



भारत सरकार / Govt. of India
कार्यालय उप आयकर आयुक्त (केन्द्रीय सर्कल)
आयकर भवन, पटियाला

O/o the Dy. Commissioner of Income Tax (Central Circle), Ayakar Bhawan, Patiala
Mail ID- Patiala.dcit.cen@incometax.gov.in Fax: 0175-2213520, 2203332

F. No. DCIT/CC/PTA/2020-21/62

Dated: 19.05.2020

To

The Dy. Commissioner of Income Tax (HQ.)/Admn.),
O/o the Principal Chief Commissioner of Income Tax,
Aayakar Bhawan, Sector-17E,
Chandigarh.

Sir/Madam,

Subject: - Uploading of Tender Notice and its enclosures for hiring of operational vehicle on the website of Pr.CCIT, NWR, Chandigarh i.e. www.incometaxchandigarh.org- regarding-

Kindly refer to the above cited subject.

2. In this connection, it is stated that the office proposes to invite quotation/tender for hiring of operational vehicle. As per departmental guidelines, it is necessary to upload the same to the website of Pr.CCIT, NWR, Chandigarh. It is, therefore, requested to upload this notice and its enclosures on the website of Pr.CCIT, NWR, Chandigarh i.e. www.incometaxchandigarh.org.

Yours faithfully,

(Pardeep Kumar Goyal)
Deputy Commissioner of Income tax
Central Circle, Patiala

Encl : As Above



भारत सरकार / Govt. of India

कार्यालय उप आयकर आयुक्त(केन्द्रीय सर्कल)

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O/o the Dy. Commissioner of Income Tax (Central Circle), Ayakar Bhawan, Patiala

फोन : 0175-2213520, 2203332

फा.सं. /उ०.आ.आ. केन्द्रीय सर्कल/पटि/2020-21/63

दिनांक : 19.05.2020

NOTICE INVITING TENDER

On behalf of the President of India, the Deputy Commissioner of Income Tax, Central Circle, Patiala, invites sealed Tenders/Bids for hiring of one Operational vehicle (with Driver, Fuel etc.), preferably Toyota Innova Crysta, Hyundai Verna, Maruti Ciaz or Honda City for the operational use of Central Circle, Patiala.

Tender Form and the copy of terms and conditions are available in the office of DCIT, Central Circle, Patiala, 3rd Floor, Aayakar Bhawan, Patiala, which can be collected by the interested vendors on any working days from the date of publishing of the notice to 10th June, 2020 up to 03:00 PM or can be downloaded from the website www.incometaxchandigarh.org. Bids/Tender will be accepted in this office up to 05:00 PM on 10th June, 2020 in person or by speed post. The bids received after 10.06.2020 (05:00 PM) will not be entertained.

The bids shall be opened on 11th June, 2020 at 11:00 AM in the presence of members of Purchase Committee in the chamber DCIT, Central Circle, Patiala. Any change in the schedule will be communicated to the bidders, telephonically. The Purchase Committee reserves the right to cancel or postpone the tender or reject any incomplete bid without any reasons.

(Pardeep Kumar Goyal)
Deputy Commissioner of Income Tax,
Central Circle, Patiala.

Terms & Conditions for Bidders

1. The bidder have to submit both Technical and Financial Bids in separately packed sealed covers marking "Technical Bid" & "Financial Bid" in one envelope, addressed to the Deputy Commissioner of Income Tax, Central Circle, Patiala.
2. Bids/tenders will be accepted up to 5 PM on 10.06.2020. Bidders should submit the bids as per requisite proforma with prescribed self attested supporting documents. Bids will be opened at 11:00 AM on 11.06.2020 in the presence of the Purchase Committee in the chamber of DCIT, Central Circle, Patiala, 3rd Floor, Aayakar Bhawan, Patiala.
3. The Financial bid of only those bidders shall be opened who are found to be successful in their technical bids.
4. Maximum monthly charges will be Rs. 40,000/- inclusive of all expenses i.e. driver salary, fuel expenses and other running and maintenance expenses but exclusive of taxes.
5. The bidder may remain present at the time of opening of the Tender by the purchase committee.
6. The vehicle will be taken by the Income Tax Department on contract basis from the successful bidder as per terms and Conditions for contractors specified in Annexure-I.
7. Where the bid is received after the due date (including on account of reasons of postal delay) the same will not be considered and shall be rejected.
8. The successful bidder has to enter into a formal contract with the O/o Deputy Commissioner of Income Tax, Central Circle, Patiala.
9. The Income Tax Department reserves the right to cancel/postpone the tender/ contract procedure without assigning any reasons there for. The authority for acceptance of the bids and tendered rates will be rest with the Purchase Committee O/o Deputy Commissioner of Income Tax, Central Circle, Patiala as who does not bind itself to accept the lowest or any other tender, nor does it undertake to assign reasons for its decision in this matter.
10. All the documents submitted by the bidders shall become the property of this Department and this Department shall have no obligations to return the same to the bidders.
11. If the tender, deliberately gives any wrong information or conceals any information/facts in the tender documents or uses any fraudulent means for

acceptance of the tender, the Income Tax Department reserve the right to reject such tender at any stage of execution without any financial liability and initiate legal action against such tenderer, as it deems fit.

12. Canvassing in connection with tender is strictly prohibited and the tender submitted by the tenderer who reports to canvassing will be liable for rejection.

13. If the quotation equal in all aspects have been received, selection will be done on following guidelines:-

a. In case the quotations of more than one bidder are equal in respect of vehicle, preference will be given to the bidder with lesser meter reading (Vehicle travelled for lesser kilometer).

b. Preference will be given to new vehicles.

14. Any violation aforementioned terms and conditions, and if the service are not found to be satisfactory, may lead to termination of the contract at any stage without giving any prior notice.



(Pardeep Kumar Goyal)
Deputy Commissioner of Income Tax,
Central Circle, Patiala

Annexure-I

Terms & Conditions

1. The contractor should have sufficient experience in providing vehicles and turnover of the contractor should be not less than Rs. 10 Lacs for the previous 2 years (proof should be attached).
2. The vehicle offered should be brand new and with all safety features like air bags, ABS, Power windows and automatic climate control. The Innova Crysta can be of 2019 model and should not be purchased before 01.01.2019.
3. The vehicles must be in good working condition. The vehicle will be run by the Department for approximately 2000 kilometers per month (1800 km per month in the case of Innova Crysta) for the office use.
4. The vehicles provided by the contractor should be made available on all days including holidays on round the clock basis. Non-providing of Vehicle/alternate equivalent vehicle on any day/days will attract deduction of charges from the bill on pro-rata basis.
5. The vehicles provided to the Department should preferably be in white colour. The driver, provided by the contractor with the vehicle should be in uniform as per guidelines of RTO. Following conditions are also to be fulfilled by the contractor/driver:-
 - a. The driver should have a valid driving license and experience of more than three years of driving the class of vehicle offered for hire.
 - b. The driver shall be provided with a mobile phone by the contractor. The bill of the mobile phone is to be borne by the contractor. The driver should always be reachable on mobile phone during the period of his deployment.
 - c. The driver should be decent and well behaved. He should not have any criminal background. It shall be the responsibility of the contractor to verify the antecedents of the driver before deployment.
 - d. The contractor shall be responsible for verification of medical fitness and suitability of driver before deployment.
 - e. The driver should have knowledge of city routes and should be able to communicate both in Hindi and English.
 - f. All statutory compliance related to employment of the driver need to be adhered by the contractor.
 - g. Dedicated driver is to be provided to the Department. Any change would be permitted only in exceptional circumstances, on prior permission.

- h. The driver deployed by the contractor shall maintain decency, peace and order during deployment with the department. He shall behave courteously with all the officers/employees & other personnel working for the Department and the visitors Officers/employees & other personnel working for the Department and the visitors of the office premises. The driver/personnel would required to be immediately replaced by the complaint of misbehavior. Any damage to property by the deployed personnel shall be recovered from the contractor.
6. All the claims/damages arising out of accident, if any, shall be settled by the contractor. The responsibility for loss/damage of property/life due to accident of the vehicle/driver shall not be of the concerned office against any loss/damage/ of property or life attributable to negligence on the part of the Driver or poor maintenance of the vehicle.
7. The contract will be for two years i.e. 01.07.2020 to 30.06.2022 and its renewable on mutual agreement (if found satisfactory) by the Department, on the same terms and conditions or with modifications as agreeable to both the parties.
8. If any new addition of vehicle is required, the contractor will provide the vehicle on the same approved monthly rates, terms and conditions.
9. The contract can be terminated at any time without assigning any reasons, by the Department or the Contractor by giving 30 days notice.
10. The vehicles shall have comprehensive insurance and fitness as per RTO's Rules and compliance to the provisions of the Motor Vehicles Act/Rules. All legal obligations in respect of the vehicle i.e. Road Tax, RTO permission etc. and the driver i.e. minimum wage, social security etc, will be the responsibility of the contractor.
11. The tender should keep the following documents to justify the capacity of execute the contract:- Certificate of Registration of vehicle, insurance of Vehicle, Road, Tax Certificate, Emission Test Certificate etc. in original if vehicles is already purchased by the contractor.
12. The vehicle is to be maintained in excellent condition and regular cleaning must be ensured.
13. The contractor shall provide replacement of vehicle within justifiable time in case of breakdown or servicing or absence of driver. In case replacement is

- not provided, the Income Tax Department shall deduct pro-rata charges per day amount on daily basis from the bills.
14. The monthly hire charges shall cover the fuel charges for vehicles, repairs and maintenance, servicing, insurance, permit, statutory dues, taxes, other risks and liabilities, driver's salary and allowances etc (Fuel & driver will be of department in case of Staff Car). No request would be entertained. TDS and TDS on GST will be deducted as per Government's time to time instructions/provisions while making payments.
 15. Payment shall be made by the O/o Deputy Commissioner of Income Tax, Central Circle, Patiala after the end of every month on presentation of the bill. However, no interest is payable on delayed payment.
 16. A daily record indicating time and mileage for each vehicle is to be maintained in a logbook and entries therein must be certified by the user.
 17. The unused KMs of a month will be carried forward to the subsequent months till the contract ends. The unused kilometers would mean the difference between agreed kilometers i.e. 2000/1800 km run in a month and actual kilometers run by a vehicle is less than the agreed kilometers.
 18. The vehicle taken on hire would have to be parked either in the office premises or at the designated premises to be decided by the Officer to whom the vehicle is allotted.
 19. The contractor to whom contract is awarded would furnish name, address and contract number of a person with whom the department/ controlling officer (of the Department) should contract in case of any problem faced with regard to service being provided by such contractor on day to day basis.
 20. Any violation of the aforementioned terms and conditions and if the services are not found satisfactory may lead to termination of contract without any notice.
 21. In case of dispute regarding interpretation of any term or condition of the Tender contract, the decision of the Deputy Commissioner of Income Tax, Central Circle, Patiala is final.

(Pardeep Kumar Goyal)
Deputy Commissioner of Income Tax,
Central Circle, Patiala

Annexure-II

TECHNICAL BID

(To be signed and submitted to the O/o Deputy Commissioner of Income Tax, Central Circle, Patiala with self attested supporting documents.)

1. Name and address of registered agency:
2. Name and address of owner:
3. PAN (Copies to be annexed):
4. Details of previous experience in Govt. Department/Public sector Units:
5. Details of vehicle

Make of the vehicle	Petrol/Diesel	Year of Purchase	Registration Number	Date of Registration

6. Any other remarks:
7. Whether blacklisted by the Central/State/UT Govt., or any Govt. Organization including PSUs etc:

Signature of
Owner/.....

Authorized
Signatory.....
Full Name
Name of
Contractor.....
Phone: Land Line
Mobile
Place
Date

Declaration

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

(Signature of authorized signatory with date)

Annexure-III

FINANCIAL BID

(To be signed and submitted to the O/o Deputy Commissioner of Income Tax,
Central Circle, Patiala.)

Basic fixed monthly rent (<i>Lumpsum charges</i>) for 2000/1800 Kilometers per month.	Rs.
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Note :- Rate quoted above shall be exclusive of Prevailing Taxes.

Signature of authorized signatory

Full Name

Name of the Contractor

Cell No.

Seal

Place

Date