



भारत सरकार GOVERNMENT OF INDIA  
आयकर विभाग Income Tax Department

आयकर कार्यालय Income Tax Office,  
मदुरा कोटस कॉम्पाउन्ड, रेलवे फीडर रोड Madura Coats Compound, Railway Feeder Road,  
विरुधुनगर - ६२६ ००१ Virudhunagar - 626 001.

C.NO.142/Hired Vehicle-1/2021-22

Date:11.10.2021

**INVITING TENDER FOR VEHICLE ON HIRE BASIS**

The Income Tax Office, Railway Feeder Road, Virudhunagar invites sealed tender from reputed parties engaged in the business of providing transport facilities for hiring the following vehicle:-

Sl. No	Car Make	No. of Vehicles	Age of Vehicle
1.	Operational Vehicle (Small Size) should be of type Maruthi Swift Desire, Toyota Etios, Honda Amaze or equivalent or superior).	1	Less Than 2 Years

1. The contract is for a period of one year which is likely to be extended by one year at the administrative convenience of Principal Commissioner of Income Tax, Madurai – 1, Madurai.

2. Sealed tenders, duly superscribed **“Tenders for providing Vehicle Hire services at Income tax office, Virudhunagar”** and addressed to **“The Head of Office-cum-DDO, Income tax Office, Railway Feeder Road, Virudhunagar – 626 001”** are invited so as to reach this office **not later than 13.00 hours on 22<sup>th</sup> October 2021**. Tenders received after stipulated date/time shall not be entertained. **The tenders will be**

**opened on 25<sup>th</sup> October 2021 at 11.00 hours** in the presence of the bidders of their representative who may like to be present.

3. Detailed information/terms and conditions along with bid prescribed form can be downloaded from either [www.incometaxindia.gov.in](http://www.incometaxindia.gov.in) or [www.tninetmetax.gov.in](http://www.tninetmetax.gov.in) It can also be obtained from the Head of Office-cum-DDO, Income Tax Office, Virudhunagar – 626 001, during the regular office hours i.e. 09.15 A.M to 05.45 P.M. on payment of non refundable tender fee of Rs.500/- **by Demand Draft/Pay Order drawn in favour of ZAO, CBDT, Madurai** payable at Madurai.

In case the tender document is download from the Department's website, a non-refundable tender fee of Rs.500/- has to be paid at the time of submission of the duly filled tender application.

*Eg. Sankar*  
ई. गोमती शंकर / E. GOMATHI SANKAR

आयकर अधिकारी, वार्ड १ और डी.डी.ओ. / ITO, Ward 1 & DDO,

आयकर कार्यालय / Income Tax Office,

विरुदुनगर / Virudhunagar

**Copy Submitted to:** The Joint Commissioner of Income Tax, NCR-2, Madurai.

**Copy to :** Notice Board

### **Terms and conditions:**

1. The vehicle provided by the contractor on hire will be with driver who must be in proper white uniform and should have a valid driving license and be competent to drive.
2. Each driver should be provided with a mobile phone by the contractor and the same mobile number must be available with the driver on duty.
3. The vehicle is to be hired for a period of one year with a provision of extending it for a further period of one year.
4. The vehicle must be a new one in excellent condition, neat and clean and mechanically fit. The contractor must provide the vehicle towels, air-fresheners and other requirements on regular basis which present the vehicle in good looking and running condition shall be arranged by the service provider on regular basis. Though it is the responsibility of the service provider, the department retains the right to furnish the same and deduct such expenses, if required.
5. The vehicle should fulfill the legal obligations as prescribed by the state Transport authorities like payment of Road Tax etc. 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.
6. The duty point is Income Tax Office, Railway Feeder Road, Virudhunagar, or any other place, intimated from time to time..
7. The fuel and oil for the vehicle will be provided by the contractor. Other costs like insurance, repairs, maintenance and any other 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.
8. The vehicle should be parked at the department / residence or at the choice of the officer to whose office the vehicle is attached after the duty is over throughout the period of contract. **The driver should be available on call of the officer using the vehicle for 24X7 days.**
9. The driver must be literate & well behaved. They must follow Traffic Rules & regulations prescribed by the Govt. from time to time.
10. The driver should ensure that the vehicles are fitted with appropriate seat belt, clean white cotton seat covers, fresheners, musical CDs/ USBs for the language demanded by the officer.
11. Comprehensive 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 and Rules made there under or any other law in force.

12. The vehicle will run for **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 vehicle will be hired from a single contractor or from multiple contractors and the discretion of the Head of the Office-cum-DDO is final in this regard.
14. Copies of the Registration Certificate should be enclosed to the bid amount.
15. 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.
16. 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 or any one of the ground as mentioned above. In such cases, penalty of **Rs. 1800/- per day** or actual cost of hiring of a similar vehicle will be deducted from the contractor pending bill payments.
17. The contractor shall also 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 Income Tax department, Virudhunagar shall have the right to recover/claim **Rs.1800/- per day** towards penalty or the actual cost incurred for making alternate arrangement which is more and such deduction shall be made from pending bills of the vendor or from the earnest money deposit, whichever is available for adjustment.
18. 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.
19. To facilitate easier scrutiny of bills, the following details are required in trip sheet:-
  - A) Reporting time and place
  - B) Opening Balance
  - C) Closing Kilometer
  - D) Place of closing
  - E) Time of closing
  - F) Signature of the user

20. Bill should be submitted on monthly basis before 3<sup>rd</sup> 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 as applicable. The log book should be maintained perfectly well and should be endorsed by the officer using vehicle for each and every entry without fail.
21. 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. The Contractor is responsible for the vehicle and the office of the Head of Office- cum- DDO, Income Tax Office, Virudhunagar is not responsible for any violation and is not binding on the office of the Head of Office-cum-DDO, Income Tax Office, Virudhunagar.
22. In case the contractor withdraws or the department terminate 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 the performance guarantee of Rs.15000 per car provided by the successful bidder.
23. The Head of Office-cum-DDO, Income Tax Office, Virudhunagar or the user officer may inspect the vehicles from time to time to ensure that the vehicles are maintained in good condition.
24. In case of non-compliance of the above terms and conditions of the contract, a penalty may be levied as under:
  - a) Late reporting Rs.150/- per day
  - b) Non- reporting Rs.1800/- per day**
  - c) Refusal of duties Rs.500/- per day and additionally the penalty as per clause 17 of this document.
  - d) Non- observation of dress code Rs.200/- per instance
  - e) Non- availability of cell phone of the driver Rs.100/- per day of default.
25. No request for escalation of rates will be entertained for whatsoever reason during the currency of contract. The earnest money will be forfeited along with the due payments if contractual obligation is not performed.
26. 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.
27. The Contractor must have PAN / Service Tax Number.
28. 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 contracting firm.

29. 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.
30. The Head Office-cum-DDO, Income Tax Office, Virudhunagar reserves the right to cancel the contract at anytime with out 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 service performed, the same would be paid as per contract terms. In case of any dispute, the decision of the Head of Office-cum-DDO, Income Tax Office, Virudhunagar shall be final.
31. No night charges separately (apart from as paid for extra hour of duty) will be paid.
32. The Income tax Department reserves the right to accept or reject any part of the tender or whole tender, without assigning any reason.
33. A sum of Rs.15,000/- for the vehicle (Rupees Fifteen Thousand Only) should be deposited towards EARNEST MONEY to be hired.
34. The contract is valid for a period of ONE year with effect from **01.11.2021 to 31.10.2022.**

*E.G. Sankar*

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## **ANNEXURE-I**

### **TECHNICAL BID DOCUMENT**

1. Name of the Proprietor / Registered Firm / Company. :
2. Address of the concern with Mobile.No, & E- mail. :
3. Name & Address of the partners / Directors (with Mobile No.) (In case of Firm / Company). :
4. Contact Person(s) with mobile number(s). :
5. No. of years of experience in providing Vehicles. :
6. List of Clientele:
  - (i) Names and addresses of the parties to whom Vehicles were given on hire. :
  - (ii) Period for which the vehicles given on hire. :
  - (iii) No. of vehicles given on hire. :
7. Permanent Account Number :
8. Service Tax Registration Number :
9. Details of EMD :

### **DECLARATION**

I hereby certify that the information furnished above is full and correct to the best of my / our knowledge. I understand that in case of any deviation is found in the above statement at any stage, the company will be black listed and will not have any dealing with the Department in future.

Signature of the Authorized signatory with date

## **ANNEXURE-II**

### **FINANCIAL BID DOCUMENT**

#### **Hiring of Vehicles for Virudhunagar**

#### **RATE QUOTATION FOR F.Y. 2021-22.**

1. Name of the Proprietor/

Registered Firm/ Company. :

2. Address of the concern :

(With Tele. No. Fax & E-Mail)

3. Contact Person(s) (with mobile number(s)) :

4. Rate for various operational vehicles  
And their models (Exclusive of  
Service Tax)

Type / No. & Model of Vehicle *	Rate per month for 2000 Kilometers	Rate for each Addl. Kilometer	Color of the Vehicle

Note:-

\* Please mention month and year of registration or to be registered

(Details may be enclosed in separate sheet also)

Signature of the Authorized signatory with date