



GOVERNMENT OF INDIA
MINISTRY OF FINANCE, INCOME TAX DEPARTMENT
OFFICE OF THE JOINT COMMISSIONER OF INCOME TAX, THANJAVUR RANGE
No.100 Nanjikkottai Road, Thanjavur

NOTICE INVITING SEALED TENDER

Sealed tenders from the owners of vehicles are invited for providing **One mid size passenger vehicle (Preferably Innova) for the use of Income Tax Office, Thanjavur** for the period from **01.06.2019 to 31.05.2020**. The contract shall be initially for a period of one year which may be extended for further period at the discretion of the Joint Commissioner of Income Tax, Thanjavur.

Tender forms along with terms and conditions can be obtained from the Drawing and Disbursing Officer, Income Tax Office, Thanjavur on payment of **Rs. 250/- (Non Refundable)** by way of DEMAND DRAFT OF SCHEDULED BANK in favour of **ZAO, CBDT, Trichy** payable at SBI Main Branch, Trichy. The last date for receipt of filled in tender form in sealed cover is **12.05.2019 by 05.00 P.M.** The official website is **www.tnincometax.gov.in.**

The bids shall be opened on **21.05.2019 at 10.30 A.M.** in the presence of the undersigned at **No.100, Nanjikkottai Road, Thanjavur**. The Joint Commissioner of Income Tax reserves the right to cancel or postpone the tender or reject any bid without assigning any reasons.

(J. PAVITRAN KUMAR I.R.S.)
Joint Commissioner of Income tax,
Thanjavur Range, Thanjavur

(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
O/o THE JOINT COMMISSIONER OF INCOME TAX, THANJAVUR RANGE, THANJAVUR.**

1	Name of the service provider	
2	Address of the Service Provider (Please enclose the documentary proof)	
3	PAN Number	
4	GST No.	
5	Experience in years along with details	

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 O/o THE JOINT COMMISSIONER OF INCOME TAX, THANJAVUR RANGE, THANJAVUR.

1) Name of the Service provider:

2) Address (Please enclose the documentary proof):

3) Name of the contact person:

4) Mobile / Contact No. :

5) PAN:

6) GST No. (if available):

7) Hiring charge per month:

Sl.No.	Type of vehicle	Year of make	Distance travelled	Hire charges per month (excluding service charge)	Rate per KM if the kilometers exceed the maximum

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".

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:

Name with seal:

TERMS AND CONDITIONS OF CONTRACT FOR HIRING OF CAR

1. LEGAL:

- 1.1 Contractor will have to comply with relevant regulation of Transport Department, Government of Tamilnadu and the period of contract will be for one year from the date of commencement.
- 1.2 Contractor/ firm must have PAN/ service Tax Nos./ GST Nos. (if available)
- 1.3 Contractor / firm will have to get police verification of all the drivers at their own cost and submit to the Additional/ Joint Commissioner of Income tax.
- 1.4 Driver of the car should be holding a valid driving license, well experienced and should have thorough knowledge of routes to places in Trichy / Thanjavur / Nagapattinam Districts. He is expected to be properly dressed and well behaved. The driver should not use his cell phones while driving.
- 1.5 Driver shall always keep his registration certificate of the vehicle, Pollution free certificate, complete comprehensive insurance policy and to keep document ready as required by the transport Authorities of the State Government of checking.
- 1.6 The Income -tax Department shall not be responsible for damage of any kind for any mishap/ accident/injury caused to the car(s) while performing duty for this office. All liabilities legal of pecuniary shall be borne by contractors.
- 1.7 The Income -tax Department reserves right to cancel the contracts at anytime without assigning any reason. Service provider will not be entitled to claim any compensation against such termination. However, while terminating the contracts, if any payment is due to contractors for services already performed (in terms of contract), the same will be paid as per contract terms. In case of any dispute, decision of the Additional/ Joint Commissioner of Income tax shall be final.
- 1.8 In the event of contractors backing out of contract midstream, without any explicit consent of this department, the department can recover hire charges paid to other contractors, if any **vis-a- vis** those transportation of officer for balance period of contract through alternative means. Above act of backing out may debar the contractor from any future dealing with the department.
- 1.9 Frequent changes of drivers will be viewed adversely and the contract will be terminated for this reason alone.
- 1.10 The Additional/ Joint Commissioner of Income -tax reserves right to obtain similar service from other resources as well simultaneously, if he so desires.
- 1.11 The contractors shall have to comply with relevant laws and rules issued from time to time relating to business and pay due taxes to concerned Government agencies. The Income -tax

Department will not be responsible for any lapse of contractors during or after expiry of the contract.

1.12 In case of any legal dispute the jurisdiction shall be Thanjavur only.

2. COMMERCIAL

- 2.1 Actual parking charges/ toll taxes entry taxes in connection with official duty will be reimbursed.
- 2.2 Drivers will have to be provided with mobile phones (preferably BSNL) at the cost of contractors and such phone number should be intimated immediately.
- 2.3 Car and the driver deployed with an officer should not be changed without prior notice. In case the driver leave, suitable substitute should be provided well in advance with instructions to the substitute driver.
- 2.4 Contractors and also the driver must have a 24 Hours working telephone or mobile system so that requirement of car can be called for at short notice at odd hours/ holiday also.
- 2.5 In case of any break - down of the vehicle provided to this office, the contractors shall provide another vehicle immediately.
- 2.6 The successful contractor who is / are awarded the contract will be required to furnish a performance security at one month's charges per vehicle which should be furnished by account payee Demand Draft or bank Guarantee payable to DDO / Administrative officer, O/o the Joint Commissioner of Income-tax, Thanjavur. This performance security will remain rated for 14 months (Untill two months after the completion of contractual period).

3. TARIFF STRUCTURE/ RATES

- 3.1 Mileage counting for use of the vehicle will start from assigned place where the driver is scheduled to report for duty in office.
- 3.2 No night charges separately (apart from as paid for extra hour of duty) will be paid.
- 3.3 The charges quoted include repairs and maintenance costs of the vehicles. To that extent, nothing additional is payable by the Income - tax Department.
- 3.4 Cars are normally expected to remain with this office for official use during 09.00 a.m to 07.00 p.m on week days. i.e. Monday to Friday but may also be required for longest hours and on holidays/ Saturday/ Sundays.
- 3.5 All charges towards repair / servicing, salary for driver, petrol / CNG or any incidental expenses on operation and maintenance etc, shall be borne by the contractor.
- 3.6 Approved rates will not be changed during the current contract for one year period.

- 3.7 Payment of hire charges will be made on monthly basis bills and the bills should be filed on 1st working day of the following month. In any month, if the vehicle runs short of 2000kms, the balance kms will be carried forward to the subsequent month(s). To illustrate, if in one Month, the Vehicle runs only 1350 kms, the balance 650 kms will be carried forward to avail in the next month. Payment in excess of 2000 kms per month will be made as per quotation rates.
- 3.8 In cases, a tour is required for outside to Trichy/ Nagapattinam/ Thanjavur Districts, same shall also be provided for visits outside the normal place of duty will be reimbursed additionally.
- 3.9 In case, the car is not made available on any particular day, a penalty Rs. 500/- will be levied per day and will be recovered from monthly bill of the contractors violates any terms and / conditions of this contract.
- 3.10 In case, the driver reports for duty for more than 15 minutes beyond the scheduled time, a penalty of Rs.100/- would be levied which will be deducted from the bill.
- 3.11 The hired vehicle shall be parked in the Income - tax office premises after hours and on holidays.