Sub: Rates / quotations for Hiring of vehicle under Office Expenses(MV) for Assistant Commissioner of Central Tax, NWD-5 Tumkur Division, .

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Sealed Quotations complete in all respects are hereby invited from reputed and established Taxi operators stationed in both Bengaluru and Tumkur and registered with the GST Department for hiring of following vehicle with driver on monthly hiring basis for the financial year 2018-19(new/less than one year old vehicles in excellent condition) described below for Departmental use by the Assistant Commissioner of Central Tax, NWD-5 Tumkur Division ,Bengaluru North West Commissionerate, at No.62/2, SGR Complex, Ring Road,Sadashivanagr,Opp:Toyota Showroom,Tumkur-572105.

| Sl.No | Category   |
|-------|--|
| 01    | One Tata Indigo or similar car to be used for one month excluding holidays @ Rs. 30,000/- per month exclusive of GST |

The following documents giving details are enclosed:

1. Terms & Conditions - Annexure I
2. Technical Bid - Annexure II
3. Financial Bid (Proforma for quoting rates) - Annexure III

Contractors, Firms, Agencies interested in taking up this work may submit the details in Annexure-I, II and III. The Technical Bid (Pre-qualifications requirements) (Annexure-II) should be placed in one envelope and Commercial Bid (Proforma for quoting rates) (Annexure III) should be placed in another envelope. Both the sealed envelopes should be placed in another sealed cover mentioning "Quotation / Rates for Hiring of Vehicles for Assistant Commissioner of Central Tax, NWD-5 Tumkur Division, Bengaluru North West Commissionerate, Tumkur-572105" and the same may be forwarded to the Assistant Commissioner of Central Tax , NWD-5 Tumkur Division, Bengaluru North West Commissionerate, at No.62/2, SGR Complex, Ring Road,Sadashivanagr,Opp:Toyota Showroom,Tumkur-572105 so as to reach by 1400 Hrs on 30.07.2018.

The Authority (Assistant Commissioner of Central Tax, NWD-5 Tumkur Division,Bengaluru-North West Commissionerate,) reserves the right to accept or reject any or all the quotations without assigning any reason whatsoever.

  
सहायक आयुक्त / Assistant Commissioner  
NWD-5 TUMKUR DIVISION

## TERMS AND CONDITIONS FOR HIRING OF VEHICLES (ANNEXURE-I)

1. The vehicles are proposed to be hired for the financial year 2017-18 at the discretion of the Assistant Commissioner of Central Tax, NWD-5 Tumkur Division, Bengaluru North West Commissionerate..
2. The vehicles offered should be one Tata Indigo or similar car.
3. **Eligibility Criteria:**
  - i) The Applicant Contractor's Annual Turnover should not be less than Rs.30 Lakhs during the Financial Years 2014-15 to 2017-18. In support of this, Applicant Contractor should submit copies of their returns of income filed with the Income Tax Department along with Profit and Loss Account for A.Ys 2014-15 to 2017-18. in the 'Technical Bid' envelope.
  - ii) Applicant contractor should have a reputed client list. The client list should be submitted in support of the same in the 'Technical Bid' envelope.
  - iii) The Service provider should have minimum of 3 years experience in providing minimum of 10 vehicles to the State/Central Govt. Departments/Govt. Undertaking etc., or any other organization. The evidence in this regard should be enclosed along with the tender application in the 'Technical Bid' envelope.
  - iv) The above conditions will not apply to Government or Semi-Government Enterprises.
4. **The terms and conditions for hiring of vehicles are as under:-**
  - i) The vehicle should be in excellent condition, preferably a new vehicle or the vehicle should not be older than three years.
  - ii) The vehicle should be for the exclusive use of the Department and may not be used by the vendor for any other purpose.
  - iii) The vehicle will be at the disposal of the Assistant Commissioner of Central Tax, NWD-5 Tumkur Division, Bengaluru North West Commissionerate during the period of hiring.
  - iv) The drivers should be well behaved and should attend duties in proper uniform.
  - v) All expenses relating to salary and allowances of the driver, over time payment, maintenance of vehicles, fuel, oil or and any other expenditure related to the vehicle and the driver will have to be borne by the Contractor.
  - vi) All legal obligations in respect of the vehicle i.e., Road Tax, RTO permissions etc. and the driver i.e., driver's minimum wages, social security etc., will be the responsibility of the Contractor. The Contractor should be registered with the jurisdictional Service Tax Commissionerate (as Service Provider), Department of Labour (State Government), Employees Provident Fund Organization (Ministry of Labour, Govt. of India), Employees State Insurance Corporation (ESI Act, 1948) and Karnataka Shops & Commercial Establishments Act, 1961 and any other Department as required under the Law.

