



**GOVERNMENT OF INDIA**  
**INCOME TAX DEPARTMENT**  
**OFFICE OF THE COMMISSIONER OF INCOME TAX(TDS), COIMBATORE**  
**No.1510, Mayflower Midcity, Trichy Road, Coimbatore – 641 018**  
Tele Fax: 0422-2210010 email: coimbatore.ito.hq.tds@incometax.gov.in

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C.No.155/CIT(TDS)/CBE/2019-20

Date: 19-08-2019

**NOTICE INVITING TENDER**

Sub :Hiring of one Staff Car and two operational vehicles by the Office of the  
Commissioner of Income tax (TDS), Coimbatore - reg.

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The office of the Commissioner of Income Tax(TDS), Coimbatore invites sealed tenders from reputed vendors engaged in the business of providing vehicles on contract basis for hiring one Staff Car and two Operational Vehicles for the use of the O/o the Commissioner of Income Tax (TDS), Coimbatore. The Staff Car should be a Sedan class vehicle of better trim (Honda City/ Ciaz / Skoda Rapid or equivalent or superior). Of the two Operational Vehicles, one vehicle should be a mid sized MPV/MUV of better trim (Innova or equivalent or superior) and the remaining operational vehicle should be a small size vehicle of better trim (Dzire / Etios or equivalent or superior).

Hiring shall be initially for a period of one year, which may be extended further at the discretion of Commissioner of Income Tax(TDS), Coimbatore.

Tender forms along with the relative terms and conditions are available as part of this document, which can be downloaded from [www.tnincometax.gov.in](http://www.tnincometax.gov.in). For any clarification, please contact the Income Tax Officer (HQ-1) (Telephone No.0422-2210010), Office of the Commissioner of Income Tax(TDS), Coimbatore, 1<sup>st</sup> Floor, 1510, Mayflower Midcity, Trichy Road, Coimbatore - 641018. Bids should be given for the above vehicle requirements in two separate sealed covers: one Technical bid and one Financial bid. The bids shall be addressed to 'The Income Tax Officer (HQ-1), Office of the Commissioner of Income Tax (TDS), Coimbatore, 1<sup>st</sup> Floor, 1510, Mayflower Midcity, Trichy Road, Coimbatore - 641018.'

The last date and time for receipt of the filled in tender forms in sealed covers is 4.00 pm, on 29<sup>th</sup> August, 2019.

The Technical Bids will be opened on 30-08-2019 at 11.00 am in the Office of the Commissioner of Income Tax (TDS), Coimbatore, 1<sup>st</sup> Floor, 1510, Mayflower Midcity, Trichy Road, Coimbatore - 641018. Financial Bids of the qualified bidders will be opened subsequently. The Commissioner of Income Tax (TDS), Coimbatore reserves the right to cancel or postpone the tender or reject any bid, without assigning any reason.

Sd/-  
(R.Vidyabharathy)  
Income Tax Officer (HQ-1)  
O/o the CIT(TDS),  
Coimbatore

## **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. The vehicles proposed to be hired should **preferably be a new vehicle** and in any case not manufactured before 01/04/2017.
2. The vehicle must be in good condition. The vehicle will be run by the department for 2000 **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 2000 kms per month. The mileage will also be adjusted among the other vehicles of the contractor. For example, if three vehicles of the same contractor are hired, excess mileage will be payable only if the total miles run exceed 6000 km (2000 kms per vehicle multiplied by 3 vehicles).
3. The minimum hiring charges should be specified (exclusive of Service Tax) for 2000 Kms.(reckoned from the place of reporting to the allotted officer to the place of release) on a monthly basis.
4. The hiring of vehicle is subject to the satisfaction of the Commissioner of Income Tax (TDS), Coimbatore with regard to the quotation filed which shall be commensurate with good condition of the vehicle, nature of the quality of service provided, past 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 (TDS), Coimbatore.
  - a) In case the quotations of more than one bidder are equal in respect of vehicles, preference will be given to the bidder owning more number of vehicles.
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 at any time during the tender process, if required.
7. The contractor shall provide dedicated driver with neat uniforms (white shirt/pant and black shoes) and any change in driver should be made only in very exceptional circumstances with prior notice. 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.
8. The driver deployed along with vehicle should satisfy the following conditions;
  - a) Driver should have a valid driving license and must have a minimum of 3 years experience in driving.
  - b) Driver should be well versed with the roads and different localities of Coimbatore and surroundings.

- c) Driver should be provided with mobile phone. The expenses for mobile phone should be borne by the contractor.
- d) Driver should be decent and well behaved and should be in uniform (white pant & white shirt).

9. The vehicle shall be deemed to be at the disposal of the Income-tax Department, during the period of contract.

10. 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 the Income Tax department shall not bear any liability apart from the hiring charges.

11. The contract between the Income Tax 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.

12. The vehicle should always be maintained in excellent 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.

13. 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.

14. The contractor will be responsible for loss/damage to property or life because of the negligence of the driver or 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. The entire cost of repairs to restore the damaged vehicle to its original condition would be borne by the contractor.

15. In case of non-compliance with the above terms and conditions of contract, a penalty may be levied. The penalty for some of the defaults are illustrated, as follows:

- 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.

16 In case a vehicle is not maintained properly, the same should be replaced with a similar vehicle of the same brand and condition immediately, with the approval of the officer in charge of the vehicle. 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.

17. 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 monthly basis.

18. The contractor to whom the contract is awarded, shall submit a refundable performance guarantee of Rs.20,000/- (Rupees twenty thousand only) within one week from which the contract is awarded. The deposit shall be interest free. Performance guarantee shall be given by way of an irrevocable Bank Guarantee of equivalent amount.

19. The successful bidder shall enter in to a contract with the Income Tax Department.

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

(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 BY THE COMMISSIONER OF INCOME-TAX(TDS), COIMBATORE**

1	Name of the Service provider	
2	Address of the Service Provider	
3	PAN Number	
4	Service Tax Registration Number	
5	Total number of cars owned for hire, along with copies of the Registration Certificate.	

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 BY  
THE COMMISSIONER OF INCOME-TAX(TDS), COIMBATORE**

- 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) Service Tax Registration No :
- 7) Hiring charges per month:

Sl No.	Type of vehicle	Year of Make *	Distance travelled	Hire charges per month (excluding service charge)	Rate per km, in case the mileage exceeds the maximum of 2000 Km., as per agreement

**\* 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". In any case, the vehicle should be ready for use on 1.9.2019**

**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 shall abide by them.

Date:

Signature:

Station:

NAME with seal: