



भारत सरकार GOVERNMENT OF INDIA  
आयकर विभाग INCOME TAX DEPARTMENT  
संयुक्त आयकर आयुक्त का कार्यालय, वेल््लोर रेंज, वेल््लोर,  
OFFICE OF THE JOINT COMMISSIONER OF INCOME TAX, VELLORE RANGE, VELLORE  
नंबर 2, बैरक क्रॉस रोड, ऑफिसर्स लाइन, वेल््लोर-632001  
NO.2, BARRACKS CROSS ROAD, OFFICERS LINE, VELLORE-632001

S.F.No.5/ESTT/VLR/2026-27

Dated: 02.09.2026

**NOTICE FO INVITING TENDER FOR HIRING VEHICLES**

Sealed tenders are invited for hiring of Two vehicle of the following models.

| SL.NO | TYPE OF VEHICLE                                                   | NUMBER OF VEHICLES<br>REQUIRED |
|-------|-------------------------------------------------------------------|--------------------------------|
| 1.    | Mid -Size Toyota Innova/Xylo/Tavera/Ertiga or<br>Equivalent (New) | One                            |
| 2.    | Small-size Honda Amaze/Maruti swift Dzire/Toyota<br>Etios         | One                            |

For a period of one year which may be extended for further one year.

Bidders are advised to read tender document (uploaded on departmental website) and check their eligibility before participating in the bid.

Preference will be given to the bidder who has more experience in this field in central Govt/state govt. Department/ Public sector undertaking when rate quoted are same.

Document showing Ownership of the vehicle/Booking of the vehicle, PAN Documents and GST Registration document should be furnished along with bid.

Tender details along with terms and conditions are available online on Income Tax Department website i.e <http://www.incopmetaxindia.gov.in>. However, for any clarification,

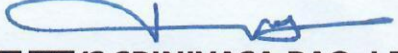


bidders may contact the O/o the Joint Commissioner of Income Tax, Vellore Range, Vellore. The last date for submission of bid is **28.09.2026 by 5.00 PM.**

The tender documents with terms and conditions may be obtained from the Income Tax Officer/Drawing and Disbursing Officer, Vellore during working days on payment of non-refundable fee of Rs.500/- by way of demand Draft drawn in favour of "ZAO, CBDT, Chennai".

The bids shall be opened on **29.09.2026 at 3.00 P.M.** in the presence of the **Joint Commissioner of Income Tax, Vellore Range, Vellore**, in the JCIT's Room, 2nd Floor, Barracks Cross Street, Officers' Line, Vellore – 632001, and in the presence of such bidders or their authorised representatives who wish to be present at the time of opening of the bids.

The Joint Commissioner of Income Tax, Vellore Range, Vellore, reserves the right to cancel or postpone the tender process or reject any or all bids, without assigning any reason whatsoever.

  
एसश्रीनिवास राव . आई.आर.एस/S.SRINIVASA RAO I.R.S.,  
संयुक्त आयकर आयुक्त/The Joint Commissioner of Income-tax,  
वेल्लोर रेंज, वेल्लोर Vellore Range, Vellore.

Place: Vellore

Date: 02.09.2026.



**TECHNICAL BID DOCUMENT**

|      |                                                                                       |  |
|------|---------------------------------------------------------------------------------------|--|
| 1    | Name of the Proprietor/Registered firm                                                |  |
| 2    | Address of the concern(with Tel No., Fax and email)                                   |  |
| 3    | Name and 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                                      |  |
| 6    | List of Clientele                                                                     |  |
| i)   | Names and address of the parties to whom vehicles were given on hire                  |  |
| ii)  | Period for which the vehicles were hired out                                          |  |
| iii) | Number of vehicles given on hire                                                      |  |
| 7    | Permanent Account Number                                                              |  |
| 8    | Service Tax Registration No.                                                          |  |
| 9    | Details 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 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 Vehicles for IT Office, Vellore****RATE QUOTATION FOR FY 2026-27**

|   |                                                                       |  |
|---|-----------------------------------------------------------------------|--|
| 1 | Name of the Proprietor/ Registered Firm/Company                       |  |
| 2 | Address of the concern<br>(with Tel No., Fax, Email)                  |  |
| 3 | Contact Person(s)(with mobile number)                                 |  |
| 4 | Rates for various operation vehicle and their model(exclusive of GST) |  |

| S.No | Description                               | Rate for _____ |
|------|-------------------------------------------|----------------|
| 1    | For 2500 Kms per month                    |                |
| 2    | For every extra kilometer beyond 2500 Kms |                |
| 3    | Year of manufacture of Vehicle            |                |

(For each kind of vehicle, rate quotation may be shown in separate column)

**(Signature of authorized signatory with date)**



**Terms and Conditions:**

1. Two Vehicle is proposed to be hired for an initial period of **One Year** with a provision of extending it for a further period of one year at the discretion of the Pr. Commissioner of Income tax, Chennai -8, Chennai. The vehicles for medium size with a seating capacity of 7 to 8 persons i. e., Toyota innova/Xylo/Tavera/Ertiga and small size vehicle with a seating capacity of 4 to 6 persons i.e, Honda Amaze/Maruthi Swift Dzire/ Toyota Etios (hereafter the same specification of vehicles will be called as Vehicles in subsequent paras) are proposed to be hired. The vehicle should preferably be new vehicle and in any case not manufactured before 01/01/2021. The vendor will have to put a separate board on the vehicle showing that it is on "Govt. of India duty".
2. The vehicle must be in good condition. The vehicles provided by the contractor shall be **with driver with fuel**. The vehicle will be run by the department for **2500 kilometers per month**. The unutilized kilometers will be carried forward to the next month and this will be continued till the end of contract period of one year or the extended period beyond two years, as the case may be. The mileage from the vehicle provider's office or any other place to the office premises of the entitled officer will not be counted under the mileage of 2500 km per month.
3. The minimum hiring charges should be specified (exclusive of Service Tax) for 2500 km. (reckoned from place of reporting to the allotted officer to the place of release) on monthly basis.
4. If the vehicle runs more than 30,000 kms per year then the excess kms may be set off against the next year, if the contract continues for the subsequent year.
5. The hiring of vehicle is subject to the satisfaction of the Tender Committee with regard to quotation filed commensurate with good condition of vehicle, experience of service provider, past records etc.
6. If the quotations are equal in all aspects, preference will be given to the bidder having more no of vehicles with lesser reading (vehicle travelled for lesser kilometers).
7. The successful bidder shall supply the vehicle to the department from 16<sup>th</sup> of October 2026. Further the vehicle shall be produced for inspection within 2 days of date of tender closure.
8. 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. The vehicle would remain at the disposal of the Department for all seven days with driver in a week during the entire contract period. The vehicle should not be used by the contractor for any other organization or individual either during day or night during the entire contract period.



9. The driver should be having driving license, with minimum experience of three years.
10. The driver deployed along with vehicle should satisfy the following conditions:
  - a) Driver should have minimum 3 years' experience in driving.
  - b) Driver should be well versed with the roads and different localities of Vellore and surroundings.
  - c) Once the driver has been allotted to a particular vehicle, he should continue the same vehicle for a period of at least one year unless he 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 expense for the mobile phone should be borne by the contractor.
  - e) Driver should be decent and well behaved and should maintain the uniform (white pant & white shirt).
11. Payment of minimum charges agreed upon shall be made every month, provided that if the contract does not commence/end in the beginning/end of a month, payment of minimum charges will be made on proportionate basis.
12. The vehicle shall be deemed to be at the disposal of Income-tax Department during the period of official use and 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.
13. The liability on account of fuel, driver salary/allowances/perquisites/insurance and all the 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.
14. The contract between the Department and the contractor can be cancelled with a notice period of 30 days 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.
15. The vehicle should always be maintained in good condition. Towels, air fresheners, Air Conditioner and other requirements which present in 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.
16. The officer in-charge or the staff of the office may inspect the vehicle from time to time to ensure that the vehicle is maintained in good condition.
17. 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.
18. In case of non-compliance of the above terms and conditions of contract, a penalty may be levied. The penalty of 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
19. 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 may be levied as given above, in addition to deduction of proportionate contract charges.
20. 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 the monthly basis.
21. The contractor to whom the contract is awarded, shall submit a refundable performance guarantee of Rs.10,000/- (Rupees ten thousand only) within one week of the contract. The deposit shall be interest free. Performance guarantee may be given by the way of an irrevocable bank guarantee of equivalent amount.
22. The successful bidder will enter into a contract with the department.
23. The Income-tax department reserves the right to accept or reject any part of the tender without assigning any reason.
24. The bidder shall have minimum of 3 years' experience in serving any Govt/Semi Govt/reputed Pvt. companies.
25. In case of failure to report to duty as required/Vehicle break down, causing inconvenience, an amount of hire charges two times of the charges per rate per day will be deducted from the monthly hire charges.