



भारत सरकार/Government of India

आयकर विभाग / Income Tax Department

कार्यालय आयकर आयुक्त-3, आयकर भवन, ग्रैंड वाक, चौथी मंजिल, फिरोज़पुर रोड, लुधियाना.
O/o Commissioner of Income Tax (Appeals)-5, Aayakar Bhawan, Grand Walk,
4th Floor, Ferozepur Road, Ludhiana.
Ph. No. 0161-2979782 Fax: 0161-2979785

F. No. CIT-(A)-5/LDH/20-21/

Date: 02.12.2020

निविदा सूचना

भारत के राष्ट्रपति के पक्ष में, आयकर आयुक्त(अपील)-5, लुधियाना कार्यालय द्वारा अधिकारी के परिचालन उपयोग के लिए 1 स्टाफ कार (Staff Car) की हायरिंग हेतु किराए पर लेने के लिए टोयोटा इनोवा (Toyota Innova Crysta) के लिए सीलबंद लिफाफों में आवेदन आमंत्रित है।

संविदा के नियम व शर्तें आयकर आयुक्त (अपील)-5, लुधियाना, चौथी मंजिल, ग्रैंड वा माल, फिरोज़पुर रोड, लुधियाना 141001 के कार्यालय में उपलब्ध है, जोकि इच्छुक पार्टियां इस नोटिस के प्रकाशन की तारीख से दिनांक 09.12.2020 को दोपहर 03:00 बजे तक किसी भी कार्य दिवस को प्राप्त कर सकती है अथवा www.incometaxchandigarh.org एव www.incometaxindia.gov.in (New Tender) से डाउनलोड कर सकते हैं। निविदा अधोहस्ताक्षरी के कार्यालय में दिनांक 14.12.2020 तक दोपहर 03:00 बजे तक दस्ती अथवा स्पीड-पोस्ट से पहुँच जानी चाहिए।

निविदा दिनांक 15.12.2020 को 05:00 बजे प्रधान आयकर आयुक्त (केन्द्रीय), लुधियाना कार्यालय की खरीद समिति की उपस्थिति में खोली जाएंगी। अनुसूची में कोई बदलाव होने पर बोलीकर्ताओं को दूरभाष द्वारा सूचित कर दिया जाएगा। खरीद समिति बिना कोई कारण बताए अधूरे निविदा को स्थगित अथवा रद्द कर सकती है।


(डा. देवेंद्र सिंह)

आयकर आयुक्त (अपील)-5,
लुधियाना।

Copy To:

1. Notice Board of this office.
2. Wen Manager, www.incometaxindia.gov.in with a request to upload the same on website.
3. DCIT (Hq.) (Admin.), O/o Pr. CCIT, NWR, with a request to upload the same on www.incometaxchandigarh.org.

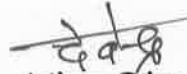
245
02-12-2020


(डा. देवेंद्र सिंह)

आयकर आयुक्त (अपील)-5,
लुधियाना।

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 Commissioner of Income Tax (Appeal)-5, Ludhiana.
2. Bids/tenders will be accepted up to 3 PM on 14.12.2020. Bidders should submit the bids as per requisite proforma with prescribed self attested supporting documents. Bids will be opened at 05:00 PM on 15.12.2020.
3. The Financial bid of only those bidders shall be opened who are found to be successful in their technical bids.
4. The bidder may remain present at the time of opening of the Tender by the purchase committee.
5. The Staff Car 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.
6. 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.
7. The successful bidder has to enter into a formal contract with the O/o the Commissioner of Income Tax (Appeal)-5, Ludhiana.
8. 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 Pr. Commissioner of Income Tax (Central), Ludhiana 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.
9. 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.
10. 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.
11. Canvassing in connection with tender is strictly prohibited and the tender submitted by the tenderer who reports to canvassing will be liable for rejection.
12. 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.
13. 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.


(डा. देवेंदर सिंह)

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Annexure-I

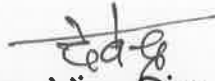
Terms & Conditions

1. The applicant contractor should be owner of at least 2 vehicles (Existing) at the time of making application for the contract and should produce evidence to that effect.
2. The turnover of the contractor should be not less than Rs. 10 Lacs for the previous 2 years(proof should be attached)
3. The vehicles provided by contractor should be New.
4. The vehicles must be in good working condition. The vehicle will be run by the Department for approximately 2200 kilometers per month for the office use.
5. The vehicle 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.
6. The vehicle 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/residential premises. The driver/personnel would be required to be immediately replaced by the complaint of misbehavior. Any damage to property by the deployed personnel shall be recovered from the contractor.

7. 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.
8. The contract will be for three years i.e. 15-12-2020 to 14-12-2023 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.
9. If any new addition of vehicle is required, the contractor will provide the vehicle on the same approved monthly rates, terms and conditions.
10. The contract can be terminated at any time without assigning any reasons, by the Department or the Contractor by giving 30 days notice.
11. 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.
12. 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.
13. The vehicle is to be maintained in excellent condition and regular cleaning must be ensured.
14. 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 Rs. 500/- per day amount on daily basis from the bills.
15. 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.
16. Payment shall be made by the Commissioner of Income Tax (Appeal)-5, Ludhiana after the end of every month on presentation of the bill. However, no interest is payable on delayed payment.
17. 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.

18. 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. 2200 km run in a month and actual kilometers run by a vehicle is less than the agreed kilometers.
19. The vehicle taken on hire would have to be parked wither in the office premises or at the premises of the Officer to whom the vehicle is allotted.
20. 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.
21. 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.
22. In case of dispute regarding interpretation of any term or condition of the Tender contract, the decision of the Commissioner of Income Tax(Appeal)-5, Ludhiana is final.


(डा. देवेंदर सिंह)

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