



GOVERNMENT OF INDIA

OFFICE OF THE ADMINISTRATIVE OFFICER,

No.13, Krishnasamy Road, Gandhi Nagar, Kumbakonam - 612 001.

Phone:0435-2411366, e-Mail ID: Kumbakonam.ddo@incometax.gov.in

C. No.AA/Estt/KUM/2022-23

Date: 08-07-2022

**TENDER NOTICE FOR HIRING VEHICLE**

Income Tax Office, kumbakonam invites sealed tenders from reputed and competent persons for hiring vehicles of the following description

SLNO.	Car Make	Size	No. of Vehicle	Amount should not be more than	Year of Manufacture	Office for which vehicle required	Date from which vehicle required
1.	Amaze / Etios / Swift Dzire	4+1 Seater	1 (One)	Rs.40,000 Per month	2019 to 2022	Income Tax Office, kumbakonam	01.08.2022

Note: The vehicle should be of latest make in good working condition. Vehicle proposed to be hired should be registered as a commercial vehicle. Bidders should enclose copy of Registration Certificate issued by the State Road Transport Authority in respect of the vehicle proposed for hire.

Sealed tenders in envelopes, super scribed "Tenders for providing Vehicle Hire Services at **Income Tax Office**, kumbakonam and addressed to No.13, Krishnasamy Road, Gandhi Nagar, Kumbakonam —612 001 are invited so as to reach this office not later than **05:00 PM on 22.07.2022**". Tenders received after stipulated date/time shall not be entertained. The tenders will be opened on **26/07/2022** at 11:30 AM in the **presence** of the bidders if any.

Detailed information/ terms and conditions along with technical & financial bid in prescribed form can be downloaded from [www.tninetax.gov.in](http://www.tninetax.gov.in) and also be obtained from the AO, in Income Tax Office, kumbakonam during regular office hours i.e. 09.15 AM to 05.45 PM on payment of a **non refundable tender fee of Rs. 250/- by way of Demand Draft Pay Order drawn in favor of ZAO, CBDT, Trichy payable at SBI, main branch, Trichy** In case the tender document is downloaded from the Department's website, non-refundable tender fee of Rs.250/-has to be paid at the time of submission of the duly filed tender form.

(s/b)

(D.NITHYA)

Joint Commissioner of Income Tax,  
Range-2, Trichy (Stationed at Thanjavur).

  
(K PADMANABAN)

Administrative Officer (DDO),

ReFAC (VU)-1(3),

Income Tax Office, Trichy,

Stationed at Kumbakonam.

## **TERMS AND CONDITIONS**

1. Vehicle is proposed to be hired for an initial period of ONE YEAR from 01/08/2022 to 31/07/2023 which may, subject to the situation of the Income tax Department and the contractor, be extended for a further period of one year. The vehicle proposed to be hired preferably 7/8 Seater Type (Toyota Innova/Crysta). The vehicle should either be a new one or age of vehicle should be less than 2 years.
2. The minimum hiring charges should be specified (exclusive of GST) for 2000 Kms.(reckoned from place of reporting to place of release on monthly basis.
3. The vehicle must be in good condition, neat, clean and mechanically fit.
4. The contractor shall have to provide the driver. The driver so provided must be in proper uniform and should have a valid driving license and competent to drive.
5. The driver must be literate and well behaved. They must follow traffic rules and regulations prescribed by the government from time to time. Each driver should be provided with a mobile phone by a contractor and the same mobile number must be available with driver on duty. The driver must observe all the etiquette and protocol while performing the duty.
6. The vehicle shall be at the disposal of the Income tax department on 24x7 basis for the entire duration of the contract period. The vehicle shall be parked at the parking space of the respective building, where the office is situated unless otherwise instructed. The duty point is the office of Income Tax Office, kumbakonam and addressed to No.13, Krishnasamy Road, Gandhi Nagar, Kumbakonam – 612 001 or any other place, as initiated from time to time. The driver should be available on call of the Officer using the vehicle for 24 x 7 days.
7. The contractor must have PAN and GST Number, if applicable.
8. The contractor must provide the vehicle towels, air-fresheners and other requirements which present the vehicle in good looking and running condition.  
The department retains the right to provide the same and deduct such expenses, if required.
9. The contractor should fulfill the legal obligations in respect of the vehicle as prescribed by the state transport authorities like payment of Road Taxes etc. The contractor should have valid permit issued by the State Transport Authority, Tamilnadu. All requirements under various statutory laws must be complied with. Any default will be at the liability of the contractor and this department shall not be liable in any matter whatsoever.
10. Comprehensive Insurance of the vehicle and the risk of passenger travelling in the Motor should be covered by the contractor to the extent of liability as specified in the Motor Vehicles Act and Rules made there under or any other law in force. The vehicle should have unlimited passenger liability insurance. All the claims arising out of any accident shall be met by the vehicle provider.
11. The fuel and oil for the vehicle will be provided by the contractor. Other costs like insurance, repairs, maintenance and any other toll charges have to be borne by the contractor. The contractor and drivers shall be bound to carry out the instructions of Officer(s) in charge concerned, from time to time.

12. The Contract agreement shall be for the vehicle to run for a minimum of 2000 km per month. The unutilized mileage will be carried forward to the next month and this will be continued till the end of contract period i.e. one year. The unutilized mileage, thus carried forward, shall be adjusted against the extra mileage, if any run by the operator in excess of 2000 kms per month.
13. The contract between the department and the contractor can be cancelled with a notice of 15 days from the department side. However the department may cancel the contract without giving the above said notice in case of severe failure of the contractor to abide by the terms of agreement. The vendor however, shall have to give three months notice for cancellation / withdrawal from the contract.
14. Any authorized user of the department has right to returning the vehicle if he is not satisfied as to the plying condition of the vehicle or any one of the ground as mentioned above. In such cases, a penalty for Rs.2000/- per day towards penalty or the actual cost of hiring of a similar vehicle, whichever is higher, will be deducted out of the pending bill payments of the contractor.
15. The contractor shall be responsible for providing a suitable replacement immediately if the car breaks down. In the event of failure to provide such replacement as stated above, the office of the Joint Commissioner of Income tax, Range-2 Trichy (Stationed at Thanjavur) shall have the right to recover/claim Rs.2000/- per day towards penalty or the actual cost incurred for making alternate arrangement whichever is higher and such deduction shall be made from pending bills of the vendor or from the earnest money deposit.
16. The responsibility for the safety and security of the car provided solely lies with the contractor. It is the contractor's absolute responsibility to take care of any damage for repairs caused to his vehicle during the operation of the contract.
17. To facilitate easier scrutiny of bills, the following details are required in trip sheet
  - i) Closing Balance
  - ii) Closing Kilometre
  - iii) Place of Closing
  - iv) Time of Closing
  - v) Signature of the user
18. Bill should be submitted on monthly basis before 3rd of the every month with all supporting vouchers and the payment will be normally made within 45 days from the date of submission of the bills after deducting TDS applicable. The log book be maintained perfectly well and should be endorsed by the officer using Vehicle for each and every entry without fail.
19. Failure by the contractor to comply with any statutory requirement and / or the terms of the agreement during the period of the contract shall result in recovery of penalty and in case of repeated failure; termination of the contract and subsequent disqualification from participation in any future tender of the department shall be done.
20. The officer-in-charge of the office of the Joint Commissioner of Income tax, Range-2 Trichy (Stationed at Thanjavur) or any officer so directed may inspect the vehicles from time to time to ensure that the vehicles are maintained in good condition.
21. In case of non-compliance of the above terms and conditions of the contract, a penalty may be levied as under:
  - i) Late reporting of driver Rs.150/- per day
  - ii) Non-reporting Rs.1800/- per day
  - iii) Refusal of duties Rs.500/- per day
  - iv) Non- observation of dress code Rs.100/- per instance
  - v) Non- availability of cell phone of the driver Rs.100/- per day of default.

