



GOVERNMENT OF INDIA
INCOME TAX DEPARTMENT

Office of the Chief Commissioner of Income-tax - 3,
3rd Floor, Main Building, 121, Nungambakkam High Road, Nungambakkam, Chennai -34
Phone – 044-28338718

F.No.3024/CC-3/2019-20

Dated: 20/12/2019

STAFF CAR – E-tender Notice

The Income Tax Department invites sealed offers from reputed/authorized tour operators to hire **One new Toyota Innova /Hyundai Creta/Honda City** on monthly basis for use of STAFF CAR for the CIT(Appeals), Chennai for the period from 14-01-2020 to 13-01-2021, 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 to the **O/o the CCIT-3, ROOM No.311, MAIN BUILDING, 3rd FLOOR, 121, M. G. Road, Nungambakkam, Chennai-34 in sealed covers by 1:00 P.M. on 13.01.2020**. The sealed covers may be superscribed 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 13.01.2020 at 4:00 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. 1000/- in the form of Crossed Demand Draft of S.B.I payable at Chennai drawn in favour of the ZAO, CBDT, 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 tenderer 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 must be a Maruti Ciaz/Honda City model 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 Annex Bldg **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 -10, Chennai.
8. The contractor should ensure that the STAFF CARs are fitted with appropriate seat belts, etc.
9. The responsibility for the safety and security of the STAFF CAR 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. STAFF CAR 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 Jout 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 STAFF CAR 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/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 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) (Mob.No) :
4. Rate of the vehicle (Maruthi Ertiga/Mahindra Xylo) :
 (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 CCIT, Chennai Jurisdiction	

Note Submitted:-

The agreement for hiring of staff car to the CIT(A)-12, Chennai is expiring on 13/01/2020. Further it is also informed that CIT(A)-12 , Chennai has been transferred to CPC Banglore on 06.12.2019. The CIT(A)-14 is holding the additional charge of CIT(A)-12 from 07.12.2019 and the staff car will be used by the officer till expiry of existing agreement .

It is proposed to float a fresh E-Tender Notice for staff car for CIT(A)-14, Chennai on monthly basis for the period from 14.01.2020 to 13.01.2021 and the same is prepared and put up for CCIT's kind perusal & approval please.