

प्रत्यक्षकर क्षेत्रीय प्रशिक्षण संस्थान
[राष्ट्रीय प्रत्यक्ष कर अकादमी का एक प्रभाग]
प्रत्यक्षकर क्षेत्रीय प्रशिक्षण संस्थान
121, महात्मा गांधी रोड,
नुगम्बवाकम, चेन्नै - 600 034



DIRECT TAXES REGIONAL TRAINING INSTITUTE
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No. DI/RTI/SF 45/2011-12

Dated: 18th January 2012

TENDER NOTICE

Sealed quotations are invited for provision of cars on monthly hire basis to the Office of the Director, Direct Taxes Regional Training Institute (DTRTI), Chennai on the following terms and conditions:

Type of Car & Model	Nos required	Approximate Mileage	Timings	Rate	Duration of contract
Mid Size (such as Xylo, Scorpio, 'Tavera' etc)(8 Seater) (Not older than 2012)	2	2000 Kms per month	300 hrs per month	Not exceeding Rs. 36,000/- per month	One vehicle from 1.3.2012 to 28.2.2013 (12 months)
					Another vehicle from 1.4.2012 to 28.2.2013 (11 months)
Mid Size - Sedan type (Not older than 2012)	2	2000 Kms per month	300 hrs per month	-	From 1.3.2012 to 28.2.2013 (12 months)
Small Size (Not older than 2012)	1	2000 Kms per month	300 hrs per month	Not exceeding Rs. 24,000/- per month	From 1.4.2012 to 28.02.2013 (11 months)

- 1) The vehicle must be in good condition, clean and mechanically fit. (The vehicles should be brought to this office for inspection on the day of opening of tender. If the vehicles are not brought or the vehicles brought are not found to be fit, the same will be rejected irrespective of lowest quote of rates). Preference will be given to the service providers who own the vehicles provided by them.
- 2) The service provider must be able to provide both the mid size and small size vehicles. The combined lowest quote will be considered.
- 3) The vehicle provided by the Service Provider on hire will be with driver

- 4) The Driver must be in proper and clean uniform. He should always carry his licence and badge.
- 5) The driver must be literate and well behaved. He must follow all traffic rules and regulations prescribed by the Government. Drunken driving is strictly prohibited.
- 6) The drivers should be able to understand and reply in Hindi, English and Tamil. (The drivers should be brought to this office on the day of opening of tender in order to check their said language skills)
- 7) The service provider shall check and verify the credentials, character and antecedents of the drivers before they are assigned to duty for DTRTI, Chennai.
- 8) The Service provider should always ensure that the vehicles hired are always driven by the same driver and the Driver is not changed on any account. The service provider should pay the driver's salary on or before 7th of every month, irrespective of the receipt of payment for the respective month.
- 9) Drivers should carry mobile phone for communication with the Officers, cost of which including the monthly bill shall be borne by the Service Provider.
- 10) The Service Provider will be responsible for fuel, insurance, all repairs and maintenance expenses of the vehicle. The Service Provider must ensure that the vehicles have adequate fuel to cover the entire trip.
- 11) In case of any accident, all claims arising shall be met by the Service Provider. Insurance of vehicle and the driver shall be taken care of by the service provider.
- 12) Service Providers should arrange alternative car immediately in case of break-down of the car provided.
- 13) In case of the inability of the service provider to provide alternate vehicle, an amount of Rs. 4000/- per day for mid-sized cars and Rs 3,000/- per day for small sized car will be deducted from the monthly bills.
- 14) The duty point is the DTRTI, Chennai, 46, M.G. Road, Chennai-34 or any other place intimated from time to time and the mileage and time would be reckoned from and to the duty point only. In short, shed mileage will not be permitted.
- 15) The vehicle should fulfill the legal obligations prescribed under various statutory laws in operation. Any penalty for default will be the liability of the Service Provider and the DTRTI, Chennai shall not be liable in any manner whatsoever.
- 16) Failure by the Service Provider 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 tenders of the DTRTI Chennai.
- 17) Log book should be maintained which will be the basis for payment of bills. Bills should be submitted on a monthly basis before 5th of every month with all supporting documents and payments will be made in 30 days to 60 days from the date of submission of bills after deducting TDS as applicable.
- 18) No request for escalation of rates will be entertained for whatsoever reason during currency of the Contract.

- 19) Subject to the above mentioned conditions, the vehicle should be provided at any time for the duration and distance required by the Officers of DTRTI, Chennai
- 20) Any authorised user of the DTRTI, Chennai has the right to returning the car, if he is not satisfied with the plying condition of the car, conduct of the driver or on any other grounds mentioned above. In such cases, a penalty of Rs. 1,000/- or the actual cost for making alternate arrangement whichever is more shall be paid by the Service Provider.
- 21) 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 one or more car of the operator if the actual Kms run by a car is individually less than the agreed kilometers.
- 22) Vehicle shall be deemed to be at the exclusive disposal of the Direct Taxes Regional Training Institute Chennai for all the days of week. The vehicles should be in the safe custody of the drivers and the vehicles are to be parked in the premises specified by the DTRTI, Chennai. In short, the vehicles should not be used by anyone other than those authorised by DTRTI, Chennai
- 23) The vehicle will be assigned by the DTRTI to any officer for the duration of the contract.
- 24) If the service provider wants to withdraw any of the vehicles or the whole contract during the period of contract, charges for a month, for a vehicle, will be deducted as penalty, whereas DTRTI, Chennai will have the right to withdraw the contract at any point of time during the period of contract, in case of violation of any of the above conditions or the services are not satisfactory.
- 25) The contract may be extended for one more year based on the performance on mutual agreement.

Interested parties are requested to submit the quotation to the Office of the Director, Direct Taxes Regional Training Institute, Chennai, No.46, Mahatma Gandhi Salai, Chennai 600 034 on any working day between 10.00 a.m. and 05.00 p.m. on or before 27/01/2012 along with the details like model of the vehicle (copy of the "RC" book to be enclosed), monthly hire charges expected, rate per extra kilometer, rate per extra hour etc. Interested parties may also note that **no other charges will be borne** by the DTRTI, Chennai. You are also requested to submit the details of present and previous experience in the same line of business along with evidence and the fleet of vehicles available with you.

The tenders will be opened on 31/01/2012 at 11.30 a.m.

-Sd-
(JAYANTHI KRISHNAN)
Director
DTRTI, Chennai.

Direct Taxes Regional Training Institute, Chennai

No 46 (Old No 108) M G Road, Nungambakkam, Chennai 600 034

Tender Form

1. Name of the Proprietor / Registered Firm/
Company :
2. Address of the concern
(with Tel No., Fax & e-mail) :
3. Name & address of the Partners / Directors
(with mobile no.) In case of company / firm :
4. No. of years of experience in providing
Vehicles :
5. List of clientele
 - a. Names and addresses of the parties
with contact numbers to whom
vehicles were given on hire :
 - b. Period for which the vehicles were
hired out :
 - c. Number of vehicles given on hire :
6. Permanent Account Number :
7. Service Tax Registration Number :
8. Driving license number and Badge number
of the drivers :
9. Details of EMD (Rs. 10,000/-) :
10. Rates :

Description of the	Make	Year of Manufacture	Monthly Hire	Rate per extra Km	Rate per extra
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vehicle			charges for 2000 Km and 300 Hours	in excess of 2000 Kms	hour beyond 300 hours

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 any deviation is found in the above statement at any stage, the company / firm / I will be blacklisted and will not have any dealing with department in future.

(Signature of authorized signatory with date)