



GOVERNMENT OF INDIA
OFFICE OF THE PRINCIPAL COMMISSIONER OF INCOME TAX
Deivanayagam Pillai Thottam, Muthialpet, Puducherry - 605 003

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C.No. 9168C/PCIT/PDY/2019-20

Dated : 25.02.2020

To
The Income Tax Officer (HQ) (Accounts),
O/o. the Pr.CCIT (TN & P),
Aayakar Bhawan, No. 121,
M.G. Road, Nungambakkam,
Chennai - 600 034.

Sir,

Sub : Hiring of Operational Vehicles Income Tax Office,
Puducherry Charge - Publishing of Tender documents
in Income Tax Website - Reg.

Ref : This Office letter in S.F.No. 9168C/PCIT/PDY/2019-20 dated
25.02.2020

With reference to the captioned subject, I am directed to enclose herewith
a tender document calling for tenders from the eligible bidders with a request to
host the same on the website <https://www.tnincometax.gov.in/>.

Yours faithfully,

(G. BALAMURUGAN)

INCOME TAX OFFICER (HQ),
O/o. Pr. Commissioner of Income-tax,
Puducherry

Encl: As above.



GOVERNMENT OF INDIA

OFFICE OF THE PRINCIPAL COMMISSIONER OF INCOME TAX

Deivanayagam Pillai Thottam, Muthialpet, Puducherry – 605 003

Ph.No. 0413-2211107

Fax No. 0413-2210480

S.F.No. 9168C/PCIT/PDY/2019-20

Dated: 25/02/2020

NOTICE INVITING TENDERS FOR HIRING OF OPERATIONAL VEHICLE

The Income Tax Department, Puducherry invites sealed offers from reputed/ authorized Taxi/Tour Operators to hire two operational vehicles (Mid Sized) on monthly basis for official use for the period from 01.04.2020 to 31.03.2021 which may be extended further.

TENDERING PROCESS:

Tender is invited in two parts i.e., first part of qualifying bid and the second being financial bid. The tender form for Qualifying bid prescribed in Annexure I and the tender for the financial bid in proforma prescribed in Annexure II complete in all respects should be submitted at the Office of the Principal Commissioner of Income Tax, Puducherry in two separate sealed covers addressed to the Principal Commissioner of Income Tax, Puducherry by 1.00 P.M. on 10.03.2020. The sealed covers may be superscribed with "Qualifying Bid- Contract for Hiring vehicle" and "Financial Bid- Contract for Hiring of Vehicle" respectively. It will be opened by the Committee, headed by Joint Commissioner of Income Tax with Income Tax, Income Tax Officer (H.Qrs) and Administrative Officer (DDO) as members on the same day at 5.00P.M. in the presence of bidders. Incomplete bid document will be rejected. The valid qualifying bids will be scrutinized by the Department to shortlist the eligible bidders. Thereafter, the financial bids of the short listed bidders will be opened by the undersigned on a subsequent date. Late submission of tenders will not be accepted. Each qualifying bid should accompany the crossed Demand Draft/ Bankers Cheque of Rs.500/- as earnest money deposit, favoring the "The Senior Accounts Officer ZAO, CBDT, Chennai". Qualifying bids without Earnest Money Deposit will be rejected.

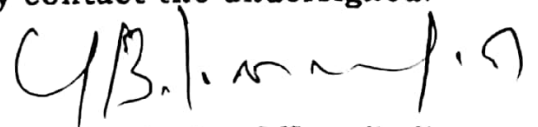
The successful bidder of the contract has to submit a performance guarantee by way of Demand Draft/Bank Guarantee for Rs.10,000/- (Rupees Ten Thousand only) within three days from the day of obtaining the contract.

The tender 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 tender would fill up the information in the Annexure-I & II enclosed at the end of the document in clear and legible terms. Wherever, the prices are to be quoted should be written in figures and words as well. Annexure will also have to be signed and stamped by the firm through its authorized signatory.

each vehicle. In case of any accident, all the claims arising out of it, shall be met by the Taxi operator.

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 normal working hours in 9 AM to 7 PM.**
15. The cars should be made available for 22/23 working days in a calendar month.
16. Bills should be submitted on monthly basis with all supporting documents and payment will be made within 30 days from the date of submission of bills after deducting TDS as applicable. The log book maintained will be the basis for making payments. **The log book should be maintained perfectly and should be endorsed by the officer using the vehicle for each 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 future tender of the Department.
18. In case the contractor withdraws or the Department terminates 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 performance guarantee of Rs.10,000/ (Rupees Ten Thousand only) per car provided by the successful bidder.
19. No negotiation will be undertaken with any except the lowest qualified bidder.
20. No request for escalation of rates will be entertained for whatsoever reason during the currency of the contract.

For other terms and conditions, you may contact the undersigned.



Administrative Officer Gr II.
O/o. the Pr.CIT, Puducherry.

(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 FOR THE JOINT COMMISSIONERATE OF INCOME-TAX, PONDICHERRY RANGE, PONDICHERRY.

1	Name of the Service provider	
2	Address of the Service Provider	
3	PAN Number	
4	GST Registration Number	
5	Experience in years, along with details	

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 TECHNICAL QUOTATION FOR HIRING OF CARS FOR THE JOINT COMMISSIONERATE OF INCOME-TAX, PONDICHERRY RANGE, PONDICHERRY.

1) Name of the Service provider	:	
2) Address (please enclose the documentary proof)	:	
3) PAN	:	
4) GST Registration No	:	
5) Name of the contact person	:	
6) Mobile / Contact No.	:	
7) Hiring charges per month	:	

(Quotation should be given for all the 2 vehicles)

Sl No.	Type of vehicle	Year of Make	Distance travelled	Hire charges per month (excluding GST)	Rate per km. if the kms exceed the maximum of 2000 Km
1					
2					

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 01.04.2020

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 abide the same.

Date:

Signature :

Station:

NAME with seal: