



GOVERNMENT OF INDIA  
INCOME TAX DEPARTMENT  
OFFICE OF THE COMMISSIONER OF INCOME TAX (Appeal Unit - 11), Chennai  
Room No.221, 2nd Floor, Main Building, Aayakar Bhavan,  
121, Mahatma Gandhi Road, Chennai - 600034.  
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S.F.No. 114/Vehicle Hiring/CIT (Appeal Unit-11)/2021-22

Dated: 30.11.2021

**NOTICE FOR INVITING TENDER**

Sub: Hiring of One Operational vehicle for Office of the Commissioner of  
Income Tax (Appeal Unit - 11), Chennai - Reg.

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The Office of the Commissioner of Income Tax (Appeal Unit - 11), Chennai invites sealed tenders from reputed parties engaged in the business of providing transport facilities for presently hiring One Big-size Vehicle - **Innova Crysta Deluxe Model, White in Colour, 2019 or later model, quote rate shall not exceed Rs. 50,000/- (Exclusive of GST) per month,** for use of this office, for one year from **01/01/2022 to 31/12/2022**, extendable for further period of one year subject to mutual satisfaction.

Tender forms along with terms and conditions can be obtained from the Administrative Officer, O/o the Commissioner of Income Tax (Appeal Unit - 11), Chennai, Room No. 227, 2<sup>nd</sup> Floor, Main Building, Aayakar Bhavan, No.121, Mahatma Gandhi Road, Nungambakkam, Chennai - 600034 on payment of **Rs. 500/-** (Non- refundable) by demand draft of scheduled Bank in favour of the Administrative Officer, O/o Commissioner of Income Tax (Appeal Unit - 11), Chennai. The last date for receipt of filled-in tender forms in sealed cover is **13.12.2021, before 5:00 PM.**

The bid shall be opened on **14.12.2021** at **11:00 AM**. This office reserves all the rights to cancel or postpone the tender or reject the bid without assigning any reason.

(P JULIE LAVANYA)

Administrative Officer Gr. III/ DDO,  
O/o Commissioner of Income Tax (Appeal Unit - 11), Chennai

Copy to: The ITO (HQ) (PR), O/o. the Pr. CCIT (TN&P), Chennai for information.

## TERMS AND CONDITIONS

1. This tender by the Income Tax Department, Chennai is for inviting sealed offers from reputed parties engaged in this business of providing transport facilities for presently hiring of One Big-size Vehicle - **Innova Crysta Deluxe Model, White in Colour, 2019 or later model, quote rate shall not exceed Rs. 50,000/- (Exclusive of GST) per month,** for use of this office, for one year from **01/01/2022 to 31/12/2022,** extendable for further period of one year subject at the discretion of the department. **Latest model vehicle in good condition shall be preferred. If new vehicle which is booked, is quoted for the tender, evidence of booking of the same new vehicle needs to be submitted along with the tender.**
2. **The Vehicle should be brought for inspection or the proof of booking the new vehicle is to be submitted on the date of opening of the tender. If the vehicle is not brought or the proof of booking the new vehicle is not submitted, the tender application shall be rejected.**
3. The vehicle service shall cover all stations and places in Tamil Nadu and Puducherry region.
4. The tender document submitted by **the contractor must specifically mention the model, make and year of manufacture of Vehicle.**
5. **The contractor shall provide the operational Vehicle on hire with driver and with fuel.** The driver must be in proper white uniform and should have a valid driving license and be competent to drive. The driver should be provided with mobile phone by the contractor.
6. RC Book copy, Insurance copy, details of the Owner of the Vehicle and Road Tax details should be submitted.
7. The operational Vehicle must be in excellent condition, clean, mechanically fit and in conformity to the specification of the Vehicle mentioned in the tender.
8. The Operational Vehicle provided by the contractor shall be for 2000 Kms in a month. The unused kilometers of a month can be carried forward to the subsequent months till the contract ends. The unused kilometers would mean the difference between agreed kilometers i.e. 2000 KMs run in a month and actual kilometers run by one or more vehicles of the operator if the actual kilometers run by a vehicle are individually less than agreed kilometers.
9. The Operational 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.

10. The duty point is the Income Tax office, No.121, M.G. Road, Chennai-34 or any other place intimated from time to time. The mileage and time would be reckoned to the duty point only. In short, shed mileage will not be permitted.
11. The driver must be literate, well-behaved and neatly dressed. He must follow traffic rules and regulations prescribed by the Government from time to time.
12. Continuance of the same vehicle and the drivers shall be ensured normally during the period of contract.
13. The Operational Vehicle deputed for duty must have the tanks filled with fuel to cover the entire trips. The Transport Operator and the driver shall be bound to carry out the instructions of the Officer(s) in charge concerned from time to time.
14. The contractor should ensure that the operational vehicles are fitted with appropriate seat belts and also with good music system, perfume & tissue etc.
15. Insurance of the vehicle and the risk of passengers travelling in the vehicle 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.
16. The service provider will be fully responsible for all the expenses for fuel, Insurance, Taxes repairs and maintenance expenses etc., of the vehicle and all emoluments and / or any other claims of the driver.
17. 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. 1000/- or the actual cost of hiring a similar vehicle will be deducted from the contractor's pending bills payments.
18. In case of any failure to report duty as required causing inconvenience, the contractor shall be responsible for providing a suitable replacement of vehicle immediately. In the event of failure to provide such replacement as stated above, an amount of 2 times of the hire charges pro-rata per day will deducted from the monthly hire charges.
19. In case of vehicle break down, the contractor shall be responsible for providing a suitable replacement of vehicle immediately. In the event of failure to provide such replacement as stated above, the Income Tax Department will claim Rs.1000/- towards penalty or the actual cost for making alternate arrangement whichever is more.

20. The vehicle supplied should fulfill all the obligations prescribed under various statutory laws in operation. Any penalty for default shall be the liability of the service provider and the department shall not be liable in any manner whatsoever.
21. The responsibility for the safety and security of the operational vehicle provided solely lies with the contractor. It is also the contractor's absolute responsibility to take care of any damage/ repairs caused to his Operational Vehicle during the operation of the contract.
22. Operational vehicle should be arranged even at short notice. The vehicles shall be deemed to be at the disposal of the Income Tax Department, Chennai for **all the days of the month, Seven days a week and 24 hours a day.**
23. A log book shall be maintained for each vehicle. In case of any accident, all claims arising out of it shall be met by the contractor. The contractor should have a minimum of one year experience in providing vehicles to Government Departments/PSUs. The contractor should preferably be the owner of the vehicles. The vehicles should be parked in the Income Tax campus only, when not in use.
24. To facilitate easier scrutiny of bills, the following details are required in the trips 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.
25. Bill should be submitted on monthly basis to The Administrative Officer O/o the Commissioner of Income Tax (Appeal Unit - 11), Chennai, Room No. 227, 2<sup>nd</sup> Floor, Main Building, Aayakar Bhavan, No.121, Mahatma Gandhi Road, Nungambakkam, Chennai - 600034 with all supporting records 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 well and should be endorsed by the Officer using the vehicle for each and every entry without fail.
26. 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 tenders of the department.
27. The service provider shall submit a refundable performance guarantee of 5 percent of the annual receipt. (eg. If the annual receipt is considered at Rs.5000 then 5 percent of 5000 works out to Rs 500 only) per vehicle. The Vehicle should be supplied

within seven working days from the award of the contract. The Deposit shall be interest free and the performance guarantee may be given by way of an irrevocable Bank Guarantee of equivalent amount.

28. 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 per vehicle provided by the contractor.
29. The vehicle service must be extended for continuous outstation visits with stay for any number of days at no extra cost. The expenditure like driver beta, food and other expenses of driver etc. will be borne by the contractor.
30. The service-provider or the driver shall not refuse the time of reporting or release if assigned so by the officer concerned, which may be even odd hours like early morning or late night especially when on airport/railway-station duty of pick- ups or drops or during search/survey operations of the Department.
31. In case of non-compliance of the above terms and conditions of the contract, a penalty may be levied. The penalty for some of the defaults is as under:
  - a) Late reporting : Rs. 200 per day
  - b) Non reporting : Rs. 1000 per day
  - c) Refusal of duties : Rs. 1000 per instance
  - d) Non observance of dress code : Rs. 200 per instance
  - e) Change of drivers without prior intimation : Rs. 200 per instance
32. No request for escalation of rates will be entertained for whatsoever reason during the period of contract.
33. No extra payment would be made for out-station journeys within Tamil Nadu and Puducherry region.
34. The vehicle should be compliant with the rules and regulations of RTO, Chennai.
35. The vehicle shall be parked properly and will be fitting with an "on duty of Government of India" name plate. However, the vehicle shall never be used for any other person's duty even when not called for on duty by the Department.
36. The above Operational vehicle shall be in the custody of the department.
37. The department shall pay a sum as per the contract agreement to the service provider per month and also the service tax thereon as applicable for the vehicles supplied by the service-provider as per the above terms and conditions.
38. Subject to the above mentioned conditions, the vehicle should be provided at any time for the duration and distance as required by the department.

**TECHNICAL BID DOCUMENT**

1	Name of the Proprietor/ Registered Firm	
2.	Address of the concern (with Tel No., Tax and E-mail)	
3	Name and 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	
6	List of Clientele	
i)	Names and address of the parties to whom vehicles were given on hire	
ii)	Period for which the vehicles were hired out	
iii)	Number of vehicles given on hire	
7	Permanent Account Number	
8	Service Tax Registration No.	
9	Details EMD	
10	Year of manufacturing of Vehicle	

**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 any deviation is found in the above statement at any stage, the company will be blacklisted and will not have any dealing with the Department in future.

(Signature of authorized signatory with date)

**FINANCIAL BID DOCUMENT**

**Hiring of Vehicles of Chennai**

**RATE QUOTATION FOR F.Y. 2021-22**

1	Name of the Proprietor / Registered Firm/ Company	
2	Address of the Concern (With Tel No. Fax & E-mail)	
3	Contact Person(s) (with mobile number)	
4	Rates for various operation vehicle and their models (exclusive of service tax)	

(For each kind vehicle, rate quotation may be shown in separate column)

(Signature of authorized signatory with date)