



भारत सरकार

GOVERNMENT OF INDIA

आयकर आयुक्त (अंत.करा.) का कार्यालय

OFFICE OF THE COMMISSIONER OF INCOME TAX
(INTERNATIONAL TAXATION)

4th Floor, BSNL Building (Tower 1), No.16, Greams Road, Chennai - 600 006

चौथा तल, बी.एस.एन.एल. भवन (टावर-1), क्र. 16, ग्रीम्स रोड, चेन्नै - 600006

Tel: -04428295200/Fax: -04428295100

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C.No.114(A)Quotations/CIT(IT)/2022-23

Dated: 06/07/2022

NOTICE INVITING TENDER

Sub: Hiring of operational vehicles by office Commissioner of
Income Tax, International Taxation Chennai-reg.

The Commissioner of Income Tax, International Taxation Chennai invites sealed tenders in two bid system from Authorised Agencies engaged in the business of Tours and Travels for hiring **TWO Operational** vehicles of make 1) Innova Crysta 2022/2021 model and 2) Innova Cysta/ Kia Carens or similar 7 Seater SUV (2022/2021 models). Hiring shall be initially for a period of two years from 01/08/2022. **Both the vehicles are to be provided by a single person/business entity.**

Tender forms along with terms and conditions are enclosed herewith. Duly filled in documents are to be submitted in sealed covers to the Administrative Officer O/o. Commissioner of Income Tax, International Taxation Chennai No.16, Greams Road, 4th Floor, BSNL, Building, Chennai-600006. The last date for the receipt of filled in the sealed cover is **21.07.2022 by 04.00PM.**

The Tender shall be opened on **22.07.2022 at 3.00PM** in the presence of the tender Committee O/o the Commissioner of income Tax, International Taxation, Chennai for hiring of operational vehicle. This office reserves the right to cancel or postpone the tender or reject any other without assigning any reasons.

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 pro-forma prescribed in Annexure-B, filled up in clear and legible terms and complete in all respects, super scribed 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 Administrative Officer, O/o. CIT (IT), Chennai. 4th Floor, Tower 1, BSNL Building, Greams Road, Chennai – 600 006 and should be submitted in two separate sealed envelopes. (the Tender Forms should be accompanied by demand drafts of Rs.500/- in favor of ("The Commissioner of Income Tax, International Taxation").

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/fulfill the conditions and shall abide by the same mentioned therein, before submitting the bid.

Each Technical Bid should be accompanied by a Crossed Demand Draft bearing a value of **Rs.25,000/-** (Rupees Twenty Five Thousand only) as Earnest Money Deposit (EMD), drawn in favour of The Administrative Officer, O/o. CIT (IT), 4th Floor, Tower 1, BSNL Building, Greams Road, Chennai – 600006. Incomplete/illegible bid documents and documents that do not meet the prescribed criteria will be rejected summarily.

The tender Bid & Financial Bid should be submitted in separate covers and these 2 covers should be placed inside one master cover with the DDs for Rs.500/- and Rs.25000/- to be put separately in the master cover.

The sealed Tender Documents will be opened on **22/07/2022 at 3:00 p.m.** at O/o CIT(IT), 4th Floor, Tower 1, BSNL Building, Greams Road, Chennai – 600 006 in the presence of the bidders and the Tender Committee. 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 authorize in writing (duly Notarized), a person to represent them during the opening of the bids and also certify in that authorization that any communication/ undertaking, given by them/information provided by them on behalf of the bidder is binding on the bidder. The authorized 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 **5% (Five per cent) 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 fulfill 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 in giving vehicles on hire

4. Proof for no. of vehicles given on hire
5. Proof for ownership/lease holding of vehicles
6. Proof for registration as commercial vehicle

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 of Rs.500.

**Change in last date for submission of tender, if any, will be communicated through the website on which this Tender Notice is published. Consequently, the date of opening of the bids will also change. Hence Tender are advised to check the website at frequent intervals."*

TERMS AND CONDITIONS FOR HIRING:

1. Vehicles are proposed to be hired for an initial period of two years the vehicle proposed to be hired should be a **NEW or 2022/2021 year make**. The vendor will have to put up a separate board on the vehicles showing that it is on "Govt. of India duty".
2. The vehicle must be in good condition. The vehicle will have to run by the department for approximately **2500 kilometers per month**. The unutilized kilometers will be carried forward to the next month and this will be continued till the end of the contract period the mileage from the vehicle providers' office or any other place to the office premises of the entitled officer will not be counted under the mileage.
3. The minimum hiring of vehicle charges should be specified (exclusive of Service Tax) for 2500 Kms. (reckoned from place of reporting to place of release) on monthly basis. The Quote shall not exceed an amount of Rs.50,000/- per month.
4. The hiring of vehicle is subject to the satisfaction of the Commissioner of Income-tax International Taxation, Chennai with regard to quotation filed commensurate with good condition of the vehicle. The vehicle shall be made available for inspection before the award of contract to the successful bidder.

5. If the quotations equal in all aspect-have been received, selection will be done on following guidelines.

In case the quotations of more than one bidder are equal in respect of vehicles, preference will be given to the bidder having vehicle with lesser meter reading vehicle travelled for lesser kilometers.

6. The successful bidder shall supply the vehicles to the department within a week of communication from the department. Further, the vehicles shall be produced for inspection within 3 days of date tender closure.

7. The contractor shall provide dedicated driver and any change in driver should be made only in very exceptional circumstance. 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 in a Week during the entire contract period. The vehicle should not be used by the contractor or driver for any other organization or individual either during day or night during the entire contract period. Any unauthorized use of the vehicle by or at the behest the contractor/driver will lead to immediate cancellation of the contract without any prior notice.

8. The driver should be having driving license, with minimum experience of three years.

9. 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 road and different localities of Chennai and surroundings.
- c) Once the driver has been allotted to a particular vehicle, he should remain the same vehicle for a period of at least one year unless change 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 expenses for mobile phone should be borne by the contractor.
- e) Driver should be decent and well behaved and should maintain the uniform.

10. 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.

11. The vehicle shall be deemed to be at the disposal of Income-tax Department during the period of official use and the 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.

12. The liability on account of fuel, driver salary/allowances/perquisites and all 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.

13. The contract between the Department and the contractor can be cancelled with a notice period of 15 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.

14. The vehicle should always be maintained in good condition. Towels, Air Fresheners and other requirements which present 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.

15. 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.

16. 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. **The service provider should pay the driver's salary on or before 7th of every month, irrespective of the receipt of payment for the respective month.**

17. 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 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.

18. The Contractor should fulfill the legal obligations prescribed by the State Transport Authority like payment of road taxes etc. **The Service Tax/GST will be payable.** The vehicles shall comply with the rules and regulations of RTO Chennai.

19. The driver and vehicle should not be changed. If in most unavoidable circumstances the change of driver/vehicle is required, prior intimation should be given to the user concerned.

20. 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, etc.) and to the current / earlier service providers with good track record.

21. The duty point is the O/o, CIT(IT) Income Tax Office, Tower 1, BSNL Building, Greaves Road, Chennai – 600 006 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.

22. 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.

23. 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 onboard 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.

24. 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.

25. Once the Contract comes into force, the Contractor shall submit copies of the **Vehicle Insurance papers, RC copies of the vehicles provided, driving license, medical insurance documents of the driver to the Administrative Officer, O/o, CIT(IT), 4th Floor, Tower 1, BSNL Building, Greams Road, Chennai – 600 006.**

26. 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 behavior, failure to follow instructions, disobedience etc by the driver. **In such cases, a penalty of Rs. 5,000/- will be levied on the contractor for that month and deducted from the contractor's pending bills/future bills.**

27. Normal Duty Hours: Twelve 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 (Overall 300 hours in a month). **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.

28. 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.200/- per occasion will be imposed, in addition to the pro-rata deduction of rental in the monthly bill.

29. 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.

30. **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.**

31. 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:

- 1 Reporting time and place
- 2 Opening Kilometre
- 3 Closing Kilometre
- 4 Time of closing
- 5 Place of Closing
- 6 Signature of the user.

32. Bills should be submitted on monthly basis on or before the 10th 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 30days from the date of submission of bills after deducting TDS as applicable.

33. 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.

34. 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.

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

36. This 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 requirement and administrative convenience of the office.

A handwritten signature in blue ink, appearing to read 'Sugany', with a small circular mark to its left.

Drawing & Disbursing Officer
O/o. the Commissioner of Income Tax,
International Taxation, 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. 05 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 :

*** Preference will be given to the current service providers based on their service track record.**

7. Permanent Account Number :

8. GST Registration No :

9. Aadhar No. :

10. Evidence of return filing :

for 3 Assessment Years

(A.Y: 2019-20,2020-21,2021-22) with
turnover of at least Rs.10lakhs in each year

11. Details of EMD:

DD NO.	Date	Amount	Bank	Branch

12. Infrastructure capabilities: Minimum 10 vehicles in the Proprietor's name or the name of the Travel Agency. (Proof to be furnished when called for)

Particulars of vehicles available with the Bidder in the following format:

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

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 to any legal recourse the Income Tax Department may take against me/ the concern I represent.

(Signature of authorized signatory with date and Stamp)

ANNEXURE – B
FINANCIAL BID DOCUMENT
Hiring of Vehicles
RATE QUOTATION FOR F.Y. 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 vehicle (Exclusive of GST) :

Sl.No	Description	Vehicle A	Vehicle B	Vehicle C	Vehicle D	Vehicle E
1	For 2500 kms					
2	For every extra km beyond 2500 kms in a month					
3	For every extra hour beyond 300hrs in a month					

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 to any legal recourse the Income Tax Department may take against me/ the concern I represent.

(Signature of authorized signatory with date and Stamp)