- vii) In the event of breakdown of vehicle or absence of driver, arrangement for substitute vehicle / driver will have to be made by the Contractor immediately. In case the Contractor is not able to provide any substitute, it will be open for the office to deduct proportionate amount on daily basis from the bills.
  - viii) In case of any accident, all the claims / damages arising out of it shall be met by the Contractor.
  - ix) A consolidated bill for the whole month will be submitted after completion of the month for payment.
  - x) TDS will be deducted as per law.
  - xi) The contract can be terminated at any time after giving one month notice without assigning any reasons.
  - xii) The rate should be specified (exclusive of GST) (reckoned from place of reporting to place of release) on monthly basis.
  - xiii) The contractor shall provide dedicated vehicles and drivers and any change in vehicle and / or driver should be made only in very exceptional circumstances. Replacement of vehicle / driver should be provided in the event of breakdown of vehicle / non-availability of driver. The driver should be having a valid Transport License issued by the appropriate authorities, with a minimum experience of 5 years and their antecedents should be duly verified by Police authorities, at the instance of the Contractor.
  - xiv) Payment of minimum charges agreed upon shall be made every month, provided that if the contract does not commence / end in the beginning / end of a month, payment of minimum charges will be made on proportionate basis.
  - xv) Payment shall also be made on monthly basis on the actual usage of the vehicles by the Department over and above the minimum charges agreed upon.
  - xvi) The Contractor should be registered with the authority concerned of State or Central Govt. and should fulfill the conditions prescribed in Section 66 of the Motor Vehicle Act, 1988 for hiring of vehicles.
  - xvii) The Earnest Money Deposit (Refundable if the bid is not successful) of Rs.5,000/- (Rupees five thousand only) in the form of Demand Draft / Banker's cheque in favour of **"PAO, Central Tax, Bangalore"**, payable at Bengaluru has to be furnished along with the tender documents. If the tender document is not accompanied by the earnest money deposit, the quotation will be treated as invalid.
  - xviii) The unused Kms of the month will be carried forward to the next month in addition to fixed 2000 Kms for 26 days per month.
  - xix) Rates once finalized will be fixed at least for the financial year 2018-19. Upward change in rates will not be considered due to any hike in petrol/diesel/CNG prices or taxes.
4. The applicant Contractor should submit two sealed envelopes separately marked as "Technical Bid" and "Financial Bid"

## TECHNICAL BID

The Technical Bid should be as per the eligibility criteria and terms and conditions mentioned above. It should be supported by documents. The DD/Banker's cheque in respect of 'Earnest Money Deposit' should be submitted with the Technical Bid.

## FINANCIAL BID

6. In case of non-compliance of the above terms and conditions of contract, a penalty may be levied. The penalty for some of the defaults is as under:-

| Sl. No. | Nature of Default                    | Penalty Rs.  |
|---------|--------------------------------------|--|
| 1.      | Late reporting                       | 50% of proportionate contract charges per day                    |
| 2.      | Non reporting                        | 50% of proportionate contract charges per day                    |
| 3.      | Poor maintenance of vehicles         | Rs.2000/-per month   |
| 4.      | Refusal of duties                    | 100% of proportionate contract charges per day                   |
| 5.      | Non-observation of dress code        | Rs.100/- for first instance and Rs.200/-for subsequent instances |
| 6.      | Change of drivers without permission | Rs.1000/-per instance  |
| 7.      | Vehicle kept unclean                 | 50% of proportionate contract charges per day.                   |


The penalty shall be levied on the basis of the certificate signed by the controlling officer. The Assistant Commissioner of Central Tax NWD-5 Tumkur Division Bengaluru-North West Commissionerate will be the controlling officer for the vehicles.

7. The drivers employed along with the vehicle should satisfy the following conditions:-

- a) Drivers should have minimum of 5 years of experience of driving. They should have valid transport licenses for driving passenger vehicles on hire.
- b) Driver should be well versed with the roads and the places in Tumkur District and Bengaluru City and should have experience in city driving.
- c) Once the driver has been allotted to a particular vehicle, he should remain with the same vehicle for a period of at least one year. Any change in the designated driver should be intimated to the controlling officer 24 hours before such change is affected.
- d) Driver should be provided with a mobile phone.
- e) Driver should be decent and well behaved and should not have any criminal cases against him and should not have any past history of accidents. Antecedents of the Drivers should have been verified by the Police Authorities.
- f) Car should be kept clean and odor free, suitable for official use.

8. In case of vehicle breakdown, a substitute vehicle shall be provided by the Contractor immediately. In case vehicle does not report within the reasonable time or 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. In case, neither a substitute vehicle is provided nor a vehicle is hired by the Department, proportionate contract charges are liable to be deducted from the contract charges payable, in addition to the penalty levied as indicated in para 6.

- 9 The Bid has to be submitted on or before 1400 hrs on 30.07.2018 to the Assistant Commissioner of Central Tax, NWD-5 Tumkur Division, Bengaluru North West Commissionerate, at No.62/2, SGR Complex, Ring Road, Sadashivanagr, Opp: Toyota Showroom, Tumkur-572105. The bid once submitted shall not be allowed to be withdrawn and the default after acceptance of the bid shall be deemed to be non-compliance of terms of contract and would render security deposit liable to forfeiture and penalty as the case may be.
10. Tenders (Technical Bids) will be opened on 31.07.2018 at 1530 Hrs. in the office of the Assistant Commissioner of Central Tax, NWD-5 Tumkur Division, 3<sup>rd</sup> Floor, S.P.Complex, Lalbagh Road, Bengaluru-27 in front of the bidders or their authorized representatives. The Financial bids of the qualified (Technical Bid) bidders would be opened at 1630 Hrs on 31.07.2018
11. The successful bidders shall provide details of all vehicles within 2 days of bid opening date and also present themselves for signing the agreement, as and when called for, and also physically produce the vehicles for inspection within a reasonable period mutually agreed upon.
12. The vehicle should report for duty on time. In case the vehicle do not report for duty, as the case may be, the payment shall be made on a pro-rata basis depending upon the date of reporting of the respective vehicle.
13. The requisite number of vehicle for which the contract is awarded to the Contractor should definitely report for duties.
14. In case of any doubt or inquiry the bidder may contact the Assistant Commissioner on phone number 080-22233788 on any of the working days.
15. The Assistant Commissioner of Central Tax, NWD-5 Tumkur Division, Bengaluru North West Commissionerate, Bengaluru reserves the right to accept or reject any part of the tender or whole tender, without assigning any reason.

  
सहायक आयुक्त / Assistant Commissioner  
NWD-5 TUMKUR DIVISION  
Bengaluru North West Commissionerate

Copy to:

- 1) Notice Board
- 2) Central Tax Bangalore

## (TECHNICAL BID)

To be submitted in a separate *sealed* envelope subscribing "Technical Bid"  
Pre-qualification requirements for award of contract for 'Hiring of Vehicles'

|      |  |  |
|------|--|--|
| 1.   | Name of the Organization/ Firm with full address with pin code, Phone No, Fax No, email etc.   |  |
| 2.   | Name of all the Proprietor / Partners / Directors  |  |
| 3(a) | PAN No. of the Firm as allocated by the Income Tax Department.   |  |
| 3(b) | Copy of the Income Tax Return filed for last three years and Income Tax Clearance Certificate (ITCC) for the last year to be attached.   |  |
| 4    | Total strength of staff/workers available with the Service Provider  |  |
| 5    | List of the Public Sector/Govt. Organization to which similar Services have been provided by the Service Provider during the last 5 years. List of Government Organizations where the Service Provider is currently providing services may also be indicated. (Please attach the job order/service certificate from Govt. Office / Public Sector)                          |  |
| 6    | The Service Provider should also submit Copies of Registration Certificate obtained from Service Tax Department (Ministry of Finance), Department of Labour, State Government, Employees Provident Fund Organization (Ministry of Labour, Govt. of India), Employees State Insurance Corporation (ESI Act, 1948) and Karnataka Shops & Commercial Establishments Act,1961. |  |
| 7    | The total Turnover of the Contractor as Service Provider for such services should not be less than Rs. 30 lakhs in 2011-12, 2012-13 & 2013-14, 2014-15. Necessary documents/ Certificates to be enclosed.  |  |
| 8    | Registration Number of Service Provider with Service Tax Department (Attested Photo copy of registration certificate should be attached)   |  |
| 9    | Registration Number of Service Provider with other Government Departments :<br>(Attested Photo copy of registration certificate should be attached)  |  |
| 10   | Total Nos. of Taxis/Vehicles available with Service Provider together with make/Model :  |  |
| 11   | Whether Service Provider will be able to provide vehicle of 2014 Model and later model. Indicate model and make of vehicle to be provided.   |  |
| 12   | Service Provider should have minimum of 3 Private Taxis registered in their names or in the names of the firms.  |  |
| 13   | Vehicles to be provided by the Service Provider should be in perfect working condition and suitable for use by Senior Officers and should not be older than 2013/14 model and in white colour.   |  |
| 14   | Vehicles to be provided by the Service Provider should have comprehensive insurance to cover all risks as per the Motor Vehicle Act and relevant Rules and Regulations of the State Government and Central Government  |  |
| 15   | Any other information to be considered :   |  |

UNDERTAKING (Part of Annexure -II)

1. I/We undertake that I/We have carefully studied all the terms and conditions of contract as indicated in Annexure I and understood the parameters of the proposed work and shall abide by them.
2. I/We hereby certify that none of my relative(s) is/are employed in the Commissioner of Central Tax, Bangalore-II Commissionerate, Bengaluru or in field formations of Customs & Central Tax, Bengaluru.
3. I/We further undertake that the information given in this tender are true and correct in all respects.

Signature of Authorized person with date: \_\_\_\_\_

Name & full address: \_\_\_\_\_

Telephone No:

Office:

Fax No:

Residence:

Email:

Seal \_\_\_\_\_

## (FINANCIAL BID)

## PROFORMA FOR QUOTING RATES

To be submitted in a separate sealed envelope subscribing "FINANCIAL BID"

| Sr No | Category<br>(New less than one year old in excellent condition)   | Brand of vehicle | Rates (in Rs.) per month with Driver |
|-------|---|------------------|--------------------------------------|
| 01    | i. One Tata Indigo or equivalent vehicle to be used for whole month excluding holidays on monthly basis<br>ii. Rates per extra kilometer and extra hour |                  |                                      |

2. Any other information:

Signature of Authorized person with date: \_\_\_\_\_

Name & full address: \_\_\_\_\_

Telephone No:

Office:

Fax No:

Residence:

Email:

Seal \_\_\_\_\_