

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. The vehicles proposed to be hired should preferably be new vehicle and in any case not manufactured before 01/04/2015.

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. The mileage will also be adjusted among the other vehicles of the contractor. To calculate, as an example, if five vehicles of the same contractor are hired, excess mileage will be payable only if the total miles run exceeds 10000 km per month (2000 kms per vehicle multiplied by 5 vehicles).

3. The minimum hiring charges should be specified (exclusive of GST) for 2000 Kms. (reckoned from place of reporting to the allotted officer to the place of release) on monthly basis.

4. The hiring of vehicles is subject to the satisfaction of the **Pr. Commissioner of Income Tax-3, Coimbatore**, with regard to quotation filed commensurate with good condition of the vehicle, nature of quality of service provided, experience of the service provider, past records etc.

5. It is compulsory that quotations should be given for all the **three vehicles**. The total amount quoted for all the **three vehicles** will be considered.

6. If the quotations are equal in all aspects, selection will be done at the sole discretion of the **Pr. Commissioner of Income Tax-3, Coimbatore**.

a) In case the quotations of more than one bidder are equal in respect of vehicles,

preference will be given to the bidder owning more number of vehicles.

7. The successful bidder shall supply the vehicle to the Department **from 01st of December, 2017.** Further, the vehicle shall be produced for inspection at any time during the tender process, if required.

8. The contractor shall provide dedicated driver with neat uniforms (white shirt/pant and black shoes) 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.

9. The driver deployed along with vehicle should satisfy the following conditions;

a) Driver should have driving licence with minimum 3 years experience in driving.

b) Driver should be well versed with the roads and different localities of Tirupur and surroundings.

c) Driver should be provided with mobile phone. The expenses for mobile phone should be borne by the contractor.

d) Driver should be decent and well behaved in uniform (white pant & white shirt).

10. The vehicle shall be deemed to be at the disposal of Income-tax Department during the period of contract.

11. The liability on account of fuel, driver salary/allowances/ perquisites/insurance /maintenance 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.

12. The contract between the Department and the contractor 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

service failure of the contractor to abide by the terms of agreement.

13.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.

14.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.

15. 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.

16.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/- /instance.

17 In case a vehicle is not maintained properly, the same should be replaced with a good condition vehicle of same brand immediately, with the approval of the officer in charge of the vehicle. 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.

18. 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.

19.The contractor to whom the contract is awarded, shall submit a refundable performance guarantee of Rs.20,000/- (Rupees twenty thousand only) 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.

20. The successful bidder shall enter in to a contract with the Department.

21.The Income-tax Department reserves the right to accept or reject any part of tender or whole tender without assigning any reason.

22.The bidder shall

i) have minimum of 2 years experience in serving any Govt/Semi Govt./reputed Pvt. Companies

ii) own minimum of 6 cars as on the date of submitting the bid

(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 THEPR. COMMISSIONER OF INCOME-TAX-3, COIMBATORE.

1	Name of the Service provider	
2	Address of the Service Provider	
3	PAN Number	
4	GST Registration Number	
5	<p>i) Experience in years, along with copies of appreciation certificate from minimum of two parties</p> <p>ii) Total number of cars owned for hire, along with copies of RC</p> <p>iii) Income Tax return copies for the Financial years 2014-15 & 2015-16</p>	

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 PR. COMMISSIONER OF INCOME-TAX-3, COIMBATORE.

- 1) Name of the Service provider :
- 2) Address (Please enclose the documentary proof) :
- 3) PAN :
- 4) GST Registration No :
- 5) Name of the contact person :
- 6) Mobile / Contact No. :
- 7) Hiring charges per month:

(Quotation should be given for all the 3 vehicles)

Sl No.	Type of vehicle	Year of Make	Distance travelled	Hire charges per month (excluding GST)	Rate per km, if the kms exceed the maximum of 2000 Km.

- **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”. In any case, the vehicle should be ready for use on 1.12.2017**

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 :

Station:

NAME with seal: