



**Government of India
Income Tax Department**

**Office of the Principal Commissioner of Income Tax, Chennai-4
No.121, Mahatma Gandhi Road, Nungambakkam, Chennai – 600034.**

SF.No.48A /PCIT-4/Staff Vehicle/2022-23

Date: 05.05.2022

NOTICE INVITING TENDER

WANTED FOUR VEHICLE - SUV


The Office of the Principal Commissioner of Income Tax-4, Chennai invites sealed offers from reputed parties engaged in the business of providing transport facilities for hiring of **three Operational Vehicle and one Staff Vehicle(SUV)** for the Income tax Department, Chennai. The vehicles will be used in the following offices viz. Non Corporate Range-8, Non Corporate Range-3, LTU Range-1 and one Staff Car for Corporate Range-4. The bidders should have their headquarters (not branch or liaison office) and major operations in Chennai.

The vehicles are required for the above offices of Income Tax Department, Chennai for two years from 01-06-2022 to 31-06-2024, extendable for a further period of two more years subject to mutual satisfaction. Tender forms alongwith terms and conditions can be obtained from the **Administrative Officer, Office of the Principal Commissioner of Income tax - 4, Chennai**(Room No. 328), 3rd Floor Wanaparthy Block, Aayakar Bhavan, No.121, Mahatma Gandhi Road, Chennai-34 on all working days (**Monday to Friday**) between **10.00 am and 5.00 pm** on payment of Rs.500 (NON-REFUNDABLE) by way of Demand Draft / Banker's Cheque of Scheduled bank drawn in favour of the Administrative Officer, Office of the Principal Commissioner of Income tax -4, Chennai, on or before **18.05.2022**. The last date for receipt of filled tender form in the office of the undersigned is **20.05.2022 by 4:00 PM**. **Late submission of tenders will not be accepted**. The tender form for Technical bid prescribed in Annexure-1 and the Tender form for the Financial bid proforma prescribed in Annexure-II complete in all respect should be submitted. **Each technical bid should accompany the Earnest Money Deposit of Rs. 20,000/- in the form of Crossed Demand Draft of SBI drawn in favour of the ZAO, CBDT, Chennai payable at Chennai. Qualifying bids without Earnest Money Deposit will be rejected.**

Separate application and Earnest Money Deposit should be submitted for each additional vehicles, in case of submitting tender for more than one vehicle.

The quotations received will be opened on 23.05.2022 at 11:30AM in the presence of local purchase committee, O/o. PCIT-4, Chennai.

The office reserves the right to cancel or postpone the tender or reject any bid without assigning any reasons.


(BANU. K)
Administrative Officer Gr. II,
O/o the PCIT-4, Chennai.

TERMS AND CONDITIONS:

1. The vehicle provided by the contractor on hire will be with driver and with fuel who must be in proper white uniform and should have a valid driving license and be competent to drive. Each driver should be provided with a mobile phone by the contractor.
2. The vehicles must be in excellent condition, clean, mechanically fit and must be a **latest vehicle**. The vehicle should not have been purchased prior to 1.1.2021.
3. The vehicle should fulfill the legal obligations prescribed by the State Transport Authority like payment of road taxes, etc. The GST will be payable by the department. All requirements under various statutory laws must be complied with. Any default will be liability of the contractor and this department shall not be liable in any matter whatsoever.
4. 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 the duty point only. In short, shed mileage will not be permitted.
5. The drivers must be literate and well-behaved. He must follow traffic rules & regulations prescribed by the Government from time to time.
6. The operational vehicle deputed for duty must have the tanks filled with fuel to cover the entire trips. The Transport Operator and the driver shall be bound to carry out the instructions of the Officer(s) in charge concerned from time to time.
7. The contractor should ensure that the operational vehicles are fitted with appropriate seat belts and also with good music system, perfume & tissue etc.
8. Insurance of the vehicle and the risk of passenger travelling in the vehicles 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.
9. Any authorized user of the Department has the right of returning the vehicle if he is not satisfied as to the plying condition of the vehicle on any one of the grounds as mentioned above. In such cases, a penalty of Rs. 10000/- or the actual cost of hiring a similar vehicle, whichever is higher, will be deducted from the contractor's pending bills payments.
10. The contractor shall also be responsible for providing a suitable replacement immediately if the vehicle breaks down. In the event of failure to provide such replacement as stated above, the Income Tax Department will claim Rs.10000/- towards penalty or the actual cost for making alternate arrangement whichever is more.
11. The responsibility for the safety and security of the operational vehicle provided solely lies with the contractor. It is also the contractor's absolute responsibility to take care of any damage/ repairs caused to his operational vehicle during the operation of the contract.
12. Staff car vehicle should be arranged even at short notice. The vehicle shall be deemed to be at the disposal of the Income Tax Department, Chennai for all the days of the month, **seven days a week, 24 hours a day**.
13. A log book shall be maintained for vehicle. In case of any accident, all claims arising out of it, shall be met by the contractor. The contractor should have minimum of 5 years of experience in providing vehicles to Government Departments. The contractor should preferably be the owner of the vehicle. The vehicle should not be hired from any outsider and it should be exclusively for the departmental use. **The vehicles should be parked in the Income tax campus only, when not in use.**
14. To facilitate easier scrutiny of bills, the following details are required in the trip sheet
 - a. Reporting time and place
 - b. Opening Kilometer
 - c. Closing Kilometer
 - d. Time of closing
 - e. Place of Closing
 - f. Signature of the user.

15. The vehicle provided by the contractor shall be for **2500 kilometers**. The unused kilometers of a month can be carried forward to the subsequent months till the contract ends. The unused kilometers would mean the difference between agreed kilometers i.e. 2000 kms run in a month and actual kilometers run by the car of the operator if the actual kms run by the car is individually less than agreed kilometers.

16. Bills should be submitted on monthly basis with all supporting records and payment will be made within 30 days from the date of submission of bills after deducting TDS as applicable. The log book maintained 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.**

17. Failure by the contractor to comply with any statutory requirements and / or the terms of the agreement during the period of contract shall result in termination of the contract and subsequent disqualification from participation in any future tender of the department.

18. In case of non-compliance of the above terms and conditions of contract, a penalty may be levied. The penalty for some of the defaults is as under:

- (a) Late reporting Rs.200/- per day
- (b) Non reporting Rs.1000/- per day
- (c) Refusal of duties Rs.1000/- per instance
- (d) Non-observation of dress code Rs.200/- per instance
- (e) Change of drivers without prior intimation Rs.200/- per instance.

19. The contractor to whom the contract is awarded, shall submit a refundable performance guarantee of 5% of contract amount 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.

20. 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 on temporary arrangement till the time of appointing a regular contractor through a similar tender process, will be adjusted against performance guarantee of 5% of contract amount provided by the contractor.

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

22. The vehicle service should cover all stations, places in Tamil Nadu and Puducherry region. And no extra payment would be made for out-station journeys within Tamilnadu and Puducherry.

23. All vehicles should comply with the rules and regulations of RTO Chennai.

24. The Original Registration Certificate (RC book) of the vehicle intended to be offered should be attached with the Tender application and the same will be returned to the owner after the opening of the tender.



(Banu. K)

Administrative Officer Gr.II,

O/o the PCIT-4

Chennai