



GOVERNMENT OF INDIA
INCOME TAX DEPARTMENT

OFFICE OF THE PRINCIPAL COMMISSIONER OF INCOME TAX- ReFAC(AU)-6
Wanaparthy Block, Aayakar Bhawan, No.121, M G Road, Nungambakkam, Chennai -600034.
Email: chennai.pcit6.au.reac@incometax.gov.in

S.FNo.114/ PCIT(ReFAC)(AU)-6/Vehicle/2021-22

Date: 09.09.2021

NOTICE INVITING TENDER
WANTED FOR ONE STAFF CAR VEHICLE FOR USE IN THE OFFICE OF PRINCIPAL
COMMISSIONER OF INCOME TAX, ReFAC(AU)-6, CHENNAI

The Office of the Principal Commissioner of Income Tax- ReFAC(AU)-6, Chennai invites sealed tenders from reputed/authorized parties engaged in the business of providing transport facilities for providing **one staff car vehicle (Honda city only)** for the use of PCIT, ReFAC,AU-6, Income Tax Department, Chennai for the period of THREE years commencing from date as specified by this office.

Tender forms along with terms and conditions can be downloaded from the website and the statutory payment of Rs. 500/- (Non-refundable) by Demand Draft from a Scheduled Bank drawn in favour of the Administrative Officer, Office of the Principal Commissioner of Income tax, ReFAC(AU)-6, Chennai.

The following is the time line for the tendering process:

- | | |
|---|------------------------|
| i) Starting date for Tender application | : 13.09.2021- 10.00 AM |
| ii) Closing Date for Tender application | : 20.09.2021- 05.00 PM |
| iii) Last date for receiving filled-in Tender Documents | : 20.09.2021- 05.00 PM |
| iv) Tender opening date | : 23.09.2021- 11.00 AM |

(R.VISALAKSHI)

Income Tax Officer (HQ)
O/o the Pr.CIT,ReFAC(AU)-6, Chennai



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Email: chennai.pcit6.au.reac@incometax.gov.in

NOTICE INVITING TENDER FOR PROVIDING OF ONE STAFF CAR VEHICLE ON HIRE FOR THE USE OF PRINCIPAL COMMISSIONER OF INCOME TAX, ReFAC(AU)-6, CHENNAI

The Income Tax Department, Chennai invites sealed tenders from reputed/authorized Taxi /Tour Operators engaged in the business of providing transport facilities for supply of ONE STAFF CAR VEHICLE for the period of TWO YEARS commencing from the date as specified by this office for use by the office of the PCIT (ReFAC)(AU)-6, Chennai.

TENDERING PROCESS:

Tender is invited in two parts and consists of

- (1) Technical bid and
- (2) Financial bid.

The Tender Form for the Technical Bid prescribed in **Annexure-A** and the Tender Form for the Financial Bid in proforma prescribed in **Annexure-B**, filled up in clear and legible terms and complete in all respects, super scribed boldly with the words "**Technical Bid - Contract for hiring of vehicles**" and "**Financial Bid- Contract for hiring of vehicles**" respectively (hereinafter collectively referred to as 'Tender Document'), should be addressed to the Income Tax Officer (HQ), Office of the Principal Commissioner of Income tax, (ReFAC)(AU)-6, Wanaparthy Block, Room No. 723-D, 7TH Floor, No.121, M G Road, Nungambakkam, Chennai -600034 and should be submitted in two separate sealed envelopes. The Tenderer should sign and stamp each page of the Tender Document as a token of having read and understood the terms and conditions contained herein and submit the same along with the bid. Late submission of Tender Document will not be accepted under any circumstance. Wherever, the prices are to be quoted, the same should be written in figures and words as well. Annexures, if any, will also have to be signed and stamped by the Tenderer. The Tenderers are advised to go through the Terms and Conditions in detail and acquaint themselves to ensure that they satisfy/fulfil the conditions and shall abide by the same mentioned therein, before submitting the bid.

Turnover exceeding **50 Lakhs and above** are eligible to participate in the Tender process.

Each Technical Bid should be accompanied by a Crossed Demand Draft bearing a value of Rs.50,000/- **(Rupees Fifty Thousand only)** as Earnest Money Deposit (EMD), drawn in favour of Administrative Officer, Office of the Principal Commissioner of Income tax, ReFAC(AU)-6, Chennai.

“Incomplete/illegible bid documents and documents that do not meet the prescribed criteria will be rejected summarily.

