



GOVERNMENT OF INDIA
INCOME TAX DEPARTMENT

OFFICE OF THE PR.COMMISSIONER OF INCOME TAX , RU-1, CHENNAI
2nd floor Room No.205, Tower-1, BSNL Building, 16, Greams Road, Chennai-600 006
Phone : 28295448, Intercom : 8978, email : chennai.ddo.pcit1.ru.reac@incometax.gov.in

PCIT(ReFAC)RU-1/AO/Vehicle/10/2022-23

Dated:21.03.2023


HIRING OF ONE STAFF CAR VEHICLE

The Income Tax Department invites sealed offers from reputed/authorized tour operators to hire one new **INNOVA CRYSTA, 2023** model vehicle on monthly basis for use of one staff car vehicle for the O/o the Pr.CIT, RU-1, Chennai for the period from **01.04.2023 to 31.03.2024**, 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-1 and the tender forms for the Financial bid proforma prescribed in Annexure-II complete in all respects should be submitted to the O/o the Pr.CIT-RU-1, Room no.205, 2nd floor, Tower-1, BSNL Building, 16, Greams Road, Chennai-600 006 in sealed covers by 03.00 PM on 29-03-2023. The sealed covers may be superscribed with "Technical Bid- Contract for hiring of one staff car vehicle" and "Financial Bid- Contract for hiring of one staff car 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 30.03.2023 at 02:00 pm.** 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.


A.P. VIJAYALAKSHMI
प्रशासनिक अधिकारी ग्रेड-II / ADMINISTRATIVE OFFICER Gr-II
प्र.आ.आ. (समीक्षा यूनिट)-1, चेन्नै
O/o. The Pr. CIT (Review Unit)-1, Chennai

TERMS AND CONDITIONS:

1. The vehicle provided (One Staff Car Vehicle) must be in excellent condition, clean, mechanically fit and must be a vehicle not older than 2023 model. The specific type of vehicles required is as under:

Type of Vehicles required	No. of vehicles required	Year of Manufacturing	Kms. Already Travelled	Prescribed Monthly cost ceiling per vehicle
SUV 7 Seater (Preferably Innova Crysta)	1 number	2023	Upto 25,000KM	Up to Rs.50,000 + GST **

** The maximum monthly hire charges of each vehicle should not exceed Rs.50,000/- + GST as per Department of Revenue's O.M. dated 11th February 2019.

The bidder should own the vehicle and should have minimum three years of experience in serving Government / PSU's.

2. The vehicles provided by the contractor on hire will be along with the driver who must report to duty in proper white uniform and should have a valid **driving license** and be competent to drive and no police case should be pending against him for any violation of traffic rule of the state. The driver should have medical insurance coverage during the entire period of contract. Every Driver should be provided with a smart-phone by the contractor and the contractor should ensure that the driver responds the call of the Officer to whom the driver is assigned at all times or as and when called. The contractor and the driver shall be bound to carry out the instructions of the officer/s to whom they are assigned from time to time.
3. The driver before reporting to duty shall ensure that the fuel tank is filled with fuel to cover the entire trip and that the brakes are in excellent working condition. The vehicle should be properly cleaned on daily basis before reporting for duty. The contractor will be held responsible for failure of the driver to ensure that these basic conditions are satisfied. In any unfortunate event of the officer being stranded midway, the contractor shall be duty-bound to make alternate arrangements immediately, by providing another vehicle and ensuring that the officer reaches the destination with minimum delay.

- 4 The contractor should fulfill the legal obligations prescribed by the State Transport Authority such as payment of road taxes, etc. The Service Tax/GST will be payable by the department, which shall be exclusive of the contract amount. The vehicle shall comply with the rules and regulations of RTO, Chennai.
- 5 The driver and vehicle should not be changed. During any unavoidable circumstances, if a change of driver or vehicle is being required, then, prior intimation should be given to the user concerned.
- 6 The duty point is, the Income Tax Office, BSNL Building, Chennai-600006 or any other place intimated from time to time and the mileage and time would be reckoned to and from the duty point only. In short, shed mileage will not be permitted.
- 7 The contractors should ensure that the drivers are literate. The drivers should be well-behaved and always be courteous and show due respect while interacting with the officers. They shall refrain from interacting unnecessarily with the officers and shall respond only when asked to. Unnecessary gossip with other drivers should be avoided. During the period of contract, since the drivers will be working for the department, the contractors should advise the drivers to maintain decorum while dealing with the public. As far as possible, the contractor should provide drivers who can understand and speak English/Hindi/Tamil.
- 8 The contractors shall advise the drivers to strictly follow traffic rules & regulations prescribed by the Government from time to time and any violation, will be viewed seriously and may end in termination of the contract. The contractors shall advise the drivers to refrain from rash and negligent driving and to maintain a constant and moderate speed throughout the journey to the extent possible. Also, the contractor should ensure that the vehicle is fitted with appropriate seat belts.
- 9 Insurance of the vehicle, the risk of passenger travelling in the vehicle and third party should be covered by the Contractor to the extent of liability as specified in the Motor Vehicle Act & Rules made there under or any other law in force.
- 10 Once the Contract comes into force, the Contractors shall submit copies of the vehicle Insurance papers, RC copies of the vehicle provided and the licenses and medical insurance documents of the drivers to the

Administrative Officer, O/o of the Pr. Commissioner of Income Tax, (RU)-1,
BSNL Building, 2nd Floor, Greams Road, Chennai-600006.

- 11 **Normal Duty Hours:** Ten hours per day on all days of month except Gazetted Holidays notified by the Govt. However, the actual duty hours shall be specified by the actual users of the vehicle. Department reserves the right to call the vehicle before stipulated duty hour and/ or beyond duty hour. The vehicle should be made available on call basis beyond office hours, in the week days as well as on holidays. Therefore, the vehicle shall be deemed to be at the disposal of the Income Tax Department, Chennai during all the days of the month, seven days a week, 24 hours a day. The vehicle should be parked in the Income Tax Office Campus when not in use and should not be used by the driver/owner for any other purpose.
- 12 The service provider shall provide a dedicated driver and any change of driver should be made only in very exceptional circumstances and with the prior initiation to the Principal Commissioner of Income Tax, RU-1 and the Administrative Officer concerned. The vehicle can be called for reporting at any time of a day i.e. 24 hours. The vehicle should be made available to the department for all the 7 days in a week during the entire contract period. The vehicle should not be used by the Service Provider or driver for any other organization or individual or for any other purpose either in day or night during the entire contract period.
- 13 Penalties:
- i. The vehicle should be made available on call any day in the week at any hour. In case of failure to supply the vehicle, a penalty of Rs. 1,000/- will be imposed on each occasion, in addition to the pro-rata deduction of rental in the monthly bill.
 - ii. The vehicle should report at the specified place at the discretion of the controlling officer without any delay, subject to the following conditions.
 - If vehicle is accepted after delayed reporting, a penalty of Rs.500/- will be imposed for that day.
 - If the vehicle is not accepted, a penalty as per clause (i) above will be imposed.
 - iii. In case of breakdown, if the vehicle is not replaced within one and a half hours, a penalty of Rs.500/- per occasion

will be imposed, in addition to the pro-rata deduction of rental in the monthly bill.

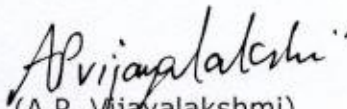
- 14 The responsibility for the safety and security of the vehicle provided solely lies with the Contractor. It is also the contractor's absolute responsibility to take care of any damage/repairs caused to the vehicle during the operation of the Contact.
- 15 In case of any accident, all claims arising out of it shall be met by the Contractor and the Income Tax Department shall not be a party.
- 16 A log book to be maintained by the Driver in respect of the vehicle 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 to facilitate proper scrutiny of bills, the Trip Sheet contain the following details.
 - a. Reporting time and place
 - b. Opening Kilometer
 - c. Closing Kilometer
 - d. Time of closing
 - e. Place of Closing
 - f. Signature of the user.
- 17 No, request for escalation of rates will be entertained for whatsoever reason during the currency of the contract. 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 kilometers 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 and actual kilometers run by the vehicle of the operator, if the actual kms run by a vehicle is individually less than agreed kilometers. The billing of extra kilometers can only be made when the total distance covered during the entire year exceeds 24,000kms.
- 18 Bills should be submitted on monthly basis on or before the 10th day of every succeeding month with all supporting records. The payment will be processed immediately so as to ensure that, as far as possible, the payment is made within 30 days in general from the date of submission of bills, after deducting TDS as applicable.

