



भारत सरकार / **GOVERNMENT OF INDIA**

आयकर विभाग / **INCOME-TAX DEPARTMENT**

आयकर अधिकारी का कार्यालय (प्रशासन) / **OFFICE OF THE INCOME TAX OFFICER(ADMIN)**

होसुर / **HOSUR**

क्रम संख्या 7371/, प्रथम तल, आर.के.टॉवर्स, मारुति नगर, होसुर **635109**

**NO: 737/1, 1<sup>ST</sup> FLOOR, R.K TOWERS, MARUTHI NAGAR, HOSUR 635109**

S.F No:114 /Vehicle Hiring/HSR/2024-25

Date: 09.05.2024

**NOTICE FOR INVITING TENDER THROUGH GEM PORTAL**

Sub: Hiring of operational vehicles for the O/o The Addl. CIT, ReFAC-AU-5(2), Chennai stationed at Hosur & O/o the ITO, Ward-1, Hosur – Regarding.

The O/o the Income tax officer, Ward-1(Admin), Hosur, invites sealed tenders **through GeM Portal** from reputed parties engaged in the business of providing transport facilities, on contract basis, for hiring of two(2) operational vehicles for a period of **One year from 01-June-2024 to 31-May-2025 with an option to extend the contract for one more year subject to the satisfaction of the Head of Department.** The specifications of the vehicles required are given below:

Sl. No.	Type of Vehicles required	No. of Vehicles required
1	Premium SUV (Toyota Innova)	One(1 No.)
2	Sedan (Honda Amaze, Swift Dzire/Toyota Etios)	One(1 No.)

The Submission of the filled in tender forms along with the required certificates can be made through GeM portal upto **21.05.2024 (05:00 PM)**

The bid has been published on GeM portal vide Bid Number: **GEM/2024/B/4929455**

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

The Technical Bids will be examined by the Tender Evaluation Committee to shortlist the eligible bidders. Thereafter, the Financial Bids of shortlisted bidders will be opened for award of contract. The Income tax Officer, Ward-1(Admin), Hosur reserves the right to cancel or postpone the tender or reject any bid without assigning any reason.

**(Gopal Kumar Jha)**

Income Tax Officer(Admin & DDO)

Ward-1, Hosur

## **ANNEXURE-1**

### **Scope & Terms and Conditions for hire of car:**

1. Vehicle is proposed to be hired for an initial period of **ONE YEAR** with a provision of extending it for a further period of one year. The vehicle proposed to be hired should preferably be new vehicle and of latest model.
2. The vehicles provided by the Contractor on hire will be with Driver and the vehicles provided must be in excellent condition, clean, mechanically fit and should be in white/ grey/ silver colour. The vehicles should fulfill the legal obligations prescribed by the State Transport Authority like payment of road taxes etc., and all requirements under various statutory Laws must be complied with. Any default will be the liability of the contractor and this Department shall not be liable in any manner whatsoever.
3. The bidder should have its office at Hosur. The Duty point is the Income-tax Office, No.737/1, 1<sup>st</sup> Floor, R K Towers, Maruthi Nagar, Hosur – 635 109 or any other place within Tamil Nadu to be intimated from time to time and the mileage and time would be reckoned to the duty point only. In short 'shed mileages' will not be permitted.
4. The vehicles deputed for duty must have tanks filled with fuel to cover the entire trips. The Contractor and the Driver Shall be bound to carry out the instruction of the concerned officer(s)-in charge from time to time. Insurance of the vehicles and the risk of the passengers travelling in the vehicles should be covered by the contractor to the extent of liability as specified under the Motors Vehicles Acts & Rules and any other law in force. It is also the contractor's absolute responsibility to take care of any damages/repair caused to his vehicle during the operation of the contract.
5. The vehicle will be run by the department for approximately 2000 kms. per month. The unutilized kilometres will be carried forward to the next month and this will be continued till the end of the contract period of beyond one year or the extended period beyond one year, as the case may be. The mileage from the vehicle provider's office or any other place to the office premises of the entitled officer will not be counted under the mileage of 2000 kms per month. The mileage will also be adjusted among the other vehicles of the contractor. To calculate, as an example, if five vehicles of the same contractor are hired, excess mileage will be payable only if the total miles run exceeds 10,000 km(2000 kms per vehicle multiplied by 5 vehicles)
6. The minimum hiring charges should be specified (exclusive of GST) for 2000 Kms.(reckoned from place of reporting to place of release) monthly basis. The hiring of vehicle is subject to the satisfaction of the Income-tax Officer, DDO &(Admin), Hosur with regard to quotation filed commensurate with good condition of the vehicle, nature and quality of service provided, experience of the service provider, past records etc.

7. If the quotations equal in all aspect have been received, selection will be done at the sole discretion of the Income tax Officer, DDO &(Admin), Hosur. In case the quotations of more than one bidder are equal in respect of vehicles, preference will be given to the bidder having newer(age of vehicle) vehicles with lesser meter reading (vehicle travelled for lesser kilometers). The successful bidder shall supply the vehicle to the Department from 01<sup>st</sup>of June 2024. Further, the vehicle shall be produced for inspection at any time during the tender process, if required.

8. The contractor shall provide dedicated driver with neat uniforms (White shirt/pant and black shoes) and any change in driver should be made only in very exceptional circumstances. Replacement of the vehicle/driver should be provided in the event of breakdown of vehicle/non availability of driver. The vehicle can be called for reporting at any time. The vehicle would remain at the disposal of the Department for all seven days in a week during the entire contract period. The vehicle should not be used by the contractor or driver for any other organization or individual either during day or night during the entire contract period.

9. The driver deployed along with vehicle should satisfy the following conditions:

- a) Driver should have valid driving license with minimum 3 years experience in driving.
- b) Driver should be from Hosur or Krishnagiri only and should be well versed with the roads in Tamilnadu and different localities in Hosur / Krishnagiri / Dharmapuri / Namakkal / Tiruchangode / Salem / Trichy / Coimbatore / Chennai and surroundings.
- c) Driver should be provided with mobile phone. The expenses for mobile phone should be borne by the contractor.
- d) Driver should be decent and well behaved and should maintain the uniform. (white pant & white shirt)

10. The vehicle shall be deemed to be at the disposal of Income tax Department during the period of contract. The liability on account of fuel, driver salary / allowances / perquisites / insurance and all expenses relating to the vehicle would solely and wholly be on account of the contractor and department shall not bear any liability apart from the hiring charges.

11. The contract between the Department and Contractor can be cancelled with a notice period of 30 days from either side. However, the Department may cancel the contract without giving the aforesaid notice in case of service failure of the contractor to abide by the terms of agreement.

12. The vehicle should always be maintained in good condition. Towels, Air Fresheners and other requirements which present the vehicle in good looking and running conditions shall be arranged by the service provider. The department retains the right to furnish the same and deduct such expense, if required.

13. The officer in charge or the staff of the office may inspect the vehicle from time to time to ensure that the vehicle is maintained in good condition.
14. The contractor will be responsible for loss/damage to property or life because of negligence of driver or poor maintenance of vehicle or due to an accident. The Department would not be responsible for loss/damage to property or life on account of such incidents.
15. In case of non-compliance of the above terms and conditions of contract, a penalty may be levied. The penalty for some of the defaults is as under:
- a) Late reporting Rs. 100/- per day
  - b) Non reporting Rs.500/- per day
  - c) Refusal of duties Rs.500/- per instance
  - d) Non-observation of dress code Rs.200/- per instance
  - e) Change of drivers without prior intimation Rs.200/- per instance.
16. In case a vehicle is not maintained properly, the same should be replaced with a good condition vehicle of same brand immediately with the approval of the officer in charge of the vehicle. In case of failure to do so, it would be considered as non-reporting of the vehicle and penalty charges may be levied as given above, in addition to deduction of proportionate contract charges.
17. A log book/trip sheet specifying daily reporting and relieving time as well as daily opening, closing meter reading and other details as may be specified by the Department shall be maintained for each vehicle. The contractor should submit the duly filled log book/trip sheet signed by the Controlling officer to whom the vehicle has been assigned along with the bill on the monthly basis.
18. The contractor to whom the contract is awarded, shall submit a refundable performance guarantee of Rs.20,000/- (Rupees twenty thousand only) 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.
19. The successful bidder shall enter in to a contract with the Department.
20. The Income tax Department reserves the right to accept or reject any part of tender or whole tender without assigning any reason.