



भारत सरकार / **GOVERNMENT OF INDIA**

आयकर विभाग / **INCOME-TAX DEPARTMENT**

आयकर अधिकारी का कार्यालय (प्रशासन) / **OFFICE OF THE INCOME TAX OFFICER(ADMIN)**

होसुर / **HOSUR**

क्रम संख्या 7371/, प्रथम तल, आर .के.टावर्स, मारुति नगर, होसुर **635109**

**NO: 737/1, 1<sup>ST</sup> FLOOR, R.K TOWERS, MARUTHI NAGAR, HOSUR 635109**

S.F No:114 /Vehicle Hiring/HSR/2022-23

Date: 15.06.2022

To

The Income-tax Officer(HQ)(Accounts)  
Aayakar Bhawan  
121, M G Road,  
Chennai – 600 034

Sir,

Sub: Notice inviting tender for Hiring of vehicle for the O/o The Addl. CIT,  
ReFAC-AU-5(2), Chennai stationed at Hosur – Publishing of – Reg.

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Please find enclosed Notice for inviting tender for Hiring Vehicle for the O/o  
The Addl. CIT, ReFAC-AU-5(2), Chennai stationed at Hosur. It is hereby requested to  
publish the same in [www.tninetax.gov.in](http://www.tninetax.gov.in) website.

Yours faithfully,

(Gopal Kumar Jha)

आयकर अधिकारी(प्रशासन) / Income- tax Officer(Admin)

वार्ड-1, होसुर/Ward-1, Hosur



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**NO: 737/1, 1<sup>ST</sup> FLOOR, R.K TOWERS, MARUTHI NAGAR, HOSUR 635109**

S.F No:114 /Vehicle Hiring/HSR/2022-23

Date: 15.06.2022

**NOTICE FOR INVITING TENDER**

Sub: Hiring of operational vehicles for the O/o The Addl. CIT, ReFAC-AU-5(2), Chennai stationed at Hosur – Regarding.

The O/o the Addl. CIT, ReFAC-AU-5(2), Chennai stationed at Hosur, invites sealed tenders from reputed parties engaged in the business of providing transport facilities, on contract basis, for hiring of one(1) operational vehicle. The vehicle will be stationed at the Income Tax Office, Hosur.

Vehicle should be of Medium size like Honda City/Toyota Innova/Maruti Ertiga/Hundayi Creta etc., and should be of latest model.

Tender forms along with terms and conditions can be obtained from the O/o the Income Tax Officer, DDO & Admin, Hosur. For any clarification contact the Income Tax Officer, DDO & Admin, Hosur. Bids should be given for the above vehicles requirement, in two separate closed covers: One Technical bid and another one Financial bid, addressed to "The Income tax Officer, DDO & Admin, Hosur, No.737/1, 1st Floor, R K Towers, Maruthi Nagar, Hosur – 635 109".

**The last date for receipt of filled in tender form in sealed covers is 24.06.2022 before 04:30 pm**

The Technical Bids will be opened on 27.06.2022 at 11:30 A.M at O/o the Income tax Officer, DDO & Admin, Hosur, NO.737/1, 1<sup>ST</sup> Floor, R K Towers, Maruthi Nagar, Hosur – 635 109. Financial Bids of qualified bidders will be opened subsequently. The Income tax Officer, DDO & Admin, Hosur reserves the right to cancel or postpone the tender or reject any bid without assigning any reason.

**(Gopal Kumar Jha)**

Income Tax Officer(Admin)

Ward-1, Hosur

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

1. Vehicle is proposed to be hired for an initial period of **FOUR MONTHS** with a provision of extending it for a further period of two months. The vehicle proposed to be hired should preferably be new vehicle and of latest model.
2. The vehicle must be in good condition. The vehicle will be run by the department for approximately 2000 kms. per month. The unutilized kilometres will be carried forward to the next month and this will be continued till the end of the contract period of beyond four months or the extended period beyond two months, 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. To calculate, as an example, if five vehicles of the same contractor are hired, excess mileage will be payable only if the total miles run exceeds 10,000 km(2000 kms per vehicle multiplied by 5 vehicles)
3. The minimum hiring charges should be specified (exclusive of GST) for 2000 Kms. (reckoned from place of reporting to place of release) monthly basis.
4. The hiring of vehicle is subject to the satisfaction of the Income-tax Officer, DDO & (Admin), Hosur with regard to quotation filed commensurate with good condition of the vehicle, nature and quality of service provided, experience of the service provider, past records etc.
5. If the quotations equal in all aspect have been received, selection will be done at the sole discretion of the Income tax Officer, DDO & (Admin), Hosur. In case the quotations of more than one bidder are equal in respect of vehicles, preference will be given to the bidder having more number of vehicles with lesser meter reading (vehicle travelled for lesser kilometers)
6. The successful bidder shall supply the vehicle to the Department from 01<sup>st</sup> of July 2022. Further, the vehicle shall be produced for inspection at any time during the tender process, if required.
7. 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. 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.

8. The driver deployed along with vehicle should satisfy the following conditions:

- a) Driver should have valid driving license with minimum 3 years experience in driving.
- b) Driver should be from local area like Hosur, Krishnagiri, Dharmapuri or nearby place and should be well versed with the roads and different localities of respective places in Hosur/Krishnagiri/Dharmapuri/Salem/Trichy/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 maintain the uniform. (white pant & white shirt)

9. The vehicle shall be deemed to be at the disposal of Income tax Department during the period of contract.

10. 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 department shall not bear any liability apart from the hiring charges.

11. The contract between the Department and Contractor can be cancelled with a notice period of 30 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.

12. The vehicle should always be maintained in good condition. Towels, Air Fresheners and other requirements which present the vehicle in good looking and running conditions shall be arranged by the service provider. The department retains the right to furnish the same and deduct such expense, if required.

13. 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.

14. The contractor will be responsible for loss/damage to property or life because of negligence of driver or poor maintenance of vehicle or due to an accident. The Department would not be responsible for loss/damage to property or life on account of such incidents.

15. 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. 100/- per day
- b) Non reporting Rs.500/- per day
- c) Refusal of duties Rs.500/- per instance
- d) Non-observation of dress code Rs.200/- per instance
- e) Change of drivers without prior intimation Rs.200/- per instance.

16. In case a vehicle is not maintained properly, the same should be replaced with a good condition vehicle of same brand 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.

17. A log book/trip sheet specifying daily reporting and relieving time as well as daily opening, closing meter reading and other details as may be specified by the Department shall be maintained for each vehicle. The contractor should submit the duly filled log book/trip sheet signed by the Controlling officer to whom the vehicle has been assigned along with the bill on the monthly basis.

18. The contractor to whom the contract is awarded, shall submit a refundable performance guarantee of Rs.20,000/- (Rupees twenty 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.

19. The successful bidder shall enter in to a contract with the Department.

20. The Income tax Department reserves the right to accept or reject any part of tender or whole tender without assigning any reason.

**(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 CAR FOR THE O/o THE Addl. COMMISSIONER OF INCOME TAX, ReFAC-5(2), CHENNAI STATIONED AT HOSUR**

1	Name of the Service Provider	
2	Address of the Service Provider	
3	PAN Number	
4	GST Registration Number	
5	Experience in years along with details	

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 FINANCIAL QUOTATION FOR HIRING OF CAR FOR THE O/o THE Addl. COMMISSIONER OF INCOME TAX, ReFAC-5(2), CHENNAI STATIONED AT HOSUR**

- 1) Name of the Service provider:
- 2) Address(Please enclose the documentary proof):
- 3) Name of the contact person:
- 4) Mobile/Contact No:
- 5) PAN:
- 6) GST No.(if available):
- 7) Hiring charges per month:

S.No.	Type of Vehicle	Year of Make	Distance travelled	Hire Charges per month(excluding GST)	Rate per KM of kilometres exceed the maximum

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 shall abide by the same.

Date:

Signature:

Station:

Name with seal: