



GOVERNMENT OF INDIA  
INCOME TAX DEPARTMENT  
OFFICE OF THE PRINCIPAL COMMISSIONER OF INCOME TAX - 1,  
Room No.428,4th Floor, AayakarBhavan, Wanaparthy Block,  
121, Mahatma Gandhi Road, Chennai 600 034.  
Phone No: 044-2833 8101

S.F.No.64/Hiring Vehicle/Pr.CIT-1/2021-22

Dated: 05.08.2021

**NOTICE FOR INVITING TENDER**

Sub: Hiring of One Operational vehicle for Corporte Range-1, office of the  
Principal Commissioner of Income Tax- 1, Chennai - Reg.

\*\*\*\*\*

The Office of the Principal Commissioner of Income Tax - 1, Chennai invites sealed tenders from reputed parties engaged in the business of providing transport facilities for presently hiring One Big-size vehicle **Innova Crysta** latest model preferred, for use of this office as stated earlier. Hiring shall be for a period of Two year from the effective date of contract, subject to the satisfactory service provided.

Tender forms along with terms and conditions can be obtained from the O/o Pr. Commissioner of Income Tax- 1, Chennai, Room No.428, 4th floor, Wanaparthy Block, "AayakarBhavan" No.121, Mahatma Gandhi Road, Nungambakkam, Chennai - 600 034 on payment of Rs. 1,000/- (Non- refundable) by demand draft of scheduled Bank in favour of the Administrative Officer, O/o Principal Commissioner of Income Tax-1, Chennai. The last date for receipt of filled-in tender forms in sealed cover, is 16.08.2021, before 4.00 PM.

The bid shall be opened at 4.00 PM on 18.08..2021. The undersigned reserves the right to cancel or postpone the tender of reject and bid without assigning any reason.

  
(TRIPTI BISWAS)

**Chief Commissioner of Income Tax,  
I/C, O/o Pr.CIT-1, Chennai.**

Copy submitted to : The Income Tax Officer(HQ)(PR), O/o. the Principal Chief  
Commissioner of Income Tax - Tamilnadu, for information.

## TERMS AND CONDITIONS

1. This tender by the Income Tax Department, Chennai is for inviting sealed offers from reputed parties engaged in this business of providing transport facilities for presently hiring of 1 number **Big sized vehicle** in the make of **INNOVA CRYSTA** latest registration model. Hiring shall be initially for a period of 2 years which may be extended further at the discretion of the department.
2. The tender document submitted by the contractor must specifically mention the model, make and year of manufacture of Vehicle.
3. The contractor shall provide the operational Vehicle on hire with driver and with fuel. The driver must be in proper white uniform and should have a valid driving license and be competent to drive. Each driver should be provided with mobile phone by the contractor.
4. RC Book copy, Insurance copy, details of the Owner of the Vehicle and Road Tax details should be submitted.
5. The operational Vehicle must be in excellent condition, clean, mechanically fit and in conformity to the specification of the Vehicles mentioned in the tender.
6. The Operational Vehicle provided by the contractor shall be for 2000 kms. 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 vehicles of the operator if the actual kms run by a vehicle is individually less than agreed kilometers.
8. The Operational vehicle should fulfill the legal obligations prescribed by the State Transport Authority like payment of road taxes, etc. All requirements under various statutory laws must be complied with. Any default will be liability of the contractor and this department shall not be liable in any matter whatsoever.
9. The duty point is the Income Tax office, NO.121, M.G. Road, Chennai-34 or any other place intimated from time to time. The mileage and time would be reckoned to the duty point only. In short, shed mileage will not be permitted.
10. The driver must be literate and well-behaved. He must follow traffic rules and regulations prescribed by the Government of Tamil Nadu / Government of India from time to time. The driver should have a clean record.
11. Continuance of the same vehicle and the drivers shall be ensured normally during the period of contract.
12. The Operational 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.

13. The contractor should ensure that the operational vehicle are fitted with appropriate seat belts, and also with good music system, perfume & tissue etc.
14. Insurance of the vehicle and the risk of passenger travelling in the vehicle should be covered by the contractor to the extent of liability as specified in the Motor Vehicle Act & Rule made there under or any other law in force.
15. The service provider will be fully responsible for all the expenses for fuel, Insurance, Taxes repairs and maintenance expenses etc., of the vehicle and all emoluments and / or any other claims of the driver.
16. 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 will be deducted from the contractor's pending bills payments.
17. In case of any failure to report duty as required causing inconvenience, the contractor shall be responsible for providing a suitable replacement of vehicle immediately. In the event of failure to provide such replacement as stated above, an amount of 2 times of the hire charges pro-rata per day will be deducted from the monthly hire charges.
18. In case of vehicle break down, the contractor shall be responsible for providing a suitable replacement of vehicle immediately. 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.
19. The vehicle supplied should fulfill all the obligations prescribed under various statutory laws in operation. Any penalty for default shall be the liability of the service provider and the department shall not be liable in any manner whatsoever.
20. 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.
21. Operational vehicle should be arranged even at short notice. **The vehicles shall be deemed to be at the disposal of the Income Tax Department, Chennai for all the days of the month, except Sundays and national holidays..** However on prior intimation the the vehicles shall be made available even on closed holidays. 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 vehicles. The vehicles should be parked in the Income Tax campus only, when not in use.

22. To facilitate easier scrutiny of bills, the following details are required in the trips sheet.

- a) Reporting time.
- b) Opening Kilometer.
- c) Closing Kilometer.
- d) Time of Closing.

23. Bill should be submitted on monthly basis to the Administrative Officer O/o Pr.CIT-1, Chennai, 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 range head.

23. 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.

24. The service provider shall submit a refundable performance guarantee of 5 percent of the annual receipt. ( eg. If the annual receipt is considered at Rs.5000 then 5 percent of 5000 works out to Rs 500 only ) per vehicle. The Vehicle Supplied within seven working days of the award of the contract. The Deposit Shall be interest free and the performance guarantee may be given by way of an irrevocable Bank Guarantee or equivalent.

25. 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 of per vehicle provided by the successful bidder.

26. The service-provider or the driver shall not refuse the time of reporting or release if assigned so by the officer concerned, which may be even odd hours like early morning or late night especially when on airport/railway-station duty of pick- ups or drops or during search/survey operations of the Department.

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

28. No extra payment would be made for out-station journeys within Tamilnadu.

29. The vehicle should be compliant with the rules and regulations of RTO, Chennai.

30. The vehicle shall be parked properly and will be fitting with a "on duty of Government of India" name plate. However, the vehicle shall never be used for any other person's duty even when not called for on duty by the Department.

31. The above Operational vehicle shall be in the custody of the department.

32. The department shall pay a sum as per the contract agreement to the service provider per month and also the service tax thereon as applicable for the vehicles supplied by the service-provider as per the above terms and conditions.

33. Subject to the above mentioned conditions, the vehicle should be provided at any time for the duration and distance as required by the department.

**TECHNICAL BID DOCUMENT**

1	Name of the Proprietor/ Registered Firm	
2.	Address of the concern (with Tel No., Tax and E-mail)	
3	Name and Address of the Partners/Directors (with mobile no.)(In case of firm/ company)	
4	Contact Person(s) (with mobile number)	
5	No. of years of experience in providing vehicles	
6	List of Clientele	
i)	Names and address of the parties to whom vehicles were given on hire	
ii)	Period for which the vehicles were hired out	
iii)	Number of vehicles given on hire	
7	Permanent Account Number	
8	Service Tax Registration No.	
9	Details EMD	
10	Year of manufacturing of Vehicle	

**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)

FINANCIAL BID DOCUMENT

Hiring of Vehicles of Chennai

RATE QUOTATION FOR F.Y. 2020-21

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 various operation vehicle and their models (exclusive of service tax)	

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

(Signature of authorized signatory with date)