



भारत सरकार / GOVERNMENT OF INDIA
आयकर विभाग / INCOME TAX DEPARTMENT
प्रधान आयकर आयुक्त (निर्धारण एकक) - 1, चेन्नै का कार्यालय /
OFFICE OF THE PRINCIPAL COMMISSIONER OF INCOME TAX (ASSESSMENT UNIT) - 1, CHENNAI
कमरा न. 723, वानापथी ब्लॉक, आयकर भवन, / Room no. 723, Wanaparthy Block, Aayakar Bhavan,
121, महात्मा गाँधी रोड, नुगम्बक्कम, चेन्नै/121, Mahatma Gandhi Road, Nungambakkam, Chennai-600034
Phone No.: 044-2833 8410, 044-2833 3127
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S.F.No. 114 A/Vehicle Hiring-Tender/Pr.CIT(AU)-1/2022-23

Date: 26.07.2022

**NOTICE INVITING TENDER THROUGH GEM PORTAL
FOR HIRING OF OPERATIONAL VEHICLE FOR OFFICIAL USE
IN OFFICE OF THE PRINCIPAL COMMISSIONER OF INCOME TAX (ASSESSMENT UNIT)-1, CHENNAI**

The o/o Pr.CIT (AU) - 1, Chennai invites tenders through GeM portal from reputed/authorized Taxi/Tour Operators engaged in the business of providing commercial vehicles for supply of **five operational vehicles** for a period of **one year from 01.09.2022 to 31.08.2023** 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
SUV (Hyundai Creta/ Maruti Suzuki Ertiga)	5 nos.


The submission of the filled-in tender form along with required certificates can be made through GeM portal from **26.07.2022 (05:00 pm) to 05.08.2022 (05:00 pm)**.

The bid has been published on GeM portal vide **Bid Number: GEM/2022/B/2384266** dated 26.07.2022.

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 **05.08.2022 at 05:30 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.




(एम.पी. जॉनसन) / (M.P. JOHNSON)
प्रशासनिक अधिकारी ग्रेड III / Administrative Officer Gr. III
प्रधान आयकर आयुक्त (निर्धारण एकक - 1), चेन्नै का कार्यालय /
o/o Pr.CIT (Assessment Unit) - 1, Chennai

o/c

TERMS AND CONDITIONS

1. All the vehicles provided (five operational vehicles) must be in excellent condition, clean, mechanically fit and must be a new vehicle **not older than 2020 model**. The specific type of vehicles required is as under:

Type of vehicles required	No. of vehicles required	Model	Kms. Travelled	Prescribed Monthly Cost Ceiling per vehicle
SUV (Hyundai Creta/ Maruti Suzuki Ertiga)	5 nos.	2020/ 2021	Upto 50,000 km	Rs. 50,000 + GST **

** The monthly hire charges of each vehicle **should not exceed Rs. 50,000 + GST** as per Department of Revenue's O.M. dated 11th February 2019.

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

2. Each vehicle should be provided with a **particular phone number** which will be used for communication with that car/driver.

3. **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 to 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.

4. **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 vehicles should be properly cleaned before reporting for duty. The Contractor will be held responsible for failure of the Driver to ensure these basic conditions are satisfied.** In the unfortunate event of the Officer being stranded midway, 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.

5. **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.

6. 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. In such case also the particular phone number as per paragraph no. 2 above must be available for contacting the new driver/car.

7. 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.

8. The Contractor should upload following documents mandatorily during the bid:

- 1) Form Annexure – A attached with this T&C reg. **technical bid**
- 2) Copy of **Trade Licence**
- 3) Proof for **experience** of 3 years in giving vehicle on hire to Govt. departments
- 4) Proof for **ownership/lease-holding** of vehicles offered
- 5) Proof for **registration as commercial vehicles** offered
- 6) Copy of **RC and insurance** of 5 vehicles offered
- 7) Copy of **driving license** of 5 drivers to be provided from payroll

9. The total value in respect of all 5 (five) vehicles will be considered as bid value for evaluation. **When there is a tie in the financial bid, preference will be given to those whose bid for extra usage is lower. If the bid for extra mileage is same, preference will be given to those who have furnished details of ownership of maximum vehicles (i.e. vehicles owned by the bidder himself excluding lease-holding vehicles offered).**

10. The duty point is the Income Tax Office, 121 Mahatma Gandhi Road, Nungambakkam, Chennai 600034 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.

11. The Contractors should ensure that the Drivers are literate. Preference will be given to Contractor who can provide drivers who can understand and speak English. 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.

12. 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.

13. 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.

14. Once the Contract comes into force, the Contractor shall submit physical copies of the valid Insurance papers, Registration Certificate of the vehicles provided and the driving licenses of the drivers to the Administrative Officer, Office of the Principal Commissioner of Income Tax (Assessment Unit) - 1, Chennai, Room No. 723 G, 7th Floor. Wanaparthy Block, Aayakar Bhawan, 121, Mahatma Gandhi Road, Nungambakkam, Chennai – 600034.

15. 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 on for failure to meet the standards mentioned above, including un-courteous behaviour, failure to follow instructions, disobedience etc. In such cases, a penalty of Rs. 10,000/- per such vehicle will be deducted from the contractor's pending bills/ future bills for each such incident.

16. Normal Duty Hours: 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 Campus when not in use and should not be used by the driver/owner for any other purpose.

17. 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. 1,000/- 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 (in addition to the pro-rata deduction of rental in the monthly bill).

- iii. In case of breakdown, if the vehicle is not replaced within one & half hour, penalty of Rs. 200/- per occasion will be imposed (in addition to the pro-rata deduction of rental in the monthly bill).

The above penalties are in addition to the penalty as written in paragraph no. 15 above.

18. 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.

19. 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.

20. 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.

21. By entering into the Contract, the Contractor binds himself to the condition that the total number of kilometres that a vehicle run shall be 2,000 (two thousand) kilometres in a month (Agreed Run). In case the actual run is less than 2,000 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. The payment for extra usage will be allowed if the total usage of a particular vehicle is more than 24,000 km during the contract period.

22. 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.

23. 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.

24. 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.

25. No request for escalation of rates will be entertained for whatsoever reason during the period of Contract. No extra payment would be made for out-station journeys within Tamil Nadu and Puducherry.

26. The requirement of 5 (five) operational vehicles for the use of this office will have to be provided for the period of one year from 01.09.2022 to 31.08.2023 by the Contractor as per the terms specified above.

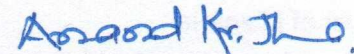
27. This contract may be extended subsequently, on mutual consent, and on same terms and conditions for another period of six months (as per GeM) on review of performance, depending upon the requirements and administrative conveniences of the office.

Enclosed: Annexure - A (Technical Bid Document)

Tender Evaluation Committee:



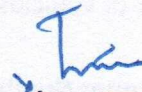
(M.P. JOHNSON)
Administrative Officer Gr. III
o/o Pr.CIT (Assessment Unit) - 1, Chennai



(ANAND KUMAR JHA)
Income Tax Officer
(Assessment Unit) – 1(2)(4), Chennai



(S. KRISHNAMURTHY)
Assistant Commissioner of Income Tax
(Assessment Unit) – 1(3)(1), Chennai



(V. JUSTIN)
Additional Commissioner of Income Tax
(Assessment Unit) – 1(1), Chennai

ANNEXURE - A
TECHNICAL BID DOCUMENT

1. Name of the Proprietor/ Registered Firm/Company :
2. Address of the concern :
(with Mobile Number, 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) :
5. No. of years of experience in providing Vehicles :
(Minimum 3 years' experience in providing vehicles to
Central Govt, State Govt or PSU's) 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 Number :

9. Details of EMD

DD No	Date	Amount	Bank	Branch

10. Infrastructure capabilities: 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):

S. No.	Type of vehicle	Make of vehicle	Model	Year of manufacture	Registration number
1					
2					
3					
4					
5					

11. Bidder's bank, its address and Bank account number :

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)