22. No request for escalation of rates will be entertained for whatsoever reason during the period of contract.
23. A log book should be maintained and should be signed by the user of the vehicle. The contractor should submit the duly filled in log sheet signed by the controlling officer with whom the vehicle has been assigned along with the bill on monthly basis.
24. The department shall not be responsible for damages of any kind for any mishap/accident / injury caused to the vehicles / driver while performing duty for this office. All liabilities legal or pecuniary shall be borne by the contractor.
25. Notwithstanding any of the conditions stated above, the department reserves the right of altering any of the conditions mentioned above or imposes new conditions at the time of finalization of contract.
26. The Joint Commissioner of Income tax, Range-2 Trichy (Stationed at Thanjavur) reserves the right to cancel the contract at anytime without assigning any reason. Service provider will not be entitled to claim any compensation against such termination. However, while terminating the contract, if any payment is due to him for services performed the same would be paid as per contract terms. In case of any dispute, the decision of the Principal Commissioner of Income tax, Madurai-1, Madurai shall be final.
27. The Income-tax Department reserves the right to accept or reject any part of the tender or whole tender, without assigning any reason.
28. The contractor to whom the contract is awarded, shall submit a refundable performance guarantee of Rs.10,000/- (Rupees Ten Thousand only) for the vehicle supplied within one week of award of contract. The deposit shall be interest free. Performance guarantee may be given by way of an irrevocable Bank Guarantee of equivalent amount.
29. The contract is valid for a period of one year with effect from 01.08.2022 to 31.07.2023.

**(To be submitted in a separate sealed cover with a mention "TECHNICAL QUOTATION" at top of the sealed cover)**

**ANNEXURE – I**

**PROFORMA FOR SUBMISSION OF TECHNICAL QUOTATION FOR HIRING OF OPERATIONAL VEHICLE FOR THE INCOME TAX OFFICE, KUMBAKONAM**

1. Name of the Proprietor/ Registered Firm/Company:
2. Address of the concern (with Tel No. Fax & Email) :
3. Name and address of the partners Directors (with Mobile No.) :
4. Contact person with mobile no. :
5. No. of Years of experience in providing vehicles :
6. Details of vehicles that shall be provided in the Following format

:

Sl. No	Make & Model of Vehicle	Year of Mfg. (Month & Year)	Registration No. of Vehicle	Whether copy of RC book enclosed (Yes/No)

7. Ownership Details of the Vehicle:

Sl.No	Name of the Owner	Address	PAN	Present Parking of Vehicle before applying

8. Financial standing of Vehicle:

Sl.No	Whether purchase on Cash/Cheque or by bank finance	Amount of Loan Taken	Name and address of the Bank	Total Payment made on instalment

9. List of clientele (Please attach copies of Work Orders) in the following format:

Sl.No	Name and Address of	Name and	Period for	Number of
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	the Client	Mobile No. of the Contact Person	Which the Vehicle were/are given on Hire	Vehicle give on hire

10. Permanent Account Number  
(Please attach Photocopy of PAN and latest return) :

11. GST Registration No. :

12. Details of DD towards cost of tender form (Attach DD in case of downloaded form)

13. Details of EMD in the following format:

DD/Bankers Cheque No.	Date	Name of the Bank	Amount

**DECLARATION**

I/We hereby certify that the information furnished above is full, true and correct to the best of my/our knowledge and I have read and understood the terms and conditions contained in the Tender Document. I/We understand that in case of deviation is found in the above statement at any stage the bidder/company shall be blacklisted and shall not have any dealing with the Income Tax Office, kumbakonam.

Date:

Station

(Signature)  
(Name with seal)

**(To be submitted in a separate sealed cover with a mention "FINANCIAL QUOTATION" at top of the sealed cover)**

**ANNEXURE – II**

**PROFORMA FOR SUBMISSION OF TECHNICAL QUOTATION FOR HIRING OF OPERATIONAL VEHICLE FOR THE INCOME TAX OFFICE, KUMBAKONAM**

- 1) Name of the Service provider :
- 2) Address (Please enclose the documentary Proof) :
- 3) Name of the contact person :
- 4) Mobile / Contact No. :
- 5) Hiring charges per month :

Sl. No.	Type of Vehicle	Year of make	Distance travelled	Hire charges per month (excluding GST)	Rate per km if the kilometers exceed 2000 Km per month

**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".**

**DECLARATION:**

I hereby declare that the details furnished above are true and correct. I have read over the entire terms and conditions of the tender document and abide the same.

Date:

Signature:

Name with seal: