



GOVERNMENT OF INDIA
OFFICE OF THE CHIEF COMMISSIONER OF INCOME TAX
63, RACE COURSE ROAD, COIMBATORE-641018

C.No.9/Vehicle Contract/CCIT/CBE/2020-21

Date: 18-01-2021

NOTICE INVITING TENDER

Sub: **Hiring of Staff car vehicles by Office of the Chief
Commissioner of Income tax, Coimbatore - reg.**

Chief Commissioner of Income Tax, Coimbatore invites sealed tenders from reputed parties engaged in the business of providing vehicles on monthly basis for hiring **three number of Staff Car Vehicles [Mid Size [Including Driver]** for use of offices under the Chief Commissioner of Income Tax, Coimbatore.

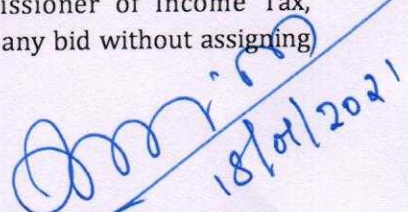
Staff Car Vehicles should be of **2019 or Higher Model** Premier SUV style vehicle (Toyota Crysta/Toyota Innova/Toyota Fortuner/Tata Hexa or equivalent or superior).

Hiring shall be initially for a period of one year which may be extended further at the discretion of Chief Commissioner of Income Tax, Coimbatore.

Tender forms along with terms and conditions are available as part of this document, which may also be obtained from the office of the Deputy Commissioner of Income tax (HQ)(Admn), O/o Chief Commissioner of Income tax, Coimbatore. 4th floor, Annex Building, Income Tax Department, No.63, Race Course Road, Coimbatore. Bids should be given for all of the above vehicle requirements (i.e for all the 3 vehicles) in two separate closed covers: one Technical bid and one Financial bid and addressed to `The Deputy Commissioner of Income Tax(HQ)(Admn), O/o. the Chief Commissioner of Income Tax, Room No.414, 4th Floor, 63, Race Course Road, Coimbatore-641018.

The last date for receipt of filled in tender form in sealed covers is **25.01.2021** on or before 4.00 pm.

The Technical Bids will be opened on **27.01.2021** at 11.00 am in the conference hall, first floor, Main Building, 63, Race Course Road, Coimbatore-641018. Financial Bids of qualified bidders will be opened subsequently. The Chief Commissioner of Income Tax, Coimbatore reserves the right to cancel or postpone the tender or reject any bid without assigning any reasons.


18/01/2021

(ज. राजशेकरन/J.RAJASEKARAN)
आयकर अधिकारी (मु-1)(ज.सं)/ITO(HQ-1/PR)

TERMS AND CONDITIONS FOR HIRING:

1. The Chief Commissioner of Income Tax, Coimbatore [hereinafter referred to as CCIT] reserves the right to postpone or extend the date of receipt/opening rates/quotations or to withdraw the same without assigning any reason thereof.
 2. Rates/Quotations duly filled in, will be received upto the date and time mentioned in the Notice Inviting Tender/advertisement given in the Website/Newspaper.
 3. The agency will not contact in any way, any person/authority, for availing the contract. If found so, the tender of the agency doing so, will be rejected.
 4. Vehicle is proposed to be hired for an initial period of **ONE YEAR** with a provision of extending it for a further period of one year. The vehicles proposed to be hired should **preferably be new vehicle** and in any case not manufactured before 01/04/2019 and should not have run for more than **50,000/- kms**. The colour of the vehicle should be white.
 5. The vehicle must be in good condition. The vehicle will be run by the department for monthly **2000 kilometers x 320 hours [Outstation 24x7]**. The unutilized kilometers 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 one year, 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 10000 km (2000 kms per vehicle multiplied by 5 vehicles) .
 6. The minimum hiring charges should be specified (exclusive of GST) for 2000 Kms. (reckoned from place of reporting to the allotted officer to the place of release) on monthly basis.
 7. The hiring of vehicle is subject to the satisfaction of the Chief Commissioner of Income Tax, Coimbatore with regard to quotation filed commensurate with good condition of the vehicle, nature of quality of service provided, experience of the service provider, past records etc.
 8. It is compulsory that quotations should be given for all the five vehicles. The total amount quoted for all the five vehicles will be considered.
 9. If the quotations are equal in all aspects, selection will be done at the sole discretion of the Chief Commissioner of Income Tax, Coimbatore.
 - a) In case the quotations of more than one bidder are equal in respect of vehicles, preference will be given to the bidder owning more number of vehicles.
7. The successful bidder shall supply the vehicle to the Department from **1st February 2021**. Further, the vehicle shall be produced for inspection at any time during the tender process, if required.
8. 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/nonavailability 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.

10. The driver deployed along with vehicle should satisfy the following conditions;

- a. Driver should have driving licence with minimum 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 wear the **uniform (white pant & white shirt) as well as Identity card** while on duty.
- e. Driver should be decent and well behaved. The driver **should not have criminal antecedents** and it shall be responsibility of the contractor to verify his background before deployment and to get the police verification conducted. The conduct of the driver will be sole responsibility of the contractor and in this regard, department shall not be responsible in any manner, whatsoever.

The contractor shall submit copies of the Registration Certificate and Insurance policies of the vehicles being offered for hire and particulars of the drivers with photograph. One copy of these documents must always be kept in each of the respective vehicles.

The contractor shall be required to produce the vehicle in the office for the physical verification/inspection before deployment.

In case condition of vehicle[s] produced, is not found to be satisfactory, it shall be returned for immediate replacement. In case no replacement is provided on time, this office would have a right to hire vehicles from the market and the additional cost incurred by this will be borne by the contractor.

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

11. 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.

The vendor will have to follow all the statutory rules and regulations in respect of its employee's i.e. Labour Law,ESI,Provident Fund etc., and has to mandatorily submit proof of payments of all statutory dues while submitting bills. No relaxation would be provided for payment of government dues in any condition.

All legal obligations in respect of the vehicle i.e.Road Tax, RTO registration and permissions etc. and in respect of the driver, i.e. minimum wages as per Govt. Regulation, social security etc. will be the responsibility of the vendor. Department may call for the wages or salary register/vouchers for verification

The department shall not make any payment other than the agreed Hire Charges. No increase in hire charges shall be considered during the period of contract for any reason.



In the event of breakdown of vehicles, or absence of driver, the vendor shall provide a substitute vehicle/driver, immediately. In case vehicle does not report on time/does not report at all, the Department would have a right to hire a vehicle from the market & the additional cost incurred by the Department will be borne/reimbursed by the vendor or deducted from his monthly bill.

12. The contract between the Department and the 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.

13. The vehicle should always be maintained in good condition. Towels, Air Fresheners and seat covers 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.

14. 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.

15. 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.

16. 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.1000/- per instance
- d) Non-observation of dress code Rs.200/- per instance
- e) Change of drivers without prior intimation Rs.1000/- /instance.

17 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.

18. 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.

19. The contractor to whom the contract is awarded, shall submit a refundable performance guarantee of **Rs. 50,000/- (Rupees fifty thousand only)** 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. The successful bidder shall enter in to a contract with the Department.



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

22. The bidder shall

- i) Have minimum of 2 years experience in serving any Govt./Semi Govt./reputed Pvt. Companies
- ii) Own minimum of 10 cars as on the date of submitting the bid
- iii) Should have a minimum turnover of Rs. 25.00 lakhs during the Financial Years 2018-19 and 2019-20.

23. **Additional Terms and conditions:**

- i) Availability of Office of Service provider in Coimbatore, Tamilnadu.
- ii) The bidder should not be under liquidation, court receivership or similar proceedings should not be bankrupt. Bidder to submit the undertaking to this effect.
- iii) Dedicated/Toll Free Telephone No. for service Support: Bidder must have dedicated/toll Free Telephone No. for service support.
- iv) Bidder must provide Escalation Matrix of Telephone Numbers for Service Support.
- v) For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria:
 - a. Purchase Order copy along with Invoice(s) with self-certification by the bidder that supplies against the invoices have been executed.
 - b. Execution certificate by client with order value.
 - c. Any other document in support of order execution like Third Party Inspection release note, etc.
- vi) Service Provider is required to pay Salaries / wages of contracted staff deployed at buyer location first i.e. on their own and then claim payment from Buyer along with all statutory documents like, PF, ESIC etc. as well as the bank statement of payment done to staff.
- vii) To be eligible for award of contract, Bidder must possess all the Certificates / Test Reports on the date of Technical bid opening and shall produce on the date of awarding contract. **Bidder's offer is liable to be rejected if they don't produce any of the certificates / documents sought in the Tender document and Corrigendum if any.**



(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 CARS FOR O/o THE CHIEF COMMISSIONER OF INCOME-TAX, COIMBATORE

1	Name of the Service provider	
2	Address & Contact No. of the Service Provider	
3	PAN Number	
4	GST Number	
5	i) Experience in years, along with copies of appreciation certificate from minimum of two parties ii) Total number of cars owned for hire, along with copies of RC iii) Turnover in FY 2018-19 and 2019-20, along with copies of IT returns filed iv) All documents as per attached check list available to be produced on opening of Technical Bid.	

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 CARS FOR O/o THE CHIEF COMMISSIONER OF INCOME-TAX, COIMBATORE

- 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 :



- 7) Hiring charges per month:
(Quotation should be given for all the 03 vehicles)

Sl No.	Type of vehicle	Year of Make	Distance travelled	Hire charges per month (excluding service charge)	Rate per km, if the kms exceed the maximum of 2000 Km.
1	Mid Size				
2	Small Size				

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 01.01.2020.

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 :

Station:

NAME with seal:

Below check list must be filled and uploaded by Sellers/Bidders.

Check List		
Sl No	Specifications	Yes/No
Technical Specification		
1	Bidder Turnover for FY 2018-19 and 2019-20	
2	Required Experience Certificate Submitted	
3	Turnover Supporting Documents Submitted	
4	EMD supporting documents	
5	Required Project Experience in Vehicle Hiring	
Bid Specific Additional Terms		
6	Bidder financial standing undertaking submitted	
7	Local Office of Service Provider [In Tamilnadu]	
8	Field Officer/Manager placed in Coimbatore for Monitoring Services	
9	Dedicated /toll Free Telephone No. for Service Support details submitted	
10	Escalation Matrix For Service Support submitted	
11	Vehicle Model Year/KMs Travelled So Far	
12	Vehicle Details	
13	PAYMENT OF SALARIES AND WAGES supporting documents submitted	

Date:

Signature :

Station:

NAME with seal:

