



**GOVERNMENT OF INDIA**  
**INCOME TAX DEPARTMENT**  
**OFFICE OF THE COMMISSIONER OF INCOME TAX (DR) (ADMN) ITAT,**  
**'B' BLOCK 'D' WING, II FLOOR, RAJAJI BHAVAN**  
**BESANT NAGAR, CHENNAI-600090.**

SF No: 8/Vehicle/CIT(DR)/2022-2023

Date : 06.10.2022

To

The Incometax Officer(HQrs)(Accounts)  
O/o Principal Chief Commissioner of Income Tax TN & P  
Chennai-34.

Sir,

Sub: Uploading of 'Notice inviting tender' for hiring of two staff car vehicle in  
the official website - Reg

\*\*\*\*\*

I am enclosing herewith the 'Notice inviting tender' for hiring of two staff car  
vehicle for O/o CIT(DR), ITAT Chennai for the period from 14-10-2022 to 13-10-2023 which  
may kindly be uploaded in the official website i.e. [www.tn.incometax.gov.in](http://www.tn.incometax.gov.in).

Yours faithfully,

  
(P. Umadevi)

Administrative Officer,  
O/o CIT-(DR) Admn, ITAT,  
Chennai-90.

Encl: As above.



**GOVERNMENT OF INDIA**  
**INCOME TAX DEPARTMENT**  
**OFFICE OF THE COMMISSIONER OF INCOME TAX (DR) (ADMN) ITAT,**  
**'B' BLOCK 'D' WING, II FLOOR, RAJAJI BHAVAN**  
**BESANT NAGAR, CHENNAI-600090.**

S.F.No.114/Vehicle/CIT(DR)(ITAT)/2022-2023

Dated: 06.10.2022

**NOTICE INVITING TENDER**

**WANTED TWO STAFF CAR VEHICLE- ON HIRE**

The Office of Commissioner of Income Tax (DR)(ITAT), Chennai, invites sealed offers from reputed parties engaged in the business of providing transport facilities for hiring of 2 Nos. of Staff Car Vehicles [Innova Crysta (2020 model or thereafter)] for the period of one year (14-10-2022 to 13-10-2023). Tender forms along with terms and conditions can be obtained from the **Administrative Officer, Office of the Commissioner of Income tax (DR)(Admn) ITAT, Chennai 2<sup>nd</sup> Floor, B Block, D Wing, Rajaji Bhawan, Besant Nagar, Chennai- 600090** on payment of Rs. 500/- (NON-REFUNDABLE) by Demand Draft of Schedule bank drawn in favour of the Administrative Officer, Office of the Commissioner of Income tax (DR)(Admn ITAT), Chennai. The last date for receipt of filled tender form is 12-10-2022 at 03:00 PM.

The quotations received will be opened on 13-10-2022 at 02:00 P.M in the presence of the undersigned.

(P.Umadevi)

Administrative Officer,  
O/o CIT -(DR) Admn, ITAT,  
Chennai-90.



**GOVERNMENT OF INDIA**  
**INCOME TAX DEPARTMENT**  
**OFFICE OF THE COMMISSIONER OF INCOME TAX (DR) (ADMN) ITAT,**  
**'B' BLOCK 'D' WING, II FLOOR, RAJAJI BHAVAN**  
**BESANT NAGAR, CHENNAI-600090.**

S.F.No.114/Vehicle/CIT(DR)(ITAT)/2022-2023

Dated: 06.10.2022

**NOTICE INVITING TENDER**

**WANTED TWO STAFF CAR VEHICLE- ON HIRE**

The Office of Commissioner of Income Tax (DR)(ITAT), Chennai, invites sealed offers from reputed/ authorized Taxi / Tour Operators to hire 2 Nos.of Staff Car Vehicle (Innova Crysta)of 2020 model or thereafter on monthly basis for a initial period 1 years from the date of placing this order subject to satisfactory performance of the contractor.

**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-I and the tender form for the financial bid in pro forma prescribed in Annexure-II complete in all respects should be submitted at 2<sup>nd</sup> Floor, B Block, D Wing, Rajaji Bhawan, Besant Nagar, Chennai- 600090 in two separate sealed covers addressed to the **Administrative Officer, Office of the Commissioner of Income tax (DR)(Admn) ITAT, Chennai- 600090**, by 3:00 P.M on 12-10-2022. The sealed covers may be superscripted with "Technical Bid - Contract for hiring of vehicles" and "Financial Bid- Contract for hiring of vehicles" respectively. It will be opened by the undersigned on 13-10-2022 at 2:00 P.M. in the presence of bidders. Any Tender not containing the required documents and not fulfilling the qualification criteria indicated in the Tender document shall be summarily rejected. Incomplete bid document shall 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 date. Late submission of tenders will not be accepted. Each technical bid should accompany with Crossed Demand draft/ Bankers Cheque of Rs.500/- (Rupees Five Hundred only) as Earnest money deposit, favoring "**The Administrative Officer, Office of the Commissioner of Income tax (DR)(Admn) ITAT, Chennai- 600090**". Qualifying bids without Earnest Money Deposit will be rejected.

The successful bidder of the contract has to submit a Performance Guarantee either by way of Fixed Deposit or Bank Guarantee receipt in terms of 5% of the Annual contract amount within three days from the day of obtaining the contract.

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 firm through its authorized signatory.

#### **TERMS AND CONDITIONS:**

1. The vehicle provided by the contractor on hire will be with driver who must be in proper white uniform and should have a valid driving license and be competent to drive. The Driver should have an experience of at least three years and should be familiar with the city roads. Each driver should be provided with a mobile phone by the contractor.
2. The vehicles must be in excellent condition, clean, mechanically fit and must be a new vehicle 2020 model or thereafter with good music system, perfume, tissues, etc.
3. The vehicle should fulfill the legal obligations prescribed by the State Transport Authority like payment of road taxes. The Service Tax/GST will be payable by the department, excluding the contract amount.
4. The duty point is **Office of the Commissioner of Income tax (DR)(Admn) ITAT, Rajaji Bhawan, Besant Nagar, Chennai- 600090** or any other place intimated from time to time and the mileage and time would be reckoned to the duty point only. In short, shed mileage will not be permitted.
5. The vehicle may be needed for out-station journeys within Tamilnadu, if needed. It should always be available for the same. Extra charges above 2000 Km/month will be paid.
6. The drivers must be literate and well-behaved. He must follow traffic rules & regulations prescribed by the Government from time to time.
7. The Staff Car 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.
8. The contractor should ensure that the Staff Car vehicles are fitted with appropriate seat belts.

9. Insurance of the vehicle and the risk of passenger travelling in the vehicles should be covered by the contractor to the extent of liability as specified in the Motor Vehicles Act & Rules made there under or any other law in force.
10. 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, whichever is higher, will be deducted from the contractor's pending bills payments.
11. The contractor shall also be responsible for providing a suitable replacement immediately if the vehicle breaks down. 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.
12. The responsibility for the safety and security of the staff 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 Staff Car vehicle during the operation of the contract.
13. Staff Car vehicle should be arranged even at short notice. The vehicle 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, 24 hours a day. 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 vehicles should be parked in the Income tax campus only, when not in use.
14. Once the Contract comes in to force, the Contractor shall submit copies of the vehicle insurance papers, RC copies of the Vehicles provided, lease agreement in respect of vehicles leased by the tenderer, driving licenses, medical insurance documents of the drivers and NOC for drivers from the respective Police Stations. Any change in drivers should be intimated well in advance and should be in line with the above mentioned conditions.
15. 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.
16. 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 ie. 2000

kms. run in a month and actual kilometers run by one or more Car of the operator if the actual kms. Run by a car is individually less than agreed kilometers.

17. Bills should be submitted on monthly basis 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.

18. 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.

19. 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 in terms 5 % of the annual contract provided by the successful bidder.

20. No request for escalation of rates will be entertained for whatsoever reason during the period of contract.

*Almasui*

Contractor  
Name: *Almasui*  
Address: *...*  
City: *...*  
State: *...*  
PIN: *...*  
ATN: *...*

(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 TWO STAFF CAR VEHICLE FOR O/o CIT(DR), ITAT, CHENNAI.**

1	Name of the Service Provider	
2	Address of the Service Provider	
3	PAN	
4	GST 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 FINANCIAL QUOTATION FOR HIRING OF  
TWO STAFF CAR VEHICLE FOR O/O CIT(DR), ITAT, CHENNAI**

- 1) Name of the Service provider :
- 2) Address (Please enclose the documentary proof) :
- 3) Name of the contact person :
- 4) Mobile / Contact No. :
- 5) PAN :
- 6) GST No :
- 7) DD/Bank Cheque of Rs.500/- details:
- 8) Hiring charges per month:

S.No	Type of vehicle	Year of Make	Distance travelled	Hire charges per month (Excluding GST)	Rate per km if the kilometres exceed the maximum

**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".**

**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  
(NAME with seal)