



GOVERNMENT OF INDIA
Income Tax Department
Office of the Additional Commissioner of Income Tax(ReAC)
Review Unit-2(3), Chennai (Stationed at Madurai)
V.P.Rathinasamy Nadar Road, Bibikulam, Madurai - 625 002

F.No.1/Operational Vehicle/Addl.CIT/MDU/2020-21

Date: 05.03.2021

OPERATIONAL VEHICLE

The Income Tax department invites sealed offers from reputed/authorized tour operators to hire one mid-size vehicle (Toyota Innova Crysta/ Maruti Ertiga/ Mahindra Marazzo/ Hyundai Creta) on monthly basis for use as Operational vehicle for the O/o the Addl. CIT, ReAC, RU-2(3), Madurai for the period from 01.04.2021 to 31.03.2022 which may be extended further.

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 proforma prescribed in Annexure - II complete in all respects should be submitted to the O/o the Additional Commissioner of Income tax (ReAC), Review Unit - 2(3). Chennai (Stationed at Madurai), V.P.Rathinasamy Nadar Road, Bibikulam, Madurai - 625 002. The last date for receipt of filled in tender Form in sealed covers is 22/03/2021 on or before 4.00 pm. The sealed covers may be super scribed with "**Technical Bid Contract for hiring of vehicles**" and "**Financial Bid-Contract for hiring of vehicles**" respectively. The Income tax Department shall not be responsible for loss / delayed receipt of tender document sent by post. The Technical Bids will be opened by the Tender Committee on 23/03/2021 at 11.00 am in Room no.106, 1st floor, main building, Income Tax Department, No.2, V.P Rathinasamy Nadar Road, Bibikulam, Madurai - 625 002. The Financial bids of qualified bidders will be opened subsequently on the same day. The Principal Commissioner of Income Tax (ReAC), Review Unit - 2, Chennai reserves the right to cancel or postpone the tender or reject any bid without assigning any reason. Incomplete bid documents will be rejected. The valid technical bids will be scrutinized by the Department to shortlist eligible bidders. Thereafter the financial bids of the shortlisted bidders will be opened by the Tender Committee on the same day. **Late submission of tenders will not be**

accepted. Each technical bid should accompany the Earnest money Deposit of Rs.1000/ - in the form of Crossed Demand Draft of S.B.I. payable at Chennai drawn in favor of the ZAO, CBDT, Chennai. Qualifying bids without Earnest Money Deposit will be rejected.

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 to be quoted should be written in figures and words as well. Annexure will also have to be signed and stamped by the applicant through its Authorized Signatory.

V. Srinivasaraj

V.Srinivasaraj, I.R.S.,
Additional Commissioner of Income Tax (ReAC),
Review Unit - 2 (3),
Chennai

TERMS AND CONDITIONS

1. Contracted hire charges include monthly charges of drivers, repairs and parking, maintenance of vehicle, insurance, petrol/diesel oil and also any other incidental expenses in running and maintenance of vehicle.
2. The vehicle should always be maintained in good condition. Towels, Air Fresheners, sanitization of the vehicle and other requirements should be present in the vehicle and be in good condition and they shall be arranged by the service provider, the department retains the right to furnish the same and deduct such expenses, if required.
3. The vehicle must be a mid size vehicle (**TOYOTA INNOVA CRYSTA / MARUTI ERTIGA/ MAHINDRA MARAZZO/ HYUNDAI CRETA**) of recent make. Preference will be given for vehicle aged 5years or less. Vehicles aged more than 5 years will not be considered for the Tender/contract and they will be disqualified at the time of selection for financial bids. Other conditions being equal, preference will be given to new vehicle. The vehicle must be in excellent condition, clean, mechanically fit and preferably white coloured.
4. The vehicle should fulfill the legal obligations prescribed by the State Transport Authority like payment of road taxes, etc. All requirements under various statutory laws must be complied with. Any default will be liability of the contractor and this department shall not be liable in any matter whatsoever.
5. The contractor should ensure that the operational vehicles are fitted with appropriate seat belts, etc. The responsibility for the safety and security of the operational vehicle provided solely lies with the contractor. The vendor is liable for payment of all claims/expenses or/and any other contingency in case of any accident. No claim whatsoever shall be borne by the Income Tax Department.
6. The contractor shall also indemnify the office of the concerned Officer against any loss/damage of property or life attributable to negligence on the part of the driver or poor maintenance of the vehicle.
7. Operational vehicle shall be arranged even at short notice. The vehicle shall be deemed to be at the disposal of the Income Tax Department for all seven days a week.



