



**GOVERNMENT OF INDIA**  
**INCOME TAX DEPARTMENT**  
**OFFICE OF THE PRINCIPAL COMMISSIONER OF INCOME TAX**  
**2-V.P. RATHINASAMY NADAR ROAD, BIBIKULAM, MADURAI-625 002**

C.No. 121 /Pr.CIT/ Hrd.Veh/MDU/2019-20

Date: 07.01.2020

TENDER NOTICE FOR HIRING VEHICLE

The Principal Commissioner of Income Tax, Madurai invites sealed tenders from reputed and competent persons for hiring vehicles of the following description:

S. No.	Car Make	Size	No. of Vehicle	Amount should not be more than	Year of Manufacture	Office for which vehicle required	Date w.e.f from which vehicle required
1.	TOYOTA INNOVA /	7/8 Seater	3 (Three)	Rs.50,000 Per month exclusive of taxes	2016 to 2017 2017 TO 2019	O/o the PCIT, Madurai.	01/02/2020

Note : The vehicle should be of latest make in good working condition. Vehicle proposed to be hired should be registered as a commercial vehicle. Bidders should enclose copy of Registration Certificate issued by the State Road Transport Authority in respect of the vehicle proposed for hire.

Sealed tenders in envelopes, super scribed "**Tenders for providing Vehicle Hire Services at O/o The Principal Commissioner of Income tax, Madurai**" and addressed to "**The Principal Commissioner of Income tax, No.2, V.P.Rathinasamy Nadar Road, Bibikulam, Madurai-625002**" are invited so as to reach this office not later than 14.00hrs on 20.01.2020. Tenders received after stipulated date/time shall not be entertained. The tenders will be opened on 20th January, 2020 at 16.00 hours in the presence of the bidders (if any).

Detailed information/ terms and conditions along with technical & financial bid in prescribed form can be downloaded from [www.tninetmetax.gov.in](http://www.tninetmetax.gov.in). It can also be obtained from the AO, O/o PCIT, Madurai-1, Madurai during regular office hours i.e. 09.15 A.M to 05.45 P.M. on payment of a non refundable tender fee of Rs.500/- by way of Demand Draft / Pay Order drawn in favour of **ZAO, CBDT, Madurai** payable at Madurai. In case the tender document is downloaded from the Department's website, a non-refundable tender fee of Rs.500/- has to be paid at the time of submission of the duly filled tender form.

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III/Administrative Officer, Gr.III

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Encl: As Above

O/o. The Pr.CIT,  
Madurai-1, Madurai.

### **Terms and conditions for Bidders:**

1. The bidder has to submit both Technical and Financial Bids in separate sealed covers marking Technical or Financial and have to be addressed to the Principal Commissioner of Income Tax, Madurai-1, Madurai. Bids will be accepted up to 09.12.2019 to till 14.00hrs. Bidders should submit technical bid in Annexure – I & II as well as financial bid in Annexure - III with prescribed self attested supporting documents. The bids will open at 16.00 hrs. on 09.12.2019.
2. The financial bids of only those bidders who technically qualify will be opened.`
3. In order to qualify Technical bid, the bidder should have
  - (i) The bidder should be an Income Tax assessee.
  - (ii) The bidder should have the turnover of not less than 10 lacs for the last three F.Y.2016-17, 2017-18 & 2018-19.
  - (iii) The bidder should provide list of at least two clients.
  - (iv) The bidder should have at his disposal at least three vehicles.
  - (v) The bidders should sign on all the pages of terms and conditions in Annexure – I and to be enclosed with Technical bid.
4. The vehicles will be taken by the Income Tax Department on contract basis from the successful bidder as per Terms and Conditions for contractors specified in Annexure - I
5. Where the bid is received after the due date(including on account of reasons of postal delay)the same will not be considered
6. The successful bidder has to enter into a formal contract with the Principal Commissioner of Income Tax, Madurai-1, Madurai or any other officer designated by him on his behalf.
7. The Income Tax department reserves the right to cancel/postpone the tender/contract procedure without assigning any reasons there for.
8. If the quotations equal in all aspects have been received, selection will be done on following guidelines:-
  - (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 kilometers).
  - (b) Preference will be given for new vehicles. Note: Quotation should be sent in sealed covers super scribed as “Quotation for Hiring of Vehicle by Office of the Chief of Commissioner of Income Tax, Madurai.

## Annexure – I

## Terms and conditions of contract

1. The vehicle provided by the contractor on hire will be with Driver who must be in proper white uniform and should have a valid driving license and be competent to drive.
2. Each driver should be provided with a mobile phone by the contractor and the same **mobile number must be available with the driver on duty.**
3. The vehicle to be hired is for a period of **ONE YEAR** with a provision of extending it for a further period of one year at the sole discretion of the Principal Commissioner of Income-tax, Madurai-1, Madurai.
4. The vehicle must be a new one and in excellent condition, neat, clean and mechanically fit. The contractor must provide the vehicle towels, air-fresheners and other requirements on regular basis which present the vehicle in good looking and running condition. Though it is the responsibility of the service provider, the department retains the right to furnish the same and deduct such expenses, if required.
5. The vehicle should fulfill the legal obligations as prescribed by the state Transport authorities like payment of Road Tax etc. All requirements under various statutory laws must be complied with. Any default will be at the liability of the contractor and this department shall not be liable in any matter whatsoever.
6. The duty point is the Income Tax Office, No. 2, V.P. Rathinasamy Nadar Road, Bibikulam, Madurai, or any other place as intimated from time to time.
7. The fuel and oil for the vehicle will be provided by the contractor. Other costs like insurance, repairs, maintenance and any other charges too have to be borne by the contractor. The contractor and driver shall be bound to carry out the instructions of officer(s) in- charge concerned from time to time.
8. The vehicle should be parked at the department / residence or at the choice of the officer to whose office the vehicle is attached after the duty is over throughout the period of contract. **The driver should be available on call of the officer using the vehicle for 24 x 7 days.**
9. The driver must be literate & well behaved. They must follow Traffic Rules & regulations prescribed by the Govt. from time to time.
10. The driver should ensure that the vehicles are fitted with appropriate seat belts, clean white cotton seat covers, fresheners. The driver should wear seat belt while driving and should not use mobile while driving and also follow speed limit regulations of the area.
11. Comprehensive 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 Vehicles Act and Rules made there under or any other law in force. (Copy of Insurance should be submitted)
12. The vehicle will run for **2000 KM per month**. The unutilized mileage will be carried forward to the next month and this will be continued till the end of contract period i.e one year. **The unutilized mileage, thus carried forward, shall be adjusted against the extra mileage, if any, run by the operator in excess of 2000 KMs per month.**
13. The vehicle will be hired from a single contractor or from multiple contractors and the discretion of the Chief Commissioner of Income tax is final in this regard.
14. Copies of the Registration Certificate should be enclosed to the bid amount.
15. The contract between the Department and the contractor can be cancelled with a Notice of 15 days from the department side. However the department may cancel the contract without giving the above said notice in case of severe failure of the contractor to abide by the terms of agreement. The vendor, however, shall have to give three months prior notice for cancellation / withdrawal from the contract.
16. Any authorized user of the department has the right of returning the vehicle if he / she is not satisfied as to the plying conditions of the vehicle or on any other grounds as mentioned above. In such cases, penalty of **Rs. 1000/- per day** or actual cost of hiring of a similar vehicle will be deducted from the contractor pending bill payments.

17. 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, Madurai shall have the right to recover/claim **Rs.1000/- per day** towards penalty or the actual cost incurred for making alternate arrangement which is more and such deduction shall be made from pending bills of the vendor or from the earnest money deposit, whichever is available for adjustment.
18. The responsibility for the safety and security of the car provided solely lies with the contractor. It is the contractor's absolute responsibility to take care of any damage for repairs caused to his vehicle during the operation of the contract.
19. To facilitate easier scrutiny of bills, the following details are required in trip sheet:-
  - A) Reporting time and place
  - B) Opening Balance
  - C) Closing Kilometer
  - D) Place of closing
  - E) Time of closing
  - F) Signature of the user
20. Bill should be submitted on monthly basis before 3<sup>rd</sup> of the every month with all supporting vouchers and the payment will be normally made within 45 days from the date of submission of the bills after deducting TDS as applicable. 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.
21. Failure by the contractor to comply with any statutory requirement and / or the terms of the agreement during the period of the contract shall result in recovery of penalty and in case of repeated failure, termination of the contract and subsequent disqualification from participation in any future tender of the department shall be done. The contractor is responsible for payment of minimum wages, EPF, ESI, GGS for his employees & insurance for the vehicle and the Principal Commissioner or his office is not responsible for any violation and is not binding on the O/o the PCIT , Madurai
22. In case the contractor withdraws or the department terminate the contract for violation of terms and conditions and / or deficiency in services during the period of contract, the additional expenses in hiring a new contractor on temporary arrangement till the time of appointing a regular contractor through a similar tender process, will be adjusted against the performance guarantee.
23. The officer in-charge of the AO Section or the user officer may inspect the vehicle from time to time to ensure that the vehicle is maintained in good condition.
24. In case of non-compliance of the above terms and conditions of the contract, a penalty may be levied as under:
  - a) Late reporting Rs.150/- per day
  - b) Non- reporting Rs.1000/- per day**
  - c) Refusal of duties Rs.500/- per day and additionally the penalty as per clause 17 of this agreement.
  - d) Non- observation of dress code Rs.100/- per instance
  - e) Non- availability of cell phone of the driver Rs.100/- per day of default.
25. No request for escalation of rates will be entertained for whatsoever reason during the currency of contract. The earnest money will be forfeited along with the due payments if contractual obligation is not performed.
26. A log book should be maintained and should be signed by the user of the vehicle. The contractor should submit the duly filled in log sheet signed by the controlling officer with whom the vehicle has been assigned along with the bill on monthly basis.
27. The Contractor must have PAN / Goods and Service Tax Number.

28. The department shall not be responsible for damages of any kind for any mishap/accident/injury caused to the vehicles / driver while performing duty for this office. All liabilities, legal or pecuniary, shall be borne by the contractor.
29. Notwithstanding any of the conditions stated above, the department reserves the right of altering any of the conditions mentioned above or imposes new conditions at the time of finalization of contract.
30. The PCIT reserves the right to cancel the contract at anytime without assigning any reason. Service provider will not be entitled to claim any compensation against such termination. However, while terminating the contract, if any payment is due to him for services performed, the same would be paid as per contract terms. In case of any dispute, the decision of the PCIT shall be final.
31. No night charges separately (apart from as paid for extra hour of duty) will be paid.
32. The Income tax Department reserves the right to accept or reject any part of the tender or whole tender, without assigning any reason.
33. An amount of Rs. **5000/-** (Rupees Five Thousand only) should be deposited towards EARNEST MONEY.
34. The contract is valid for a period of ONE year with effect from **1<sup>st</sup> January 2020**

Authorized signatory of the contractor

Name:

Address:

Date:

**ANNEXURE – II**

**TECHNICAL BID DOCUMENT**

1	Name of the Service provider			
2	Address & Contact No. of the Service Provider			
3	Permanent Account Number			
4	Turnover in the past three year alongwith documentary evidence [F.Y 2016-17 to 2018-19]			
5	<i>Copy of IT Returns for the last three AY: 2017-18, 2018-19 &amp; 2019-20 alongwith P&amp;L and Balance Sheet.</i>			
4	<i>GST Number</i>			
5	i) Experience in years, along with copies of appreciation certificate from minimum of two parties ii) Total number of cars available for hire, along with copies of RC			
6.	<i>Whether the vendor has been black listed by any Govt. Office/Department in last 5 years if yes, detail thereof</i>			
7.	Whether the vendor's contract was cancelled for reason of inability to supply vehicles on an earlier occasion			
8.	Number of Vehicles, the vendor is presently bidding for:			
	Model of the vehicles			No of vehicles being offered for hire
	a]			
	b]			
9	Detail of year of make and mileage done by the vehicle bidden for at Coloumn-8			
	Sl.No	Model of vehicle	Year of Make	Mileage [in kms.]
10	Details of EMD & Cost of tender form			

**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 of any deviation is found in the above statement at any stage, the company / agency / individual will be black listed and will not have any dealing with the Department in future.

Place:

Signature of the Authorized signatory with date

Date:

**ANNEXURE- III**

**FINANCIAL BID DOCUMENT**

1. Name of the Proprietor/  
Registered Firm/ Company. :
2. Address of the concern : (With Tele. No. Fax & E-Mail)
3. Contact Person(s) (with mobile  
number(s) ) :
4. Rate for various operational  
vehicles And their models  
(Exclusive of GST)

Sl. No.	Type / No. & Model of Vehicle *	Rate per month for 2000 Kilometers	Rate for each Addl. Kilometer	Color of the Vehicle
1.				
2.				

Note:-

\*Please mention month and year of registration or to be registered  
(Details may be enclosed in separate sheet also)

Place:

Signature of the Authorized signatory with date

Date:

