



DIRECTORATE OF REVENUE INTELLIGENCE

राजस्व आसूचना निदेशालय

REGIONAL UNIT/ क्षेत्रीय यूनिट

BHARATHI BHAVAN, BEJAI CHURCH ROAD, BEJAI, MANGALORE-575004

भारती भवन, बीजै चर्च रोड, बीजै, मंगलौर - 575004

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F.No.DRI/BZU/MRU/1/HIRING/36/2016

Date: 01.12.2017

Tender Notice for Hiring of Vehicle

Directorate of Revenue Intelligence, Regional Unit, Bharathi Bhavan, Bejai Church Road, Bejai, Mangalore – 575004 invites reputed service providers i.e. a well established Taxi agency/travel agency/ firm/Company (hereinafter referred to as the agency/service provider) to quote competitive rates for providing vehicle on hire for its official use on monthly basis as per the requirement mentioned hereunder:

Sl.No.	Category	No. of vehicles required
1	Sedan Vehicle (preferably Toyota Etios/Suzuki Swift Dzire/Tata Indigo) for office use for 25-26 days (upto 2000 Kms.)	01 (One)

Submission of the Quotation:

1. The quotations may be sent by post or delivered at said office premises.
2. Interested agencies are requested to submit their quotation/tender in two parts in two separate sealed covers, one containing **“Technical Bid”** and the other containing **“Financial Bid”**. Both these bids should be kept together in another sealed cover superscripted as **“Quotation for Hiring Vehicle”**. The format of the Technical Bid and Financial Bid is enclosed as Annexure –‘A’ and Annexure – ‘B’.
3. The quotations in sealed covers should be sent to the **Deputy Director, Directorate of Revenue Intelligence, Regional Unit, Bharathi Bhavan, Bejai Church Road, Bejai, Mangalore – 575004.**
4. The quotation in the sealed cover containing the financial and technical bids must reach the said designated office **on or before 26.12.2017 within 16.00 Hrs.** Bids received after the due date/time shall not be entertained.
5. The received **bids shall be opened in this office on 28.12.2017 at 15.00 Hrs.** in the presence of the authorized representatives of the bidders. All the bidders are informed to be present in person or through an authorized representative on the aforementioned time and date in this office.

6. Incomplete quotation or bids not accompanied with the required and supporting documents or Quotations not contained in a sealed envelope or received later than stipulated time shall be summarily rejected without assigning any reason and without any communication.
7. This office reserves the right to reject any bid without assigning any reason.
8. The validity of the quotation shall be for 3 months from the date of receipt of its receipt in this office.
9. The rates quoted shall be valid for one year from the date of awarding the work of hiring vehicle for Directorate of Revenue Intelligence, Regional Unit, Mangalore.
10. The financial bid must mention the rates to be charged by the agency (contracted vehicle provider) as per the following terms & conditions.
11. TDS will be deducted at the applicable rate from the contract amount.

TERMS & CONDITIONS FOR THE BIDS

The service provider shall agree to and sign the following terms and conditions:

1. The vehicle will be required for a maximum distance of 2000 Kms. in a month. It should be available for a duration 10 to 12 Hours per day including odd hours depending on the requirement. Vehicle should be provided on Sundays or any other holidays at the request of hiring department.
2. Unused Kilometers of the 2000 Kms. quota will be carried forward to succeeding months and so on.
3. The vehicle provided under the contract must be properly and comprehensively insured and should carry necessary permits/clearances, including pollution clearance certificate, from the concerned State Transport Authority or any other concerned authority.
4. The financial bid to be submitted by interested bidders shall indicate individually the rates per month to be charged for the vehicle hired, rates for extra kilometers travelled, GST payable as per applicable rates (if GST applicable) and other financial terms & conditions.
5. The Agency whose bid is found to be acceptable by this office shall prior to the engagement of its services certify in writing to this office that the terms and conditions of the tender have been read and understood.
6. The vehicle shall be provided for the exclusive use of this office and shall not be used by the contracted agency for any other purpose.
7. In case of any mishap / accident, all the claims arising there from, shall be met by the vehicle provider.
8. The Sedan Car provided on hire should be of latest make (not older than 3 years) and also in good running condition and should not have run more than 35000 KMS as on date of submission of tender. The service provider should mention the year of manufacture of the vehicle in the Annexure "A".
9. The vehicle should be kept in neat, clean and in perfect running condition with clean interiors and proper upholstery. The vehicle should not have any accident history. Vehicle must be provided with a dedicated driver, who must be well behaved and possessing driving experience of not less than 4 years.

10. Road worthiness of the vehicle shall be ensured at all times by the vehicle provider. The service provider will conduct fortnightly cleaning & washing as well as servicing (as and when due) of the vehicle.
11. The driver of the vehicle provided shall observe proper etiquette, politeness and protocol while performing his duty and shall be neatly and properly dressed. He/she must carry a mobile phone in proper working condition, for the usage of which no separate payment shall be made by this office.
12. The service provider shall ensure compliance with all labor laws in force.
13. The service provider must submit an undertaking that neither he nor his firm has been blacklisted by any organization/govt. department for any reason as on the date of submission of the bid.
14. The service provider shall ensure that the speedometer of the vehicle provided is properly sealed so that it cannot be tampered no tampering is done with unnecessarily to inflate the distance travelled. Reading of mileage & duty time shall be counted from the reporting point to the relieving point.
15. The contract for hiring the vehicle shall be initially for a period of one year.
16. The service provider must provide the name and address of the driver and a police verification report along with an attested copy of the driver's license clearly indicating the license number while submitting the agency's acceptance offer. Once the hiring commences, the driver deployed with the vehicle shall be changed/retained only on the recommendation of this office.
17. LPG Cylinders must not be used as fuel for running the vehicle in any case.
18. The service provider shall maintain a record of journeys performed by the hired vehicle in a log book system which shall be verified by an officer in charge of hired vehicle in the Directorate of Revenue Intelligence, Regional Unit, Mangalore. Only the mileage verified by the vehicle in – charge shall be taken into consideration by this office at the time of making payment to the contracted agency.
19. The service provider shall provide or arrange to provide alternate vehicle/s in case of any shortfall or breakdown of the operational vehicle/s.
20. In case of non-reporting of vehicle/driver due to breakdown or any other reasons or if the 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 service provider. In addition to above, a penalty of Rs. 2000/-per day shall be deducted from the amount payable to the agency.
21. In case of misbehavior of the driver or the agency's failure to meet any of the agreed / accepted terms and conditions a penalty of Rs. 500/- per instance shall be charged on the vehicle provider.
22. Toll tax and parking charges shall be reimbursed by this office to the contracted agency upon submission of necessary documentary evidence for payment of the same.
23. In the event of any unsatisfactory performance, either of the vehicle/s or of the driver and /or non compliance with the terms & conditions of the contract, the contract shall be terminated without assigning any reasons whatsoever.

24. The bill for payment of the hiring charges shall be submitted to this office by the contracted agency at the beginning of the following month, duly certified by the officer in charge of hired vehicle in this office. No payment in advance shall be made to the contracted agency / vehicle provider by this office.

25. The service provider shall provide a self attested copy of the proprietor/firm's Pan Card, GST Registration Number & copy of Income Tax Return filed for the previous two years (wherever applicable). GST shall not be reimbursed by this office to the contracted agency /vehicle provider in case of failure of providing proof of payment of the tax to the proper office and filing of GST Return by the stipulated date.

26. In case of any dispute concerning the hiring of the vehicle by this office from the service provider /vehicle provider, the decision of the Deputy Director, Regional Unit, Mangalore shall be final and binding. The Deputy Director also reserves the right to secure the fulfillment of other conditions, not expressly mentioned herein which are otherwise consistent and necessary with the use of the hired vehicle.

27. The service provider shall undertake to indemnify by this office against all damages /charges arising on account of or connected with the negligence of the service provider/contracted agency or its staff or any person under their control whether concerning public or any person in general while executing the contracted work or otherwise and against all claims and demand thereof.

28. The vehicle shall be physically inspected after approval of Technical Bids and before approval of the Financial Bids.

Sd/-
(M.S.PRITHVI)
Deputy Director

Copy to :

1. Notice Board.
2. Web Master, Directorate General of System & Data Management, EC/EDI Gateway Project, Central Revenue Building, I.P.Estate, New Delhi-110002 for wide publicity through departmental website.

ANNEXURE 'A'

TECHNICAL BID

Name, Address and Telephone No. of the Tenderer:

Name and address of the Proprietor/Partner/Directors:

Qualification criteria for Technical Bid

- | | |
|---|----------|
| 1. We have valid PAN | Yes / No |
| 2. We have attached copy of PAN | Yes / No |
| 3. We have GST Registration (If applicable)
(If GST is not applicable then declaration
to this effect may be given) | Yes / No |
| 4. We have attached GST Registration certificate | Yes/No |
| 3. Make & Model of vehicle | |
| 4. Registration No. of the vehicle | |
| 5. Distance covered so far | |
| 6. Total number of commercially registered cars owned _____
(please fill Number opposite) | |

“I have read the terms & conditions of the Tender Notice”

Signature

Name of the Authorised Signatory

Seal / Stamp

ANNEXURE ‘B’

FINANCIAL BID

1. Name, Address and Telephone number of Tenderer:

2. Name and address of the Proprietor/Partner/Directors:

3. GST Registration Number (if applicable):

4. Rate per vehicle (use for 25-26 days in a month and upto 2000 Kms.):

Category of Vehicle	Rate in Rs.	GST (if applicable)	Total
Sedan Vehicle (preferably Toyota Etios/Suzuki Swift Dzire/Tata Indigo)			
Extra KM charges i.e. for use beyond 2000 KMs. in a month.			

“I have read the terms & conditions of the Tender Notice”

Signature
Name of the Authorised Signatory
Seal / Stamp

DECLARATION

I hereby certify that the information furnished in ANNEXURE – A and ANNEXURE – B is true and correct to the best of my/our knowledge. I understand that in case, any deviation is found in the above statement at any stage, I/ we will be blacklisted and will not have any dealing with the Department in future.

(Signature of Authorised Signatory/owner with date)