



**Government of India**

Ministry of finance

Income Tax Department

**Office of the Commissioner of Income Tax (TDS)**

**1510, May Flower Midcity, Trichy Road, Coimbatore – 641018**

Tele Fax : 0422-2210010

email : [coimbatore.ito.hq.tds@incometax.gov.in](mailto:coimbatore.ito.hq.tds@incometax.gov.in)

C.No.155/CIT (TDS)/CBE/2021-22

Date: 16-09-2021

**NOTICE INVITING TENDER**

Sub : Hiring of one Staff Car and Two operational vehicle by the office of the Commissioner of Income Tax (TDS), Coimbatore – reg.

The Office of the Commissioner of Income Tax (TDS), Coimbatore invites sealed tenders from reputed vendors engaged in the business of providing vehicles on contract basis for hiring one Staff Car and two operational Vehicles for the use of the O/o Commissioner of Income Tax (TDS), Coimbatore. The staff car should be a sedan class vehicle of better trim (Innove Crysta/ Honda City / Ciaz / Skoda rapid or equivalent or superior). Of the two operational vehicles, one vehicle should be a midsize MPV/MUV of better trim (Innova crystal or equivalent or superior) and the remaining operational vehicle should be better trim (Xylo/ Dzire/ Honda Amaze/ Ford Aspire or equivalent or superior)

Hiring shall be initially for a period of 2 years, which may be extended further at the discretion of the Commissioner of Income Tax (TDS), Coimbatore.

Tender forms along with the relative terms and conditions are available as part of this document, which can be downloaded from [www.tn.incometax.gov.in](http://www.tn.incometax.gov.in). For any clarification please contact The Assistant Commissioner of Income Tax (HQ 1) (Tele : 0422-2210029), Office of the Commissioner of Income Tax (TDS), 1<sup>st</sup> Floor, 1510, May Flower Midcity, Trichy Road, Coimbatore – 641018.

Bids should be given for the above vehicle requirements in two separate sealed covers: One technical bid and One Financial bid. The bid shall be addressed to The Assistant Commissioner of Income Tax (HQ 1), Office of the Commissioner of Income Tax (TDS), 1<sup>st</sup> Floor, 1510, May Flower Midcity, Trichy Road, Coimbatore – 641018'.

The following is the order of the tendering process in the Office of the Commissioner of Income Tax (TDS), 1<sup>st</sup> Floor, 1510, May Flower Midcity, Trichy Road, Coimbatore – 641018'.

Starting date of tender application	:17.09.2021 11.00AM
Last date for receiving filled-in tender documents	:29.09.2021 05.00PM
Tender opening date	:30.09.2021 11.00AM

The Commissioner of Income Tax (TDS), Coimbatore reserves the right to cancel or postpone any bid, without assigning any reason.

Sd/-

(S.Jeyaprakash)

The Assistant Commissioner of Income Tax (HQ 1)(i/c)  
O/o CIT(TDS), Coimbatore

### **TERMS AND CONDITIONS FOR HIRING**

1. Vehicle is proposed to be hired for an initial period of **two years** with a provision of extending it for a further period of 1 year. The vehicles proposed to be hired should be **preferably a new vehicle** and, in any case, not manufactured before 1st Jan 2020.
2. The vehicle must be in good condition. The vehicle will be run by the department for 2000 kilometers per month. The Un-utilized kilometer will be carried forward to the next month and this will be continued till the end of the contract period of one year or the extended period beyond 2 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 2000 kms per month. The mileage will also be adjusted among the other vehicles of the contractor. For example, if three vehicles of the same contractor are hired, excess mileage will be payable only if the total miles run exceed 6000 km (2000 km per vehicle multiplied by 3 vehicles).
3. The minimum hiring charges should be specified (exclusive of Service Tax) for 2000 kms (reckoned from the place of reporting to the allotted officer to the place of release) on a monthly basis.
4. The hiring of the vehicle is subject to the satisfaction of the Commissioner of Income tax (TDS), Coimbatore, with regard to the quotation filed which shall be commensurate with good condition of the vehicle, nature of the quality of service provided, past experience of the service provider, past records, etc.
5. If the quotations are equal in all aspects, selection will be done at the sole discretion of Commissioner of Income Tax (TDS), Coimbatore, based on various parameters.
6. The successful bidder shall supply the vehicles to the Department from first November 2021. Further, the vehicle shall be produced for inspection at any time during the tender process, if required.
7. The service provider shall submit a refundable performance guarantee of 5 % of annual contract value per vehicle for the vehicles either by way of FD or Bank Guarantee, supplied within seven working days of the award of the contract. The deposit shall be interest free and the performance guarantee may be given by way of an irrevocable Bank guarantee or equivalent.
8. 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 through a similar tender process, will be adjusted against performance guarantee provided by the successful bidder.
9. The contractor shall provide dedicated driver with neat uniforms (white shirt/pant and black shoes) and any change in driver should be made only in very exceptional circumstances with prior notice. Replacement of the vehicle or driver should be provided in the event of breakdown of vehicle or non-availability of driver.
10. The vehicle can be called for reporting at any time. The vehicle should 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.
11. The driver deployed along with the vehicle should satisfy the following conditions.
  - a. Driver should have a valid driving license and must have a minimum of 3 years experience in driving.
  - b. Driver should be well versed with the roads and different localities of Coimbatore and surroundings.
  - c. Driver should be provided with mobile phone. The expenses for mobile phone should be borne by the contractor.
  - d. Driver should be decent and well behaved and should be in uniform (white shirt & white pant).

12. When not in use, the vehicles should be parked in the Income tax Office campus.
13. The liability on account of fuel, driver salary/allowances/perquisites/insurance and all expenses relating to the vehicle would solely and wholly be on account of the contractor and the Income Tax department shall not bear any liability apart from the hiring charges.
14. The contract between the Income Tax Department and the contractor can be cancelled with a notice period of 30 days from the 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 excellent condition with proper seat belt. Towels, Air Fresheners, Perfume, Good music system, Tissue, 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.
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 or damage to property or life because of the negligence of the driver or poor maintenance of vehicle or due to an accident. The department would not be responsible for loss or damage to property or life on account of such incidents. The entire cost of repairs to restore the damaged vehicle to its original condition would be borne by the contractor.
18. In case of non-compliance with the above terms and conditions of the contract, a penalty may be levied. The penalty for some of the defaults are illustrated, as follows-
  - a. Non reporting, an amount of 2 times of the hire charges pro-rata per day will be deducted from monthly hire charges.
  - b. Late reporting Rs. 100/- per day
  - c. Refusal of duties Rs. 100/- per instance
  - d. Non observation of dress code Rs. 200/- for instance
  - e. Change of drivers without prior intimation Rs. 200/- per instance
19. In case of vehicle is not maintained properly, the same should be replaced with a similar vehicle of the same brand and condition immediately, with the approval of the officer in charge of the vehicle. 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 or trip sheet specifying daily reporting and relieving time as well as daily opening, closing metre reading and other details as may be specified by the department shall be maintained for each vehicle. The contractor should submit the duly filed log book or trip sheet signed by the controlling officer to whom the vehicle has been assigned, along with the bill on monthly basis.
21. The successful bidder shall enter into a contract with the income tax department.
22. The income tax department reserves the right to accept or reject any part of the tender or the whole tender, without assigning any reason.
23. The vehicles should be compliant with the rules and regulation of RTO, Coimbatore.
24. The vehicles will never be used for any other person's duty even when not called for on duty by the department.
25. During the period of agreement, the vehicle should not be hired out to any third party/person.
26. No request for escalation of rates will be entertained for whatsoever reason during the period of contract.
27. Parking charges/ Toll charges/ Traffic fines or any other, if any, shall be borne by the contractor.



**ANNEXURE I**  
**TECHNICAL BID DOCUMENT**

1	Name of the proprietor/Registered Firm/ Company:																															
2	Address of the concern (with telephone number, Fax and email):																															
3	Name & address of the partners / Directors (with Mobile No.)(In case of Firm / company)																															
4	Contact person(s) with mobile number(s) : (Provide two mobile no's)																															
5	<p style="text-align: center;">No. of years of experience in providing vehicles with proof :</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Sl.No.</th> <th style="width: 30%;">Name of Govt/Semi Govt/State Govt which hired the vehicle (with proof)</th> <th style="width: 15%;">Date from which hired (with proof)</th> <th style="width: 15%;">Contract ending date (with proof)</th> <th style="width: 15%;">Vehicle hired (Make/ Model/ Mfg date)</th> <th style="width: 15%;">Vehicle owner name (with proof)</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>		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)																								
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6	<p>List of clienteles:</p> <ol style="list-style-type: none"> <li>1. Name and address of the parties to whom vehicles were given on hire.</li> <li>2. Period for which vehicle was given on hire.</li> <li>3. No. of vehicles given on hire.</li> </ol>																															
7	Permanent Account Number																															
8	Service Tax Registration No./ GST No.																															
9	Aadhar No.																															
10	Evidence of return filing for 3 Assessment Years (2018-19, 2019-20, 2020-21)																															
11	<p>Details of EMD:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;">DD</th> <th style="width: 20%;">Date</th> <th style="width: 20%;">Amount</th> <th style="width: 20%;">Bank</th> <th style="width: 20%;">Branch</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>		DD	Date	Amount	Bank	Branch																									
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12	<p>Infrastructure capabilities: Minimum 12 vehicles in the name of 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)</p> <p>Particulars of vehicles available with the bidder in the following format: (Please attach the copies of the proof of the ownership or lease holding documents of the vehicles and proof of registration of the vehicles as commercial vehicles):</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Sl.No.</th> <th style="width: 15%;">Vehicle Make/ Variant</th> <th style="width: 10%;">Vehicle Type</th> <th style="width: 10%;">Vehicle Reg. No</th> <th style="width: 10%;">Date of registration</th> <th style="width: 15%;">Owner's name</th> <th style="width: 10%;">Seating Capacity</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table> <p>Proof for the above should be submitted without fail.</p>		Sl.No.	Vehicle Make/ Variant	Vehicle Type	Vehicle Reg. No	Date of registration	Owner's name	Seating Capacity																							
Sl.No.	Vehicle Make/ Variant	Vehicle Type	Vehicle Reg. No	Date of registration	Owner's name	Seating Capacity																										
13	Bidder's bank, its address and bank account no.:																															

Date :  
Station :

Signature  
(Name with seal)

**Declaration**

I, Mr/Mr \_\_\_\_\_, 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 even 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 provided by me is not true, incomplete or incorrect, it shall result in termination of the contract and I / the concern I represent shellfish disqualification from participating in any future tender off the income tax department, in addition 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 II**  
**PROFORMA FOR SUBMISSION OF FINANCIAL QUOTATION FOR HIRING OF CARS BY**  
**THE COMMISSION OF INCOME TAX(TDS), COIMBATORE**

1	Name of the proprietor/Registered Firm/ Company:			
2	Address of the concern (with telephone number, Fax and email):			
3	Contact person(s) with mobile number(s) : (Provide two mobile no's)			
4	Rate for vehicles (Exclusive of GST)			
	Sl.No.	Description	Vehicle A Staff Vehicle Premium Sedan	Vehicle A Staff Vehicle Premium Sedan
	1	For 2000 kms		
	2	For every extra km beyond 2000 kms		

\*in case of new vehicle proposed to be purchased and to be provided on hire to the department, the year of make may be mentioned as "proposed to be purchased". In any case the vehicle should be ready for use on 01/11/2021.

**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 even of the contract being awarded to me, hereby affix my seal and signature below.

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