



GOVERNMENT OF INDIA
INCOME TAX DEPARTMENT
OFFICE OF THE PRINCIPAL COMMISSIONER OF INCOME-TAX
TECHNICAL UNIT-4, CHENNAI

Room NO. 628, 6TH Floor, Wanaparthi Block, 121, Mahathma Gandhi Road, Chennai-34

S.F.No.114/Operational Vehicle Contract/PCIT, (TU)-4/2023-24.

Date: 21.03.2024

NOTICE INVITING TENDER
WANTED OPERATIONAL VEHICLE ON HIRE

The Office of the Principal Commissioner of Income tax, Technical Unit-4, Chennai, invites sealed tender from reputed parties engaged in the business of providing transport facilities for hiring of 2 Nos of Operational Vehicles (2 Nos Premium SUV – Toyota Innova, Maruthi Ertiga, Hyundai Alcazar, Kia Carens, Toyota Rumion, - 7 seater vehicle preferred. The vehicle model should be from 2022-23) on monthly basis for a period of ONE YEAR from 01.05.2024 to 30.04.2025. Payment of Rs. 500/- (NON-REFUNDABLE) should be made by Demand Draft of any scheduled bank drawn in favour of the Administrative Officer, Office of the Principal Commissioner of Income tax, Technical Unit-4, Chennai.

The last date for receipt of filled in tender form is **16-04-2024 at 02.00.PM**

The quotations will be opened on **16-04-2024 at 04:00.PM** in the presence of the committee members.

This is issued with the prior approval of the Principal Commissioner of Income Tax, TU-4, Chennai.



J. Ramkumar
21/3/24

(J.RAMKUMAR)
ADMINISTRATIVE OFFICER
O/o THE PRINCIPAL COMMISSIONER OF INCOME TAX
TECHNICAL UNIT-4
CHENNAI

- Encl: 1. Terms & Conditions**
2. Technical bid document (Annexure-1).
3. Financial bid document (Annexure-2).



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Room NO. 628, 6TH Floor, Wanaparthy Block,
121, Mahathma Gandhi Road, Chennai-34

NOTICE INVITING TENDER FOR OPERATIONAL VEHICLE

The Office of the Principal Commissioner of Income tax, Technical Unit-4, Chennai, invites sealed tender from reputed/authorized Taxi/Tour Operators to hire 2 Nos of Operational Vehicles (2 no's Premium SUV – Toyota Innova, Maruthi Ertiga, Hyundai Alcazar, Kia Carens, Toyota Rumion, - 7 seater vehicle preferred. The vehicle model should be from 2022-23) on monthly basis for a period of ONE YEAR from 01.05.2024 to 30.04.2025.

TENDERING PROCESS:

Tender is invited in two parts i.e. (1) Technical bid and (2) Financial bid. The tender form for Technical bid prescribed in Annexure-I and the tender form for the financial bid in proforma prescribed in Annexure-II complete in all respects should be submitted at Room.no.628, Wanaparthy Block, 6th floor in two separate sealed covers addressed to the Administrative Officer, O/o Principal Commissioner of Income tax, Technical Unit-4, Chennai-600034 by **02:00.PM on 16.04.2024**. The sealed covers should be super scribed with "Technical Bid - Contract for hiring of vehicles" and "Financial Bid- Contract for hiring of vehicles" respectively. It will be opened by the Committee members on **16.04.2024** at **04:00 PM**. in the presence of bidders. Any Tender not containing the required documents and not fulfilling the qualification criteria indicated in the Tender document shall be summarily rejected. Incomplete bid document shall be rejected. The valid technical bids will be scrutinized by the committee members to short list the eligible bidders. Thereafter, the financial bids of the short listed bidders will be opened by the committee members on a subsequent date. Late submission of tenders will not be accepted. **Each technical bid should accompany with a Crossed Demand draft/ Bankers Cheque of Rs.1,000/- (Rupees One Thousand only) as Earnest Money Deposit, favoring "The Administrative Officer, O/o the Pr. Commissioner of Income Tax -Technical Unit-4, Chennai- 600 034".** Qualifying bids without Earnest Money Deposit will be rejected.

The successful bidder of the contract has to submit a **Performance Guarantee either by way of Fixed Deposit or Bank Guarantee receipt in terms of 5% of the Annual contract amount** within three days from the day of obtaining the contract.

The tender applicant should sign and stamp each page of this tender document as a token of having read and understood the terms and conditions contained herein and submit the same along with the bid. The tenderer would fill up the information in the Annexure I & II enclosed at the end of this document in clear and legible terms. Wherever the prices are quoted, it should be written both in figures and words as well. Annexures will also have to be signed and stamped by the firm through its authorized signatory.

**TERMS AND CONDITIONS FOR
HIRING OPERATIONAL VEHICLE**

1. Vehicle is proposed to be hired for an initial period of **ONE YEAR from 01.05.2024 to 30.05.2025**, with a provision of extending it for a further period of one year or less at the discretion of the Principal Commissioner of Income-tax, Technical Unit-4, Chennai. The vehicle proposed to be hired should be **Toyota Innova, Maruti Ertiga, Hyundai Alcazar, Kia Carens, Toyota Rumion, - 7 seater vehicle preferred. The vehicle model should be from 2022-23.** The vendor will have to put up a separate board on the vehicle showing that it is on “Government of India duty”. **The maximum monthly hire charges of each vehicle should not exceed Rs.50,000/- + GST as per Department of Revenue’s O.M.dt.11.02.2019.**
2. The vehicle must be in good condition. The vehicle will be used by the department in Chennai and outside Chennai, for upto **2000 kilometers per month.** The unutilized kilometers will be carried forward to the next month and this will be continued till the end of the contract period of one year or the extended period beyond one year, as the case may be. The mileage from the vehicle providers office or any other place to the office premises of the entitled officer will not be counted under the mileage. The unused kilometres would mean the difference between agreed kilometres (2000 kms) run in a month and actual kms run by the vehicle of the operator, if the actual kms run by the vehicle is individually less than the agreed kms.
3. The department shall pay a sum of Rs.50,000/- + GST (Rupees fifty thousand only) per month and also GST thereon as applicable for each vehicles supplied for the services rendered by the service provider as per the terms and conditions. Every additional kilometre, beyond 2000 kms, shall be paid for by the user at the rate of Rs.10/- per kilometre.
4. The contractor shall provide dedicated driver 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.
5. 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.
6. The driver deployed along with vehicle should satisfy the following conditions;
 - a) Driver should have minimum 3 years’ experience in driving with valid driving licence.
 - b) Driver should be well versed with the roads and different localities of Chennai and surroundings.

- c) Once the driver has been allotted to a particular vehicle, he should remain with the same vehicle for a period of at least one year unless change is called for. However, any change in the designated driver should be intimated to the concerned officer before 24 hours.
 - d) Driver should be provided with smart phone. The expenses for smart phone should be borne by the contractor.
 - e) The driver should have knowledge of using GPS aps such As Google Maps etc., which should be available with them.
 - f) The vehicle should be fitted with FASTag RFID to comply with toll related regulations. The parking charges and toll charges will be borne by the department.
 - g) Driver should be decent and well behaved and should maintain the uniform.
 - h) As far as possible, the contractor should provide drivers who can understand and speak English/Hindi as well.
 - i) In case of a request to change the driver by the Officer, driver will be changed at the earliest (15 days).
7. The vehicle shall be deemed to be at the disposal of the Income-tax Department during the period of official use and the billing shall be made from the reporting place to the relieving place. In certain cases where relieving place is not the ordinary place of reporting, the ordinary place of reporting shall be deemed to be relieving place.
8. The liability on account of fuel, driver salary/ allowances/driver uniform/perquisites 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.
9. The contract between the Department and the contractor can be cancelled with a notice period of 15 days from either side. However, the Department may cancel the contract without giving the aforesaid notice and without assigning any reason in case of service failure of the contractor to abide by the terms of agreement.
10. The vehicle should always be maintained in good condition. Towels, Air Fresheners and other requirements which present the vehicle in good looking and running condition shall be arranged by the service provider. The department retains the right to furnish the same and deduct such expenses, if required.
11. The officer in-charge or the staff of the office or any other person authorised by the officer-in-charge may inspect the vehicle from time to time to ensure that the vehicle is maintained in good condition.
12. 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.

