



**GOVERNMENT OF INDIA
INCOME TAX DEPARTMENT
OFFICE OF THE COMMISSIONER OF INCOME TAX (DR) (ADMN) ITAT,
'B' BLOCK 'D' WING, II FLOOR, RAJAJI BHAVAN
BESANT NAGAR, CHENNAI-600090.**

S.F.No.114/Vehicle/CIT(DR)(ITAT)/2025-26

Dated: 28-05-2025

NOTICE INVITING TENDER

WANTED TWO STAFF CAR VEHICLE ON HIRE

The Office of the Commissioner of Income Tax (DR)(ITAT), Chennai invites sealed offers from reputed parties engaged in the business of providing transport facilities for hiring of 2 Nos. of Staff Car Vehicle - Innova Crysta /Kia Carens 2024/2025 Model for use of this office for one year from 01-07-2025 to 30-06-2026, extendable for a further period of one year subject to mutual satisfaction. Tender forms along with terms and conditions can be obtained from the **Administrative Officer, Office of the Commissioner of Income tax (DR)(Admn) ITAT, Chennai 2nd Floor, B Block, D Wing, Rajaji Bhawan, Besant Nagar, Chennai- 600090** on all working days (Monday to Friday) between 10.00 am and 5.00 pm on payment of Rs.500 (NON-REFUNDABLE) by way of Demand Draft / Banker's Cheque of Scheduled bank drawn in favour of the Administrative Officer, Office of the Commissioner of Income tax (DR)(Admn ITAT), Chennai. The last date for receipt of filled-in tender form in sealed cover is 09-06-2025 before 3:00 PM. The tender will be opened on 10-06-2025 at 11.30 am. The office reserves the right to cancel or postpone the tender or reject any bid without assigning any reasons.

(P. MURUGAN)
Administrative Officer
O/o CIT (DR) Admn, ITAT,
Chennai-90.

TERMS AND CONDITIONS

1. The vehicle service shall cover all stations, places in Tamil Nadu and Puducherry region.
2. The vehicle provided by the contractor on hire will be with driver and with fuel who must be in proper white uniform and should have a valid driving license and be competent to drive. The driver should be provided with a mobile phone by the contractor.
3. The vehicles must be in excellent condition, clean, mechanically fit and must be a **latest vehicle**. The vehicle should not have been purchased prior to **01.06.2024**.
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 duty point is the O/o.Commissioner of Income-tax (DR), Income-tax Appellate Tribunal, Second Floor, D Wing, B Block, Rajaji Bhawan, Besant Nagar, Chennai - 90 or any other place intimated from time to time and the mileage and time would be reckoned to the duty point only. In short, shed mileage will not be permitted.
6. The drivers must be literate and well-behaved. He must follow traffic rules & regulations prescribed by the Government from time to time.
7. The required vehicle deputed for duty must have the tanks filled with fuel to cover the entire trips. The Transport Operator and the driver shall be bound to carry out the instructions of the Officer(s) in charge concerned from time to time.
8. The contractor should ensure that the required vehicles are fitted with appropriate seat belts and also with good music system, perfume & tissue etc.
9. Insurance of the vehicle and the risk of passenger travelling in the vehicles 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.
10. Any authorized user of the Department has the right of returning the vehicle if he is not satisfied as to the plying condition of the vehicle on any one of the grounds as mentioned above. In such cases, a penalty of Rs. 1000/- or the actual cost of hiring a similar vehicle, whichever is higher, will be deducted from the contractor's pending bill payments.
11. The contractor shall also be responsible for providing a suitable replacement immediately if the vehicle breaks down. In the event of failure to provide such replacement as stated above, the Income Tax Department will claim Rs.1000/- towards penalty or the actual cost for making alternate arrangement whichever is more.
12. The responsibility for the safety and security of the operational vehicle provided solely lies with the contractor. It is also the contractor's absolute responsibility to take care of any damage/ repairs caused to his operational vehicle during the operation of the contract.
13. Staff Car vehicle should be arranged even at short notice. The vehicle shall be deemed to be at the disposal of the Income Tax Department, Chennai for all the days of the month, **seven days a week, 24 hours a day**.
14. The vehicle service will cover for continuous outstation visits with stay for any number of days at no extra cost. The expenditure like driver beta, food and other expenses of driver etc. will be borne by the contractor.

15. A log book shall be maintained for vehicle. In case of any accident, all claims arising out of it, shall be met by the contractor. The contractor should have minimum of 1 year of experience in providing vehicles to Government Departments/PSUs. The contractor should preferably be the owner of the vehicle. The vehicle should not be hired from any outsider and it should be exclusively for the departmental use. **The vehicles should be parked in the Income tax campus only, when not in use.**

16. To facilitate easier scrutiny of bills, the following details are required 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.

17. The vehicle provided by the contractor shall be for 2000 kilometers in a month. The unused kilometers of a month shall be carried forward to the subsequent months till the contract ends. The unused kilometers would mean the difference between agreed kilometers i.e. 2000 kms and actual kilometers run in a month.

18. Bills should be submitted on monthly basis with all supporting records and payment will be made within 30 days from the date of submission of bills after deducting TDS as applicable. The GST on the monthly bill will be borne by the department. 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.**

19. 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 future tender of the department.

20. 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.200/- per day
- (b) Non reporting Rs.1000/- per day
- (c) Refusal of duties Rs.1000/- per instance
- (d) Non-observation of dress code Rs.200/- per instance
- (e) Change of drivers without prior intimation Rs.200/- per instance.

21. The contractor to whom the contract is awarded, shall submit a refundable performance guarantee of 5% of contract amount 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.

22. In case the contractor withdraws or the department 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 contractor on temporary arrangement till the time of appointing a regular contractor through a similar tender process, will be adjusted against performance guarantee of 5% of contract amount provided by the contractor.

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

24. No extra payment would be made for out-station journeys within Tamil Nadu and Puducherry region.

25. All vehicles should comply with the rules and regulations of RTO Chennai.

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

ANNEXURE – I

**PROFORMA FOR SUBMISSION OF TECHNICAL QUOTATION FOR HIRING
OF TWO Nos. STAFF CAR VEHICLE FOR O/o CIT(DR), ITAT, CHENNAI.**

1	Name of the Service Provider	
2	Address of the Service Provider	
3	PAN	
4	GST Number	
5	Experience in years along with details	
6	Vehicle/(s) proposed to be hired/year of make	

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 TWO Nos.STAFF CAR VEHICLE FOR O/O CIT(DR), ITAT, CHENNAI-90.

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) DD/Bank Cheque of Rs.500/- details:

8) Hiring charges per month:

S.No	Type of vehicle	Year of Make	Distance travelled Per month	Hire charges per month (Excluding GST)	Rate per km if the kilometres exceed the maximum
			2000 Kms		

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".

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 the same.

Date:

Signature :

NAME with seal: