



GOVERNMENT OF INDIA
INCOME TAX DEPARTMENT

OFFICE OF THE ADDITIONAL COMMISSIONER OF INCOME TAX,
CORPORATE RANGE-3, ROOM NO.421, 4TH FLOOR, WANAPARTHY BLOCK,
No.121, MAHATAMA GANDHI ROAD, NUGAMBAKKAM, CHENNAI-34.
TEL: 044-28338353, E-Mail: chennai.addlcit.c3@incometax.gov.in

C.No.Addl.CIT/C.R.3/2018-19

Dated 14/08/2018

NOTICE INVITING TENDER
OPERATIONAL VEHICLES

The Income Tax Department, Chennai invites sealed offers from reputed parties engaged in this business of providing transport facilities for presently hiring of **3 numbers of mid-sized new vehicles** in the make of latest **Two numbers of New MARUTI SUZUKI ERTIGA ZDI PLUS MANUAL-2018 Model** and **One number of New MARUTI SUZUKI CIAZ ZETA 1.3 HYBRID** on monthly basis for a 3-year period from 01-09-2018 to 31-08-2021.

TENDERING PROCESS:

Tender is invited in two parts i.e. (1) Technical bid and (2) Financial bid. The tender form for Technical bid is prescribed in Annexure-I and the tender form for the financial bid is prescribed in Annexure-II. Tender Forms along with Terms and Conditions can be obtained from the O/o. The Additional Commissioner of Income Tax, Corporate Range-3, (Room No. 421) 4th Floor, Wanaparthly Block, No. 121, Mahatma Gandhi Road, Chennai – 600 034 on payment of Rs. 500/- (NON-REFUNDABLE) by Demand Draft/Banker's Cheque of Scheduled Bank Drawn in favour of the Administrative Officer, Office of the Principal Commissioner of Income Tax-3, Chennai. The filled in tender forms complete in all respects in two

separate sealed covers should be submitted in the O/o. The Additional Commissioner of Income Tax, Corporate Range-3, (Room No. 421) 4th Floor, Wanaparthy Block, No. 121, Mahatma Gandhi Road, Chennai – 600 034 by 5.00 pm on **27.08.2018**. The sealed covers may be superscribed with "**Technical Bid - Contract for hiring of vehicles**" and "**Financial Bid- Contract for hiring of vehicles**" respectively. It will be opened by the undersigned on **28.08.2018** at **11:00 a.m.** in the presence of bidders. Incomplete bid document will be rejected. The valid technical bids will be scrutinized by the Department to short list the eligible bidders. Thereafter, the financial bids of the short listed bidders will be opened by the undersigned on a subsequent date. Late submission of tenders will not be accepted. Each technical bid should be accompanied by a Crossed Demand draft/ Bankers Cheque of Rs.10,000/- as Earnest money deposit, favouring "The Administrative Officer, O/o the Chief Commissioner of Income Tax, Chennai- 600 034". Qualifying bids without Earnest Money Deposit will be rejected.

The **successful bidder** of the contract **has to submit a Performance Guarantee** either by way of Fixed Deposit or Bank Guarantee receipt of **Rs. 20,000/- (Rupee twenty thousand only)** per vehicle within three days from the day of obtaining the contract.

The tender applicant should sign and stamp each page of this tender document as a token of having read and understood the terms and conditions contained herein and submit the same along with the bid. The tenderer would fill up the information in the Annexure I & II enclosed at the end of this document in clear and legible terms. Wherever, the prices are to be quoted should be written in figures and words as well. Annexures will also have to be signed and stamped by the tenderer firm through its authorized signatory.



(Dr. S. Pandian, IRS)
Addl. Commissioner of Income Tax
Corporate Range-3, Chennai-34.