13. 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.
14. In case a vehicle is not maintained properly, the same should be replaced with a good condition vehicle of the same brand immediately. 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.
15. 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 a monthly basis.
16. The contractor to whom the contract is awarded, shall submit a refundable performance guarantee of 5% of annual 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.
17. The successful bidder shall enter in to a contract with the Department.
18. The Income-tax Department reserves the right to accept or reject any part of tender or whole tender without assigning any reason.
19. In case the service provider withdraws or the department terminates this contract for violation of terms and conditions, during the period of contract, the service provider has to bear the additional expenses in making temporary arrangements for the service and identifying a new service provider.
20. The contract may be renewed for a further period of one year or less on completion of the current period subject to the satisfaction of the office about the quality of the service offered and fulfilment of the terms and conditions mentioned above by the service provider.
21. Contracted hire charges include monthly charges of drivers, repairs and parking, maintenance of vehicles, insurance, petrol/diesel, oil and also any other incidental expenses in running and maintenance of the vehicles.

22. The vehicle should fulfil the legal obligations prescribed by the State Transport Authority like payment of road taxes, etc. All requirements under various statutory loss must be complied and any default will be the liability of the contractor and this department shall not be liable in any matter whatsoever. In case of any accident or any other contingency or claim arising out of it shall be borne by the contractor only and no claim whatsoever shall be borne by the Income tax Department.
23. The duty point for Chennai is Wanaparthy Block or any other place intimated from time to time and the mileage would be reckoned to and from the duty point only.
24. The contractor should ensure that the operational vehicles are fitted with appropriate seat belts etc.
25. The responsibility for the safety and security of the operational vehicle provided solely lies with the contractor. The vendor is liable for payment of claims/expenses in case of accident. He will also indemnify the office of the concerned officer against any loss/damage of the property or life attributable to the negligence on the part of the driver or poor maintenance of the vehicle.
26. Any authorised user of the department has the right to return the vehicle if he is not satisfied to the plying conditions of the vehicle on any one of the grounds as mentioned above. In such cases, a penalty of Rs.1000/- and the actual cost of hiring a similar vehicle will be deducted from the contractors' pending bill payments.
27. Operational vehicles will be deemed to be at the disposal of the Income tax department for all the days of the month, seven days a week. A log book shall be maintained for the vehicle. In case of any accident, all claims arising out of it shall be met out by the contractor. If the vehicle does not report on time/does not report for duty at all, the user will have the right to hire a vehicle from the market. In case of failure to provide alternative vehicle, the actual expenses incurred to hire a vehicle from market shall be deducted from the monthly hire charges.
28. To facilitate easier scrutiny of bills, the following details are required in the trip sheet:
 - a. Reporting time and place.
 - b. Opening kilometre
 - c. Closing kilometre
 - d. Time of closing
 - e. Place of closing
 - f. Signature of the user

29. Bills should be submitted on monthly basis with all supporting documents and payments will be made within reasonable time from the date of submission of bills after deducting necessary GST @ 2% and TDS @ 2%. No interest is payable on the bill amount in any circumstances. 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 officer using the vehicle for each and every entry without fail.
30. 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 further tender of the department.
31. The operational vehicle deputed for must have the tanks filled with fuel to cover the entire officer(s) in charge concerned from time to time.
32. Liability of the department is limited to the contract value only.
33. In case of any dispute, the jurisdiction of the courts of Chennai shall apply.
34. Insurance of the vehicle and the risk of the passengers travelling in the vehicles shall be covered by the contractor to the extent of liability as specified in the Motor Vehicle Act and Rules made there under or any other law in force.
35. No increase in rate due to fuel escalation would be permitted during the period of contract.
36. Timing should be followed strictly.

ANNEXURE - I

TECHNICAL BID DOCUMENT

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) :
5. No. of years of experience in providing Vehicles (Min. 3 years' experience in providing Vehicles to Government Departments 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
8. Permanent Account Number :
9. GST Registration No :
10. Details of EMD

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 of 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)

ANNEXURE - II

FINANCIAL BID DOCUMENT

Hiring of Operational Vehicle

RATE QUOTATION FOR THE PERIOD OF ONE YEAR
FROM 01.05.2024 TO 30.04.2025

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 operational vehicle and their models :
(Exclusive of Service Tax)
**The Maximum monthly hire charges of each vehicle
should not exceed Rs.50,000/- + GST as per Department
of Revenue's O.M.dated.11.02.2019.**

S.No.	Description	2 Nos Premium SUV – Toyota Innova, Maruthi Ertiga, Hyundai Alcazar, Kia Carens, Toyota Rumion, - 7 seater vehicle preferred. The vehicle model should be from 2022-23
1	For 2000 Kms	
2	For every extra kilometer beyond 2000 Kms	

(Signature of the authorized signatory with date)