



भारत सरकार / Government of India  
आयकर विभाग/ INCOME TAX DEPARTMENT  
19A A वेस्ट ग्रेट कॉटन रोड, West Great Cotton Road,  
तुतिकुडी /TUTICORIN – 628 001

PdI. No.114/Vehicle Hiring/Estt./TTN/2022-23

Date: 21-12-2022

**NOTICE INVITING TENDER**

Sub: Hiring of one operational Vehicle for Income Tax Office, Tuticorin – Reg.

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The Head of Office-cum-DDO, Income Tax Office, Tuticorin, invites sealed tenders from reputed parties engaged in the business of providing vehicles on contract basis for hiring of one operational vehicle for the use of the Income Tax Office, Tuticorin as follows:-

Sl. No	Car Type	No. Of Vehicles	Age of Vehicle
1	Medium size vehicles like Toyota Innova Crysta/Toyota Innova/ Mahindra Marazzo/ Maruti Ertiga/Maruti Ciaz, Honda City	1	Less than 3 Years

1. Tender forms along with terms and conditions can be downloaded from the department website [www.tninetaxindia.gov.in/tender](http://www.tninetaxindia.gov.in/tender). It can be also be obtained from the O/o the Head of Office-cum-DDO, Income Tax Office, No.19A, WGC Road, Tuticorin-628001, during the regular office hours i.e 09.15AM to 05.45PM.
2. Sealed tenders, duly superscribed “**Tenders for providing vehicle Hiring services at Income Tax Office, Tuticorin**” and addressed to “**The Head of Office-cum-DDO, Income Tax Office, No. 19A, WGC Road, Tuticorin-628001**” are invited so as to reach this office not later than **10:30 AM on 29-12-2022**. The general instructions for submission of tenders are stated in **Annexure-III** and the terms and conditions are mentioned in **Annexure-IV**.
3. The tenders will be opened at **11:30 AM on 29-12-2022** at the Income Tax Office, No.19-A, WGC Road, Tuticorin in the presence of the committee members authorized for the purpose. The committee members reserves the right to cancel or postpone the tender or reject any bid without assigning any reason.

  
(A. SHENBAGAM)

Income Tax officer  
Head of Office-cum-DDO  
Income Tax Office, Tuticorin.

**Copy Submitted to:** The JCIT, AU-5(3), Chennai (Stationed at Tuticorin).

**Copy to:** The Notice Board

**ANNEXURE-I**

<b><u>PROFORMA FOR SUBMISSION OF TECHNICAL BID DOCUMENT FOR HIRING OF VEHICLES FOR THE INCOME TAX OFFICE, TUTICORIN</u></b>			
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(s).	:	
5.	No. of years of experience in providing Vehicles.	:	
6.	List of Clientele	:	
	1) Name and address of the parties to whom vehicles were given on hire.	:	
	2) Period for which the vehicles given on hire.	:	
	3) No.of vehicles given on hire	:	
7.	Permanent Account Number	:	
8.	Service Tax Registration Number/GST	:	
9.	<b>Vehicle Type/Make and Model</b>	:	
10	<b>Vehicle Year of Manufacture</b>	:	
11	<b>Vehicle Registration Number</b>	:	
12	<b>Variant/Fuel of the Vehicle (CNG/Petrol/Diesel)</b>	:	
13	<b>KMs run as on date</b>	:	
14	<b>Colour of the Vehicle</b>	:	

**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 of any deviation is found in the above statement at any stage, the bidder/company will be black listed and will not have any dealing with the Income Tax Department in future.

Signature of the Authorized signatory with date

**ANNEXURE-II**

**PROFORMA FOR SUBMISSION OF FINANCIAL BID DOCUMENT FOR  
HIRING OF VEHICLE FOR THE INCOME TAX OFFICE, TUTICORIN**

<b>1.</b>	Name of the Proprietor/ Registered Firm/ Company.	:			
<b>2.</b>	Address of the Concern : (With Tele. No. Fax & E-Mail)	:			
<b>3.</b>	Contact Person(s) (with mobile number(s))	:			
<b>4.</b>	Rate for various operational vehicles And their models (Exclusive of Service Tax/GST)	:			
Make & Model of Vehicle and Registration No	Year of Manufacture/ Date of Registration*	Rate per month for 2000 KMs	Rate for each Additional KM	Color of the Vehicle	

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

**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 shall abide by the same.

Signature of the Authorized signatory with date

### ANNEXURE-III

#### GENERAL INSTRUCTIONS FOR SUBMITTING THE BID

1. The bidder must fill all the columns in Annexure-I and Annexure-II. No columns should be left blank.
2. The bidder must enclose the copy of Registration Certificate (RC) of the vehicle along with the Technical Bid.
3. If the vehicle is newly purchased and the registration is under process, the purchase receipt must be submitted along with the Technical Bid.
4. The bids should be submitted in sealed cover only.
5. The cost ceiling for hiring of vehicles are Rs.45,000/- for CNG Vehicles and Rs.50,000/- for Petrol and Diesel Vehicles.

#### BIDDER PARTICIPATING FOR ONE MAKE/MODEL OF VEHICLE:-

A bidder participating for one make/model of vehicle should submit the Technical Bid and Financial Bid in two separate covers superscribed as "Technical Bid" and "Financial Bid" separately.

#### BIDDER PARTICIPATING FOR VARIOUS MAKE/MODELS OF VEHICLES:-

- (i). A bidder participating for various make/models of vehicles, has to submit Annexure-I, for each vehicle separately and can place it in single cover duly superscribed "Technical Bids" along with the Name of the Concern/Firm/Proprietor.
- (ii). The Financial bids (Annexure-II) must be submitted in separate covers for each model of vehicle (i.e. one financial bid for one vehicle in separate cover) duly superscribed as follows:-

#### **"Financial Bid"**

- (a) Vehicle Make/Type:- \_\_\_\_\_
- (b) Vehicle Model:- \_\_\_\_\_
- (c) Vehicle Registration No.:- \_\_\_\_\_
- (d) Name of the Concern/Firm/Proprietor:- \_\_\_\_\_

For example, if the bidder has three makes of vehicles namely Toyota Innova Crysta, Maruti CIAZ and Honda City, the bidder shall fill the technical bid in Annexure-I in three different forms and seal it in one cover superscribed as "Technical Bid". The Financial Bids in Annexure-II shall be filled in three different forms for each vehicle separately and shall be submitted in three different sealed covers.

## ANNEXURE-IV


### 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.
2. Each driver should be provided with a mobile phone by the contractor and the same mobile number must be available with the driver on duty.
3. The vehicle is to be hired for a period of one year with a provision of extending it for a further period of one year.
4. The vehicle must be a new one in excellent condition, neat and clean and mechanically fit. The contractor must provide the **vehicle towels, air-fresheners and other requirements** on regular basis which present the vehicle in good looking and running condition shall be arranged by the service provider on regular basis. Though it is the responsibility of the service provider, the department retains the right to furnish the same and deduct such expenses, if required.
5. The vehicle should fulfill the legal obligations as prescribed by the state Transport authorities like payment of Road Tax etc. All requirements under various statutory laws must be complied with. Any default will be at the liability of the contractor and this department shall not be liable in any matter whatsoever.
6. The duty point is Income Tax Office, No.19A, WGC Road, Tuticorin, or any other place, intimated from time to time.
7. The fuel and oil for the vehicle will be provided by the contractor. Other costs like insurance, repairs, maintenance and any other charges have to be borne by the contractor. The contractor and drivers shall be bound to carry out the instructions of officer(s) in-charge concerned from time to time.
8. The vehicle should be parked at the department / residence or at the choice of the officer to whose office the vehicle is attached after the duty is over throughout the period of contract. **The driver should be available on call of the officer using the vehicle for 24 x 7 days.**
9. The driver must be literate & well behaved. They must follow Traffic Rules & regulations prescribed by the Govt. from time to time.
10. The driver should ensure that the vehicles are fitted with appropriate seat belt, clean white cotton seat covers, fresheners, musical CDs/ USBs for the language demanded by the officer.

11. **Comprehensive 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 and Rules made there under or any other law in force.
12. The vehicle will run for **2000 KM per month**. The unutilized mileage will be carried forward to the next month and this will be continued till the end of contract period i.e one year. **The unutilized mileage, thus carried forward, shall be adjusted against the extra mileage, if any, run by the operator in excess of 2000 KMs per month.**
13. The vehicle will be hired from a single contractor or from multiple contractors and the discretion of the Head of the Office-cum-DDO is final in this regard.
14. **Copies of the Registration Certificate should be enclosed to the technical bid.**
15. The contract between the Department and the contractor can be cancelled with a notice of 15 days from the department side. However the department may cancel the contract without giving the above said notice in case of severe failure of the contractor to abide by the terms of agreement. The vendor, however, shall have to give three months notice for cancellation / withdrawal from the contract.
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 or any one of the ground as mentioned above. In such cases, penalty of **Rs. 1,800/- per day** or actual cost of hiring of a similar vehicle will be deducted from the contractor pending bill payments.
17. The contractor shall also be responsible for providing a suitable replacement immediately if the car breaks down. In the event of failure to provide such replacement as stated above, the Income Tax department, Tuticorin shall have the right to recover/claim **Rs.1,800/- per day towards penalty** or the actual cost incurred for making alternate arrangement which is more and such deduction shall be made from pending bills of the vendor or from the earnest money deposit, whichever is available for adjustment.
18. The responsibility for the safety and security of the car provided solely lies with the contractor. It is the contractor's absolute responsibility to take care of any damage for repairs caused to his vehicle during the operation of the contract.
19. To facilitate easier scrutiny of bills, the following details are required in trip sheet:-
  - a. Reporting time and place
  - b. Opening Balance
  - c. Closing Kilometer
  - d. Place of Closing
  - e. Time of Closing
  - f. Signature of the user

20. Bill should be submitted on monthly basis before 3rd of the every month with all supporting vouchers and the payment will be normally made within 45 days from the date of submission of the bills after deducting TDS as applicable. The log book should be maintained perfectly well and should be endorsed by the officer using vehicle for each and every entry without fail.
21. Failure by the contractor to comply with any statutory requirement and / or the terms of the agreement during the period of the contract shall result in recovery of penalty and in case of repeated failure, termination of the contract and subsequent disqualification from participation in any future tender of the department shall be done. The Contractor is responsible for the vehicle and the office of the Head of Office-cum-DDO, Income Tax Office, Tuticorin is not responsible for any violation and is not binding on the office of the Head of Office-cum-DDO, Income Tax Office, Tuticorin.
22. **The contractor to whom the contract is awarded, shall submit a refundable performance guarantee of 5% of the total contract value** for the vehicle supplied within **one week of award of contract**. The deposit shall be interest free. Performance guarantee may be given by way of an irrevocable Bank Guarantee of equivalent amount.
23. 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 or till the time of appointing a regular contractor through a similar tender process, will be adjusted against the performance guarantee provided by the successful bidder.
24. The officer in-charge or the staff of the office may inspect the vehicle from time to time to ensure that the vehicles are maintained in good condition.
25. In case of non-compliance of the above terms and conditions of the contract, a penalty may be levied as under:
- a) Late reporting Rs.150/- per day
  - b) **Non- reporting Rs.1,800/- per day**
  - c) Refusal of duties Rs.500/- per day and additionally the penalty as per clause 17 of this document.
  - d) Non- observation of dress code Rs.200/- per instance.
  - e) Non availability of cell phone of the driver Rs.100/- per day of default.
26. No request for escalation of rates will be entertained for whatsoever reason during the currency of contract. The earnest money will be forfeited along with the due payments if contractual obligation is not performed.
27. A log book should be maintained and should be signed by the user of the vehicle. The contractor should submit the duly filled in log sheet signed by the controlling officer with whom the vehicle has been assigned along with the bill on monthly basis.

28. The Contractor must have PAN / Service Tax Number/GST.
29. The department shall not be responsible for damages of any kind for any mishap/accident/injury caused to the vehicles / driver while performing duty for this office. All liabilities legal or pecuniary shall be borne by contracting firm.
30. Notwithstanding any of the conditions stated above, the department reserves the right of altering any of the conditions mentioned above or imposes new conditions at the time of finalization of contract.
31. The Head of Office-cum-DDO, Income Tax Office, Tuticorin reserves the right to cancel the contract at anytime without assigning any reason. Service provider will not be entitled to claim any compensation against such termination. However, while terminating the contract, if any payment is due to him for services performed, the same would be paid as per contract terms. In case of any dispute, the decision of the Head of Office-cum-DDO, Income Tax Office, Tuticorin shall be final.
32. No night charges separately (apart from as paid for extra hour of duty) will be paid.
33. The Income tax Department reserves the right to accept or reject any part of the tender or whole tender, without assigning any reason.
34. The contract is valid for a period of **ONE YEAR** with effect from **01.01.2023** to **31.12.2023**

  
(A. SREENIVASIAH)  
Income Tax officer  
Head of Office-cum-DDO  
Income Tax Office, Tuticorin.