



प्रत्यक्ष कर क्षेत्रीय प्रशिक्षण सन्स्थान
(राष्ट्रीय प्रत्यक्ष कर अकादमी, नागपुर का एक प्रभाग)
16, ग्रीम्सरोड
बि.स.न.ल बिल्डिंग तीसरी मंज़िल
चैने - 600006
दूरभाष: 044 28295686
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Direct Taxes Regional Training Institute
(A Division of National Academy of Direct Taxes, Nagpur)
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09.12.2021

S.F.No.114/ADG/RTI/Vehicle/2021-22

TENDER NOTICE

Sealed Quotations are invited for provision of One Staff Car on monthly hire basis to the Office of the Additional Director General, Direct Taxes Regional Training Institute (DTRTI), Chennai for the following conditions:

Type of Car & Model	Nos. required	Upper limit of Mileage	Duration of contract
Type (such as INNOVA etc.) (Vehicle Model and variant to be quoted)	1	2000 Kms per month	Two years from the date of contract

**Vehicle shall be provided within 2 days of placing order by the office.

- 1) The vehicle must be brand new and in good condition, clean and mechanically fit. Preference will be given to the service providers who own the vehicles provided by them.
- 2) The vehicle provided by the Service Provider on hire will be with driver.
- 3) The driver must be literate and well behaved. He must follow all traffic rules and regulations prescribed by the Govt. Drunken driving is strictly prohibited.
- 4) The drivers should be able to understand and reply in Hindi, English and Tamil. (The drivers should be brought to this office on finalizing the contract to check their said language skills)
- 5) The service provider shall check and verify the credentials, character and antecedents of the drivers before they are assigned to duty for DTRTI, Chennai.
- 6) The Service provider should always ensure that the vehicles hired are always driven by the same driver and the Driver is not changed on any account. **The service provider should pay the driver's salary on or before 7th of every month, irrespective of the receipt of payment for the respective month.**
- 7) Drivers should carry mobile phone for communication with the Officers, cost of which including the monthly bill shall be borne by the Service Provider.

- 8) The Service Provider will be responsible for fuel, insurance, all repairs and maintenance expenses of the vehicle. The service Provider must ensure that the vehicle is filled with adequate fuel at any given time.
- 9) In case of any accident, all claims arising shall be met by the Service Provider. Insurance of vehicle and the driver shall be taken care of by the service provider.
- 10) Service providers should arrange alternative car immediately in case of break - down of the car provided.
- 11) In case of the inability of the service provider to provide alternative vehicle, an amount of Rs. 3000/- per day or the actual hire charges paid by DTRTI, Chennai for hiring an alternative vehicle, whichever is more shall be adjusted against the hire charges payable to the service provider.
- 12) The duty point is the DTRTI, Chennai, Tower 1, BSNL Building, 16, Greams Road, Chennai 06 or any other place intimated from time to time and the mileage and time would be reckoned from and to duty point only. In short, shed mileage will not be permitted.
- 13) The vehicle should fulfill the legal obligations prescribed under various statutory laws in operation. Any penalty for default will be the liability of the Service Provider and the DTRTI, Chennai shall not be liable in any manner whatsoever.
- 14) Failure by the Service Provider 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 tenders of the DTRTI, Chennai.
- 15) Log book should be maintained which will be the basis for payment of bills. Bills should be submitted on a monthly basis before 5th of every month with all supporting documents and payments will be made in 30 days to 60 days from the date of submission of bills after deducting TDS as applicable.
- 16) No request for escalation of rates will be entertained for whatsoever reason during currency of the Contract.
- 17) Subject to the above mentioned conditions, the vehicle should be provided at time for the duration and distance required by the Officers of DTRTI, Chennai.
- 18) Any authorized user of the DTRTI, Chennai has the right to returning the car, if he is not satisfied with the plying condition of the car, conduct of the driver or on any other grounds mentioned above. In such cases, a penalty of Rs. 1000/- or the actual cost for making alternative arrangement whichever is more shall be paid by the Service Providers.
- 19) Vehicle shall be deemed to be at the exclusive disposal of the Direct Taxes Regional Training Institute, Chennai for all the days of week. The vehicles should be in the safe custody of the drivers and the vehicles are to be parked in the premises specified by the

DTRTI, Chennai. In short, the vehicles should not be used by anyone other than those authorized by DTRTI, Chennai.

20) The vehicle will be assigned by the DTRTI to any officer for the duration of the contract.

21) If the service provider wants to withdraw the contract during the period of contract, charges for a month, for each vehicle, will be deducted as penalty, whereas DTRTI, Chennai will have the right to withdraw the contract at any point of time during the period of contract, in case of violation of any of the above conditions or the services are not satisfactory.

22) The contract may be extended for one more year based on the performance on mutual agreement.

Interested parties are requested to submit the quotation(Technical and Financial bids separately in a sealed cover each) to the office of the Additional Director General, Direct Taxes Regional Training Institute, Chennai, 3rd floor, Tower 1, BSNL Building, 16, Greams Road, Chennai – 06 on any working day between 10.00 a.m. and 05.30 p.m. on or before **29.12.2021** alongwith the details like model of the vehicle monthly hire charges expected, rate per extra kilometre, rate per extra hour, etc. Interested parties may also note that no other charges will be borne by the DTRTI, Chennai. You are also requested to submit the details of present and previous experience in the same line of business along with evidence and the fleet of vehicles available with you.

The tenders will be opened on **30.12.2021 at 11:00 A.M** at Room No. 313, Conference Hall, DTRTI, Tower 1, BSNL Building, 16, Greams Road, Chennai – 06.



(M.VEERABHAGU)
Income Tax Officer(RTI)-1
Drawing and Disbursing Officer,
DTRTI, Chennai.

DIRECT TAXES REGIONAL TRAINING INSTITUTE, CHENNAI

No. 16, GREAMS ROAD, CHENNAI 600 006

TENDER FORM

1. Name of the Proprietor / Registered Firm / Company :
2. Address of the concern (With Tele. No., Fax & e-mail) :
3. Name & Address of the Partner / Directors (With mobile no.) in case of company/Firm :
4. No. of years of experience in providing Vehicles :
5. List of clientele
 - a) Names & addresses of the parties with contact no. to whom vehicles were given on hire :
 - b) Period for which the vehicle were hired out :
 - c) No. of vehicles given on hire :
6. Permanent Account Number :

TENDER FORMS MAY ALSO BE OBTAINED FROM THE OFFICE OF DTRTI, CHENNAI AT 3RD FLOOR, BSNL BUILDING, NEW NO. 16, GREAMS ROAD, CHENNAI 600 006 BETWEEN _____ TILL _____.

TECHNICAL BID DOCUMENT

1.	Name of the Proprietor / Registered Firm	
2.	Address of the Concern (with Tel. No., Fax & e-Mail)	
3.	Name and Address of the Partners/ Directors (with mobile no.) (In case of firm / company)	
4.	Contact Person(s) (with mobile no.)	
5.	Type of Vehicle (such as INNOVA etc.) with Model and variant details.	
6.	No. of years of experience in providing vehicles to the Income Tax Department	
a)	Name and Address of the office to whom vehicles were given on hire	
b)	Period for which the vehicles were hired out	
c)	No. of vehicles given on hire to the Income Tax Department	
7.	Permanent Account Number	
8.	GST Registration No.	

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)