



भारत सरकार / Government of India  
आयकर विभाग / Income Tax Department  
प्रधान आयकर आयुक्त कार्यालय (केंद्रीय)-2  
Office of the Principal Commissioner of Income Tax (Central)-2  
जांच भवन / Investigation Building  
नहीं. 46, एम जी रोड, नुंगम्बक्कम, चेन्नई - 600 034  
No.46, M G Road, Nungambakkam, Chennai - 600 034

फा.सं./SF.No.114/प्र.आ.आ./PR.CIT/केंद्रीय-२/Central-2/2022-23 दिनांक/ Date: 22/02/2023

**निविदा आमंत्रण सूचना / NOTICE INVITING TENDER**

**दो स्टाफ कार वाहनों और दो परिचालन वाहनों को किराए पर लेना**  
**HIRING OF TWO STAFF CAR VEHICLES & TWO OPERATIONAL VEHICLES**

The Office of the Principal Commissioner of Income Tax (Central)-2, Chennai invites sealed offers from reputed parties engaged in the business of providing transport facilities for hiring of **Two Staff Car Vehicles (Honda City / Toyota Innova Crysta) and Two Operational Vehicles (Maruti Suzuki Ertiga)** for the Office of the Principal Commissioner of Income Tax (Central)-2, Chennai for the period of one year (01-Apr-2023 to 31-Mar-2024). Tender forms along with terms and conditions can be obtained from the **Administrative Officer, Office of the Principal Commissioner of Income Tax (Central)-2, Chennai Room No.123, 1<sup>st</sup> floor, Investigation Wing, No.46, Mahatma Gandhi Road, Nungambakkam, Chennai - 600 034** on payment of Rs.500 (NON-REFUNDABLE) by Demand Draft of Schedule bank drawn in favour of the Administrative Officer, Office of the Principal Commissioner of Income Tax (Central)-2, Chennai. The last date for receipt of filled tender form is **14-Mar-2023 at 03:00 PM.**

The quotations received will be opened on **15-Mar-2023 at 11.00 AM** in the presence of the tender committee.

*N. Palaniappan*

एन. पलानियप्पन / N.PALANIAPPAN

प्रशासनिक अधिकारी, श्रेणी - II / Administrative Officer, Grade - II  
प्रधान आयकर आयुक्त कार्यालय / O/o.Principal Commissioner of Income Tax  
केंद्रीय-2/Central-2, चेन्नई-34 / Chennai-34







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आयकर विभाग / Income Tax Department  
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फा.सं./SF.No.114/प्र.आ.आ./PR.CIT/केंद्रीय-२/Central-2/2022-23 दिनांक/ Date: 21/02/2023

### निविदा आमंत्रण सूचना / NOTICE INVITING TENDER

### दो स्टाफ कार वाहनों और दो परिचालन वाहनों को किराए पर लेना HIRING OF TWO STAFF CAR VEHICLES & TWO OPERATIONAL VEHICLES

The Office of the Principal Commissioner of Income Tax (Central)-2, Chennai invites sealed offers from reputed/AUTHORIZED Taxi / Tour Operators to hire 2 Nos. of Staff Car Vehicle (Honda City / Toyota Innova Crysta) and 2 Nos. of Operational Vehicle (Maruti Suzuki Ertiga) on monthly basis for the period of one year (01-Apr-2023 to 31-Mar-2024).

### टेंडर प्रक्रिया / TENDER PROCESS

1. 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 proforma prescribed in Annexure-II, complete in all respects should be submitted in **sealed covers** addressed to the Administrative Officer, Office of the Principal Commissioner of Income Tax (Central)-2, Room No.123, 1<sup>st</sup> floor, Investigation Wing, No.46, M.G.Road, Nungambakkam, Chennai - 600 034, by **03.00 PM** on 14-Mar-2023. The sealed covers should be superscribed with "Technical Bid - Contract for Hiring of Staff Car and Operational Vehicles" and "Financial Bid - Contract for Hiring of Staff Car and Operational Vehicles" respectively. It will be opened by the tender committee on 15-Mar-2023 at 11:00 AM 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 documents shall be rejected. The valid technical bids shall 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 a subsequent date. Late submission of bids will not be accepted.

2. If the tender is sent by post / courier, it should be ensured that the cover is intact at the time of reaching the destination without any damage or loss. Department is not responsible for the delay on account of Postal / Courier Services.

3. **1,00,000/- रुपये की बयाना राशि जमा / Earnest Money Deposit of Rs. 1,00,000/-** (Rupees One Lakh only) per application in the form of Demand Draft/Banker's cheque of scheduled Bank drawn in favour of The Administrative Officer, Office of the Principal Chief Commissioner of Income Tax, Chennai-34 shall accompany the Technical Bid. Technical bids without Earnest Money Deposit will be rejected. EMD will be returned to all the unsuccessful bidders at the end of the selection process. However, the EMD shall be forfeited in case the successful bidder withdraws or the details furnished in the Technical bid are found to be incorrect or false during the tender selection process. **No interest shall be paid on the Earnest Money Deposit.** The EMD shall be returned to successful bidder on submission of performance security.

4. **निष्पादन सुरक्षा/Performance Security:** The successful bidder of the contract has to submit a **Performance security either by the 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.

5. The tenderer should sign and stamp each page of this tender document and all other enclosures appended to it as a token of having read and understood the Terms and Conditions contained therein and submit the same along with the Technical bid. The tenderer would fill up the information in the Annexure enclosed at the end of this document in clear and legible terms. Wherever required, copies of the supporting document in respect of the details mentioned in the annexure should



be enclosed. ANNEXURES - I & II shall also have to be signed and stamped by the bidder or its authorized signatory.

6. The tender forms shall be rejected if it is not complete in any respect.
7. The tender documents are not transferable.

### नियम और शर्तें / TERMS AND CONDITIONS

- 1) The vehicle provided by the contract for 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 **make of 2023 / 2022 year and used kilometers should not exceed 5000 kms**. The vehicle must be with good music system, perfume, tissues, etc. **The contractor must own minimum 20 vehicles.**
- 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 the Income Tax Investigation Building, No.46, M G Road, Nungambakkam, Chennai-34 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 drivers must be literate and well-behaved. He must follow traffic rules & regulations prescribed by the Government from time to time.
- 6) The operational vehicles 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.
- 7) The contractor should ensure that the operational vehicles are fitted with appropriate seat belts.
- 8) 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.

- 9) Any authorized user of the Department has the right of returning the vehicle if he/she 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 bill payments.
- 10) 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.
- 11) 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.
- 12) Operational vehicles 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 contractor should preferably be the owner of the vehicle. The vehicle should not be hired from any outsider and it should be exclusively for the departmental use. The vehicles should be parked in the Income Tax campus only, when not in use.**
- 13) Once the contract comes into force, the contractor shall submit copies of the vehicle insurance, 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.
- 14) 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
- 15) 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 cars of the operator if the actual kms. run by a car is individually less than agreed kilometers.



- 16) 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 is to be maintained perfectly well and should be endorsed by the officers using the vehicle for each and every entry without fail.**
- 17) 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.
- 18) In case the contract 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 contract provided by the successful bidder.
- 19) No request for **escalation** of rates will be entertained for whatsoever reason during the period of contract.
- 20) No extra payment would be made for out-station journeys within Tamil Nadu.
- 21) The cost ceiling for hiring of vehicles are Rs.45,000/- for CNG Vehicles and Rs.50,000/- for Petrol and Diesel Vehicles per month (exclusive of taxes).



एन. पलानियप्पन / N.PALANIAPPAN

प्रशासनिक अधिकारी, श्रेणी - II / Administrative Officer, Grade - II  
प्रधान आयकर आयुक्त कार्यालय / O/o.Principal Commissioner of Income Tax  
केंद्रीय-2/Central-2, चेन्नई-34 / Chennai-34

**तकनीकी बोली दस्तावेज़ / 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 / Directors (with Mobile No.)(In case of Firm / Company)	:	
4)	Contact person(s) with mobile no(s).	:	
5)	No. of years of experience in providing vehicles (Minimum 5 years' experience in providing vehicles to Government Departments with proof)	:	
6)	List of Clientele	:	
	a) Name & Address of the parties to whom vehicles were given on hire	:	
	b) Period of which the vehicles given on hire.	:	
	c) No. of vehicles given on hire	:	
7)	Permanent Account Number (PAN)	:	
8)	Service Tax Registration Number / GST	:	
9)	Evidence for filing of IT returns along with Income and Expenditure Account & Balance sheet for the A.Y.2019-20, 2020-21 & 2021-22	:	
10)	Evidence for Gross Contractual Receipts being more than Rs.10 Lakhs in the form of audited accounts for the Financial Year ending on 31-Mar-2022	:	
11)	Details of Earnest Money Deposit (EMD)	:	
12)	Particulars of Vehicles	:	
	a) Vehicle Type / Make & Model	:	
	b) Vehicle Year of Manufacture	:	
	c) Vehicle Registration Number	:	
	d) Owners Name	:	
	e) Variant / Fuel of the Vehicle (CNG/Petrol/Diesel)	:	
	f) KMs run as on date	:	

**DECLARATION**

I/We hereby certify that the information furnished above is full and correct to the best of my / our knowledge. I/We understand that in case any deviation is found in the above statement at any stage, I/we will be blacklisted, my Earnest Money Deposit (EMD) forfeited and that I/We will not be permitted to have any dealing with the Department in future.

(Signature of Authorized Signatory with date)



**वित्तीय बोली दस्तावेज / FINANCIAL BID DOCUMENT**

1)	Name of the Proprietor/ Registered Firm / Company	:	
2)	Address of the Concern (with Tele. No., Fax & E-mail	:	
3)	Contact Person(s) (with mobile number(s)	:	
4)	Rate for Staff Car vehicles and their models (Exclusive of Service Tax/GST)	:	
5)	Rate for Operational vehicles and their models (Exclusive of Service Tax/GST)	:	

Make & Model of Vehicle and Registration No.	Year of Manufacture/ Date of Registration *	Distance travelled	Rate per month for 2000 KMs	Rate for each Additional KM	Color of the Vehicle

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Note: \* Please mention month and year of registration or to be registered (details may be enclosed in separate sheet also)

**DECLARATION**

I/We hereby declare that the details furnished above is true and correct. I/We have read over the entire terms and conditions of the tender document and shall abide by the same.

(Signature of Authorized Signatory with date)