

3.1 The general terms and conditions are as under:

- a) Fleet of owned vehicles with service provider : 7.
- b) Drivers on Payroll (in numbers) : 7
- c) Minimum years of experience in related field : 5
- d) Number of vehicle demanded should have been provided in a single contract to a government agency in the past three years: 7
- e) Number of vehicles demanded should have been provided in the past 1 year to government agencies : 7
- f) Geographic presence in States : Mumbai/Mumbai Suburban Districts

3.2 The specific terms and conditions are as under:

- a. The Buyer can increase or decrease the contract quantity or contract duration upto 25 percent at the time of issue of the contract. However, once the contract is issued, contract quantity or contract duration can only be increased upto 25 percent. Bidders are bound to accept the revised quantity or duration.
- b. Minimum Average Annual Turnover of the bidder (For 3 Years)—50 Lakhs
- c. Year of past experience Required for similar services—5 years
- d. The registered office /branch office of the bidder should be located in Mumbai/Mumbai Suburban Districts.
- e. The bidder shall submit copies of the Registration Certificate and insurance policies of the vehicles being offered for hire and particulars of the drivers with photograph.
- f. the physical verification inspection during the technical evaluation process. Local Purchase The bidder shall be required to produce the vehicle in the office for Committee constituted by CIT(IT)-4, Mumbai is authorized body to decide the satisfaction on behalf of the department and eligibility on technical qualification. Please note if the bidder does not produce the vehicle offered during the technical evaluation then such bidder may treated as technically disqualified.

g) Technical Specification:

- (i) Vehicle Type : SUV
- (ii) Type of Car : Ciaz, Honda City, Verna, etc.
- (iii) Usage Varient : 2500 km x 320 hours
- (iv) Type of service : Local 24*7
- (v) Year of Vehicle Model : 2024, 2025
- (vi) Km Travelled : Upto 25,000 Kms
- (vii) Air Conditioning Requirement : A/C
- (viii) Area of operation : Plain

3.3 Scope of Work

- (i) The vehicles are hired for the purpose of duty in the Income Tax Department of CIT(IT)-4, Mumbai Region.
- (ii) The service provider has to provide vehicle along with driver as and when demanded (24x7) beyond the office hours also as and when the Department requires such services.
- (iii) The year of vehicle model provided by the contractor should be 2024 or 2025 and should be well maintained. Further, such vehicle should not have run more than 25000 Kms.

3.4 Additional terms and conditions

The aforementioned vehicles to be hired are operational vehicle for the office of the CIT(IT)-4, Mumbai and the driver may have to attend protocol duty in odd hours. In view of the same, this office intends to add the following additional term & condition in the Bid document:-

- (i) The Bid Life Cycle will be 21 days from the date of publish date.
- (ii) The Bid offer validity will be 180 days from End date.
- (iii) The cost of Rs.50,000/- will be added in cart as per cost ceiling for hiring of staff cars/operational vehicles as per office memorandum bearing F.No.G/1/2019-IFU/EC-II dated 11.02.2019.
- (iv) The successful bidder shall be required to submit electronic performance Bank Guarantee [EPBG] of a sum equal to 3 % of the contract value.
- (v) The Consignee under this bid will be Mr.Satyendra Kumar-ITO (HQ) to CIT(IT)-4, Mumbai.
- (vi) Bidder turnover should be greater than or equal to 100% of the bid value.
- (vii) The seller has to upload documents in respect of certificate requested in Additional Terms and Conditions as under:-
- (viii) Bidder should have experience of 5 years in providing vehicles to Govt. or PSU.

- (ix) The bidder should have minimum 7 drivers on Pay Roll with verification report of police.
- (x) Past experience of similar services: The bidder must have successfully executed/completed at least one single order of the Estimated Bid value for providing premium sedan vehicles in last three years to any Central/State Govt. Organisation/PSU/Public Listed Company. Copies of contracts/work orders and documentary evidence of successful execution/completion and satisfactory completion certificate in support of Past Experience of providing premium sedan vehicles along with names, address and contract details of clients shall be uploaded with the bid for verification by the Buyers.
- (xi) The bidders should have submitted cab/Taxi permits(T-permit).
- (xii) Exemption to MSE and Start up for years of Experience and Turnover is to be provided for wider participation (MSE certificate to be submitted).
- (xiii) In case any bidder is seeking exemption from Experience/ Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.
- (xiv) Availability of office of Service Provider:- An office of the service provider must be located in Mumbai/ Mumbai Suburban Districts(Documentary evidences to be submitted).
- (xv) The seller shall not assign the contract in whole or part without obtaining the prior written consent of buyer. The seller shall not sub-contract the contract in whole or in part to any entity without obtaining prior written consent of buyer. The seller shall, notwithstanding the consent and assignment/sub-contract, remain jointly and severally liable and responsible to buyer together with the assignee/sub-contractor, for and in respect of the due performance of the contract and the seller's obligation there under.
- (xvi) The vehicles should be parked at the assigned place in the office premises or any other place, as directed by the User.
- (xvii) During the period of contract, the officials who use the vehicle from time to time shall be the sole user of the vehicle and the contractor should not permit the use of the allotted vehicle to other third parties on any days including weekends, without the permission of the Department.
- (xviii) The bidder should not be under liquidation, court receivership or similar proceedings should not be bankrupt. Bidder to upload undertaking to this effect with bid.
- (xix) The bidder should submit the copy of GST and PAN. The bidder should submit income tax returns along with audited

financial statements for last three years. The bidder should also submit GSTR 9 returns for last three years.

- (xx) The Service Provider must own a fleet of minimum 7 vehicles or more in Service Provider's name or in the name of proprietor/ partner of the Service Provider.
- (xxi) The vehicle proposed to be provided to the Department shall be as per specification mentioned in the Bid.
- (xxii) Other standard terms & conditions as per GeM Portal.
- (xxiii) Bidders offer are liable to be rejected if they don't upload any of the certification/documents sought in the Bid document, ATC and Corrigendum if any.
- (xxiv) The vehicle should be in excellent working condition and kept neat, clean and in perfect running condition with clean interiors and proper upholstery.
- (xxiii) Any change in the vehicles during the contract period by the Vendor will require prior permission of the Department.
- (xxv) The bidder should not have been black-listed by the Central Government Department/State Government Department /Public Sector Undertakings/Banks/any other Government Agency /Department for corrupt or fraudulent practices or non-delivery or non-performance during the last 3 years as on the date of issuance of Tender. An undertaking to this effect should be furnished along with the Bid document.
- (xxvi) Bidder should submit an undertaking with bid document that the vehicle along with the driver of vehicle will be available for duty in (24x7) odd hours as and when the department requires such services.
- (xxvii) The Department reserves the right to accept or reject any or all bids without assigning any reason. In case of any disputes of any kind and in respect of whatsoever, the decision of the CIT(IT)-4, Mumbai, will be final and binding.