8. The vehicle should be provided along with the driver, and must have the tank filled with fuel to cover the entire trip. The vehicle supplier shall ensure that driver is made available along with vehicle for all seven days in a week.

9. The contractor shall provide dedicated driver and any change in driver should be made only in very exceptional circumstances. 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 the day or night for the entire contract period.

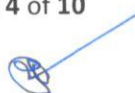
10. The driver deployed along with vehicle should satisfy the following conditions:

- a) Driver should be having valid driving license and minimum 3 years experience in driving.
- b) Driver should be well versed with the roads and different localities of Madurai and surroundings.
- c) Once the driver has been allotted to a particular vehicle, should continue in 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 mobile phone. The expenses for mobile phone should be borne by the contractor. The mobile number of the driver should be given to the respective controlling officer
- e) Driver should be decent and well behaved and should maintain the uniform.

11. In case of non-compliance of the above terms and conditions of contract, a penalty may be levied. The penalty for some of the default is as under,

- a) Late reporting Rs.1,000/- 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,

12. The duty point for Madurai is Income Tax Office, Madurai or any other place intimated from time to time and mileage of the vehicle would be reckoned to the duty point only. The vehicles shall normally be used within the jurisdiction of the Additional Commissioner of Income Tax (ReAC) (Review Unit) 2(3), Chennai (stationed at Madurai).



13. In case a vehicle is not maintained properly, the same should be replaced with a good condition vehicle of same brand immediately. In case of failure to do so, it would be considered as non-reporting of the vehicle and penalty charges shall be levied of Rs. 2,000/- per day in addition to deduction of proportionate contract charges.

14. Hire charges will be paid for one of the vehicle for the whole month subject to maximum usage of 2000 K.M. per month. The distance is to be calculated from the place of reporting to the place of release. Any unutilized km. is to be carried forward and set off in the succeeding months till the contract ends. The unutilized kilometers would mean the difference between agreed kilometers ie. 2000 Kms. run in a month and actual kilometers run by the vehicle of the operator, if the actual kms run by a vehicle is individually less than agreed kilometers

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 monthly basis.

16 Bills should be submitted on monthly basis with all supporting documents and payment will be made within reasonable time from the date of submission of bills after deducting TDS as per IT Act 1961. 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.

17. 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.

18. No negotiation will be undertaken with any tenderer/contractor except the lowest bidder. In case the quotations of more than one bidder are equal in respect of vehicles, preference will be given to the bidder having more number of vehicles with lesser meter reading (vehicle travelled for lesser kilometers).

19. The successful bidder shall provide the details of the vehicle within 7 days of bid opening date and also present himself for signing the agreement, as and when called for. The successful bidder shall enter into a written agreement with this office on a hundred rupee stamp paper.

20. In the event of the award of the Tender prior to execution of the contract, the contractor shall be required to submit copies of the Registration Certificate and comprehensive insurance policies of the vehicle being offered for hire and particulars with photograph of the driver. He shall be also required to produce the vehicle in Income Tax Office, Madurai for physical verification/inspection.

21. The contract between the Department and the contractor can be cancelled with a notice period of one month 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.

22. Liability of the Department is limited to the contract value only.

23. Insurance of the vehicle and the risk of passenger travelling in the vehicle should be covered by the contractor to the extent of liability as specified in the Motor Vehicle Act & Rules made there under or any other law in force.

24. 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.

25. All such companies/Firms which have any complaints against them, or, any penal/disciplinary action leveled/ pending against them, will be debarred from participating in tender.

26. Only local Companies/Firms are invited to participate in tender.

27. The Headquarter office of the Companies/Firm must be in Madurai only. Moreover, Headquarter of the Companies/Firm must have registered and running office in Madurai for minimum of last 5 years along with a valid address proof.

28. The local Companies/Firms having work experience in other Pvt. Bodies/ Govt. Departments will be preferred.

29. The bidder shall

i) Have minimum of 3 years experience in serving any Semi Govt./reputed Pvt. Companies.

ii) Own minimum of 5 cars as on the date of submitting the bid.

iii) Should have a minimum turnover of Rs.50.00 lakhs during the Financial Years 2017-18, 2018-19 and 2019-20.



ADDITIONAL TERMS AND CONDITIONS:

- i) Availability of Office of Service provider in Madurai, Tamil Nadu.
- ii) The bidder should not be under liquidation, court receivership or similar proceedings and/or should not be a bankrupt. The Bidder shall submit an undertaking to this effect.
- iii) Dedicated/Toll Free Telephone No. for service Support: Bidder must have dedicated/toll Free Telephone No. for service support.
- iv) The Bidder must provide Escalation Matrix of Telephone Numbers for Service Support.
- v) For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria:
 - a. Purchase Order copy along with Invoice(s) with self certification by the bidder that supplies against the invoices have been executed
 - b. Execution certificate by client with order value.
 - c. Any other document in support of order execution like Third Party Inspection release note, etc.
- vi) Service Provider is required to pay Salaries / wages of contracted staff deployed at buyer location first i.e. on their own and then claim payment from Buyer along with all statutory documents like, PF, ESIC etc, as well as the bank statement of payment done to staff.
- vii) To be eligible for award of contract, Bidder must possess all the Certificates / Test Reports on the date of Technical bid opening and shall produce on the date of awarding contract. **Bidder's offer is liable to be rejected if they don't produce any of the certificates/ documents sought in the Tender document and Corrigendum if any.**
- viii) **The bill for the respective months may be raised in the name of the Additional Commissioner of Income-tax (ReAC). Review Unit-2(3), Chennai and submitted to the Principal Commissioner of Income Tax (ReAC), Review Unit-2, Chennai for payment, along with log book and other requirements.**



(To be submitted in a separate sealed cover with a mention
"TECHNICAL QUOTATION" at top of the sealed cover)

ANNEXURE-1

PROFORMA FOR SUBMISSION OF TECHNICAL QUOTATION FOR HIRING OF CARS FOR

O/o ADDITIONAL COMMISSIONER OF INCOME TAX (REAC), REVIEW UNIT-2(3), CHENNAI
(STATIONED AT MADURAI)

1	Name of the Service provider	
2	Address & Contact No. of the Service Provider	
3	PAN	
4	GST Number	
5	i) Experience in years, along with copies of appreciation certificate from minimum of two parties ii) Total number of cars owned for hire, along with copies of RC iii) Turnover in FY 2017-18, 2018-19 and 2019-20, along with copies of IT returns filed iv) All documents as per attached check list Available to be produced on opening of Technical Bid. v) Date of purchase of the vehicle should be less than 5 years. (Furnish date of registration of the vehicle)	

Date:

Station

Signature
(Name with seal)

(To be submitted in a separate sealed cover with a mention
"FINANCIAL QUOTATION" at top of the sealed cover)

ANNEXURE -II

PROFORMA FOR SUBMISSION OF FINANCIAL QUOTATION FOR HIRING OF CARS FOR
O/o THE ADDITIONAL COMMISSIONER OF INCOME TAX (ReAC), REVIEW UNIT-2(3), CHENNAI
(STATIONED AT MADURAI)

- 1) Name of the Service provider :
 - 2) Address (Please enclose the documentary proof):
 - 3) Name of the contact person:
 - 4) Mobile / Contact No. :
 - 5) PAN:
 - 6) GST No:
 - 7) Hiring charges per month
- (Quotation should be given for the vehicle)**

SI No	Type of vehicle	Year of Make	Distance travelled	Hire charges per month (excluding GST)	Rate per km, if the kms maximum of 2000 exceed the kms.
1	Mid Size				

In case of new vehicle proposed to be purchased and to be provided on hire to the Department, the year of make may be mentioned as proposed to be purchased. In any case, the vehicle should be ready for use on 07/04/2021.

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 abide by the same.

Date:
Station

Signature
Name with seal

Below check list must be filled and Uploaded by Sellers/Bidders

SI.No	Specifications	Yes/No
	Technical Specification	
1	Bidder Turnover >= 50 lakhs for FYs 2017-18. 2018-19 and 2019-20	
2	Required Experience Certificate Submitted	
3	Turnover Supporting Documents Submitted	
4	EMD supporting documents	
5	Required Project Experience in Vehicle Hiring	
	Bid Specific Additional Terms	
6	Bidder financial standing undertaking submitted	
7	Local Office of Service Provider [In Tamil Nadu]	
8	Field Officer Manager placed in Madurai for Monitoring Services	
9	Dedicated /toll Free Telephone No. for Service Support details submitted	
10	Escalation Matrix For Service Support submitted	
11	Vehicle Model Year/KMs Travelled So far	
12	Vehicle Details	
13	PAYMENT OF SALARIES AND WAGES supporting documents submitted	

