



GOVERNMENT OF INDIA  
INCOME TAX DEPARTMENT  
OFFICE OF THE PRINCIPAL COMMISSIONER OF INCOME TAX - 1,  
Room No.701, 7<sup>th</sup> Floor, Aayakar Bhavan, Wanaparthy Block,  
121, Mahatma Gandhi Road, Chennai 600 034.  
Phone No: 044-2833 8701, 044-2833 8441

S.F.No.64/Hiring Vehicle/Pr.CIT-1/2019-20

Dated: 31/07/2019

**NOTICE FOR INVITING TENDER**

Sub: Hiring of One Operational vehicle by office of the Principal  
Commissioner of Income Tax- 1, Chennai – Reg.

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The Office of the Principal Commissioner of Income Tax - 1, Chennai invites sealed tenders from reputed parties engaged in the business of providing transport facilities for presently hiring one mid-size vehicle (**Toyota Etios**) latest model preferred, for use of this office as stated earlier. Hiring shall be for a period of one year from the effective date of contract, subject to the satisfactory service provided.

Tender forms along with terms and conditions can be obtained from the O/o Pr. Commissioner of Income Tax- 1, Chennai, Room No.728, 7<sup>th</sup> floor, Wanaparthy Block, "Aayakar Bhavan" No.121, Mahatma Gandhi Road, Nungambakkam, Chennai – 600 034 on payment of Rs. 1,000/- (Non-refundable) by demand draft of scheduled Bank in favour of the Administrative Officer, O/o Principal Commissioner of Income Tax-1, Chennai. The last date for receipt of filled-in tender forms in sealed cover, is 09.08.2019, before 4.00 PM.

The bid shall be opened at 12.00 PM on 14.08.2019. The undersigned reserves the right to cancel or postpone the tender or reject the bid without assigning any reason.

(HARSH PRAKASH I.R.S)  
Pr. Commissioner of Income Tax,  
Chennai-1, Chennai-34.

Copy submitted to : The Income Tax Officer(HQ)(PR), O/o. the Principal Chief  
Commissioner of Income Tax - Tamilnadu, for information.

## TERMS AND CONDITIONS

1. Contracted hire charges include monthly charges of drivers, repairs and parking, maintenance of vehicle, insurance, petrol/diesel. Oil and also any other incidental expenses in running and maintenance of vehicle.
2. The vehicle must be a **TOYOTA ETIOS** of recent make. The vehicle must be in excellent condition, clean, mechanically fit and must be a brand new vehicle.
3. Hire charges will be paid for use of the vehicle for the whole month subject to maximum usage of 2000 K.M. per month. The distance is to be calculated from the place of reporting to the place of release. Any unutilized kms. is to be carried forward and set off in the succeeding months.
4. Dedicated vehicle and driver having valid Driving License and sufficient experience, exposure and familiarity with city roads must be provided. Dedicated vehicle and driver is not to be changed without prior approval of the User/Hiring Authority. **The vehicle is to be parked at the option of the User/Hiring Authority.**
5. The vehicle should be provided along with the driver in white uniform and fuel. **The vehicle supplier shall ensure that driver is made available along with vehicle for all days of the month and carry a mobile phone in working condition, for which, no separate payment shall be made by the Department.** The mobile number of the driver should be given to the respective controlling officer.
6. The vehicle 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. Any default will be liability of the contractor and this department shall not be liable in any matter whatsoever. In case of any accident or and other contingency, and claim arising out of its shall be borne by the contractors only and no claim whatsoever shall be borne by the Income Tax Department.
7. The duty point for Chennai is Wanaparthy Block **or any other place intimated from time to time** and the mileage would be reckoned to the duty point only. In short, shed mileage will not be permitted. The vehicles shall normally be used within the jurisdiction of the Principal Commissioner of Income Tax -1, Chennai.
8. The contractor should ensure that the operational vehicles are fitted with appropriate seat belts, etc.
9. The responsibility for the safety and security of the operational vehicle provided solely lies with the contractor. The vendor is liable for payment of all claims/expenses in case of any accident. He will also indemnify the office of

the concerned Officer against any loss/damage of property or life attributable to negligence on the part of the driver or poor maintenance of the vehicle.

10. Any authorized user of the Department has the right of returning the vehicle if he is not satisfied as to the plying condition of the vehicle on any one of the grounds as mentioned above. In such cases a penalty of Rs. 500/- or the actual cost of hiring a similar vehicle will be deducted from the contractor's pending bills payments.
11. The contractor shall also be responsible for providing a suitable replacement immediately if the car breaks down. In the event of failure to provide such replacement as stated above, the Income Tax Department will claim Rs.500/- towards penalty or the actual cost for making alternate arrangement whichever is more.
12. Operational vehicle be arranged even at short notice. **The vehicle shall be deemed to be at the disposal of the Income Tax Department for all the days of the month, seven days a week. A log shall be maintained for the vehicle.** In case of any accident, all claims arising out of it shall be met out by the contractor. If the vehicle does not report on time/does not report for duty at all, the user will have a right to hire a vehicle from the market. In case of failure to provided alternative vehicle, Rs. 2,000/- per day shall be deducted from monthly hire charges.
13. To facilitate easier scrutiny of bills, the following details are required in the trip sheet.
  - a. Reporting time and place
  - b. Opening Kilometer
  - c. Closing Kilometer
  - d. Time of closing
  - e. Place of closing
  - f. Signature of the user
14. The unused kilometers of a month can be carried forward to the subsequent month till the contract ends. **The unused kilometers would mean the difference between agreed kilometers i.e. 2000 Kms. run in a month an actual kilometers run by the vehicle of the operator, if the actual kms run by a vehicle is individually less than agreed kilometers.**
15. Bills should be submitted on monthly basis with all supporting and payment will be made within reasonable time from the date of submission of bills after deducting TDS as per IT Act 1961. No interest is payable on the bill amount in any circumstances. 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 officer using the vehicle for each and every entry without fail.**
16. 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 further tender of the department.

17. No negotiation will be undertaken with any tender except the lowest bidder.
18. The successful bidder shall provide the details of the vehicle within 7 days of bid opening date and also present himself for signing the agreement and as and when called for. The successful bidder shall enter into a written agreement with this office on a hundred-rupee stamp paper.
19. In the event of the award of the tender prior to execution of the contract, the contractor shall be required to submit copies of the Registration Certificate and comprehensive insurance policies of the vehicle being offered for hire and particulars with photograph of the driver. He shall be also required to produce the vehicle in Income Tax Office, Chennai for physical verification/inspection.
20. Insurance of the vehicle and the risk of passenger travelling in the vehicle should be covered by the contractor to the extent of liability as specified in the Motor Vehicle Act & Rule made there under or any other law in force.
21. **The operational vehicle deputed for must have the tanks filled with fuel to cover the entire officer(s) in-charge concerned from time to time.**
22. The second party will be allowed to enhance the rate of hiring vehicle by 5% after completion of one year of service provided if the service is found satisfactory.
23. All such companies/Firms which have any complaints against them, or, any penal/disciplinary action leveled/pending against them, will be debarred from participating in tender.
24. Only local Companies/Firms are invited to participate in tender.
  - (i) The Headquarter office of the Companies/Firm must be in Chennai only. Moreover, Headquarter of the Companies/Firm must have registered and running office in Chennai for minimum of last 5 years along with a valid address proof.
25. The local Companies/Firms having work experience in other (Pvt. Bodies/Govt. Departments will be preferred.
26. Either party is free to discontinue the service giving prior notice of one month for the same without assigning any reasons.
27. **Liability of the Department is limited to the contract value only.**
28. In case of any dispute the jurisdiction of Courts of Chennai shall apply.

**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	
6	List of Clientele	
i)	Names and address of the parties to whom vehicles were given on hire	
ii)	Period for which the vehicles were hired out	
iii)	Number of vehicles given on hire	
7	Permanent Account Number	
8	Service Tax Registration No.	
9	Details 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 Vehicles of Chennai**

**RATE QUOTATION FOR F.Y. 2018-19**

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)	

Sl. No.	Description	Rate for _____
1	For 2500 Kms and 300 hours per month	
2	For every extra kilometer beyond 2500 Kms	
3	For every extra hour beyond 300 hours	
4	Providing vehicle only (without fuel & driver)	

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

(Signature of authorized signatory with date)