

**INCOME TAX APPELLATE TRIBUNAL  
VISAKHAPATNAM BENCH  
5th Floor, LIC Building, Jeevita Bima Road  
Visakhapatnam – 530004**

**NOTICE INVITING THE TENDER**

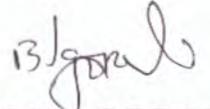
**F. No. 129-Ad/ATV/2015-16**

**Dated February 8, 2016**

The Income Tax Appellate Tribunal, Visakhapatnam Bench intends to hire One (01) No. Maruti 'SX 4' (AC) or Equivalent Car / Vehicle. Hiring shall be initially for a period of one year, from the date of commencement and would be extendable for one more year at the discretion of ITAT. Reputed transport contractors or any Government or Semi-Government enterprise having requisite vehicles/ infrastructure should furnish their bids latest by **19.02.2016 before 1:00 PM** in the office of the **Assistant Registrar, Income Tax Appellate Tribunal, 5<sup>th</sup> Floor, LIC Building, Jeevita Bima Road, Visakhapatnam.**

2. Tender documents and Terms & Conditions document may be collected from the office at above mentioned address during office hours. The details are also available on <http://itat.nic.in>.

3. Bids will be opened on **19.02.2016 at 3:00 PM** in **ITAT, Visakhapatnam Bench, 5<sup>th</sup> Floor, LIC Building, Jeevita Bima Road, Visakhapatnam** in front of bidders or their representatives.



**(B. VENU GOPAL)**  
Sr. Private Secretary  
Head of Office & DDO

**TERMS AND CONDITIONS  
FOR HIRING OF "MARUTI SX4" OR EQUIVALENT VEHICLE**

1. The Income Tax Appellate Tribunal (hereinafter referred to as ITAT) intends to hire 01 (One) vehicle. The vehicle offered for hiring by the Applicant Contractor should be Maruti SX-4 (AC) or equivalent vehicle (hereinafter referred to as vehicle).
2. Vehicle is proposed to be hired for an initial period of one year (on 6 days per week basis) with the provision of extending it for a further period of one year at the discretion of the ITAT.
3. Eligibility Criteria:
  - i) The Applicant Contractor should own at least 10/5 vehicles at the time of making application for the contract.
  - ii) The Applicant Contractor's Annual Turnover should not be less than Rs.25/10 lakhs during F.Y. 2014-15
  - iii) The Applicant Contractor should offer at least 02 vehicles for hiring.
  - iv) Applicant contractor should have a reputed client list.
  - v) The Applicant contractor should have experience of running a fleet of vehicles on hiring basis of at least 3 years.
4. All the vehicles proposed to be hired out to ITAT by the applicant contractor should be in good running condition and their date of manufacture should not be more than two years old and should not have run for more than 30,000 kms. and should have valid Taxi Registration with competent authority.
5. The hiring charges should be specified (exclusive of service tax) for 1800 kms (reckoned from place of reporting to place of release) and 300 hrs on monthly basis (reckoned from time of reporting to the time of release) of vehicle. The charges for additional hours after 300 hours and additional distance after 1800 kms per month should also be specified. The hourly charges should also be specified in case any vehicle is required on Sunday (Kilometrage on Sunday will be included in the monthly limit of 1800 kms).
6. The Contractor shall provide dedicated vehicle and drivers and any change in vehicle and/or driver should be made only in very exceptional circumstances. Replacement of the vehicle/driver should be provided in the event of a breakdown of vehicle/non-availability of driver.
7. The driver should have valid Driving License, with a minimum experience of 3 years and their antecedents should be duly verified by police authorities, at the instance of the contractor.
8. Payment of minimum charges agreed upon will be made every month. Payment will also be made on the actual usage of the vehicle by the ITAT, over and above the minimum charges agreed upon.
9. While computing the amount payable as per clause 8 above on account of extra kms, over and above agreed kms per month i.e. 1800 kms per vehicle, for one or more vehicles, the total of unused kms of other vehicles of the contractor under hire with the ITAT for that month shall be reduced.

**Explanation:** For the purpose of clause 9, unused kms would mean the difference between cumulative agreed kms and the cumulative actual kms, run by one or more vehicles of the contractor, if the cumulative actual kms run by them is less than the cumulative agreed kms.

10. The vehicle shall be deemed to be at the disposal of ITAT during the period of contract and will not be used by the Contractor or Driver or any other person during the period of contract. The billing for kms and hours shall be made from the reporting place to the relieving place. In certain cases where relieving place is not the ordinary place of reporting, the ordinary place of reporting shall be deemed to be relieving place. After official use every day, the vehicle will be placed at the residence of the Member or at any other place to be specified by the Tribunal and the keys will be deposited with the Member.
11. The liability on account of fuel, driver & all expenses relating to maintenance, insurance, parking, toll etc of the vehicle, would solely and wholly be the responsibility of the contractor and the ITAT will not bear any liability other than hiring charges.
12. The Driver of the vehicle can be called for reporting at any time.
13. The contract for hiring of the vehicle can be terminated by the ITAT at any time with a notice period of 30 days without assigning any reason.
14. The contractor should be registered with the authority concerned of State or Central Government, and should fulfill the conditions prescribed in Section 66 of Motor Vehicle Act, 1988 for hiring of vehicle.
15. The contractor will be responsible for loss / damage to property or life because of negligence of driver or poor maintenance of vehicle or due to an accident or otherwise. The ITAT would not be responsible at all for loss / damage to property or life on account of such incidents.
16. In case of non-compliance of the above terms and conditions of contract, a penalty may be levied on the basis of 'certificate of default' signed by the Controlling Officer. The penalty for some of the defaults is as under:

Srl	Nature of Default	Penalty (Rs)
1	Late reporting	Rs.100 per day.
2	Non-reporting	Rs.1000 per day.
3	Refusal of duties	Rs.500 per instance.
4	Non-observation of dress- code.	Rs.100 per instance.
5	Change of drivers without- prior permission.	Rs.200 per instance.

In case a vehicle is not maintained properly, the same should be replaced with a good condition vehicle immediately. In case of failure to do so, it would be considered as non-reporting of the vehicle and penalty charges may e levied as given in above table in addition to deduction of proportionate contract charges.

17. A log sheet specifying daily reporting and relieving time as well as daily opening and closing meter reading shall be maintained for each vehicle. The contractor should submit the duly filled log sheet signed by the controlling officer to whom the vehicle has been assigned along with the bill on the monthly basis.
18. The drivers employed along with vehicle should satisfy the following conditions:
  - i) Drivers should have minimum 3 years of experience of driving. They should have the valid Driving Licence.

- ii) Driver should wear the prescribed uniform i.e. Light blue shirt with navy blue trouser and black shoes.
  - iii) Driver should be well versed with the roads and the place of operation.
  - iv) 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. If there is any change in the designated driver concerned officer should be intimated 24 hours in advance.
  - v) Driver should be provided with mobile phone. The expenses for mobile phone should be borne by the contractor.
  - vi) Driver should be decent and well behaved.
19. In case of vehicle breakdown, a substitute vehicle of similar kind shall be provided by the contractor immediately. In case vehicle does not report on time or does not report at all and substitute vehicle is not provided by contractor immediately, the ITAT shall have the right to hire similar kind of vehicle from the market and the additional cost incurred by the ITAT will be borne / the contractor. In case neither a substitute vehicle is provided, nor a vehicle is hired by the AT, proportionate contract charges are liable to be deducted from the contract charges payable. In addition to the above, the penalty may also be levied for late reporting / non-reporting of the vehicle as stipulated in para 16 above.
20. The Earnest Money Deposit (Refundable, if the bid is not successful) of Rs.10,000 (Rupees Ten Thousand only) per car/vehicle in the form of Demand Draft / Bankers Cheque in favour of Assistant Registrar, ITAT, Visakhapatnam has to be given.
21. While bidding, the applicant contractor should submit two sealed envelopes separately irked as 'Technical Bid' and 'Financial Bid.'
- (i) **Technical Bid:** The Technical Bid should be as per Annexure A. It should be supported by the documents indicated in Annexure. The Demand Draft / Bankers' Cheque in respect of 'Earnest Money Deposit' should be submitted with the 'Technical Bid.'
  - (ii) **Financial Bid:** The tender document, marked as Annexure B, is a 'Financial Bid.' Initially only the technical bid will be opened. The Financial Bid will be opened, only if, the applicant contractor fulfills the stipulated conditions for technical bid.
  - (iii) **The applicants should submit their bids in sealed envelopes in the office of the Assistant Registrar, ITAT, Visakhapatnam upto 1.00 PM on 19.02.2016.**
22. Bid once submitted shall not be allowed to be withdrawn and default after acceptance of bid shall be deemed to be non-compliance of terms of contract and would liable to forfeiture of security deposit and levy of penalty as the case may be.
23. Tenders will be opened by the Assistant Registrar, ITAT, Visakhapatnam on 19.02.2016 at 3.00 PM in the office of the Vice President / Senior Member in front of bidders or their representatives.
24. In case of failure to supply the stipulated number of vehicles for hiring by the contractor for the intended period, the contract may be cancelled by the ITAT and EMD may be forfeited.
25. In case of any dispute, during tender press, the decision of the President / Vice President / Senior Member, ITAT, Visakhapatnam would be final and binding.
26. The ITAT reserves the right to accept or reject any part of the tender or whole tender, without assigning any reason

**TECHNICAL BID**

1.	Name, address and telephone number of the tenderer i.e. the applicant contractor.	
2.	Permanent Account No. (PAN)	
3.	No. of vehicles owned by the applicant contractor (Documentary evidence should be furnished.)	
4.	Details of reputed clients.	
5.	Experience, in Number of years of running a fleet of vehicles on hiring basis.	
6.	No. of vehicles being offered for hiring.	SX 4
7.	Details of Demand Draft / Banker's Cheque in respect of Earnest Money (Demand Draft / Banker's Cheque should be enclosed)	
8.	Year of make of the vehicles.	
9.	Turnover/Gross Receipt in the preceding financial year.	

**Name and Signature of the  
Authorized Signatory.**

**ANNEXTURE B**

**FORMAT OF TENDER DOCUMENT ( i.e. FINANCIAL BID) FOR HIRING OF  
Maruti 'SX 4' OR VEHICLES.**

1. Name, address and telephone No. Of the Tenderer.
2. Permanent Account No. (PAN)
3. Name and address of the Proprietor / Partners / Directors and their PAN
4. Rate Chart per vehicle (Exclusive of Service Tax)

Sl. No.	Description	Rate (Rs.) for SX 4	Rate for .....
1.	For 1,800 Kms and 300 hrs per month		
2.	For every extra Kilometer beyond total cumulative kilometer per month computed as No.of vehicles hired multiplied by 1800 kms.		
3.	For every extra hour beyond 300 hours per month for each vehicle.		
4.	Extra charge for Saturday, Sunday & other Holidays (Kilometerage will be included in the monthly scheme of 1800 kms)		
5.	No. of vehicles being offered for hiring.		

5. Name(s) and details of the past/ present customer(s), if any :
6. Details of Demand Draft / Banker's Cheque In respect of Earnest Money :

**Name and Signature of the  
Authorized Signatory**

**Tender will be opened on 19-02-2016. at 3.00 PM in the presence of the Vice President/Senior Member \_\_\_\_\_ in front of the bidders or their representatives.**