



INCOME TAX APPELLATE TRIBUNAL  
Ministry of Law & Justice, D/o Legal Affairs  
6<sup>th</sup>, 10<sup>th</sup> & 11<sup>th</sup> Floor, Lok Nayak Bhawan, Khan Market, New Delhi-110003  
Ph. 011- 24654341, 24648027

Dated: 03/06/2019

**TENDER NOTICE**

Sealed quotations are invited for hiring 06 Cars make 'Maruti Sx4' (AC), Maruti Ciaz (AC) or equivalent segment on monthly and day to day basis for the period of one year from reputed/registered transport Contractors/Dealers/ Firms/ Companies/Agencies or any Government or Semi Government enterprise, who are engaged in providing service for hiring of Cars/Vehicles.

The quotations/ tenders must be submitted in sealed cover to the Deputy Registrar, Income Tax Appellate Tribunal, 6<sup>th</sup> Floor, Lok Nayak Bhawan, Khan Market, New Delhi on or before 21.06.2019 (3:00 PM) on any working day between 09:30 AM to 06:00 PM. The bids will be opened on 24.06.2019 at 3:00 PM on 10<sup>th</sup> floor, Lok Nayak Bhawan, Khan Market, New Delhi.

Income Tax Appellate Tribunal reserves the right to cancel and/ or postpone the tender or reject any bid without assigning any reason.

Interested Agencies/ Dealers/ Firms/ Companies may submit their details as mentioned in Annexure I, II, III and IV.

Additional details/Terms and Conditions can be downloaded from this office website [www.itat.nic.in](http://www.itat.nic.in) or may be collected from the office at above mentioned address during office hours.

(V.K.SINGHAL)  
DEPUTY REGISTRAR  
Income Tax Appellate Tribunal  
Delhi Benches, 6<sup>th</sup> Floor,  
Lok Nayak Bhawan, New Delhi

**Terms and Conditions:-**

1. The Income Tax Appellate Tribunal (hereinafter referred to as ITAT) intends to hire 06 vehicles. The vehicles offered for hiring by the Applicant Contractor should be Maruti Sx4/Maruti Ciaz or equivalent segment vehicle (hereinafter referred to as vehicle).
2. Vehicle is proposed to be hired for an initial period for one year (on 7 days per week basis) with the provision of extending it for a further period of one year at the discretion of the ITAT.
3. The offers from the registered/authorized supplier/agencies/ firms shall only be accepted. If applying on behalf of a company as a dealer/distributor, the relevant authorization documents should be attached.
4. The company/firm/vendor should have adequate experience in same/similar trade. Necessary documents/credentials of the tender should be submitted in support of the same including execution of the job in reputed organization/institution.
5. The tenders / rates quoted should be specified (exclusive of service tax/GST) for 2600 kms and 330 hrs on monthly basis and preferably 10 hrs & 100 Kms for day to day basis of vehicle. The charges for additional kms and hours should also be specified for both monthly and day to day basis as well. The time & distance is to be calculated from place of reporting to place of relieving.
6. All the documents enclosed with the tender must be duly signed by the Authorized representative(s) of the firm with his/her name, designation and official seal.
7. The tender should be submitted in the format as per enclosed Performa (Annexure I) and technical details should be provided with the tender document.
8. All the vehicles proposed to be hired out to ITAT by the applicant/contractor must be in perfect running condition, vehicles should be kept neat and clean and their date of manufacture should not be more than two years old and should not have run for more than 30,000 kms.

9. 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.
10. The contract for hiring of the vehicle can be terminated by the ITAT at any time without assigning any reason.
11. A log sheet specifying daily reporting and relieving time as well as daily opening and closing meter reading shall be maintained by the contractor for each vehicle for monthly and day to day basis. The contractor shall have to 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.
12. All vehicle offered by the contractor should be commercial with yellow number plate.
13. During Odd-Even policy all replacement should be made by the contractor if needed.
14. The drivers employed along with vehicle shall have to satisfy the following conditions:
  - A. Drivers should have minimum 3 years of experience of driving the cars. They should have the valid Driving License.
  - B. Drivers should wear the prescribed uniform i.e. White Shirt and Blue trouser and black shoes.
  - C. Drivers should be well versed with the roads and the place of operation in Delhi and NCR.
  - D. Once the Drivers have 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/replacement in the duty of driver, concerned officer should be intimated 24 hours in advance.
  - E. Driver should be provided with mobile phone. The expenses for mobile phone shall be borne by the contractor.
  - F. Driver should be decent and well behaved.
  - G. The vehicle shall have a valid permit to operate in the NCR region. If required, the toll tax shall be borne by the Transport Operator.

- H. The vehicle shall be at the disposal of the Income Tax Appellate Tribunal for all the 07 days of the week. The driver of the vehicle can be called for reporting at any time during 7 days of the week.
- I. Contract charge include inter alia monthly charge of driver, repairs and maintenance of vehicle insurance, petrol/diesel/CNG oil and lubricant and also any other incidental expenses including penalty etc.
- J. In the case of any accident, all the claims arising out of it shall be borne by Transport Operator and there will be no liability of ITAT.
- K. If the hired vehicle is out of order the transport Operator shall provide a replacement vehicle immediately, In case, vehicle does not report on time or does not report at all the ITAT would have right to hire a vehicle from the market and the total cost incurred in this regard by the ITAT shall be borne by the Transport Operator.
- L. During the odd and even formula, implemented/directed by the Govt. of Delhi, the Vehicle will be provided according to the odd and even registration no. of cars by the transport contractor.
- M. That payment shall be made in the succeeding month on the basis of actual bill presented by the Transport Operator.
- N. The driver shall have valid driving license and the vehicle should be registered with the concerned authorities of Central/ State Govt. The driver of the vehicle must follow traffic rules and other regulations prescribed by the Government from time to time. The Transport Operator shall be responsible for any fine/ penalty, if any, for violation of traffic rules by the driver.
- O. Dedicated vehicle and driver having sufficient experience and familiarity with city roads must be provided and changes in vehicle and driver will be allowed only in exceptional circumstances, the vehicle must be available at any time as desired by the ITAT/ Officer concerned.
- P. The drivers shall observe necessary etiquette and protocol while performing the duty & shall be neatly dressed and shall carry a mobile phone in working condition, for which , no separate payment shall be made by the ITAT.
- Q. The Transport Operator and driver shall be bound to carry out the instructions of the ITAT as well as of the Officer/ Officers using the vehicle.

- R. A penalty of Rs.500/- per day may be levied if the vehicle fails to meet the terms and conditions prescribed herein on any day alongwith deduction of vehicle charges for the day. However, in case of frequent violations of the terms and conditions, the contract can be cancelled forthwith.
- S. The ITAT reserves the right to accept or reject any part of the tender or whole tender, without assigning any reason.

**TECHNICAL /INFRASTRUCTURAL BID**

1.	Name and complete address of the Tenderer.	
2.	Tele/Fax/E-mail/Mobile No. of the Tenderer.	
3.	Contact person's name & Mobile No.	
4.	Details of registered office, if any, along with contact person's name and Tele. No.	
5.	Legal status i.e. public/private limited/any other along with documentary evidence.	
6.	Experience, in number of years of running a fleet of vehicles on hiring basis.	
7.	Year of make of the vehicles.	
8.	List of reputed clients in Govt. sector/private sector.	
9.	TIN/PAN/Service Tax No. etc.	
10.	Bank Details alongwith IFSC, MICR, BSR codes.	

Date:

Name and Signature of Bidder with Corporate Seal and Mobile No.

FINANCIAL BID

1.	Name of Firm with Address	
2.	Telephone/Fax/E-mail/Mobile no. of the Tenderer	
3.	Name of proprietor/partners/directors mobile no.	
4.	Rates quoted for Monthly basis: - Extra per kilometer: - Extra per hour: -	
5.	Rates quoted for Per day/day to day basis preferably 10 hrs & 100 kms: - Extra per kilometer: - Extra per hour: -	

Date: -

Name and Signature of Bidder with  
Corporate Seal and Mobile no.

SELF DECLARATION

Bid documents must be prepared on the basis of Notice and Annexure-I to IV alongwith a declaration stating that the information furnished by the Firm/ Company is true.

Date:

Name and Signature of Bidder with Corporate Seal and Mobile No.