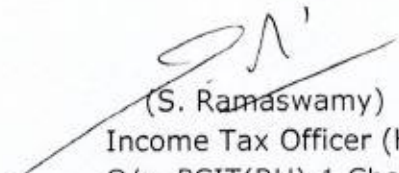
- 19 Failure by the contractor to comply with any statutory requirements and / or the terms and conditions mentioned hitherto during the period of Contract shall result in termination of the contract and subsequent disqualification of the Contractor from participation in any future tender of the department.
- 20 If the contractor withdraws from the contract or the Income Tax Department terminates the contract for violation of the terms and conditions and/or deficiency in services during the period of contract, the additional expenses incurred for hiring another contractor for making temporary arrangements till the time of appointing a regular contractor through a similar tender process, will be adjusted against the performance guarantee amount furnished by the successful bidder.
- 21 If the quotations submitted are equal in all aspects, selection will be done at the sole discretion of the PCIT(RU)-1, Chennai.
- 22 The Income Tax Department reserves the right to accept or reject any part of tender or whole tender without assigning any reason.
- 23 The contractor to whom the contract is awarded, shall submit a refundable performance guarantee in terms of 5% of the Annual Contract amount for the vehicle supplied, within one week of award of contract. The deposit so made shall be interest free. Performance guarantee is either by way of a Fixed Deposit or an irrevocable Bank Guarantee receipt of equivalent amount.
- 24 The successful bidder shall enter into a written contract with the Department. Within one week of entering into contract, the successful bidder should submit the aforesaid Bank Guarantee to the DDO failing which the contract awarded will be withdrawn.
- 25 No extra payment would be made for out-station journeys within Tamil Nadu.
- 26 This contract for one number of Staff Car Vehicle will initially be for a period of one year from 01-04-2023 to 31-03-2024. However, the contract may be extended subsequently, on mutual consent, and on the same terms and conditions for another period of one year on review of performance, depending upon the requirements and administrative convenience of the office

27. The Administration has the right of returning the vehicle if not satisfied with the plying condition of the vehicle/on failure to meet the standards mentioned above, including uncourteous behaviour, failure to follow instructions, disobedience etc.


Enclosed: Annexure - A (Technical Bid Document)

Tender Evaluation Committee:


(A.P. Vijayalakshmi)
Administrative Officer,
O/o.PCIT(RU)-1, Chennai


(S. Ramaswamy)
Income Tax Officer (HQ)
O/o. PCIT(RU)-1, Chennai

(E Elango)
Deputy. Commissioner of Income Tax,
O/o. PCIT(RU)-1(2)(1), Chennai.


(G. SRINIVASA RAO)
PCIT(RU)-1, Chennai.

ANNEXURE - A TECHNICAL BID DOCUMENT

1. Name of the Proprietor/ Registered Firm/Company :
2. Address of the concern
(with Mobile Number, Tel No., Fax & E-mail) :
3. Name & Address of the Partners/
Directors (with mobile no.)
(In case of firm/company) :
4. Contact Person(s) (with mobile number) :
5. No. of years of experience in providing Vehicles
(Minimum 3 years' experience in providing vehicles to
Central Govt, State Govt or PSU's) with Proof :
6. List of Clientele
 - a) Names and addresses of the parties to whom
vehicles were given on hire. :
 - b) Period for which the vehicles were hired out. :
 - c) Number of vehicles given on hire :
7. Permanent Account Number :
8. GST Registration Number :
9. Infrastructure capabilities: Particulars of vehicles available with the Bidder in the following
format. (Please attach copies of the proof of the ownership or lease holding documents of the
vehicles):

S. No.	Type of vehicle	Make of vehicle	Model	Year of manufacture	Registration number
1					
2					
3					
4					
5					

10. Bidder's bank, its address and Bank account number :

DECLARATION

I, Mr./Mrs. _____, s/o _____
aged _____, in my capacity as _____ of
M/s. _____ hereby certify that the information

furnished above is full, true and correct to the best of my/ our knowledge and belief. I have, as a token of having read and understood the terms and conditions contained herein, and agreeing to bind myself to the terms and conditions of the Contract, in the event of the Contract being awarded to me, hereby affix my seal and signature below.

I along with the concern I represent, understand that in case it is found at any stage during the term of the Contract or otherwise, that the information provide by me is not true, incomplete or incorrect, it shall result in termination of the Contract and I / the concern I represent shall face disqualification from participating in any future tender of the Income Tax Department, in addition al to any legal recourse the Income Tax Department may take against me/the concern I represent.

(Signature of authorised signatory with date and Stamp)

Annexure-II

FINANCIAL BID DOCUMENT
(Hiring of vehicles by Income Tax Department)
RATE QUOTATION FOR F.Y 2022-23

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	Type of Vehicle & Year	Rate for Vehicle	Mileage undertaken so far
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)			

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]