



आयकर अधिकारी कार्यालय  
**OFFICE OF THE INCOME TAX OFFICER/DDO**  
वार्ड-1/ **WARD -1/DDO**  
ऊटकमंड, **Ootacamund**  
क्रिस्टो बिल्डिंग, **CHRISTO BUILDING,**  
स्टेट बैंक रोड, **STATE BANK ROAD,**  
ऊटकमंड, **OOTACAMUND, THE NILGIRI,**  
तमिलनाडु, **TAMILNADU**  
**TELE- FAX- 0423-2452810**  
**E-MAIL [ooty.ito1.1@incometax.gov.in](mailto:ooty.ito1.1@incometax.gov.in)**

सी.सं C.No. Vehicle/Estt/Ooty/2017-18  
18/01/2018

दिनांक /Dated:

### **NOTICE INVITING TENDER**

विषय / **Sub:** Hiring of Mid Size Operational Vehicles by Income tax Office, Ootacamund  
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Income tax Officer/Drawing and Disbursing Officer, Ootacamund invites sealed tenders from reputed parties engaged in the business of providing vehicles on contract basis for hiring one numbers of SUV type Operational Vehicle of class (Mahindra xylo/ Toyota Innova / Tata Hexa or equivalent) and one number of Mid size-Sedan type (Ford, Etios) i.e for official use of Income tax Office, Ootacamund.

Hiring shall be initially for a period of Two Years which may be extended further at the discretion of the Income tax Officer, Ward-1, Ootacamund subject to the approval of the Pr. Commissioner of Income Tax-2, Coimbatore.

Tender forms along with terms and conditions are available as part of this document, which can be downloaded from [www.tnincometax.gov.in](http://www.tnincometax.gov.in). For any clarification, contact Income Tax Officer, Ward-1, IInd Floor, Christo Building, Near State Bank Road, Ooty – 643 001. Bids should be given for the above vehicle requirement in two separate closed covers: one Technical bid and one Financial Bid and addressed to **"The Income Tax Officer/DDO, Ward-1, IInd Floor, Christo Building, Near State Bank Road, Ooty – 643 001."**

**The last date for receipt of filled in tender form in sealed covers is 29/01/2018 on or before 4 pm.**

The technical Bids will be opened on 01/02/2018 at 11.00 am in the Income tax Office, Ootacamund. Financial Bids of qualified bidders will be opened subsequently. The Income tax Officer reserves the right to cancel or postpone the tender or reject any bid without assigning any reasons.

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(मो.सरफराज़ /**MD.SHARFARAZ**)

आयकर अधिकारी Income Tax Officer, वार्ड Ward 1

आ.संविअधि/ DDO

आयकर कार्यालय, ऊटी/Income Tax Office, Ooty



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सी.सं C.No. Vehicle/Estt/Ooty/2017-18  
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### **TENDER NOTICE**

Sealed Quotations are invited for provision of two staff cars on monthly hire basis to the Income Tax Office, Ootacamund, for following conditions:

<b>Type of Car &amp; Model</b>	<b>Nos. required</b>	<b>Upper limit of Mileage</b>	<b>Duration of contract</b>
SUV Type (such as Innova, Xylo etc.) (Model to be quoted)	1	2000 Kms per month	Two years from the date of contract
Mid-size Sedan type (such as Etios, Ford)	1	2000 Kms per month	Two years from the date of contract

\*\* Vehicle shall be provided within 5 days of placing order by the office.

1. The vehicle must be brand new and in good condition, clean and mechanically fit.
2. Preference will be given to the service providers who own the vehicles provided by them and hailed from the Nilgiris District.
3. The vehicle provided by the service Provider on hire will be with driver.
4. The driver must be literate and well behaved. He must follow all traffic rules and regulations prescribed by the Government. Drunken driving is strictly prohibited. The driver must be from the Nilgiri District and must have experience of driving vehicles for government departments.
5. The drivers should be able to understand and reply in Hindi, English and Tamil. (The drivers should be brought to this office on finalizing the contract to check their said language skills)
6. The service provider shall check and verify the credentials, character and antecedents of the drivers before they are assigned to duty for Income tax office Ooty.
7. The service provider should always ensure that the vehicles hired are always driven by the same driver and the driver is not changed on any account. **The service provider should pay the driver's salary on or before 7<sup>th</sup> of every month, irrespective of the receipt of payment for the respective month.**
8. Drivers should carry mobile phone for communication with the Officers, cost of which including the monthly bill shall be borne by the Service Provider.

9. The Service Provider will be responsible for fuel, insurance, all repairs and maintenance expenses of the vehicle. The Service Provider must ensure that the vehicle is filled with adequate fuel at any given time.
10. In case of any accident, all claims arising shall be met by the Service Provider Insurance of vehicle and the driver shall be taken care of by the service provider.
11. Service Providers should arrange alternative car immediately in case of break-down of the car provided.
12. In case of inability of the service provider to provide alternative vehicle, an amount of Rs. 3,000/- per day or the actual hire charges paid by Income tax Office, Ooty for hiring an alternative vehicle, whichever is more shall be adjusted against the hire-charges payable to the service provider.
13. The duty point is the Income tax office, 2nd Floor Christo Building, State Bank Road, Ooty or any other place intimated from time to time and the mileage and time would be reckoned from and to the duty point only. In short, shed mileage will not be permitted.
14. The vehicle should fulfil the legal obligations prescribed under various statutory laws in operation. Any penalty for default will be the liability of the Service Provider and the Income tax Office, Ooty shall not be liable in any manner whatsoever.
15. Failure by the Service Provider to comply with any statutory requirements and or the terms of the agreement during the period of contact shall result in termination of the contract and subsequent disqualification from participation in any further tenders of the Income tax office, Ooty.
16. Log book should be maintained which will be the basis for payment of bills. Bills should be submitted on a monthly basis before 5th of every month with all supporting documents and payments will be made in 30 days to 60 days from the date of submission of bills after deducting TDS as applicable.
17. No request for escalation of rates will be entertained for whatsoever reason during currency of the contract.
18. Subject to the above mentioned conditions, the vehicle should be provided at any time for the duration and distance required by the Officers of Income tax Office, Ooty.
19. Any authorized user of the Income tax Office Ooty has the right to returning the car, if he is not satisfied with the plying condition of the car, conduct of the driver or on any other grounds mentioned above. In such cases, a penalty of Rs. 1,000/- or the actual cost for making alternative arrangement whichever is more shall be paid by the Service Providers.
20. Vehicle shall be deemed to be at the exclusive disposal of the Income tax office, ooty for all the days of week. The vehicles should be in the safe custody of the drivers and the vehicles are to be parked in the premises specified by the Income Tax Office, Ooty. In short, the vehicles should not be use by anyone other than those authorized by Income tax Office, Ooty.
21. The vehicle will be assigned by the Income tax officer to any officer for the duration of the contract.
22. If the service provider wants to withdraw the contract during the period of contract, charges for a month for each vehicle will be deducted as penalty, whereas DDO will have the right to withdraw the contract at any point of time during the period of contract, in case of violation of any of the above conditions or the services are not satisfactory.

23. The contract may be extended for one more year based on the performance on mutual agreement.

Interested parties are requested to submit the quotation to the Income tax Office, 2nd Floor, Chirsto Building, State Bank Road, Ooty - 643 001. on any working day between 10.00 am to 05.00 pm, on or before 29/01/2018 along with the details like model of the vehicle monthly hire charges expected, rate per extra Kilometre, rate per extra hour etc., Interested parties may also note that no other charges will be borne by the Income Tax Office, Ootacamund. You are also requested to submit the details of present and previous experience in the same line of business along with evidence and the fleet of vehicles available with you.

The tenders will be opened on 01/02/2018 at 11.00 am at Income tax Office, 2<sup>nd</sup> Floor, Chirsto Building, State Bank Road, Ooty - 643 001.

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(मो.सरफराज़ / **MD.SHARFARAZ**)

आयकर अधिकारी Income Tax Officer, वार्ड Ward 1

आ.संविअधि/ DDO

आयकर कार्यालय, ऊटी/Income Tax Office, Ooty

**O/O.THE INCOME TAX OFFICER, WARD-1/DDO**  
**Income tax Office, 2<sup>nd</sup> floor, Christo Building, State Bank Road, Ooty**

**TENDER FORM**

1. Name of the Proprietor / Registered Firm/ Company :
  
2. Address of the Concern  
(with Tele. No., Fax & e-mail) :
  
3. Name & Address of the Partners / Directors  
(with mobile no.) in case of Company / firm :
  
4. No. of years of experience in providing vehicles :
  
5. List of clientele
  - a. Names and addresses of the parties with contact numbers to whom vehicles were given on hire :
  
  - b. Period for which the vehicles were hired out :
  
  - c. Number of vehicles given on hire :
  
6. Permanent Account Number :

TENDER FORMS MAY ALSO BE OBTAINED FROM THE INCOME TAX OFFICE, 2<sup>ND</sup> FLOOR,  
CHRISTO BUILDING, STATE BANK ROAD, OOTY BETWEEN 11.00 AM AND 4.00 PM.

**TECHNICAL BID DOCUMENT**

1	Name of the Proprietor / registered Firm	
2	Address of the Concern (with Tel. No., Fax and E-mail)	
3	Name and Address of the Partners / Directors (with mobile no.)(in case of firm / company)	
4	Contact Persons (with mobile number)	
5	No. of years of experience in providing vehicles to the Income Tax Department	
i)	Name 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 to the Income Tax Department	
6	Permanent Account Number	

**DECLARATION**

I hereby certify that the information furnished above is full and correct to the best of my/ out 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 Vehicles of Ooty**

**RATE QUOTATION FOR F.Y. 2017-18**

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 model (exclusive of GST)	Model	Expected amount

<b>S.No.</b>	<b>Description</b>	<b>Rate for</b>
1	For 2000 Kms and 300 Hours per month	
2	For every extra Kilometer beyond 2000Kms	
3	For every extra hour beyond 300 Hours	
4	Year of Manufacture of Vehicle	

(For each kind vehicle, rate quotation may be shown in separate column)

(Signature of authorized signatory with date)