



**GOVERNMENT OF INDIA
INCOME-TAX DEPARTMENT
OFFICE OF THE DIRECTOR OF INCOME TAX (INVESTIGATION),
46, MAHATMA GANDHI ROAD, CHENNAI-600 034.**

F.No.212/DIT(INV.)/2014-15

Dt: 20-10-2014.

NOTICE FOR INVITING TENDER

Sub: Hiring of operational vehicles by Office of the Director of Income tax (Investigation), Chennai - reg.

The Director of Income tax (Investigation), Chennai invites sealed tenders from reputed parties engaged in the business of providing transport facilities for hiring **EIGHT OPERATIONAL VEHICLES PREFERABLY INNOVA, TAVERA, and XYLO** for use of O/o the Director of Income tax (Investigation), Chennai. Hiring shall be initially for a period of **one year** which may be extended further at the discretion of the Director of Income tax (Investigation), Chennai.

Tender forms along with terms and conditions can be obtained from the Administrative Officer, Office of the Director of the Income-tax(Investigation), Chennai, **Room No.217, IInd Floor, New Block Aayakar Bhawan, No.46, Mahatma Gandhi Road, Chennai-34** on payment of Rs.250/- (NON-REFUNDABLE) by Demand Draft of Scheduled Bank in favour of the Administrative officer, O/o Director of Income tax (Investigation), Chennai. The last date for receipt of filled in tender form in sealed cover by 4.00 PM on 29-10-2014.

The bids shall be opened on 30-10-2014 at 5.00 PM in the presence of Director of Income tax (Investigation), Chennai. The Director of Income tax (Investigation) reserves the right to cancel or postpone the tender or reject any bid without assigning any reasons.

Sd/-

**(B. SUNDARAMOORTHY),
Administrative officer,
O/o DIT(Inv.), Chennai**

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 Director of Income tax (Investigation), Chennai. The vehicle proposed to be hired should be a **NEW VEHICLE**. 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 **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 of 2000 kms per month
3. The minimum hiring charges should be specified (exclusive of Service Tax) for 2000 Kms. (reckoned from place of reporting to the allotted officer to the place of release) on monthly basis.
4. The hiring of vehicle is subject to the satisfaction of the Director of Income tax (Investigation), Chennai with regard to quotation filed commensurate with good condition of the vehicle, nature and quality of service provided, experience of the service provider, past records etc.
5. If the quotations received are equal in all aspects, selection will be done at the sole discretion of the Director of Income-tax (Investigation).
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 closure of tender.
7. The service provider shall provide dedicated driver and any change in driver should be made only in very exceptional circumstances. Replacement of the Vehicle/driver should invariably be provided in the event of breakdown of vehicle/non availability of driver. The vehicle can be called for reporting at any time of the day i.e. 24 hours. 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 service provider or driver for any other organization or individual or for any other purpose 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 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 at least 24 hours in advance.
 - d) Driver should be provided with mobile phone. The expenses for mobile phone should be borne by the service provider.
 - e) Driver should be decent, courteous and well behaved with the allotted officer and all others.
 - f) The driver should maintain himself clean, neat and in decent 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. All expenditure on account of fuel, driver salary/allowances/ perquisites/ insurance and all other expenses relating to the vehicle would solely and wholly be on account of the service provider and department shall not bear any liability apart from the hiring charges.
13. The contract between the Department and the service provider can be cancelled with a notice period of 30 days from either side. However, the Department may cancel the contract without giving the aforesaid notice in case of failure of the service provider to abide by any of 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. In case of any necessity, 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 the vehicle is not provided/supplied by the service provider on any day for whatever reason during the contract period, the department has right to hire a vehicle (Without any notice to the service provider) until the vehicle is provided/supplied and claim the hire charges paid by setting it off against monthly hire charges payable to the service provider. In addition, the service provider is liable for penalty for contingencies mentioned below at S.No.18.
18. 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.
19. 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, besides hire charges incurred as mentioned at S.No.17 above.
20. 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 service provider should submit the duly filled in log book/trip sheet signed by the Controlling officer to whom the vehicle has been assigned along with the bill on a monthly basis.
21. The service provider 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.
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.

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 | Type of vehicle | Year of make | Distance travelled (total kms. used) | Hire charges per month (excluding Service tax) | Remarks |
|--------|-----------------|--------------|--------------------------------------|--|---------|
| | | | | | |

- ***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: