



GOVERNMENT OF INDIA  
OFFICE OF THE COMMISSIONER OF INCOME-TAX (EXEMPTIONS) CHENNAI  
ROOM NO.312, III FLOOR, ANNEXE BUILDING, AAYAKAR BHAVAN,  
NO. 121, MAHATMA GANDHI ROAD, NUNGAMBAKKAM, CHENNAI - 600 034.  
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F.No.41/CIT(E)/VEHICLE TENDER/2024-25

Date: 10.05.2024

### **NOTICE INVITING TENDER**

Sub: Hiring of vehicles for the Office of the Commissioner of Income Tax (Exemptions), Chennai.

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The office of the Commissioner of Income Tax (Exemptions), Chennai, invites sealed tenders from Authorised agencies engaged in the business of Tours & Travels for hiring of vehicles as mentioned below:

S.NO.	TYPE	MODEL	PETROL/DIESEL	NO. OF VEHICLES	STATION	USE
1	SUV	KIA CARENS	PETROL/DIESEL	1	CHENNAI	STAFF CAR

2. Tenders Form along with terms and conditions can be obtained from the Administrative Officer, O/o The Commissioner of Income Tax (Exemption), Chennai on payment of Rs. 500/- (Non-refundable) by Demand Draft of Schedule Bank in favour of ZAO, CBDT, Chennai. The last date for receipt of filled in tender Form in sealed cover is on **15.05.2024 by 04.00 pm**.

3. The tenders shall be opened on **15.05.2024 at 04.30 pm** in the presence of Commissioner of Income Tax (Exemption), Chennai. This office reserves the right to cancel or postpone the tender or reject any tender, if it is not in compliance with the terms and conditions.

(E. SUNDARAM)  
ADMINISTRATIVE OFFICER  
O/o the CIT(Exemptions),  
Chennai – 600 034.

**Copy to:**

1. The Income Tax Officer (HQ)(Accounts), O/o the Pr.CCIT, Chennai, to upload the tender in the website [tnincometax.gov.in](http://tnincometax.gov.in)
2. The File.

## ANNEXURE-I

### TERMS AND CONDITIONS FOR HIRING OF VEHICLE

1. The 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 Commissioner of Income Tax (Exemptions), Chennai-600034. The service provider must put up a separate board on the vehicle showing that it is on "Govt. of India duty".
2. The vehicle must be in good condition. The vehicle will be run by the department for approximately 2000 kilometers per month. The unutilized kilometers will be carried forward to the next month and this will be continued up to the contract period or extended period. The mileage from the service provider's office or any other place to the office premises of the entitled officer will not be counted under the regular mileage, i.e. shed mileage will not be counted as part of the aforesaid 2000 kilometers.
3. The minimum hiring charges should be specified (Exclusive of Service Tax/GST) for 2000 Kilometers (reckoned from place of reporting to place of release) monthly.
4. The hiring of vehicle is subject to the satisfaction of the Commissioner of Income Tax (Exemptions), Chennai-600034, about the quotation filed commensurate with the condition of the vehicle.
5. The successful bidder should supply the vehicle to the department immediately after communication from the department.
6. The contractor shall provide a dedicated driver who should report for duty regularly and any change in the driver should be made with prior approval of the Commissioner of Income Tax (Exemptions), Chennai-600034. A replacement for the driver/vehicle should be made in the event of break down/non-availability of the driver. The vehicle will be used on holidays also. The vehicle will remain at the disposal of the department. Any individual/contractor / service provider should not use the vehicle for personal use during the entire contract period.
7. The driver should be having a valid original driving license with a minimum experience of driving for at least three years.
8. The driver deployed along with the vehicle should satisfy the following conditions-
  - a) Driver should have minimum 3 years' experience in car driving.



- b) Driver should be well versed with routes in Tamilnadu and Puducherry and possess a valid driving licence.
  - c) Once the driver has been allotted to a vehicle, he should remain with the same vehicle for a minimum period of one year, unless a change in driver is called for. However, any change in the driver should be intimated to the concerned officers 24 hours in advance.
  - d) Driver should be provided with a mobile phone and should be reachable throughout the day. The expenses towards the mobile charges must be borne by the service provider.
  - e) Driver should be well disciplined, courteous and should wear uniform while on duty. (White shirt and White pant)
9. Payment will be done on a monthly basis. In case the contract commences or ends during the month, payment will be made proportionately.
10. The vehicle shall be deemed to be at the disposal of this office for all the days of the month, seven days a week, 24 hours a day and the bill shall be made from reporting place to relieving place. In certain cases where the relieving place is not the ordinary place of reporting, the ordinary place of reporting shall be deemed to be the relieving place.
11. The liability on account of fuel, driver salary, allowances, maintenance of the vehicle, and all expenses relating to the vehicle would solely and wholly be borne by the service provider and the department shall not bear any liability apart from the monthly hiring charges.
12. The contract between the department and service provider can be cancelled with a notice period of fifteen days. However, the department may cancel the contract without giving the aforesaid notice period in case of unsatisfactory service by the contractor.
13. The vehicle must be maintained in good condition throughout the contract period. Towels, Air freshener, and other requirements to present the vehicle in good condition shall be arranged by the service provider. The department retains the right to deduct charges for failure to provide the same.
14. 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.

15. In case of non-compliance of the terms and conditions of the contract, penalty may be levied as under.

<u>Sl.No.</u>	<u>Description</u>	<u>Penalty (Rs.)</u>
(a)	Late reporting	500/- per instance
(b)	Non-reporting	500/- per instance
(c)	Refusal of duties	500/- per instance
(d)	Non-adherence to dress code	500/- per instance
(e)	Change of driver without prior permission	500/- per instance

16. In case the vehicle is under repair, the same should be replaced with a vehicle in good condition with the same brand immediately. In case of failure to do so, it would be treated as non-reporting of vehicle and penalty may be levied accordingly, in addition to deduction of proportionate contract charges.

17. A log book/trip sheet specifying the daily reporting time, relieving time, daily opening and closing kilometer reading and other details specified by the department shall be maintained. The contractor must submit the duly filled log book/ trip sheet duly signed by the controlling officer to whom the vehicle has been assigned, along with the bill with GST No. and must be submitted before the 5<sup>th</sup> day of every month, failing which the bill may be rejected.

18. 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.

19. The **EMD of Rs.10,000/-** by way of Demand Draft in favour of ZAO, CBDT, Chennai for each bid must be submitted along with tender forms in a closed cover.

20. The successful bidder shall enter into a contract with the department immediately after communication from department.

21. The Income Tax Department reserves the right to accept or reject any part of the tender or whole tender without assigning any reason.

#### **DECLARATION**

I/we hereby certify that I/we have read the Terms and Conditions and will abide by the same in case of selection after the bidding process. I/we also understand that in case of non-compliance of the Terms and Conditions, the contractor/service provider will be liable for penal action.

SIGN:  
SEAL:

PLACE:  
DATE:



**ANNEXURE-II**  
**TECHNICAL BID DOCUMENT**

1. NAME OF PROPRIETOR/FIRM/COMPANY :
2. ADDRESS (ALONG WITH PROOF TO BE ENCLOSED) :
3. MOBILE NO. :
4. EMAIL ID AND LANDLINE NO. :
5. NO. OF YEARS OF EXPERIENCE IN PROVIDING VEHICLES  
(ALONG WITH DOCUMENTARY EVIDENCE) :
6. LIST OF REPUTED CLIENTS  
a) NAME/ADDRESS/CONTACT NO. OF THE CLIENTS  
TO WHOM VEHICLES WERE/IS GIVEN ON HIRE :  
b) PERIOD FOR WHICH VEHICLES WAS GIVEN ON HIRE :  
c) NUMBER OF VEHICLES/TYPE/COLOUR/MODEL :  
7. PAN :  
8. SERVICE TAX REGISTRATION NUMBER/GST :  
9. DETAILS OF EMD :

**DECLARATION**

I/we hereby certify that the information stated above is true to the best of my/our knowledge. I also understand that in case of any deviation/discrepancy in the above statements, the contractor/service provider will be liable for penal action.

SIGN:

SEAL:

PLACE:

DATE:

**ANNEXURE-III**  
**FINANCIAL BID DOCUMENT**

1. NAME OF PROPRIETOR/FIRM/COMPANY :
2. ADDRESS (PROOF TO BE ENCLOSED) :
3. CONTACT NO. :
4. EMAIL ID AND FAX NO. :
5. BANK DETAILS (PROOF TO BE ENCLOSED) :
6. Rate for various operational vehicles may be filled in the table given below: -

S.No.	Whether RC book and valid insurance copy enclosed Yes/no	Model/ Colour/ Type	Rate per month for 2000 KMS	Rate for Each Additional Km Beyond 2000 Kms

SIGN:

SEAL:

PLACE:

DATE: