



GOVERNMENT OF INDIA
INCOME TAX DEPARTMENT
OFFICE OF THE PRINCIPAL COMMISSIONER OF INCOME TAX, -3,
ROOM NO.408, 4TH FLOOR, MAIN BUILDING,
No.121, MAHATAMA GANDHI ROAD, NUGAMBAKKAM, CHENNAI-34.
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SF.No.3029 /PCIT-3/2018-19

Dated 14/01/2019

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 vehicles** in the make of **Two numbers of MARUTI SUZUKI ERTIGA / XYLO / INNOVA REGISTERED FROM 2017 ONWARDS (Higher Variants of the above cited vehicles would be given first preference)** and **One number of MARUTI SUZUKI CIAZ REGISTERED FROM 2017 ONWARDS (Higher variants would be given first preference)** on monthly basis for two years period from 01-02-2019 to 31-01-2021. Also in addition to the above, the tender consisting of most number of latest/newer vehicles among the vehicles to be provided as part of the above stated tender with least km run so far ,will be given top preference.

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 Principal Commissioner of Income Tax -3 Chennai**, (Room No. 408) 4th Floor, Main Building , 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 Principal Commissioner of Income Tax -3 Chennai**, (Room No. 408) 4th Floor, Main Building No. 121, Mahatma Gandhi Road, Chennai – 600 034 by 5.00 pm on **28.01.2019**. 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 Committee constituted for this purpose on **29.01.2019** at **11:00 a.m.** in the presence of bidders (Bidders who fail to be present at the time of the opening of the bids, such bids shall not be entertained).At the time of opening of the bids, the bidders shall make available the vehicles to be given under contract as per the tender cited above for inspection by the tender selection committee, Incomplete bids with incorrect/incomplete documentation 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 500/- which is non refundable as Earnest money deposit, favouring "The Administrative Officer, O/o the Principal 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 seven working days from the day of obtaining the contract.(Non compliance with the payment of the above stated performance guarantee may make the contract awarded liable for cancellation).

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.

-Sd-
(V.SELVARAJ)
Administrative Officer, Gr-II/DDO
O/o the Pr. Commissioner of Income Tax-3,
Chennai-34.

TERMS AND CONDITIONS

1. This tender by the Income Tax Department, Chennai is for inviting sealed offers from reputed parties engaged in this business of providing transport facilities for presently hiring of of **Two numbers of MARUTI SUZUKI ERTIGA / XYLO / INNOVA REGISTERED FROM 2017 ONWARDS (Higher Variants of the above cited vehicled would be given first preference)** and **One number of MARUTI SUZUKI CIAZ REGISTERED FROM 2017 ONWARDS (Higher variants would be given first preference)**. Hiring shall be initially for a period of 2 years which may be extended further at the discretion of the Department.
2. The tender document submitted by **the contractor must specifically mention the model, make and year of manufacture of vehicles.**
3. **The contractor shall provide the Operational Vehicles** on hire **with driver and with fuel.** The driver must be in proper white uniform and should have a valid driving license and be competent to drive. Each driver should be provided with a mobile phone by the contractor.
4. RC Book copy, Insurance Copy, Details of the Owner of the Vehicles and Road Tax details should be submitted.
5. The Operational Vehicles must be in excellent condition, clean, mechanically fit and **in conformity to the specification of the vehicles mentioned in the tender.**
6. The Operational Vehicles provided by the contractor shall be for 2000 kms. The unused kilometers of a month can be carried forward to the subsequent months till the contract ends. The unused kilometers would mean the difference between agreed kilometers i.e. 2000 kms run in a month and actual kilometers run by one or more vehicles of the operator if the actual kms run by a vehicles is individually less than agreed kilometers.
7. The Operational Vehicles should fulfill the legal obligations prescribed by the State Transport Authority like payment of road taxes, etc. All requirements under various statutory laws must be complied with. For any default the liability will be of the contractor only and this department shall not be liable in any matter whatsoever.
8. The duty point is the Income Tax Office, No.121, M.G. Road, Chennai - 34 or any other place intimated from time to time. The mileage and time would be reckoned to the duty point only. In short, shed mileage will not be permitted.
9. The driver must be literate and well-behaved. He must follow traffic rules and regulations prescribed by the Government from time to time.
10. Continuance of the same vehicles and the drivers shall be ensured normally during the period of contract.
11. The Operational Vehicles deputed for duty must have the tanks filled with fuel to cover the entire trips. The Transport Operator and the driver shall be bound to carry out the instructions of the Officer(s) in charge concerned from time to time.

12. The contractor should ensure that the Operational Vehicles are fitted with appropriate seat belts and also with good music system, perfume & tissue etc.,
13. Insurance of the vehicles and the risk of passenger travelling in the vehicles should be covered by the contractor to the extent of liability as specified in the Motor Vehicles Act and Rule made there under or any other law in force.
14. The service provider will be fully responsible for all the expenses for fuel, Insurance, Taxes, repairs and maintenance expenses etc., of the vehicles and all emoluments and / or any other claims of the driver.
15. Any authorized user of the Department has the right of returning the vehicles if he is not satisfied as to the plying condition of the vehicles on any one of the grounds as mentioned above. In such cases, a penalty of Rs. 1000/- or the actual cost of hiring a similar vehicles, whichever is higher, will be deducted from the contractor's pending bills for payments.
16. In case of any failure to report duty as required causing inconvenience, the contractor shall be responsible for providing a suitable replacement of vehicles immediately. In the event of failure to provide such replacement as stated above, an amount of 2 times of the hire charges pro-rata per day will deducted from the monthly hire charges.
17. In case of vehicle break down, the contractor shall be responsible for providing a suitable replacement of vehicles immediately. In the event of failure to provide such replacement as stated above, the Income Tax Department will claim Rs. 1000/- towards penalty or the actual cost for making alternate arrangement whichever is more.
18. The vehicles supplied should fulfill all the obligations prescribed under various statutory laws in operation. Any penalty for default shall be the liability of the service provider and the department shall not be liable in any manner whatsoever.
19. The responsibility for the safety and security of the Operational Vehicles provided solely lies with the contractor. It is also the contractor's absolute responsibility to take care of any damage/repairs caused to his Operational Vehicles during the operation of the contract.
20. Operational Vehicles should be arranged even at short notice. The vehicles shall be deemed to be at the disposal of the Income Tax Department, Chennai for all the days of the month, except Sundays and national holidays. However on prior intimation the vehicles shall be made available even on closed holidays. A log book shall be maintained for each vehicle. In case of any accident, all claims arising out of it shall be met by the contractor. The contractor should preferably be the owner of the vehicles. The vehicles should be parked in the Income Tax campus only, when not in use.

21. To facilitate easier scrutiny of bills, the following details are required in the trip Sheet.
 - a) Reporting time.
 - b) Opening Kilometer.
 - c) Closing Kilometer.
 - d) Time of closing.
22. Bills should be submitted on monthly basis to the O/o. the Addl.CIT, Corporate Range-3, Chennai with all supporting records and payment will be made within 30 days from the date of submission of bills after deducting TDS as applicable. The log book maintained will be the basis for making payments. The log book should be maintained perfectly well and should be endorsed by the range head.
23. Failure by the contractor to comply with any statutory requirements and / or the terms of the agreement during the period of contract shall result in termination of the contract and subsequent disqualification from participation in any future tender of the department.
24. The service provider shall submit a refundable performance guarantee of **Rs. 20,000/- (Rupees Twenty Thousand Only) per vehicle** for the vehicles supplied within seven working days of the award of the contract. The deposit shall be interest free and the performance guarantee may be given by way of an irrevocable Bank Guarantee or equivalent.
25. In case the contractor withdraws or the department terminates the contract for violation of terms and conditions and /or deficiency in services during the period of contract, the additional expenses in hiring a new contractor on temporary arrangement till the time of appointing a regular contractor through a similar tender process, will be adjusted against performance guarantee of Rs. 20,000/- (Rupees Twenty thousand only) per vehicle provided by the successful bidder.
26. The service-provider or the driver shall not refuse the time of reporting or release if assigned so by the officer concerned, which may be even odd hours like early morning or late night especially when on airport/railway-station duty of pick-ups or drops or during search/survey operations of the Department.
27. No request for escalation of rates will be entertained for whatsoever reason during the period of contract.
28. No extra payment would be made for out-station journeys within Tamilnadu.
29. The vehicles should be compliant with the rules and regulations of RTO, Chennai.
30. The vehicles shall be parked properly and will be fitting with a "on duty of Government of India" name plate. However, the vehicles shall never be used for any other person's duty even when not called for on duty by the Department.
31. The above Operational vehicles shall be in the custody of the department.

32. The department shall pay a sum as per the contract agreement to the service provider per month and also the service tax thereon as applicable for the vehicles supplied by the service-provider as per the above terms and conditions.
33. Subject to the above mentioned conditions, the vehicles should be provided at any time for the duration and distance as required by the department.

-Sd-
(V.SELVARAJ)
Administrative Officer, Gr-II/DDO
O/o the Pr. Commissioner of Income Tax-3,
Chennai-34.

ANNEXURE - I

TECHNICAL BID DOCUMENT

1. Name of the Proprietor/ Registered Firm /Company :
2. Address of the concern (with Tel No., Fax & E-mail) :
3. Name & 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 :
6. No. of cars owned (in the name of the Contractor) :
7. List of Clientele :
 - 1) Names and addresses of the parties to whom vehicles were given on hire.
 - 2) Period for which the vehicles were hired out.
 - 3) Number of vehicles given on hire
8. Permanent Account Number :
9. Service Tax Registration No: :
10. Details of EMD

D E C L A R A T I O N

I hereby certify that the information furnished above is full and correct to the best of my/ our knowledge. I understand that in case of 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 authorised signatory with date)

ANNEXURE - II

FINANCIAL BID DOCUMENT

Hiring of Operational vehicles

RATE QUOTATION

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 operational vehicle and their models :
(Exclusive of Service Tax)

S.L.No	Description	Rate

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

(Signature of the authorised signatory with date)