The sealed Tender Documents will be opened on **23.09.2021** at 11:30 a.m. at R.No.710, 7th Floor, Wanaparthy Block, No.121, M G Road, Nungambakkam, Chennai -600034 in the presence of the bidders. No person other than the bidder will be allowed to be present at the time of opening of the bids. In case the original bidder is unable to be present during the process of opening of the Bids, they may authorise in writing (duly Notarised), a person to represent them during the opening of the bids and also certify in that authorisation that any communication/ undertaking, given by them/information provided by them on behalf of the bidder is binding on the bidder. The authorised representative should be able to satisfactorily address the queries that may arise during the process of opening and examination of the bids.

The Technical Bids will be examined by the Department to short list the eligible bidders who qualify. Qualifying bids without Earnest Money Deposit will be rejected.

Thereafter, the Financial Bids of the short listed bidders whose Technical Bids are considered as qualified will be opened for examination.

The successful bidder has to furnish a Performance Guarantee either by way of a Fixed Deposit Receipt or Bank Guarantee Receipt amounting to **10%** (ten present) of the Annual Contract amount within 3(three) days from the date of awarding of the Contract. In case the successful bidder after being awarded the Contract fails to abide by its terms or fails to fulfil the Contract, the EMD will be forfeited.

Check-list for Technical bid enclosures within the sealed cover:

1. Form Annexure-A duly filled in, signed and stamped
2. Demand Draft for EMD
3. Proof for experience of 5 years of hiring vehicles to Central or State Govt.
4. Proof for owing 15 vehicles in owner's name/proprietor's name/partner's name (Vehicles should have been manufactured and got registered in 2021)
5. Proof for registration as commercial vehicles.
6. Medical insurance of drivers.

Check-list for Financial bid enclosures within the sealed cover:

1. Form Annexure-B duly filled in, signed and stamped. The make & model of the Vehicle and the rate should be filled-in for each make/model of the vehicles offered by the contractor.

Other requirement:
DD for Rs.500

TERMS AND CONDITIONS:

1. The vehicle provided must be in excellent condition, clean, mechanically fit and must be a **new vehicle 2021 model**. The specific type of vehicles required are as under:

	Number of vehicles required	Type of vehicles required	Model
For STAFF CAR Vehicle	1	Honda City	2021

The bidder should own or have on lease the above number of vehicle registered as commercial vehicle with a yellow board in their names or firm's name for use as commercial vehicle. The proof of ownership or lease holding should be produced along with the qualifying bid documents. **The bidders should have their headquarters (not branch or liaison office) in Chennai.**

2. **The vehicles provided by the Contractor on hire will be along with a Driver** who must report to duty in proper white uniform and should have a valid driving license and be competent to drive and no police case should be pending against him for rash or negligent driving. Every Driver should be provided with a mobile phone by the Contractor and the Contractor should ensure that the Driver responds to the call of the Officer to whom the Driver is assigned at all times or as and when called. The Contractor and the Driver shall be bound to carry out the instructions of the Officer(s) to whom they are assigned, from time to time.
3. **The driver before reporting to duty shall ensure that the fuel tank is filled with fuel to cover the entire trips and the brakes are in excellent working condition. The driver should have medical insurance coverage during the entire period of contract. The vehicles should be properly cleaned before reporting for duty. The Contractor will be held responsible for failure of the Driver to ensure satisfaction of these basic conditions.** In the unfortunate event of the Officer being stranded midway due to any problem with the vehicle or the driver, the Contractor shall be duty bound to make alternate arrangements immediately, by providing another vehicle and ensure that the Officer reaches the destination with minimum delay.

4. **The Contractor should fulfil the legal obligations prescribed by the State Transport Authority like payment of road taxes etc.** The Service Tax/GST will be payable by the Department, which shall be exclusive of the contract amount. The vehicles shall comply with the rules and regulations of RTO Chennai.
5. **The driver and vehicle should not be changed frequently. If in most unavoidable circumstances the change of driver/vehicle is required, prior intimation should be given to the user concerned.**
6. **The Contractor should have prior experience in providing vehicles to Central or State Governments or Public Sector Undertakings for at least 5 years. The contractor should have minimum 15 vehicles in the owner's/proprietor's/partner's name.**
7. **When there is a tie in the financial bid, preference will be given to those who have furnished details of ownership of maximum vehicles (i.e vehicles owned by the bidder himself). Further, when there is a tie in the technical bid with regard to the model (year of manufacturing) of the vehicle, the number of kilometres already run by the vehicles will be considered.**
8. The duty point is the Income Tax Office, 121, M.G. Road, Chennai-34 or any other place intimated from time to time and the mileage and time would be reckoned to and from the duty point only. In short, shed mileage will not be permitted. The vehicles should be fitted with Fas tag RFID to comply with toll related latest regulations.
9. **The Contractors should ensure that the Drivers are literate. Preference will be given to Contractor who can provide drivers who can understand and speak Hindi / English apart from Tamil.** The drivers should be well-behaved and always be courteous and show due respect while interacting with the Officers. They shall refrain from interacting unnecessarily with the Officers and shall respond only when asked to. Unnecessary gossiping with other drivers should be avoided. During the period of Contract, since the drivers will be working for the Department the Contractors should advise the drivers to maintain decorum while dealing with the public. The drivers should have knowledge of using GPS apps such as Google Maps etc which should be available with them.
10. **The Contractors shall advise the drivers to strictly follow traffic rules & regulations prescribed by the Government** from time to time and any violation when the Officer is on-board the vehicle, will be viewed seriously and may end in termination of the Contract. The Contractors

shall advise the drivers to refrain from rash and negligent driving and to maintain a constant and moderate speed throughout the journey to the extent possible. Also, the Contractor should ensure that the vehicles are fitted with appropriate seat belts.

11. **Insurance of the vehicle, the risk of passenger travelling in the vehicles and third party 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.**
12. **Once the Contract comes into force, the Contractor shall submit copies of the Vehicle Insurance papers, RC copies of the vehicles provided, driving license, medical insurance documents of the driver** to the Income Tax Officer (HQ), Office of the Principal Commissioner of Income tax, (ReFAC)(AU)-6, Wanaparthy Block, Room No. 723-D, 7th Floor, No.121, M G Road, Nungambakkam, Chennai -600034.
13. The Officer to whom the vehicle is assigned has the right of returning the vehicle if he is not satisfied as to the plying condition of the vehicle as per the standards mentioned above, including un-courteous behaviour, failure to follow instructions, disobedience etc by the driver. In such cases, a penalty of Rs. 20,000/- will be levied on the contractor for that month and deducted from the contractor's pending bills/future bills.
14. **Normal Duty Hrs: Ten hours per day on all days of month except on Gazetted Holidays notified by Govt. However actual duty hours shall be specified by actual users of vehicles.** Department reserves the right to call the vehicles before stipulated duty hour and beyond duty hour. Vehicles should be made available on call basis beyond the office hours in the week days as well as holidays. Therefore, the vehicle shall be deemed to be at the disposal of the Income Tax Department, Chennai during all the days of the month, seven days a week, 24 hours a day. The vehicles should be parked in the Income Tax Office Campus when not in use and should not be used by the driver/owner for any other purpose.
15. **Penalties:**
 - a) Vehicles should be made available on call any day in the week at any hour. In case of failure to supply the vehicle, a penalty of Rs.1000/= will be imposed on each occasion, in addition to the pro-rata deduction of rental in the monthly bill.
 - b) The vehicle should report at the specified reporting time. In case of delay in reporting, acceptance of the vehicle will be at the discretion of the controlling officer subject to following conditions:
 - i. If vehicle is accepted after delayed reporting, a penalty of Rs.300/- will be imposed for that day.
 - ii. If the vehicle is not accepted, a penalty as per clause (a) above will be imposed.

- iii. In case of breakdown, if the vehicle is not replaced within one & half hour, penalty of Rs.500/- per occasion will be imposed, in addition to the pro-rata deduction of rental in the monthly bill.
16. The responsibility for the safety and security of the vehicle provided solely lies with the Contractor. It is also the contractor's absolute responsibility to take care of any damage/ repairs caused to the vehicle during the operation of the Contract.
17. **In case of any accident, all claims arising out of it shall be met by the Contractor and the Income Tax Department shall not be a party.**
18. A log book to be maintained by the Driver in respect of each vehicle 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. To facilitate proper scrutiny of bills, the Trip Sheet should contain the following details:
- Reporting time and place
 - Opening Kilometre
 - Closing Kilometre
 - Time of closing
 - Place of Closing
 - Signature of the user.
19. **By entering into the Contract, the Contractor binds himself to the condition that the total number of kilometres that a vehicle shall run shall be 2000(Two thousand) kilometres in a month (Agreed Run).** In case the Agreed Run is less than 2000 kilometres, the balance kilometres (the difference between Agreed Run in a month and actual kilometres run by a vehicle) shall be carried forward to the subsequent month and so on, till the expiry of the Contract.
20. Bills should be submitted on monthly basis on or before the 10th day of every month with all supporting records and payment will be processed immediately so as to ensure that as far as possible, payment is made within 30 days from the date of submission of bills after deducting TDS as applicable.
21. Failure by the Contractor to comply with any statutory requirements and / or the terms and conditions mentioned hitherto during the period of Contract shall result in termination of the Contract and subsequent disqualification of the Contractor from participation in any future tender of the Income tax Department.

22. In case the contractor withdraws or the Income Tax Department terminates the Contract for violation of the terms and conditions and / or deficiency in services during the period of Contract, the additional expenses incurred for hiring another Contractor on for making temporary arrangements till the time of appointing a regular Contractor through a similar tender process, will be adjusted against the Performance Guarantee amount furnished by the successful bidder.
23. No request for escalation of rates will be entertained for whatsoever reason during the period of Contract. No extra payment would be made for official out-station journeys.
24. **This contract for ONE STAFF CAR vehicle will be initially for a period of one year. However, the contract may be extended subsequently, on mutual consent, and on same terms and conditions for another period of one year on review of performance, depending upon the requirements and administrative conveniences of the office.**
25. Any date for opening of contract, period of contract, tender opening date, tender closing date etc. may be changed at the discretion of the under signed. The same will be notified from time to time. Any changes in the terms and conditions is also at the discretion of the under signed.



(R.VISALAKSHI)

Income Tax Officer (HQ)
O/o the Pr.CIT(ReFAC)(AU)-6, Chennai

**ANNEXURE - A
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 number) (Provide two mobile no's)

5. No. of years of experience in providing Vehicles (Min. 05 years experience in providing vehicles to Central Govt, State Govt or PSU's) with Proof

Sl.no	Name of Govt/Semi Govt/State Govt which hired the vehicle(with proof)	Date from which hired(with proof)	Contract ending date(with proof)	Vehicle hired (Make/Model/Mfg Date)	Vehicle owner name(with proof)

6. List of Clientele

- a) Names and addresses of the parties to whom vehicles were given on hire.
- b) Period for which the vehicles were hired out.
- c) Number of vehicles given on hire

7. Permanent Account Number

8. GST Registration No

9. Aadhar No.

10. Evidence of return filing for 3 Assessment Years(2018-19,2019-20,2020-21)

11. Details of EMD

DD No	Date	Amount	Bank	Branch

12. Infrastructure capabilities: Minimum 12 vehicles in the Proprietor's name or the name of the Travel Agency or leased by it, along with proof to be given.(RC Book, Lease agreement)

Particulars of vehicles available with the Bidder in the following format: (Please attach copies of the proof of the ownership or lease holding documents of the vehicles and proof of registration of the vehicles as commercial vehicle):

Sl.No	Vehicle Make/Variant	Vehicle Type	Vehicle Reg. No	Date of Registration	Owners Name	Seating Capacity

Proof for the above should be submitted without fail.

13. Bidder's bank, its address and Bank account no:

DECLARATION

I, Mr/Mrs _____, s/o _____, aged _____, in my capacity as _____ of M/s. _____ hereby certify that the information furnished above is full, true and correct to the best of my/ our knowledge and belief. I have, as a token of having read and understood the terms and conditions contained herein, and agreeing to bind myself to the terms and conditions of the Contract, in the event of the Contract being awarded to me, hereby affix my seal and signature below.

I along with the concern I represent, understand that in case it is found at any stage during the term of the Contract or otherwise, that the information provide by me is not true, incomplete or incorrect, it shall result in termination of the Contract and I / the concern I represent shall face disqualification from participating in any future tender of the Income Tax Department, in addition al to any legal recourse the Income Tax Department may take against me/ the concern I represent.

(Signature of authorised signatory with date and Stamp)

ANNEXURE -B
FINANCIAL BID DOCUMENT
Hiring of Vehicles
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 vehicle
(Exclusive of GST)

Sl.No	Description	Vehicle A	Vehicle B	Vehicle C	Vehicle D	Vehicle E
1	For 2000 kms					
2	For every extra km beyond 2000 kms					

DECLARATION

I, Mr/Mrs _____, s/o _____, aged _____, in
my capacity as _____ of M/s. _____ hereby certify that the
information furnished above is full, true and correct to the best of my/ our knowledge and belief.
I have, as a token of having read and understood the terms and conditions contained herein, and
agreeing to bind myself to the terms and conditions of the Contract, in the event of the Contract
being awarded to me, hereby affix my seal and signature below.

I along with the concern I represent, understand that in case it is found at any stage during the
term of the Contract or otherwise, that the information provide by me is not true, incomplete or
incorrect, it shall result in termination of the Contract and I / the concern I represent shall face
disqualification from participation in any future tender of the Income Tax Department, in
addition al to any legal recourse the Income Tax Department may take against me/ the concern I
represent.

(Signature of authorised signatory with date and
stamp)