



GOVERNMENT OF INDIA  
INCOME TAX DEPARTMENT  
OFFICE OF THE COMMISSIONER OF INCOME TAX (DR),  
SETTLEMENT COMMISSION  
SATHGURU COMPLEX, NO.640, ANNA SALAI  
NANDANAM, CHENNAI-600 035  
Phone: 044-24310240/ Fax No.: 044-24340654

C.NO.3/CIT (DR)/ITSC/2019-20

Date: 28.11.2019

**NOTICE INVITING TENDER**

**STAFF CAR VEHICLE**

Sub.: Hiring of Staff Car vehicle by Office of the  
Commissioner of Income tax(DR), ITSC, Chennai - reg.

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The Commissioner of Income tax (DR), Settlement Commission, Chennai-35 invites sealed tenders from reputed parties engaged in the business of providing vehicles on contract basis for hiring ONE Staff Car Vehicle for the use of the O/o the Commissioner of Income Tax(DR),ITSC, Chennai. The Staff Car vehicle should be a Sedan class vehicle (Hyundai Creta 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(DR),ITSC, Chennai.

Tender forms along with terms and conditions are available as part of this document, which can be downloaded from [www.tninetax.gov.in](http://www.tninetax.gov.in) and can be submitted in this office along with Demand Draft of scheduled bank for Rs.250/- in favour of Zonal Accounts Officer, CBDT, Chennai. For any clarification, contact The Administrative Officer, O/o the Commissioner of Income tax(DR),ITSC, No.640, Sathguru Complex, Anna Salai, Chennai. Bids should be given for the above vehicle requirements in two separate closed covers: one Technical bid and one Financial bid and addressed to The Commissioner of Income Tax(DR),Income tax Settlement Commission, No.640,Sathguru Complex, Anna Salai, Chennai-600035.

The last date for receipt of filled in tender form in sealed covers is 09.12.2019 on or before 3.00 pm.

The Technical Bids will be opened on 11.12.2019 at 3.00 pm. Financial Bids of qualified bidders will be opened subsequently. The Commissioner of Income Tax(DR),ITSC, Chennai, reserves the right to cancel or postpone the tender or reject any bid without assigning any reasons.

Sd/-

(B. DAYALAN)

ADMINISTRATIVE OFFICER

O/o the Commissioner of Incometax(DR)  
ITSC, Chennai.

## **TERMS AND CONDITIONS FOR HIRING**

1. The Commissioner of Income Tax (DR), ITSC, Chennai reserves the right to postpone or extend the date of receipt/ opening rates/ quotations or to withdraw the same, without assigning any reason thereof.
2. Rates/Quotations duly filled in, will be received up to the date and time mentioned in the Notice Inviting Tender/ advertisement given in the Website.
3. The agency will not contact in any way, any person/ authority, for availing the contract. If found so, the tender of the agency doing so, will be rejected.
4. 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 vehicle proposed to be hired should preferably be new vehicle and in any case not manufactured before 01/04/2019 and should not have run for more than 10,000/- kms. The colour of the vehicle should be white. It should be in good condition.
5. 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. To calculate, as an example, if five vehicles of the same contractor are hired, excess mileage will be payable only if the total miles run exceeds 10000 km (2000 kms per vehicle multiplied by 5 vehicles)
6. The hiring charges should be specified (exclusive of GST) for 2000 Kms. (reckoned from place of reporting to the allotted officer to the place of release) on monthly basis.
7. The hiring of vehicle is subject to the satisfaction of the Commissioner of Income Tax(DR), ITSC, 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.
8. If the quotations are equal in all aspects, selection will be done at the sole discretion of the Commissioner of Income Tax(DR),ITSC, Chennai. 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.

9. The successful bidder shall supply the vehicle to the Department from 15th December 2019. Further, the vehicle shall be produced for inspection at any time during the tender process, if required.
10. 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. 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.
11. The driver deployed along with vehicle should satisfy the following conditions;
  - a. Driver should have driving license with minimum 3 years experience in driving.
  - b. Driver should be well versed with the roads and different localities of Chennai and surroundings.
  - c. Driver should be provided with mobile phone. The expenses for mobile phone should be borne by the contractor.
  - d. Driver should wear the uniform (white pant & white shirt) as well as Identity card while on duty.
  - e. Driver should be decent and well behaved. The driver should not have criminal antecedents and it shall be responsibility of the contractor to verify his background before deployment and to get the police verification conducted. The conduct of the driver will be sole responsibility of the contractor and in this regard, department shall not be responsible in any manner, whatsoever.
12. The contractor shall submit copies of the Registration Certificate and Insurance policies of the vehicles being offered for hire and particulars of the drivers with photograph. One copy of these documents must always be kept in each of the respective vehicles.
13. The contractor shall be required to produce the vehicle in the office for the physical verification inspection before deployment. In case condition of vehicle[s] produced, is not found to be satisfactory, it shall be returned for immediate replacement. In case no replacement is provided on time, this office would have a right to hire vehicles from the market and the

additional cost incurred by this will be borne by the contractor. In the event of breakdown of vehicles, or absence of driver, the vendor shall provide a substitute vehicle/ driver, immediately. In case vehicle does not report on time/ does not report at all, the Department would have a right to hire a vehicle from the market & the additional cost incurred by the Department will be borne/reimbursed by the vendor or deducted from his monthly bill.

14. Vendor and drivers shall be bound to carry out the instructions of the Department as well as of the officers to whom the vehicles are assigned.
15. 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.
16. The vendor will have to follow all the statutory rules and regulations in respect of its employee's i.e. Labour Law, ESI, Provident Fund etc., and has to mandatorily submit proof of payments of all statutory dues while submitting bills. No relaxation would be provided for payment of government dues in any condition.
17. All legal obligations in respect of the vehicle i.e. Road Tax, RTO registration and permissions etc. and in respect of the driver, i.e. minimum wages as per Govt.Regulation, social security etc. will be the responsibility of the vendor. Department may call for the wages or salary register/vouchers for verification.
18. The Vendor should have been registered with the authority concerned of State or Central Government. He is also required to fulfill the conditions prescribed in section 66 of Motor Vehicle Act,1988 for hiring vehicles.
19. The vehicle should carry a designation plate as designed by the department for which no separate payment shall be made. The designation plate should be covered when the concerned officer is not occupying the vehicle.
20. The vendor must deploy one separate supervisor at Income Tax Office, Chennai for supervising the smooth implementation of the vehicle contract.
21. The decision to increase or decrease the number of vehicle in the tender for particular model during the period mentioned in the tender is at the sole discretion of the Commissioner of Income Tax(DR),ITSC, Chennai.

22. In case of any dispute or question of interpretation of any condition laid down in the tender document, the decision of the Commissioner of Income Tax(DR), ITSC, Chennai shall be final.
23. The department shall not make any payment other than the agreed Hire Charges. No increase in hire charges shall be considered during the period of contract for any reason.
24. 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.
25. The vehicle should always be maintained in good condition. Towels, Air Fresheners and scat covers 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.
26. The contractor will be responsible for loss/ damage to property or life because of negligence of driver or poor maintenance of vehicle or due to an accident. The department would not be responsible for Joss/ damage to property or life on account of such incidents.
27. 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.
28. Earnest Money Deposit:- Earnest Money Deposit of Rs.12,000/- (Rupees Twelve Thousand Only) per application in the form of Demand Draft / Banker's Cheque of scheduled bank drawn in favour of the "The Administrative Officer, O/o the Commissioner of Income-tax(DR), ITSC, Chennai" shall accompany the qualifying bid. Qualifying bids without Earnest Money Deposit will be rejected. EMD will be returned to all the unsuccessful bidders at the end of the selection process. However, the EMD shall be forfeited in case the successful bidder withdraws or the details furnished in Annexures-I & II are found to be incorrect or false during the tender selection process. No interest shall be paid on the Earnest Money Deposit (EMD) of the successful bidder and the same will be returned on furnishing a Performance Guarantee.
29. The contractor to whom the contract is awarded, shall submit a refundable performance guarantee @5% of the Contract Value 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.

30. The successful bidder shall enter into a contract with the Department.
31. The Income-tax Department reserves the right to accept or reject any part of tender or whole tender without assigning any reason.
32. The bidder shall:-
  - (a) Have minimum of 3 years experience in serving any Govt/ Semi Govt./Reputed Pvt. Companies
  - (b) Own minimum of 20 cars as on the date of submitting the bid
  - (c) Should have a minimum turnover of Rs.50.Lakhs during the Financial Years 2017-18, 2018-19.
  - (d) Should not have had his services terminated on an earlier occasion for inability to supply the required Vehicles.

33. TERMS OF PAYMENT:-

- (a) The monthly consolidated bill in triplicate for the number of vehicles hired will be submitted to the office of the Commissioner of Income Tax(DR), ITSC, Chennai within five days of the end of the month with log book, which shall be duly verified and signed by the officer in charge. Payment will be released after making necessary verification.
- (b) Income Tax Department, Chennai release due amount after making recoveries related to the liabilities/reimbursement/ claim and penalties [as mentioned below], if any, through online payment of RTGS/NEFT, in favour of vendor, subject to deduction of tax at source.

34. PENALTIES:-

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:

Sl. No.	Nature of default	Penalty Rs.
1.	Late reporting	100/- per day
2.	Non reporting due to insufficient fuel or any other cause	500/- per day.
3.	Refusal of duties/ unsafe/Rash driving	500/- per instance.

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| 4  | Poor maintenance of vehicles/unclean vehicle | 300/- per day.   |
| 5. | Non-wearing of uniform and ID card           | 100/-for first instance, and Rs.200/- for subsequent instances |
| 6. | Change of drivers without prior intimation   | 200/- instance.  |

35. However, before imposition of penalty, a show cause notice will be issued to the vendor through the Administrative Officer, O/o Commissioner of Income tax(DR), ITSC, Chennai.

36. Any violation of above mentioned terms and conditions may lead to termination of the contract without any notice.

**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/Director(s)  
(with Mob. No.) (In case of Firm/Company) :
  
4. Contact person(s) (with Mob. No.) :
  
5. No of year of experience in providing vehicles :
  
6. List of Clientele :
  - (a) Name and addresses of the parties with  
contact no. to whom vehicles  
were given on hire.
  
  - (b) Period for which the vehicles were hired out
  
  - (c) Number of vehicles given on hire
  
7. PAN :
  
8. GST No. :
  
9. Details of EMD :

**DECLARATION**

I hereby certify that the information furnished above is full and correct to the best of my knowledge. I understood that in case any deviation is found in the above statement at any stage, the concern will be blacklisted and will not have any dealing with the Department in future.

[Signature of Authorised Signatory with  
Date]



**FINANCIAL BID DOCUMENT**  
**(Hiring of vehicles by Income Tax Department)**

**RATE QUOTATION FOR F.Y 2019-20**

1. Name of the Propertor/Registered Firm/  
Company :
2. Address of the concern (with Tel.No. Fax & Mail) :
3. Contact person(s) (Mob.No) :
4. Rate of the vehicle (Hyundai Creta or Superior)  
(exclusive of GST) :

S.No	Description	Rate for Vehicle
1.	For 2000 Kms	
2	For extra charge per kilometre beyond 2000 kms	
3	Extra charge per kms, if the vehicle goes out of	