



GOVERNMENT OF INDIA
INCOME TAX DEPARTMENT
OFFICE OF THE
ADDITIONAL COMMISSIONER OF INCOME TAX,

RANGE-I, No.44, WILLIAMS ROAD, CANTONMENT, TIRUCHIRAPALLI-620001

C.No.70 /ADDL.CIT/R-I/TRY/2014-15

Date: 07-11-2014

NOTICE FOR INVITING TENDER

Sub: Establishment – IT Department – inviting tender for hiring of vehicles for the operational use of the Office of the Additional Commissioner of Income Tax, Range-I, Trichy – Regarding.

The Office of the Additional Commissioner of Income Tax, Range-I, Trichy invites sealed tenders from reputed parties engaged in the business of providing transport facilities for providing one **midsize vehicle** preferably **TOYOTA INNOVA** on hire basis for the operational use of the Office of the Addl. Commissioner of Income Tax, Range-I, Trichy. Hiring shall be initially for a **period of one year** which may be extended further at the discretion of the Addl. Commissioner of Income Tax, Range-I, Trichy.

Tender forms along with terms and conditions can be obtained from the **Administrative Officer**, Office of the Addl. Commissioner of Income Tax, Range-I, Trichy, **Room No.206, 2nd Floor, New Building, Income Tax Office, 44, Williams Road, Cantonment, Tiruchirapalli-620001** on payment of Rs.250/- (Rupees Two Hundred and Fifty only) – Non-refundable in case or by Demand Draft of Scheduled Bank in favour of the Administrative Officer, O/o the Addl.CIT, Range-I, Trichy. The last date for receipt of filled in tender form in sealed cover by **01:00 PM on 20-11-2014**.

The bids shall be opened on the same day (i.e. 20-11-2014) at 03:00 PM in the presence of the Tender Committee, Income Tax Department, 44, Williams Road, Trichy. The Tender Committee reserves the right to cancel or postpone the tender or reject any bid without assigning any reasons.

(A. SHAKILA BEGAM)
Administrative Officer,
O/o the Addl.CIT, Range-I,
Thiruchirappalli.

TERMS AND CONDITIONS FOR HIRING:

1. Vehicle is proposed to be hired for an initial period of **ONE YEAR** with a provision of extending it for a further period of one year at the discretion of the Additional Commissioner of Income-Tax, Range-I, Trichy. The vendor will have to put up a separate board on the vehicle showing that it is on "Govt. of India duty".
2. The vehicle must be in good working condition. The vehicle will be run by the Department for approximately **2000 kilometers per month for the Additional Commissioner of Income-tax / operational vehicles**. The unutilized kilometers will be carried forward to the next month and this will be continued till the end of the contract period of one year or the extended period beyond one year, as the case may be. The mileage from the vehicle providers office or any other place to the office premises of the entitled officer will not be counted under the mileage.
3. The minimum hiring charges should be specified (exclusive of Service Tax) for 2000 Kms. (reckoned from place of reporting to place of release) on monthly basis.
4. The hiring of vehicle is subject to the satisfaction of the Additional Commissioner of Income-tax, Range-I, Trichy with regard to quotation filed commensurate with good condition of the vehicle.
5. If the quotations equal in all aspect have been received, selection will be done on following guidelines.
 - a) In case the quotations of more than one bidder are equal in respect of vehicles, preference will be given to the bidder having more number of vehicles with lesser meter reading (vehicle travelled for lesser kilometers)
 - b) Preference will be given for a new vehicle-however vehicle with less than 03 (Three) years in excellent working condition.
6. The successful bidder shall supply the vehicle to the Department within 4 days of communication from the Department. Further, the vehicle shall be produced for inspection within 2 days of date of tender closure.
7. The contractor shall provide dedicated driver and any change in driver should be made only in very exceptional circumstances. Replacement of the Vehicle/driver should be provided in the event of breakdown of vehicle/non availability of driver. The vehicle can be called for reporting at any time. The vehicle would remain at the disposal of the Department for all seven days in a week during the entire contract period. The vehicle should not be used by the contractor or driver for any other organization or individual either during day or night during the entire contract period.

