



भारत सरकार/GOVERNMENT OF INDIA

अपर महा निदेशक (सतर्कता) (दक्षिण) का कार्यालय  
OFFICE OF THE ADDITIONAL DIRECTOR GENERAL (VIGILANCE) (SOUTH)  
केन्द्रीय प्रत्यक्ष कर बोर्ड / CENTRAL BOARD OF DIRECT TAXES

7 वां मंजिल, अण्णेक्स बिल्डिंग, 'आयकर भवन',  
7<sup>TH</sup> FLOOR, ANNEXE BUILDING, 'AAYAKAR BHAWAN'

121, महातमा गॉंधी रोड, नुंगमबाक्कम, चेन्नै/Chennai-34  
No.121, MAHATMA GANDHI ROAD, NUNGAMBAKKAM, CHENNAI-600 034  
Tel. No.044-2833 8380(D) / 2833 8379(Fax)

F.No. 41/Vehicle Hiring-Tender/2022-23

Date: 14.10.2022

**NOTICE INVITING TENDER THROUGH GEM PORTAL  
FOR HIRING OF STAFF CAR & OPERATIONAL VEHICLE FOR OFFICIAL USE  
IN OFFICE OF THE ADG (VIGILANCE)(SZ), CBDT, CHENNAI.**

The O/o ADG(Vig)(SZ), Chennai invites tenders through GeM portal from reputed/authorized Taxi/Tour Operators engaged in the business of providing commercial vehicles for supply of one operational vehicle and one Staff Car Vehicle for a period of one year from 01.12.2022 to 30.11.2023 for official use. The bidders should have their headquarters (not branch or liaison) office and major operations in Chennai. The specifications of the vehicles required are given below:

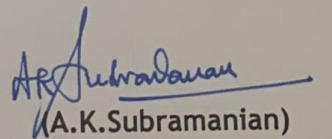
Type of vehicles required	No. of vehicles required
Sedan (Honda City)	2 nos.

The submission of the filled-in tender form along with required certificates can be made through GeM portal from 14.10.2022 (12:38 pm) to 07.11.2022 (01:00 pm).

The bid has been published on GeM portal vide Bid Number: GEM/2022/B/2638675 dated 14.10.2022.

The bidders are advised to go through the Terms and Conditions in detail and acquaint themselves to ensure that they satisfy/fulfil the conditions of service mentioned therein and requirement of EMD & e-PBG, before submitting the bid.

The online Tender Documents will be opened on 07.11.2022 at 04:00 pm. The Technical Bids will be examined by the Tender Evaluation Committee to shortlist the eligible bidders. Thereafter, the Financial Bids of the short listed bidders will be opened for award of contract.

  
A.K. Subramanian

Income Tax Officer, Unit-2(2)  
& HQ & Administrative Officer(i/c)  
O/o ADG(Vig)(SZ), Chennai

## **HIRING OF VEHICLE - TERMS AND CONDITIONS:**

1. All the vehicles provided by the service provider on contract shall be in good condition, clean, mechanically fit and must be a new vehicle **not older than April 2020**. The type of vehicles required are as under:

Type of vehicles required	No. of vehicles required	Model	No. of kilometres of usage per month	Maximum Monthly charges payable for 2000 Kms
<b>Mid-sized Sedan (Honda City)</b>	2nos.	April, 2020 or thereafter	2000 kms	Rs.50,000/- per month plus GST as applicable.

Proof of ownership or lease holding of the vehicle should be furnished along with the technical bid documents. **The bidders should have their head (not branch or liaison) office and major operations in Chennai.**

2. **The successful bidder hereinafter called the “service provider” shall submit hard copy of the valid Insurance papers, Registration Certificate of the vehicles provided in proof of make and model and the driving license of the drivers to the Administrative Officer, Office of the Additional Director General, 8th Floor,Annexe Building, Aayakar Bhawan, 121, Mahatma Gandhi Road, Nungambakkam, Chennai – 600034.**

3. **The following documents are mandatorily required to be uploaded in the GEM (Government e-marketing) portal during the bid:**

- a) Annexure – A duly filled (Technical bid) uploaded as Annexure to this document. In
- b) **Copies of all supporting documents**
- c) Copy of **Trade Licence**
- d) Proof for **experience** of 3 years in giving vehicle on hire to Govt. departments
- e) Proof for **ownership/lease-holding** of vehicles offered
- f) Copy of **RC and insurance** of in respect of all seven vehicles

4. The total value in respect of all 2 (seven) vehicles will be considered as bid value for evaluation.

5. The service provider shall provide the vehicles to the Office of the Additional Director General (Vigilance )(South), CDBT, Aayakar Bhavan, 7<sup>th</sup> floor, 121, Uthamar Gandhi Salai, Chennai - 34, hereinafter called the “user” with a driver for each vehicle having a valid driving licence. The service provider shall ensure that the driver deputed for driving the vehicle reports for duty

in time and in uniform (white coloured shirts and trousers) and no police case is pending against him for rash or negligent driving. The driver provided for the vehicle should possess a mobile phone and the Contractor should ensure that the Driver respond to the call of the Officer to whom the driver is assigned to, at all times.

6. The Driver of the vehicle should not be changed frequently. In case change of driver becomes inevitable due to unavoidable circumstances, prior intimation should be given to the user to that effect. In such circumstances, the contact details of the driver should be immediately made available to the user.

7. The vehicles shall be maintained in good running condition and the service provider shall ensure that the exterior and interior of the vehicles are kept neat and clean. The service provider shall provide car perfumes to ensure that the vehicles are free of any bad odour.

8. The maximum hire charges payable by the user to the service provider for one vehicle would be Rs.50,000/- per month plus GST as applicable for usage of upto 2000 kms and for every additional km of usage beyond 2000 kms, the charges payable per km would be Rs.15/- per km and the rate per hour would be Rs.115/-. The unused kilometers of a month shall be carried forward to the subsequent months till during the period of contract. The unused kilometers would mean the difference between 2000 kms (being the permissible usage for the hire charges payable per month) and the actual kilometers for which the vehicle is put to use during a month.

9. The vehicles provided by the service provider shall fulfill all legal obligations prescribed by the State Transport Authority like payment of road taxes, etc. All requirements under various statutory laws must be complied with. In case of any default, the liability would be that of the service provider and the user shall not be liable for any such default.

10. The Contractor should have prior experience in providing vehicles to Central or State Governments or Public Sector Undertakings for at least 3 years with average annual turnover of minimum Rs. 16 lakhs.

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. The duty point will be the Income Tax Office situated at 121, Nungambakkam High Road, Chennai-34 or any other place intimated by the user from time to time. The mileage and time would be reckoned from the duty point only.

13. The service provider shall ensure that the drivers are literate and well-behaved. It shall also be ensured that the drivers follow the traffic rules & regulations prescribed by the Government from time to time.

14. The vehicles provided on hire by the service provider shall have the fuel tanks filled with fuel to cover the entire trips. The service provider and also the driver would be duty bound to carry out the instructions given to them by the Officer(s) concerned from time to time.

15. The service provider shall ensure that the operational vehicles are fitted with seat belts and shall also ensure that towels are provided to cover the seats in the vehicles. The service provider shall also ensure that the towels are frequently washed and are kept neat and clean.

16. Insurance of the vehicles and the risk of passenger travelling in the vehicles provided on hire should be covered by the service provider to the extent of such liability specified in the Motor Vehicles Act & Rules or any other law in force.

17. The service provider shall also be responsible for providing an alternative vehicle in case of any break down of the vehicles provided to the user. In case of any failure to provide an alternative vehicle, a sum of Rs.1000/- or the actual cost of hiring a vehicle by the user on that day, whichever is higher, would be deducted from the monthly bill payable to the service provider.

18. The responsibility for the safety and security of the vehicles provided on hire solely lies with the service provider. It shall also be the absolute responsibility of the service provider to take care of any damage/ repairs caused to the vehicles during the period of operation of this agreement.

19. The vehicles shall be deemed to be at the disposal of the user for all the days of the month, except Sundays and national holidays. However the service provider shall ensure availability of vehicles even on Sundays & closed holidays on prior request by the user. A log book shall be maintained for the vehicles provided on hire. In case of any accident, all claims arising out of it, shall be met by the service provider.

20. To facilitate easier scrutiny of bills, the following details shall be made available 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.

21. The bills should be submitted by the service provider on monthly basis with all supporting records and the payments against such bills will be made by the user within 30 days from the date of submission of bills to the extent possible after deducting TDS, GST-TDS as applicable. The log book maintained will be the basis for making payments. The log book shall be maintained perfectly and should be endorsed by the officer using the vehicle.

22. Failure on the part of the service provider to comply with any statutory requirements and / or the terms of the agreement / fulfil the conditions specified above during the period of contract would result in termination of the contract and subsequent disqualification from participation in any future tender floated by the user. The user has the right to cancel the contract without assigning any reasons therefor, if any of the conditions stipulated above are not satisfied.

23. The service provider shall submit a refundable performance guarantee of Rs.30,000/- (Rupees thirty thousand only) for each vehicle for the vehicles provided on contract by way of bank guarantee, which shall be interest free.

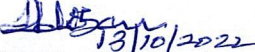
24. In case the service provider withdraws or the user terminates the contract for violation of terms and conditions and / or deficiency in services during the period of contract, the additional expenses in hiring a new service provider on temporary arrangement till the time of appointing a regular service provider through a tender process, will be adjusted against the performance guarantee of Rs.30,000/- (Rupees thirty thousand only) provided by the service provider.

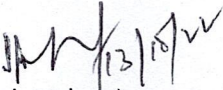
25. No request for escalation of rates will be entertained for whatsoever reason during the period of contract.

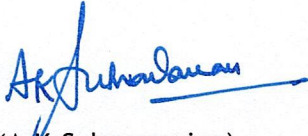
26. The agreement for contract would be for a period of one year initially i.e. from **01.12.2022 to 30.11.2023**. The contract is renewable for a further period on the same terms and conditions at the discretion of the user.

27. Bidders participating in the Tender as Micro and Small Enterprises (MSEs) are exempted from submission of Earnest Money Deposit / Bid security. All other categories of bidders are required to furnish EMD of Rs.25,200/- @ 2% of the annual contract amount of Rs.12,60,000/-

Enclosed: Annexure - A (Technical Bid Document)

  
13/10/2022  
(Haider Ali Khan)  
JDIT(OSD)(Vig), Unit2

  
(H. Mahendran)  
ADIT(Vig), Unit 3(1)

  
(A.K. Subramanian)  
ITO, Unit 2(2) & HQ &  
Administrative Officer (i/c)

ANNEXURE-A

TECHNICAL BID

1	Name of the Proprietor/Registered Firm/Company	
2	(a) Address	
	(b) Telephone Number	
	(c) Fax Number	
	(d) E-Mail	
	(e) Mobile Numbers	
3	Name, address and contact number of the Partners/Directors (in case of firm/company).	
4	No. of years of experience in providing services to Central / State / PSU	
5	Details of Bank account held in the name of the concern  (Please enclose a cancelled cheque in proof of bank details)	Name of the Bank:  Account No:  Branch :  IFSC Code :  Type of Account : Current / Savings
6	GST / Service Tax Registration No. (Please enclose copy of certificate )	
7	PAN No (Please enclose copy of PAN card)	
8	Whether Income tax Returns have been filed for the last three years (Asst. Years 2018-19, 2019-20 and 2020-21)	YES / NO
9	If Yes, whether copies of Income tax Returns enclosed	YES/NO

6	Details of vehicles (Maruti Suzuki Ertiga) owned by the concern as on date:			
Sl. No	Make & Model of Vehicle	Year of Manufacture (Month & Year)	Registration No. of vehicle	Whether copy of RC Book submitted
				YES / NO
				YES / NO
				YES / NO
7	Details of Clientele ( as on date)			
Sl. No	Name and Address of the Client	Name & Address of the contact person	Period for which the vehicles have been given on hire	Number of vehicles given on hire

10	Details of EMD (Earnest Money Deposit)		
DD/ Bankers Cheque No.	Date	Name of the Bank drawn on	Amount in Rs.

**DECLARATION**

I/We \_\_\_\_\_ (Name of the concern),  
in my capacity as \_\_\_\_\_ (Proprietor / Partner/Director) hereby  
certify that the information furnished above is true and correct to the best of my/our knowledge and  
belief. I/We further state that I/we have read the terms and conditions of the contract and agree to  
the same. I / We understand that in case any of the information furnished by me above is found to be  
incorrect or incomplete, the concern, which I / we represent shall stand disqualified from participating  
in the tender .

Signature of the Applicant

(Name of the Applicant)

Place:

Date: