



**GOVERNMENT OF INDIA  
INCOME TAX DEPARTMENT**

**OFFICE OF THE PRINCIPAL COMMISSIONER OF INCOME TAX- ReFAC(AU)-2**  
Wanaparthi Block, Aayakar Bhawan, No.121, M G Road, Nungambakkam, Chennai -600034.  
Email: chennai.pcit2.au.reac@incometax.gov.in

No. PCIT(ReFAC)(AU)-2/9/Vehicle Tender/2021-22

Date: 29.07.2021

**CORRIGENDUM**

**Ref : Notice ref. No. PCIT(ReFAC)(AU)-2/9/Vehicle Tender/2021-22, dated 27.07.2021.**

**NOTICE INVITING TENDER**

**WANTED ON HIRE - ONE STAFF CAR AND FIVE OPERATIONAL CAR FOR USE IN  
THE OFFICE OF PRINCIPAL COMMISSIONER OF INCOME TAX, ReFAC(AU)-2,  
CHENNAI**

The Office of the Principal Commissioner of Income Tax- ReFAC(AU)-2, Chennai invites sealed tenders from reputed/authorized Taxi /Tour Operators engaged in the business of providing commercial Sedan/SUV for providing five operational vehicles and one staff car for the period of one year commencing from date as specified by this office.

Tender forms along with terms and conditions can be obtained from the Administrative Officer, O/o Pr.CIT-ReFAC(AU)-2, Room No.228B, 2nd Floor, Wanaparthi Block, 121, MG Road, Chennai-34 by payment of statutory fee of Rs. 500/-(Non-refundable) by Demand Draft from a Scheduled Bank drawn in favour of the Administrative Officer, Office of the Principal Commissioner of Income tax, (ReFAC)(AU)-2, Chennai.

**The following is the time line for the tendering process:**

- |                                                         |                       |
|---------------------------------------------------------|-----------------------|
| i) Starting date for issue of Tender Document           | : 02.08.2021 10.00 AM |
| ii) Closing Date for issue of Tender Document           | : 09.08.2021 05.00 PM |
| iii) Last date for receiving filled-in Tender Documents | : 12.08.2021 05.00 PM |
| iv) Tender opening date                                 | : 16.08.2021 11.00 AM |

**( K. Jayalatha )**

Income Tax Officer (HQ)  
O/o the Pr.CIT(ReFAC)(AU)-2, Chennai



**GOVERNMENT OF INDIA**  
**INCOME TAX DEPARTMENT**  
**OFFICE OF THE PRINCIPAL COMMISSIONER OF INCOME TAX (ReFAC)(AU)-2**  
Wanaparthi Block, Aayakar Bhawan, No.121, M G Road, Nungambakkam, Chennai -600034.  
Email: chennai.pcit2.au.reac@incometax.gov.in

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**CORRIGENDUM**

**Ref : Notice ref. No. PCIT(ReFAC)(AU)-2/9/Vehicle Tender/2021-22,dated 27.07.2021.**

**NOTICE INVITING TENDER FOR PROVIDING OF ONE STAFF CAR AND FIVE OPERATIONAL CAR VEHICLES ON HIRE FOR USE BY THE OFFICE OF PRINCIPAL COMMISSIONER OF INCOME TAX, ReFAC(AU)-2, CHENNAI**

The Income Tax Department, Chennai invites sealed tenders from reputed/authorized Taxi /Tour Operators engaged in the business of providing transport facilities for supply of one staff car and five operational vehicles on monthly basis for the period of one year commencing from the date as specified by this office for use by the office of the PCIT (ReFAC)(AU)-2, Chennai.

**TENDERING PROCESS:**

Tender is invited in two parts and consists of

- (1) Technical bid and
- (2) Financial bid.

The Tender Form for the Technical Bid prescribed in **Annexure-A** and the Tender Form for the Financial Bid in proforma prescribed in **Annexure-B**, filled up in clear and legible terms and complete in all respects, superscribed boldly with the words "Technical Bid - Contract for hiring of vehicles" and "Financial Bid- Contract for hiring of vehicles" respectively( hereinafter collectively referred to as 'Tender Document'), should be addressed to the Income Tax Officer (HQ), Office of the Principal Commissioner of Income tax, (ReFAC)(AU)-2, Wanaparthi Block, Room No. 223, 2nd Floor, No.121, M G Road, Nungambakkam, Chennai -600034 and should be submitted in two separate sealed envelopes. The Tenderer should sign and stamp each page of the Tender Document as a token of having read and understood the terms and conditions contained herein and submit the same along with the bid. Late submission of Tender Document will not be accepted under any circumstance. Wherever, the prices are to be quoted, the same should be written in figures and words as well. Annexures, if any, will also have to be signed and stamped by the Tenderer. The Tenderers are advised to go through the Terms and

Conditions in detail and acquaint themselves to ensure that they satisfy/fulfil the conditions and shall abide by the same mentioned therein, before submitting the bid.

Turnover exceeding **50 Lakhs and above** are eligible to participate in the Tender process. Each Technical Bid should be accompanied by a Crossed Demand Draft bearing a value of **Rs.60,000/-(Rupees Sixty Thousand only)** as Earnest Money Deposit (EMD), drawn in favour of Administrative Officer, Office of the Principal Commissioner of Income tax, ReFAC(AU)-2, Chennai.

Incomplete/illegible bid documents and documents that do not meet the prescribed criteria will be rejected summarily.

The sealed Tender Documents will be opened on **16.08.2021** at 11:00 a.m. at R.No.228B, 2nd Floor, Wanaparthi Block, No.121, M G Road, Nungambakkam, Chennai -600034 in the presence of the bidders. No person other than the bidder will be allowed to be present at the time of opening of the bids. In case the original bidder is unable to be present during the process of opening of the Bids, they may authorise in writing (duly Notarised), a person to represent them during the opening of the bids and also certify in that authorisation that any communication/ undertaking, given by them/information provided by them on behalf of the bidder is binding on the bidder. The authorised representative should be able to satisfactorily address the queries that may arise during the process of opening and examination of the bids.

The Technical Bids will be examined by the Department to short list the eligible bidders who qualify. Qualifying bids without Earnest Money Deposit will be rejected.

Thereafter, the Financial Bids of the short listed bidders whose Technical Bids are considered as qualified will be opened for examination.

The successful bidder has to furnish a Performance Guarantee either by way of a Fixed Deposit Receipt or Bank Guarantee Receipt amounting to **3% ( three percent)** of the Annual Contract amount within 3(three) days from the date of awarding of the Contract. In case the successful bidder after being awarded the Contract, fails to abide by its terms or fails to fulfil the Contract, the EMD will be forfeited.

**Check-list for Technical bid enclosures within the sealed cover:**

1. Form Annexure-A duly filled in, signed and stamped
2. Demand Draft for EMD
3. Proof for experience of 8 years of hiring vehicles to Central or State Govt.
4. Proof for owning/leasing 12 vehicles in owners/proprietor's name.  
(Vehicles should have been manufactured and got registered in 2019 or later)
5. Proof for registration as commercial vehicles.
6. Medical insurance of drivers.

**Check-list for Financial bid enclosures within the sealed cover:**

1. Form Annexure-B duly filled in, signed and stamped. The make & model of the Vehicle and the rate should be filled-in for each make/model of the vehicles offered by the contractor.

**Other requirement:**

DD for Rs.500

**TERMS AND CONDITIONS:**

1. All the vehicles provided (One staff car and five operational vehicles) must be in excellent condition, clean, mechanically fit and must be a **new vehicle not older than 2019 model**. The specific type of vehicles required are as under:

|                                | Number of vehicles required | Type of vehicles required                                                                                                                                                                  | Model         |
|--------------------------------|-----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| <b>For Staff car</b>           | 1                           | Sedan (Honda city / Hyundai Verna) or <u>SUV/MUV</u><br>(Toyota Innova Crysta / Mahindra XUV-500/ KIA Seltos)<br>or other vehicles of similar class.                                       | 2019 or later |
| <b>For Operational vehicle</b> | 5                           | SUV/LUV (Suzuki Ertiga / Mahindra Marazzo) or Compact Sedan or Compact SUV (Toyota Suzuki Ciaz / Honda Amaze / Ford Ecosport/ KIA Sonet, Hyundai Venue) or other vehicles of similar class | 2019 or later |

The bidder should own or have on lease the above number of vehicles registered as commercial vehicles (except for staff car) with a yellow board in their names or firm's name for use as commercial vehicles. The proof of ownership or lease holding should be produced along with the qualifying bid documents. **The bidders should have their headquarters (not branch or liaison office) in Chennai.**

2. **The vehicles provided by the Contractor on hire will be along with a Driver** who must report to duty in proper white uniform and should have a valid driving license and be competent to drive and no police case should be pending against him for rash or negligent driving. Every Driver should be provided with a mobile phone by the Contractor and the Contractor should ensure that the Driver responds to the call of the Officer to whom the Driver is assigned at all times or as and when

called. The Contractor and the Driver shall be bound to carry out the instructions of the Officer(s) to whom they are assigned, from time to time.

3. **The driver before reporting to duty shall ensure that the fuel tank is filled with fuel to cover the entire trips and the brakes are in excellent working condition. The driver should have medical insurance coverage during the entire period of contract. The vehicles should be properly cleaned before reporting for duty. The Contractor will be held responsible for failure of the Driver to ensure satisfaction of these basic conditions.** In the unfortunate event of the Officer being stranded midway due to any problem with the vehicle or the driver, the Contractor shall be duty bound to make alternate arrangements immediately, by providing another vehicle and ensure that the Officer reaches the destination with minimum delay.
4. **The Contractor should fulfil the legal obligations prescribed by the State Transport Authority like payment of road taxes etc.** The Service Tax/GST will be payable by the Department, which shall be exclusive of the contract amount. The vehicles shall comply with the rules and regulations of RTO Chennai.
5. **The driver and vehicle should not be changed frequently. If in most unavoidable circumstances the change of driver/vehicle is required, prior intimation should be given to the user concerned.**
6. **The Contractor should have prior experience in providing vehicles to Central or State Governments or Public Sector Undertakings for at least 8 years. The contractor should have minimum 12 vehicles in the proprietor's name or leased by the Travel Company's name in which applied.**
7. **When there is a tie in the financial bid, preference will be given to those who have furnished details of ownership of maximum vehicles (i.e vehicles owned by the bidder himself). Further, when there is a tie in the technical bid with regard to the model (year of mfg) of the vehicle, the number of kilometers already run by the vehicles will be considered.**
8. **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 and from the duty point only. In short, shed mileage will not be permitted. The vehicles should be fitted with Fastag RFID to comply with toll related latest regulations.**
9. **The Contractors should ensure that the Drivers are literate. Preference will be given to Contractor who can provide drivers who can understand and speak Hindi / English apart**

**from Tamil.** The drivers should be well-behaved and always be courteous and show due respect while interacting with the Officers. They shall refrain from interacting unnecessarily with the Officers and shall respond only when asked to. Unnecessary gossiping with other drivers should be avoided. During the period of Contract, since the drivers will be working for the Department the Contractors should advise the drivers to maintain decorum while dealing with the public. The drivers should have knowledge of using GPS apps such as Google Maps etc which should be available with them.

10. **The Contractors shall advise the drivers to strictly follow traffic rules & regulations prescribed by the Government** from time to time and any violation when the Officer is on-board the vehicle, will be viewed seriously and may end in termination of the Contract. The Contractors shall advise the drivers to refrain from rash and negligent driving and to maintain a constant and moderate speed throughout the journey to the extent possible. Also, the Contractor should ensure that the vehicles are fitted with appropriate seat belts.
11. **Insurance of the vehicle, the risk of passenger travelling in the vehicles and third party 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.**
12. **Once the Contract comes into 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** to the Income Tax Officer (HQ), Office of the Principal Commissioner of Income tax, (ReFAC)(AU)-2, Wanaparthi Block, Room No. 223, 2nd Floor, No.121, M G Road, Nungambakkam, Chennai -600034.
13. The Officer to whom the vehicle is assigned has the right of returning the vehicle if he is not satisfied as to the plying condition of the vehicle as per the standards mentioned above, including un-courteous behaviour, failure to follow instructions, disobedience etc by the driver. In such cases, a penalty of Rs. 20,000/- will be levied on the contractor for that month and deducted from the contractor's pending bills/future bills.
14. **Normal Duty Hrs: Ten hours per day on all days of month except on Gazetted Holidays notified by Govt. However actual duty hours shall be specified by actual users of vehicles.** Department reserves the right to call the vehicles before stipulated duty hour and beyond duty hour. Vehicles should be made available on call basis beyond the office hours in the week days as well as holidays. Therefore, the vehicle shall be deemed to be at the disposal of the Income Tax

Department, Chennai during all the days of the month, seven days a week, 24 hours a day. The vehicles should be parked in the Income Tax Office Campus when not in use and should not be used by the driver/owner for any other purpose.

**15. Penalties:**

- a) Vehicles should be made available on call any day in the week at any hour. In case of failure to supply the vehicle, a penalty of Rs.1000/= will be imposed on each occasion, in addition to the pro-rata deduction of rental in the monthly bill.
  - b) The vehicle should report at the specified reporting time. In case of delay in reporting, acceptance of the vehicle will be at the discretion of the controlling officer subject to following conditions:
    - i. If vehicle is accepted after delayed reporting, a penalty of Rs.300/- will be imposed for that day.
    - ii. If the vehicle is not accepted, a penalty as per clause (a) above will be imposed.
    - iii. In case of breakdown, if the vehicle is not replaced within one & half hour, penalty of Rs.500/- per occasion will be imposed, in addition to the pro-rata deduction of rental in the monthly bill.
16. The responsibility for the safety and security of the vehicle provided solely lies with the Contractor. It is also the contractor's absolute responsibility to take care of any damage/ repairs caused to the vehicle during the operation of the Contract.
17. **In case of any accident, all claims arising out of it shall be met by the Contractor and the Income Tax Department shall not be a party.**
18. A log book to be maintained by the Driver in respect of each vehicle 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. To facilitate proper scrutiny of bills, the Trip Sheet should contain the following details:
- Reporting time and place
  - Opening Kilometre
  - Closing Kilometre
  - Time of closing
  - Place of Closing
  - Signature of the user.
19. **By entering into the Contract, the Contractor binds himself to the condition that the total number of kilometres that a vehicle shall run shall be 2000(Two thousand) kilometers in a month (Agreed Run).** In case the Agreed Run is less than 2000 kilometers, the balance kilometres

(the difference between Agreed Run in a month and actual kilometers run by a vehicle )shall be carried forward to the subsequent month and so on, till the expiry of the Contract.

20. Bills should be submitted on monthly basis on or before the 10<sup>th</sup> day of every month with all supporting records and payment will be processed immediately so as to ensure that as far as possible, payment is made within 30 days from the date of submission of bills after deducting TDS as applicable.
21. Failure by the Contractor to comply with any statutory requirements and / or the terms and conditions mentioned hitherto during the period of Contract shall result in termination of the Contract and subsequent disqualification of the Contractor from participation in any future tender of the Income tax Department.
22. In case the contractor withdraws or the Income Tax Department terminates the Contract for violation of the terms and conditions and / or deficiency in services during the period of Contract, the additional expenses incurred for hiring another Contractor on for making temporary arrangements till the time of appointing a regular Contractor through a similar tender process, will be adjusted against the Performance Guarantee amount furnished by the successful bidder.
23. No request for escalation of rates will be entertained for whatsoever reason during the period of Contract. No extra payment would be made for official out-station journeys.
24. **This contract for one staff car and five operational vehicles will be initially for a period of one year. However, the contract may be extended subsequently, on mutual consent, and on same terms and conditions for another period of one year on review of performance, depending upon the requirements and administrative conveniences of the office. The contract may also be done for lesser number of vehicles based on the requirement during the time of opening the tender.**
25. Any date for opening of contract, period of contract, tender opening date, tender closing date etc may be changed at the discretion of the under signed. The same will be notified from time to time. Any changes in the terms and conditions is also at the discretion of the under signed.



(K. Jayalatha)

Income Tax Officer (HQ)

O/o the Pr.CIT(ReFAC)(AU)-2, Chennai

**ANNEXURE - A**  
**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)  
(Provide two mobile no's)
5. No. of years of experience in providing Vehicles (Min. 08 years experience in providing vehicles to Central Govt, State Govt or PSU's ) with Proof

| Sl.no | Name of Govt/Semi Govt/State Govt which hired the vehicle(with proof) | Date from which hired(with proof) | Contract ending date(with proof) | Vehicle hired (Make/Model/Mfg Date) | Vehicle owner name(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
7. Permanent Account Number
8. GST Registration No
9. Aadhar No.
10. Evidence of return filing for 3 Assessment Years(2018-19,2019-20,2020-21)
11. Details of EMD

| DD No | Date | Amount | Bank | Branch |
|-------|------|--------|------|--------|
|       |      |        |      |        |

12. Infrastructure capabilities: Minimum 12 vehicles in the Proprietor's name or the name of the Travel Agency or leased by it, along with proof to be given.(RC Book, Lease agreement)

Particulars of vehicles available with the Bidder in the following format: (Please attach copies of the proof of the ownership or lease holding documents of the vehicles and proof of registration of the vehicles as commercial vehicle):

| Sl.No | Vehicle Make/Variant | Vehicle Type | Vehicle Reg. No | Date of Registration | Owners Name | Seating Capacity |
|-------|----------------------|--------------|-----------------|----------------------|-------------|------------------|
|       |                      |              |                 |                      |             |                  |
|       |                      |              |                 |                      |             |                  |

*Proof for the above should be submitted without fail.*

13. Bidder's bank, its address and Bank account no:

**DECLARATION**

I, Mr/Mrs \_\_\_\_\_, s/o \_\_\_\_\_, aged \_\_\_\_\_, in my capacity as \_\_\_\_\_ of M/s. \_\_\_\_\_ hereby certify that the information furnished above is full, true and correct to the best of my/ our knowledge and belief. I have, as a token of having read and understood the terms and conditions contained herein, and agreeing to bind myself to the terms and conditions of the Contract, in the event of the Contract being awarded to me, hereby affix my seal and signature below.

I along with the concern I represent, understand that in case it is found at any stage during the term of the Contract or otherwise, that the information provide by me is not true, incomplete or incorrect, it shall result in termination of the Contract and I / the concern I represent shall face disqualification from participating in any future tender of the Income Tax Department, in addition al to any legal recourse the Income Tax Department may take against me/ the concern I represent.

(Signature of authorised signatory with date and Stamp)

**ANNEXURE -B**  
**FINANCIAL BID DOCUMENT**  
**Hiring of Vehicles**  
**RATE QUOTATION FOR F.Y. 2021-22**

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 vehicle  
(Exclusive of GST)

| Sl.No | Description                           | Vehicle A | Vehicle B | Vehicle C | Vehicle D | Vehicle E |
|-------|---------------------------------------|-----------|-----------|-----------|-----------|-----------|
| 1     | For 2000 kms                          |           |           |           |           |           |
| 2     | For every extra km<br>beyond 2000 kms |           |           |           |           |           |

**DECLARATION**

I, Mr/Mrs \_\_\_\_\_, s/o \_\_\_\_\_, aged \_\_\_\_\_, in  
my capacity as \_\_\_\_\_ of M/s. \_\_\_\_\_ hereby certify that the  
information furnished above is full, true and correct to the best of my/ our knowledge and belief.  
I have, as a token of having read and understood the terms and conditions contained herein, and  
agreeing to bind myself to the terms and conditions of the Contract, in the event of the Contract  
being awarded to me, hereby affix my seal and signature below.

I along with the concern I represent, understand that in case it is found at any stage during the  
term of the Contract or otherwise, that the information provide by me is not true, incomplete or  
incorrect, it shall result in termination of the Contract and I / the concern I represent shall face  
disqualification from participation in any future tender of the Income Tax Department, in  
addition al to any legal recourse the Income Tax Department may take against me/ the concern I  
represent.

(Signature of authorised signatory with date and  
stamp)