



GOVERNMENT OF INDIA  
OFFICE OF THE COMMISSIONER OF INCOMETAX (EXEMPTIONS)  
AAYAKAR BHAVAN, ANNEXE BUILDING, III FLOOR,  
NO. 121, M.G. ROAD, NUNGAMBAKKAM, CHENNAI - 600 034.

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Operational Vehicle/2014-15

Dated: 23<sup>rd</sup> Feb. 2015

**NOTICE INVITING TENDER**

**Sub:** Hiring of operational vehicle by office of the  
Commissioner of Income-tax(Exemptions), Chennai –Reg.

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The O/o the Commissioner of Income-tax(Exemptions), Chennai invites sealed tenders from reputed parties engaged in the business of travels for hiring **two mid size** vehicle preferably **Ford Fiesta-Classic/Honda City/Maruti Ciaz**, for use of O/o Commissioner of Income-tax(Exemptions), Chennai. Hiring shall be initially for a **period of one year** which may be extended further at the discretion of the Commissioner of Income-tax(Exemptions), Chennai, subject to satisfactory performance.

Tender form along with terms and conditions can be obtained from the Administrative Officer, O/o the Commissioner of Income-tax(Exemptions), Chennai, Room No.311, 3<sup>rd</sup> Floor, Annexe Building, Aayakar Bhawan, No.121, Mahatma Gandhi Road, Chennai-34 on payment of Rs.250/- (**NON-REFUNDABLE**) in cash or by Demand Draft of Scheduled Bank in favour of the Administrative officer, O/o the Commissioner of Income-tax(Exemptions), Chennai. The last date for receipt of filled in tender form in sealed cover by **4.00 PM on 06-03-2015**. In the case of Tender form downloaded from the Department Website, Payment of RS.250/- (**NON-REFUNDABLE**) should be payable in cash or by Demand Draft of Scheduled Bank in favour of the above mentioned officer on the date of submission of the filled in tender form.

**The bids shall be opened on the same day (i.e. 06-03-2015) at 5.00 PM** in the presence of the the Commissioner of Income-tax(Exemptions), Chennai. This office reserves the right to cancel or postpone the tender or reject any bid without assigning any reasons.

(A.B.S.Maniam),  
Administrative officer,  
O/o the CIT(Exemptions),  
Chennai.

Copy submitted to:

The Income-tax Officer(HQ)(Estates), O/o Principal CCIT-Tamilnadu with a request to upload in the Income-tax Department Official Website.

**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 Commissioner of Income-tax(Exemptions), Chennai. **The vehicle proposed to be hired should be not earlier than 2013 model.** 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 condition. The vehicle will be run by the department for approximately **2000 kilometers per month**. 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 provider's 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 Commissioner of Income-tax(Exemptions), Chennai.
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)
6. The successful bidder shall supply the vehicle to the Department **within a week** of communication from the Department. Further, the vehicle shall be produced for inspection within 3 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 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 a driving license, with a 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 different localities of Chennai and surroundings.
  - c) Once the driver has been allotted to a particular vehicle, he should remain 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 a mobile phone. The expenses for mobile phone should be borne by the contractor.
  - e) Driver should be polite and well behaved and should come in 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.

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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 successful bidder shall enter into a contract with the Department.
22. The Income-tax Department reserves the right to accept or reject any part of tender or whole tender without assigning any reason.

**ANNEXURE:**  
**Quotation for Vehicle hire:**

- 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. :
- 7) Hiring charges per month :  
(rates to be quoted separately for each type of vehicle)

Sl. No.	Vehicle Model	Hire charges per month (excluding Service Tax)	Remarks

**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:**