



भारतसरकार/Government of India

वित्तमंत्रालय/Ministry of Finance

आयकरविभाग/Income tax Department

मुख्यआयकरआयुक्तकाकार्यालय (क्षेत्रीय फेशलेस निर्धारण केंद्र) 2चेन्नई  
Office of the Chief Commissioner of Income tax (ReFAC)-2, Chennai

121, महात्मागांधीरोड/Mahatma Gandhi Road, चेन्नई/Chennai - 34

S.F.No.114/Vehicle Hiring/CCIT(ReFAC)-2/2021-22

Dated: 29-11-2021

## **NOTICE INVITING TENDER**

### **WANTED STAFF CAR VEHICLE ON HIRE**

The Office of Chief Commissioner of Income tax (ReFAC)-2, Chennai, invites sealed offers from reputed parties engaged in the business of providing transport facilities for hiring of 1 No. of Staff Car Vehicle (Honda City / MarutiCiaz/ InnovaCrysta ) of 2021 model or thereafter for initial period of 2 years from the date of placing the order. Tender forms along with terms and conditions can be obtained from the **Administrative Officer, Office of the Chief Commissioner of Income tax(ReFAC)-2**, Room No.311, Third Floor, AayakarBhavan, Main Building, No.121, Mahatma Gandhi Road, Chennai-34 on payment of Rs. 500/- (NON-REFUNDABLE) by Demand Draft of Schedule bank drawn in favour of the Administrative Officer, Office of the Chief Commissioner of Income tax(ReFAC)-2, Chennai. The last date for receipt of filled tender form is **21.12.2021 at 12.00 Noon.**

The quotations received will be opened **on 21-12-2021 at 16:00 pmin** the presence of the undersigned.

(S.MALARSELVAM)

ADMINISTRATIVE OFFICER/DDO

O/O CHIEF COMMISSIONER OF INCOME TAX(ReFAC)-2,

CHENNAI



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Office of the Chief Commissioner of Income tax (ReFAC)-2, Chennai  
121, महात्मागांधीरोड/Mahatma Gandhi Road, चेन्नई/Chennai - 34

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**NOTICE INVITING TENDER**  
**STAFF CAR VEHICLE**

The Office of Chief Commissioner of Income tax - RFAC, Chennai, invites sealed offers from reputed/ authorized Taxi / Tour Operators to hire 1 No. of Staff Car Vehicle (**Honda City / MarutiCiaz/ InnovaCrysta**) of 2021 model or thereafter on monthly basis for a initial period 2 years from the date of placing this order subject to satisfactory performance of the contractor.

**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 pro forma prescribed in Annexure-II complete in all respects should be submitted at Room No. 311, 3<sup>rd</sup> Floor, aayakarBhawan, 121, Mahatma Gandhi Road, Nungambakkam, Chennai-34 in two separate sealed covers addressed to the Administrative Officer, O/o CCIT(ReFAC)-2, Chennai-600 034, by **2:00 P.M** on **21-12-2021**. The sealed covers may be superscripted with "Technical Bid - Contract for hiring of vehicles" and "Financial Bid- Contract for hiring of vehicles" respectively. It will be opened by the undersigned on **21-12-2021 at 4:00 P.M.** 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 Department to short list the eligible bidders. Thereafter, the financial bids of the short listed bidders will be opened by the undersigned on the same date. Late submission of tenders will not be accepted. Each technical bid should accompany with Crossed Demand draft/ Bankers Cheque of Rs.10,000/- (Rupees Ten Thousand only) as Earnest money deposit, favoring "The Administrative Officer,

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 to be quoted should be written 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:

1. The vehicle provided by the contractor on hire will be with driver who must be in proper **white uniform** and should have a valid **driving license** and be competent to drive. The Driver should have an experience of at least three years and should be familiar with the city roads. Each driver should be provided with a **mobile phone** by the contractor.
2. The vehicles must be in excellent condition, clean, mechanically fit and must be a **new vehicle i.e 2021 model or thereafter** with good music system, perfume, tissues, etc.,
3. The vehicle should fulfill the legal obligations prescribed by the State Transport Authority like payment of road taxes. The Service Tax/GST will be payable by the department , excluding the contract amount.
4. The duty point is the Income Tax Office, 121, M.G. Road, Chennai- 34 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.
5. The drivers must be literate and well-behaved. He must follow traffic rules & regulations prescribed by the Government from time to time.
6. The Staff Car 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.

7. The contractor should ensure that the Staff Car vehicle are fitted with appropriate seat belts.

8. 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.

9. 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 bills payments.

10. 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.

11. 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 Staff Car vehicle during the operation of the contract.

12. 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. A log book shall be maintained for each vehicle. In case of any accident, all claims arising out of it, shall be met by the contractor. **The vehicles should be parked in the Income tax campus only, when not in use.**

13. Once the Contract comes in to force, the Contractor shall submit copies of the vehicle insurance papers, RC copies of the Vehicles provided, lease agreement in respect of vehicles leased by the tenderer, driving licenses, medical insurance documents of the drivers and NOC for drivers from the respective Police Stations. Any change in drivers should be intimated well in advance and should be in line with the above mentioned conditions.

14. 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.

15. The **unused kilometers** of a month can 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.run in a month and actual kilometers run by one or more car of the operator if the actual kms.run by a car is individually less than agreed kilometers.


16. 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 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 future tender of the department.

18. 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 in terms 5 % of the annual contract provided by the successful bidder.

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

20. No extra payment would be made for out-station journeys within Tamilnadu.

  
(S.MALARSELVAM)  
ADMINISTRATIVE OFFICER/DDO  
O/O CHIEF COMMISSIONER OF INCOME TAX(ReFAC)-2,  
CHENNAI

**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 Staff Car Vehicle**

**RATE QUOTATION FOR F.Y. 2021-22 & 2022-23**

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)

S.No.	Description	
1	For 2000 Kms	
2	For every extra kilometer beyond 2000 Kms	

(Signature of the authorized signatory with date)