8. The driver should be having driving license, with minimum experience of three years.
9. The driver deployed along with vehicle should satisfy the following conditions;
 - a) Driver should have minimum 3 years experience in driving.
 - b) Driver should be well versed with the roads and different localities of respective places in Trichy/Perambalur/Ariyalur/Karur/Pudukottai/Chennai and surroundings.
 - 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 unless change is called for. However, any change in the designated driver should be intimated to the concerned officer before 24 hours.
 - d) Driver should be provided with mobile phone. The expenses for mobile phone should be borne by the contractor.
 - e) Driver should be decent and well behaved and should maintain the uniform.
10. 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.
11. The vehicle shall be deemed to be at the disposal of Income-tax Department during the period of official use and the billing 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.
12. The liability on account of fuel, driver salary/allowances/perquisites and all expenses relating to the vehicle would solely and wholly be on account of the contractor and department shall not bear any liability apart from the hiring charges.
13. The contract between the Department and the Contractor can be cancelled with a notice period of 15 days from either side. However, the Department may cancel the contract without giving the aforesaid notice in case of service failure of the contractor to abide by the terms of agreement.
14. The vehicle should always be maintained in good condition. Towels, Air Fresheners and other requirements which present the vehicle in good looking and running condition shall be arranged by the service provider, the department retains the right to furnish the same and deduct such expenses, if required.
15. The officer in-charge or the staff of the office may inspect the vehicle from time to time to ensure that the vehicle is maintained in good condition.

16. 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. The Department would not be responsible for loss/damage to property or life on account of such incidents.
17. 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;
 - a) Late reporting Rs.100/- per day
 - b) Non reporting Rs.500/- per day
 - c) Refusal of duties Rs.500/- per instance
 - d) Non-observation of dress code Rs.200/- per instance
 - e) Change of drivers without prior intimation Rs.200/- per instance.
18. In case a vehicle is not maintained properly, the same should be replaced with a good condition vehicle of same brand immediately. In case of failure to do so, it would be considered as non-reporting of the vehicle and penalty charges may be levied as given above, in addition to deduction of proportionate contract charges.
19. A log book/trip sheet specifying daily reporting and relieving time as well as daily opening, closing meter reading and other details as may be specified by the Department shall be maintained for each vehicle. The contractor should submit the duly filled log book/trip sheet signed by the Controlling Officer to whom the vehicle has been assigned along with the bill on the monthly basis.
20. The contractor to whom the contract is awarded, shall submit a refundable performance guarantee of Rs.10,000/- (Rupees ten thousand only) for the vehicle supplied within one week of award of contract. The deposit shall be interest free. Performance guarantee may be given by way of an irrevocable Bank Guarantee of equivalent amount.
21. The prescribed format for Technical and Financial Quotation are furnished in Annexure I & II enclosed herewith.
22. The successful bidder shall enter in to a contract with the Department.
23. The Income-tax Department reserves the right to accept or reject any part of tender or whole tender without assigning any reason.
24. The unused mileage should be carried forward till the existence of the contract.

(To be submitted in a separate sealed cover with a mention "TECHNICAL QUOTATION" at top of the sealed cover)

ANNEXURE – I

**PROFORMA FOR SUBMISSION OF TECHNICAL QUOTATION FOR HIRING OF CARS
FOR THE ADDITIONAL COMMISSIONER OF INCOME-TAX, RANGE-I, TIRUCHIRAPPALLI**

1	Name of the provider	
2	Address of the Service Provider	
3	PAN Number	
4	STC Number	
5	Experience in years along with details	

Date :

Station :

Signature
(Name with seal)

(To be submitted in a separate sealed cover with a mention "FINANCIAL QUOTATION" at top of the sealed cover)

ANNEXURE – II

PROFORMA FOR SUBMISSION OF FINANCIAL QUOTATION FOR HIRING OF CARS FOR THE ADDITIONAL COMMISSIONER OF INCOME-TAX, RANGE-I, TIRUCHIRAPPALLI

1) Name of the Service provider :

2) Address (Please enclose the documentary proof) :

3) Name of the contact person :

4) Mobile / Contact No. :

5) PAN :

6) Service Tax No. (if available) :

7) Hiring charges per month:

S No.	Type of vehicle	Year of Make	Distance travelled	Hire charges per month (excluding service charge)	Rate per km if the kilometers exceed the maximum

In case of new vehicle proposed to be purchased and to be provided on hire to the Department, the year of make may be mentioned as "proposed to be purchased".

DECLARATION

I hereby declare that the details furnished above are true and correct. I have read over the entire terms and conditions of the tender document and abide the same.

Date:

Signature :

NAME with seal: