



**GOVERNMENT OF INDIA
INCOME TAX DEPARTMENT
OFFICE OF THE PRINCIPAL COMMISSIONER OF INCOME TAX-5,
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No. PCIT-5/AO/Vehicle/10A/2019-20/

Dt. 2nd January 2020

HIRING OF OPERATIONAL VEHICLE

The Income Tax Department invites sealed offers from reputed/authorized tour operators to hire **two BIG SIZE VEHICLE – (TOYOTO INNOVA CRYSTA)** on monthly basis one for the use of Corporate Range-5, Chennai and another one for the use of Non Corporate Range – 3, Chennai as operational vehicle for the period of one year from **01-02-2020 to 31-01-2021**, which may be extended further.

TENDERING PROCESS:-

Tender is invited in two parts i.e. **(1) Technical bid and (2) Financial bid**. The tender form for Technical bid prescribed in Annexure-I and the tender form for the Financial bid proforma prescribed in Annexure-II complete in all respects should be submitted, separately for both the ranges viz. CR - 5 & NCR – 3 and may be super- scribed with the name of range on the sealed cover, to the **O/o the Principal Commissioner of Income Tax-5, ROOM No. 528, Wanaparthy Block, 5th FLOOR, 121, M. G. Road, Nungambakkam, Chennai-34 in sealed covers by 3:00 P.M. on 17-01-2020**. The sealed covers may be super-scribed with “**Technical Bid-Contract for hiring of vehicles**” and “**Financial Bid – Contract for hiring of vehicle**” respectively. The Income Tax Department shall not be responsible for loss/delayed receipt of tender document sent by post. **The bids will be opened by the tender committee on 21-01-2020 at 03:00 P.M.** Incomplete bid documents will be rejected. The valid technical bids will be scrutinized by the Department to short list the eligible bidders. Thereafter, the financial bids of the short listed bidders will be opened by the undersigned on the same day. **Late submission of tenders will not be accepted. Each technical bid should accompany the Earnest Money Deposit of Rs.10,000/- in the form of Crossed Demand Draft of SBI drawn in favour of the ZAO, CBDT, Chennai payable at Chennai. Qualifying bids without Earnest Money Deposit will be rejected.**

The tender applicant should sign and stamp each page of this tender document as a token of having read and understood the terms and conditions contained herein and submit the same along with the bid. The tendered would fill up the information in the Annexure-I & II enclosed at the end of this document in clear and legible terms. Wherever, the prices are to be quoted should be **written in figures and words** as well. Annexures, will also have to be signed and stamped by the through its authorized signatory.

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 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.
3. The vehicle must be a **TOYOTO INNOVA CRYSTA** of recent make. The vehicle must be in excellent condition, clean, mechanically fit and preferably white coloured.
4. 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.
5. The contractor should ensure that the operational vehicles are fitted with appropriate seat belts, etc. 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 or/ and any other contingency in case of any accident. No claim whatsoever shall be borne by the Income Tax Department.
6. The contractor shall 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.
7. Operational vehicle shall be arranged even at short notice. The vehicle shall be deemed to be at the disposal of the Income Tax Department for all seven days a week.
8. The vehicle should be provided along with the driver, and must have the tank filled with fuel to cover the entire trips. The vehicle supplier shall ensure that driver is made available along with vehicle for all seven days in a week.
9. The contractor shall provide dedicated driver and any change in driver should be made only in very exceptional circumstances. 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 of driver for any other organization or individual either during day or night during the entire contract period.
10. The driver deployed along with vehicle should satisfy the following conditions;
 - a) Driver should be having valid driving license and 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. The mobile number of the driver should be given to the respective controlling officer.
 - e) Driver should be decent and well behaved and should maintain the uniform.
11. 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.1,00/- 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.
12. The duty point for Chennai is Aayakar Bhawan 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 -5, Chennai.
13. 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 shall be levied of Rs. 2,000/- per day in addition to deduction of proportionate contract charges.

14. 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 till the contract ends. The unutilized 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. 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.
16. 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.
17. 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.
18. No negotiation will be undertaken with any tender except the lowest bidder. 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 kilometers)
19. 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.
20. 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.
21. The contract between the Department and the contractor can be cancelled with a notice period of one month 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.
22. Liability of the Department is limited to the contract value only.
23. 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.
24. 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.
25. 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.
26. 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.
27. The local Companies/Firms having work experience in other Pvt. Bodies/Govt. Departments will be preferred.

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 :
10. Registration year of Vehicle :

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 Proprietor / Registered Firm / Company :
2. Address of the concern :
(with Tel.No. Fax & e-Mail)
3. Contact person(s) (Mob. No) :
4. Rate of the vehicle (INNOVA CRYSTA) :
(Exclusive of GST)

Sl. 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 CCIT, Chennai Jurisdiction (If any)	