



**GOVERNMENT OF INDIA  
INCOME TAX DEPARTMENT  
OFFICE OF THE JOINT COMMISSIONER OF INCOME TAX  
INTERNATIONAL TAXATION, COIMBATORE  
No.1510,MAYFLOWER MIDCITY BUILDING,2<sup>ND</sup> FLOOR  
TRICHY ROAD, COIMBATORE- 641018  
PHONE : 0422 - 2211311**

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Intl Taxn/Operational Vehicle/2017-18

Date: 02.01.2018

**Notice Inviting tender**

**Sub:** Hiring of operational vehicle for the Office of the Joint Commissioner of Income Tax, International taxation, Coimbatore – reg.

The Joint Commissioner of Income Tax, International Taxation, Coimbatore invites sealed tenders in two bids system from Authorized agencies engaged in the business of Tours and Travels for hiring one operational mid-sized vehicle preferably in the make of Toyoto Etios/Maruti Ciaz/ Ford Fiesta. Hiring shall be initially for a period of **two years**.

Tender Forms including terms and conditions are enclosed herewith. Duly filled in documents are to be submitted in sealed covers to the Deputy Commissioner of Income Tax, International taxation, Coimbatore, No 1510, Mayflower Midcity Building, Trichy Road, Coimbatore – 641018. The last date for receipt of filled in tender form in sealed cover is **19.01.2018** by 4.00 PM.

The tender shall be opened the next working day (i.e **22.01.2018**) at 3.00 PM in the presence of the Joint Commissioner of Income Tax, International taxation, 16 Greams Road, 4<sup>th</sup> Floor, BSNL Building, Chennai-600006, who is also holding the additional charge of JCIT, International Taxation, Coimbatore. This office reserves the right to cancel or postpone the tender or reject any tender without assigning any reason.

Sd/-

**(M.S NETHRAPAL)**

Joint Commissioner of Income Tax  
International Taxation, Coimbatore

## TERMS AND CONDITIONS FOR HIRING:

1. Vehicle is proposed to be hired for an initial period of **TWO YEARS** with a provision of extending it for a further period of one year at the discretion of the Joint Commissioner of Income-tax, International Taxation, Coimbatore. The vehicle proposed to be hired should **preferably be new vehicle** and in any case not manufactured before 01/04/2016. 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 two years or the extended period beyond two years, as the case may be.
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 Joint Commissioner of Income-tax, International Taxation, 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. If the quotations are equal in all aspects, selection will be done at the sole discretion of the Joint Commissioner of Income-tax, International Taxation, Coimbatore.
  - 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 kilometres).
6. The successful bidder shall supply the vehicle to the Department from 01-02-2018. Further, the vehicle shall be produced for inspection within 7 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 Coimbatore 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 (white pant & white shirt).
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/ insurance 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 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.
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, 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 the 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.20,000/- (Rupees twenty 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 in favour of the "Administrative Officer, O/o the Commissioner of Income Tax, International Taxation, Chennai".
21. The successful bidder shall enter in to 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.
23. The bidder shall have minimum of 3 years experience in this line of business.
24. In case of failure to report to duty as required/vehicle break down, causing inconvenience, an amount of hire charges two times of the charges per rate per day will be deducted from the monthly hire charges.

**TECHNICAL BID DOCUMENT**

1	Name of the Proprietor/ Registered Firm	
2.	Address of the concern (with Tel No., Tax and E-mail)	
3	Name and Address of the Partners/Directors (with mobile no.)(In case of firm/ company)	
4	Contact Person(s) (with mobile number)	
5	No. of years of experience in providing vehicles .	
i)	Names and address of the office to whom vehicles were given on hire	
ii)	Period for which the vehicles were hired out	
iii)	Number of vehicles given on hire	
6	Permanent Account Number	
7	Service Tax Registration No.	
8	Details of EMD	

**DECLARATION**

I hereby certify that the information furnished above is full and correct to the best of my/our knowledge. I understand that in case any deviation is found in the above statement at any stage, the company will be blacklisted and will not have any dealing with the Department in future.

(Signature of authorized signatory with date)

**FINANCIAL BID DOCUMENT**

**Hiring of Vehicle at Coimbatore**

1	Name of the Proprietor / Registered Firm/ Company	
2	Address of the Concern (with Tel No. Fax & E-mail)	
3	Contact Person(s) (with mobile number)	
4	Rates for various operation vehicle and their models (exclusive of service tax and maximum charge not exceeding Rs 40,000)	

S No	Description	Rate For
1	For 2000 kms per month	
2	For every Km beyond 2000 km per month	

(Signature of authorized signatory with date)