



GOVERNMENT OF INDIA  
INCOME TAX DEPARTMENT  
OFFICE OF THE COMMISSIONER OF INCOME TAX - (LARGE TAXPAYER UNIT),  
Room No.722, 7<sup>th</sup> Floor, Aayakar Bhavan, Wanaparthy Block,  
121, Mahatma Gandhi Road, Chennai 600 034.  
Phone No: 044-2833 3158, E-mail: chennai.cit.ltu@incometax.gov.in

S.F.No.41/Vehicle/CIT-(LTU)/2019-20

Dated: 16 /08/2019

**NOTICE FOR INVITING TENDER**

Sub: Hiring of One Staff Car vehicle by office of the Commissioner of Income Tax- (LTU), Chennai – Reg.

\*\*\*\*\*

The Office of the Commissioner of Income Tax - (Large Taxpayer Unit), Chennai invites sealed tenders from reputed parties engaged in the business of providing transport facilities for presently hiring one mid-size vehicle (latest model preferred) for use of this office . 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 Commissioner of Income Tax- (Large Taxpayer Unit), Chennai, Room No.726, 7<sup>th</sup> floor, Wanaparthy Block, “Aayakar Bhavan” No.121, Mahatma Gandhi Road, Nungambakkam, Chennai – 600 034 on payment of Rs.500/-(Non- refundable) by demand draft of scheduled Bank in favour of the Administrative Officer, O/o Commissioner of Income Tax- (Large Taxpayer Unit), Chennai. The last date for receipt of filled-in tender forms in sealed cover is 29.08.2019, before 5.00 PM.

The bid shall be opened at 11.00 AM on 30.08.2019. The undersigned reserves the right to cancel or postpone the tender or reject and bid without assigning any reason.

Sd/-

(DR. U. ANJANEYULU)  
Commissioner of Income Tax -(LTU),  
Chennai.

Copy to the Notice Board.

## **TERMS AND CONDITIONS FOR HIRING:**

1. Vehicle is proposed to be hired for an initial period of **ONE YEAR** with a provision of extending it for a further period of one year at the discretion of the Commissioner of Income-tax-(LTU), Chennai. The vehicle proposed to be hired should **preferably be new vehicle** preference will be given to 2019 model. The vendor will have to put up a separate board on the vehicle showing that it is on "Govt. of India duty".
2. The vehicle must be in good condition. The vehicle will be run by the department for 2500 **kilometers per month**. The unutilized kilometers will be carried forward to the next month and this will be continued till the end of the contract period of one year or the extended period beyond one year, as the case may be. The mileage from the vehicle provider's office or any other place to the office premises of the entitled officer will not be counted under the mileage of 2500 kms per month. The mileage will also be adjusted among vehicles of the contractor. To calculate, if two vehicles of the same contractor are hired, excess mileage will be payable only if the total miles run exceeds 5000 km (2500 kms per vehicle multiplied by 2 vehicles)
3. The minimum hiring charges should be specified (exclusive of Service Tax) for 2500 Kms. (reckoned from place of reporting to the allotted officer to the place of release) on monthly basis.
4. The hiring of vehicle is subject to the satisfaction of the Commissioner of Income-tax-(LTU), Chennai., with regard to quotation filed commensurate with good condition of the vehicle, nature of quality of service provided, experience of the service provider, past records etc.
5. If the quotations are equal in all aspects, selection will be done at the sole discretion of the Commissioner of Income-tax-(LTU), Chennai.
  - a) In case the quotations of more than one bidder are equal in respect of vehicles, preference will be given to the bidder having more number of vehicles with lesser meter reading (vehicle travelled for lesser kilometres)
6. The successful bidder shall supply the vehicle to the Department from 01<sup>st</sup> of September 2019. Further, the vehicle shall be produced for inspection within 2 days of date of tender closure.
  - a) The contractor shall provide dedicated driver and any change in driver should be made only in very exceptional circumstances. Replacement of the vehicle/driver should be provided in the event of breakdown of vehicle/non availability of driver. The vehicle can be called for reporting at any time. The vehicle would remain at the disposal of the Department for all seven days in a week during the entire contract period. The vehicle should not be used by the contractor or driver for any other organization or individual either during day or night during the entire contract period.

7. The driver should be having valid driving license, with minimum experience of three years.

8. The driver deployed along with vehicle should satisfy the following conditions;

a) Driver should have minimum 3 years experience in driving.

b) Driver should be well versed with the roads and different localities of Chennai and surroundings.

c) Once the driver has been allotted to a particular vehicle, he should remain the same vehicle for a period of at least one year unless change is called for. However, any change in the designated driver should be intimated to the concerned officer before 24 hours.

d) Driver should be provided with mobile phone. The expenses for mobile phone should be borne by the contractor.

e) Driver should be decent and well behaved and should maintain the uniform (white pant & white shirt).

9. Payment of minimum charges agreed upon shall be made every month, provided that if the contract does not commence/end in the beginning/end of a month, payment of minimum charges will be made on proportionate basis.

10. The vehicle shall be deemed to be at the disposal of Income-tax Department during the period of official use and the billing shall be made from the reporting place to the relieving place. In certain cases where relieving place is not the ordinary place of reporting, the ordinary place of reporting shall be deemed to be relieving place.

11. The liability on account of fuel, driver salary/allowances/ perquisites/ insurance and all expenses relating to the vehicle would solely and wholly be on account of the contractor and department shall not bear any liability apart from the hiring charges.

12. The contract between the Department and the contractor can be cancelled with a notice period of 30 days from either side. However, the Department may cancel the contract without giving the aforesaid notice in case of service failure of the contractor to abide by the terms of agreement.

13. The vehicle should always be maintained in good condition. Towels, Air Fresheners and other requirements which present the vehicle in good looking and running condition shall be arranged by the service provider, the department retains the right to furnish the same and deduct such expenses, if required.

14. The officer in-charge or the staff of the office may inspect the vehicle from time to time to ensure that the vehicle is maintained in good condition.

15. The contractor will be responsible loss/damage to property or life because of negligence of driver poor maintenance of vehicle or due to an accident. The department would not be responsible for loss/damage to property or life on account of such incidents.

16. In case of non-compliance of the above terms and conditions of contract, a penalty may be levied. The penalty for some of the defaults is as under;

- a) Late reporting Rs.100/- per day
- b) Non reporting Rs.500/- per day
- c) Refusal of duties Rs.500/- per instance
- d) Non-observation of dress code Rs.200/- per instance
- e) Change of drivers without prior intimation Rs.200/- per instance.

17 In case a vehicle is not maintained properly, the same should be replaced with a good condition vehicle of same brand immediately. In case of failure to do so, it would be considered as non-reporting of the vehicle and penalty charges may be levied as given above, in addition to deduction of proportionate contract charges.

18. A log book/trip sheet specifying daily reporting and relieving time as well as daily opening, closing meter reading and other details as may be specified by the Department shall be maintained for each vehicle. The contractor should submit the duly filled log book/trip sheet signed by the Controlling officer to whom the vehicle has been assigned along with the bill on the monthly basis.

19. The contractor to whom the contract is awarded, shall submit a refundable performance guarantee of **Rs.10,000/-** (Rupees ten thousand only) for the vehicle supplied within one week of award of contract. The deposit shall be interest free. Performance guarantee may be given by way of an irrevocable Bank Guarantee of equivalent amount.

20. The successful bidder shall enter in to a contract with the Department.

21. The Income-tax Department reserves the right to accept or reject any part of tender or whole tender without assigning any reason.

22. The bidder shall have minimum of 5 years experience in serving any Govt/Semi Govt./reputed Pvt. Companies.

23. In case of failure to report to duty as required/vehicle break down, causing inconvenience, an amount of hire charges two times of the charges per rate per day will be deducted from the monthly hire charges.

**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. 2019-20**

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)