



**GOVERNMENT OF INDIA**  
**INCOME TAX DEPARTMENT**  
**OFFICE OF THE PRINCIPAL DIRECTOR OF INCOME TAX (INVESTIGATION)**  
**46, UTHAMAR GANDHI SALAI, CHENNAI – 600 034.**

F.No.132/OV-TENDER/Pr.DIT(Inv)/2021-22

Date: 25-06-2021

**TENDER NOTICE FOR HIRING VEHICLE**

The Principal Director of Income Tax (Investigation) (TN&P), Chennai-34 invites sealed tenders from reputed and competent persons for hiring vehicles in the following description:

S.No	Car Make	Size	Type of vehicle	No of vehicle	Year of manufacture	Office for which vehicle required	Date w.e.f from which vehicle required
1	TOYOTA CRYSTA	7/8 Seater	Operational	10(Ten)	Not Older than 2019	O/o Pr.DIT(Inv), Chennai	01/08/2021

Hiring shall be initially for a period of one year which may be extended further at the discretion of the Principal Director of Income Tax (Investigation) (TN&P), Chennai-34.

Tender forms along with terms and conditions can be obtained from the Administrative Officer, O/o the Principal Director of Income Tax (Investigation) (TN&P), Chennai-34, Room No.217, 2<sup>nd</sup> Floor, Investigation Wing, Building No.46, Uthamar Gandhi Salai, Chennai – 34 on payment of **Rs.500/- (NON-REFUNDABLE)** by Demand Draft of Scheduled Bank in favour of the **ZAO,CBDT,CHENNAI**, payable at **SBI, Main Branch, Chennai**.

**TENDER PROCESS:** Tender is invited in two parts i.e. (1) Technical bid and (2) Financial bid. The tender form for Technical bid and Financial bid are prescribed in Annexure -1 and Annexure-2 respectively, which should be complete in all respects and submitted in two separate sealed covers addressed to The Administrative Officer, O/o the Principal Director of Income Tax (Inv) (TN&P), Chennai-34. Each technical bid should accompany with crossed Demand Draft of Rs.50,000/-(Rupees Fifty thousand Only) as Earnest Money Deposit, favouring ***"The Administrative Officer, O/o the Principal Director of Income Tax(Inv) (TN&P), Chennai- 600 034"***. Qualifying bids without Earnest Money Deposit will be rejected. The last date for receipt of filled in tender form in sealed cover by **5.00 P.M on 08-07-2021**.

**The bid shall be opened on 09-07-2021 at 5.00 PM.** The Principal Director of Income Tax (Investigation) (TN&P), Chennai-34 reserves the right to cancel or postpone the tender or reject any bid without assigning any reasons.

Sd/-  
**(A B S MANIAM)**  
Administrative Officer  
O/o the PR.DIT (Inv) (TN&P),Chennai-34

To  
The Income Tax Officer (HQ)(Accounts),O/o Pr.CCIT (TN&P)Chennai-34  
with a request to upload in the Official Department website ((i.e.) [www.tnincometax.gov.in](http://www.tnincometax.gov.in))

## TERMS AND CONDITIONS FOR HIRING:

1. Vehicle is proposed to be hired for an initial period of **ONE YEAR** with a provision of extending it for a further period of one year at the discretion of the Principal Director of Income tax (Investigation), Chennai. The vehicle proposed to be hired should **preferably a new vehicle** and in any case not manufactured before **01/01/2019**. The vendor will have to put up a separate board on the vehicle showing that it is on "Govt. of India duty".
2. The vehicle must be in good condition. The vehicle will be run by the department for **2000 kilometres per month**. The unutilized kilometres will be carried forward to the next month and this will be continued till the end of the contract period of one year or the extended period beyond one year, as the case may be. The mileage from the vehicle provider's office or any other place to the office premises of the entitled officer will not be counted under the mileage of 2000 kms per month. The mileage will also be adjusted among vehicles of the contractor. To calculate, if 10(Ten) vehicles of the same contractor are hired, excess mileage will be payable only if the total miles run exceeds 20000 km (2000 kms per vehicle multiplied by 10 vehicles)
3. The minimum hiring charges should be specified (exclusive of **GST**) for 2000 Kms. (reckoned from place of reporting to the allotted officer to the place of release) on monthly basis.
4. The hiring of vehicle is subject to the satisfaction of the Principal Director of Income tax (Investigation), Chennai with regard to quotation filed commensurate with good condition of the vehicle, nature of quality of service provided, experience of the service provider, past records etc.
5. If the quotations are equal in all aspects, selection will be done at the sole discretion of the Principal Director of Income-tax(Investigation).
  - 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 kilometres)
6. The successful bidder shall supply 10 nos. (10 operational vehicles) the vehicles to the Department from **01<sup>st</sup> of August 2021**. Further, the vehicle shall be produced for inspection within 2 days of date of tender closure.
7. The contractor shall provide dedicated driver and any change in driver should be made only in very exceptional circumstances. Replacement of the Vehicle/driver should be provided in the event of breakdown of vehicle/non availability of driver. The vehicle can be called for reporting at any time. The vehicle would remain at the disposal of the Department for all seven days in a week during the entire contract period. The vehicle should not be used by the contractor or driver for any other organization or individual either during day or night during the entire contract period.

8. The driver should be having driving license, with minimum experience of three years.
9. The driver deployed along with vehicle should satisfy the following conditions;
  - a) Driver should have minimum 3 years experience in driving.
  - b) Driver should be well versed with the roads and different localities of Chennai and surroundings.
  - c) Once the driver has been allotted to a particular vehicle, he should remain the same vehicle for a period of at least one year unless change is called for. However, any change in the designated driver should be intimated to the concerned officer before 24 hours.
  - d) Driver should be provided with mobile phone. The expenses for mobile phone should be borne by the contractor.
  - e) Driver should be decent and well behaved and should maintain the uniform (white pant & white shirt).
10. Payment of minimum charges agreed upon will be made (every month) within 30 days from the date of submission of bills after deducting TDS as applicable, provided that if the contract does not commence/end in the beginning/end of a month, payment of minimum charges will be made on proportionate basis.
11. The vehicle shall be deemed to be at the disposal of Income-tax Department during the period of official use and the billing shall be made from the reporting place to the relieving place. In certain cases where relieving place is not the ordinary place of reporting, the ordinary place of reporting shall be deemed to be relieving place.
12. The liability on account of fuel, driver salary/allowances/ perquisites/ insurance and all expenses relating to the vehicle would solely and wholly be on account of the contractor and department shall not bear any liability apart from the hiring charges.
13. The contract between the Department and the contractor can be cancelled with a notice period of **30 days** from either side. However, the Department may cancel the contract without giving the aforesaid notice in case of service failure of the contractor to abide by the terms of agreement.
14. The vehicle should always be maintained in good condition. Towels, Air Fresheners and other requirements which present the vehicle in good looking and running condition shall be arranged by the service provider, the department retains the right to furnish the same and deduct such expenses, if required.
15. The officer in-charge or the staff of the office may inspect the vehicle from time to time to ensure that the vehicle is maintained in good condition.

16. The contractor will be responsible for loss/damage to property or life because of negligence of driver or poor maintenance of vehicle or due to an accident. The department would not be responsible for loss/damage to property or life on account of such incidents.
17. In case of non-compliance of the above terms and conditions of contract, a penalty may be levied. The penalty for some of the defaults is as under;
  - a) Late reporting Rs.500/- per day
  - b) Non reporting Rs.1000/- per day
  - c) Refusal of duties Rs.1000/- per instance
  - d) Non-observation of dress code Rs.200/- per instance
  - e) Change of drivers without prior intimation Rs.200/- per instance.
18. In case a vehicle is not maintained properly, the same should be replaced with a good condition vehicle of same brand immediately. In case of failure to do so, it would be considered as non-reporting of the vehicle and penalty charges may be levied as given above, in addition to deduction of proportionate contract charges.
19. A log book/trip sheet specifying daily reporting and relieving time as well as daily opening, closing meter reading and other details as may be specified by the Department shall be maintained for each vehicle. The contractor should submit the duly filled log book/trip sheet signed by the Controlling officer to whom the vehicle has been assigned along with the bill on the monthly basis.
20. In case the contractor withdraws (or) the department terminates the contract for violation of terms & conditions or deficiency in service delivery the period of contract, the additional expenses in hiring a new contract on temporary arrangement till the time of appointing a regular contractor through a similar tender process, will be adjusted against the bill.
21. 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 shall be interest free. Performance guarantee either by way of Fixed Deposit or an irrevocable Bank Guarantee receipt of equivalent amount.
22. The successful bidder shall enter in to a contract with the Department within 2 weeks of entering into contract, the successful bidder should submit the aforesaid Bank Guarantee to the O/o DDO. Failing which, the contractor awarded will be withdrawn.
23. The Income-tax Department reserves the right to accept or reject any part of tender or whole tender without assigning any reason.

24. The bidder shall have minimum of 5 years experience in serving any Govt/Semi Govt. /reputed Pvt. Companies.
25. In case of failure to report to duty as required/vehicle break down, causing inconvenience, an amount of hire charges two times of the charges per rate per day will be deducted from the monthly hire charges.
26. **The vehicle should not have any kind of tracking devices(i.e., GPS (or) any other device.**
27. **The travel agent shall ensure that the fuel tanks of the vehicles at our disposal are half filled** at all times by their respective drivers/agents. Failure to oblige the condition will not be entertained under any circumstances and if the same are availed from the department then the amount so availed is liable for deduction from the monthly bills.
28. **Any form of credits in cash or kind** availed by the drivers/agents during course of any operation from the departmental officers/officials shall be returned by the respective agents/contractors. Failure to do so will attract deduction from the monthly bills.

**TECHNICAL BID DOCUMENT**

1. Name of the Proprietor/Registered Firm/Company :
2. Address of the Concern (with Tel. no. Fax & E-mail) :
3. Name & Address of the (Partners/director(s)  
(With Mob. No.) (In case of Firm/Company) :
4. Contact person(s) (with Mob. No.) :
5. No of year of experience\* in providing vehicles :
6. List of Clientele :
  - (a) Name and addresses of the parties with contact no. to whom vehicles were given on hire.
  - (b) Period for which the vehicles were hired out
  - (c) Number of vehicles given on hire
7. PAN :
8. GST No. :
9. Details of EMD :

**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]

**FINANCIAL BID DOCUMENT****(Hiring of vehicles by Income Tax Department)****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) (Mob.No) :
4. Rate of the vehicle (TOYOTA CRYSTA ) :  
(exclusive of GST)

<b>S.No</b>	<b>Description</b>	<b>Rate for Vehicle</b>
1.	For 2000 Kms	
2	For extra charge per kilometre beyond 2000 kms	
3	Extra charge per kms, if the vehicle goes out of <b>Pr.DIT(Inv) (Tamilnadu &amp; Pondicherry)</b> <b>Jurisdiction,</b>	

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

(Signature of authorized signatory with date)