



भारत सरकार/Govt. of India

आयकर विभाग /Income Tax Department

कार्यालय अपर महानिदेशक, प्रत्यक्ष कर क्षेत्रीय प्रशिक्षण संस्थान, एस.सी.ओ.: 132-133 सेक्टर-34ए, चण्डीगढ़।  
O/o the Additional Director General, Direct Tax Regional Training Institute (DTRTI),  
SCO: 132-133, Sector-34A, Chandigarh

F.No. DTRTI(CHD)/ADG/ADM/Tender/2020-21/ 573

Dated:- 01-12-2020

To

The Pr.Chief Commissioner of Income Tax, NWR,  
Sector 17E, Chandigarh

{Kind attn.-DCIT(Hq.)(Admn.)}

Madam/Sir,

Subject: E-Tender notice for hiring of Vehicle- regarding-

Kindly refer to the subject above.

2. In this regard, it is submitted that there is requirement of two vehicles on monthly hire basis for operational use in the office of the Addl. Director General, DTRTI, SCO: 132-133, Sector-34A, Chandigarh.
3. Accordingly, the undersigned is directed to enclose herewith a copy of e-tender notice for hiring of Vehicles with a request to upload the same on [www.incometaxchandigarh.org](http://www.incometaxchandigarh.org).
4. The last date for submission of the bids is 17.12.2020 (till 5 PM).

Encl: As above

Yours faithfully,

*Alka Kumari*  
(Alka Kumari)

Asstt. Director of Income Tax(Trg.-2)  
Member Secretary Local Purchase and  
tender Committee, DTRTI, Chandigarh.

(अलका कुमारी)  
(Alka Kumari)  
आयकर सहायक निदेशक (प्रशि.-2)  
Asstt. Director of Income Tax(Trg.-2)  
प्रत्यक्ष कर क्षेत्रीय प्रशिक्षण संस्थान, चण्डीगढ़  
DTRTI, Chandigarh.



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O/o the Additional Director General, Direct Tax Regional Training Institute (DTRTI),  
SCO: 132-133, Sector-34A, Chandigarh

F.No. DTRTI(CHD)/ADG/ADM/Tender/2020-21/572

Dated:- 01/12/2020

### Notice Inviting Tender

The office of the Addl. Director General, DTRTI, Chandigarh invites online bids/quotation for hiring of two (02) vehicles of **Innova** make for the operational use of the Office of the Addl. Director General, DTRTI, SCO: 132-133, Sector-34A, Chandigarh.

The tender documents along with the instructions and terms & conditions can be downloaded from the Department's web site [www.incometaxchandigarh.org](http://www.incometaxchandigarh.org). The prospective tenderers are advised to check the eligibility criteria thoroughly before applying for the Tender.

The tenderer should register and apply **for one vehicle or two vehicles** through online mode only on e-Tendering portal [www.tenderwizard.com/INCOMETAX](http://www.tenderwizard.com/INCOMETAX). No other mode of application for tender will be entertained. The online bids can be submitted through the e-Tendering portal [www.tenderwizard.com/INCOMETAX](http://www.tenderwizard.com/INCOMETAX) upto **17/12/2020** till **05:00 PM**.

The decision upon the bids received shall be taken upon by the Competent Authority tentatively within a week's time and the same shall be communicated to the bidders through online e-Tendering portal only. This office reserves the right to amend/withdraw any of the terms and conditions in the Tender Document or to reject any or all tenders without giving any notice or assigning any reason. The decision of the Addl. Director General, DTRTI, Chandigarh in this regard shall be final and binding on all.

*Alka Kumari*

(Alka Kumari)

Asstt. Director of Income Tax(Trg.-2)  
Member Secretary Local Purchase and  
tender Committee, DTRTI, Chandigarh.

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DTRTI, Chandigarh.



भारत सरकार/Govt. of India

आयकर विभाग /Income Tax Department

कार्यालय अपर महानिदेशक, प्रत्यक्ष कर क्षेत्रीय प्रशिक्षण संस्थान, एस.सी.ओ.: 132-133 सेक्टर-34ए, चण्डीगढ़।

O/o the Additional Director General, Direct Tax Regional Training Institute (DTRTI),

SCO: 132-133, Sector-34A, Chandigarh

F. No. DTRTI (CHD)/ADG/ADM/Tender/2020-21/ 572

Dated: - 01/12/2020

**Notice: Tender for hiring of two (02) operational vehicles Innova make for the operational use of the Office of the Addl. Director General, DTRTI, SCO: 132-133, Sector-34A, Chandigarh**

NIT No.	DTRTI(CHD)/ADG/ADM/Tender/20-21/572
NIT Issue Date	01/12/2020
Date, time & venue for doubts/ clarifications	08.12.2020 between 11:00 hrs and 17:00 hrs at Room No. 12, 4 <sup>th</sup> Floor, DTRTI, SCO: 132-133, Sector-34A, Chandigarh.
Last Date and time of Bid Submission (online & in original)	17.12.2020 till 17:00 HRS
Due Date, time & venue of opening of Technical Bids	18.12.2020 till 15:00 HRS
Duration of contract	Two years from the date of award of contract extendable up to one more year on the same terms & conditions. Maximum period of contract three years.

*Alka Kumari*

(Alka Kumari)

Asstt. Director of Income Tax(Trg.-2)  
Member Secretary Local Purchase and  
tender Committee, DTRTI, Chandigarh.

(अलका कुमारी)  
(Alka Kumari)  
आयकर सहायक निदेशक (प्रति.- 2)  
Asstt. Director of Income Tax(Trg.-2)  
प्रत्यक्ष कर क्षेत्रीय प्रशिक्षण संस्थान, चण्डीगढ़  
DTRTI, Chandigarh.



## GENERAL INSTRUCTIONS FOR BIDDERS

### 1. SUBMISSION OF TENDERS - TIME LIMIT/MODE

(a) The tender should be submitted ONLINE through the website [www.tenderwizard.com/](http://www.tenderwizard.com/) INCOME TAX ONLY. Both the bids i.e. Technical and Financial should be in English only and prices should be written/quoted in both figures and words. In case there is difference in rates quoted by a tenderer in figures as well as in words, the quoted rates in words shall be considered only for evaluation and other purposes.

(b) **Earnest Money Deposit (EMD) / Bid Security Declaration** - EMD is not required, but the tenderer should **furnish duly signed and stamped , "Bid Security Declaration"** accepting that if they withdraw or modify their Bids during the period of validity, or if they are awarded the contract and they fail to sign the contract, they will be suspended till May 2021 from being eligible to submit any Bids for contracts with the ADG , DTRTI, Chandigarh.

(c) The tenderer should ensure that all the scanned copies required to be uploaded online should be of original/true copies of documents which are duly attested/sealed and signed. After the submission of online bids and soft/scanned copies of all relevant documents, the tenderer will be required to submit the duly attested and signed copies (hard copies) to this office. These documents duly complete should be submitted in two separate parts either through post or in person. The first part should be sealed in a separate envelope and superscripted as "**Technical Bid - Quotation for Hiring of Vehicle**". This should **contain Bid Security Declaration** and all the information which would enable the Income Tax Department to decide on credentials of the tenderers for supplying the required item. The second part will consist of the "**Financial Bid - Quotation for Hiring of Vehicle**" and should be superscripted on the second envelope as such and should also be sealed. Both the envelopes should be sealed in one envelope and duly superscripted as "**Tender for Hiring of Vehicle**" and addressed to the Addl. Director of Income Tax (Trg) DTRTI, Chandigarh ,3<sup>rd</sup> Floor, DTRTI, SCO: 132-133, Sector-34A, Chandigarh.

(d) The prospective tenderer should ensure that the documents uploaded on the e-portal are clearly typed and scanned and should be clearly legible. It should also be ensured that the copies of documents uploaded online should exactly match with those submitted physically in this office. Any deviance between the two sets of documents (for e.g. difference in figures/data/signature etc.) will lead to rejection of the tender.

(e) Tender(s) received beyond the last date of submission shall be summarily rejected and no claim of tenderer shall be entertained in respect of receipt of tenders at a later stage. No tender will be entertained by E-mail or FAX.

(f) The prospective tenderers may visit this office on 8/12/2020 at 3<sup>rd</sup> Floor, DTRTI, SCO: 132-133, Sector-34A, Chandigarh (between 11:00 AM & 05:00 PM) in case of any doubts/clarifications in respect of this tender document. No further issues raised by the parties shall be entertained later on.

(g) The Income Tax department reserves the right to cancel/postpone the tender/contract procedure without assigning any reasons thereof.

## **2. OPENING OF BIDS:**

The process of opening the bids shall be done on e-Tendering portal only. The prospective tenderers are not required to be present in this office during the analysis of the bids. The Technical bids of only those parties will be analyzed who have submitted the attested/signed documents as required. Any bids which are not as per the instructions /terms and conditions will be liable to be rejected. Communication in this regard will be made to the bidders through e-portal only.

The Financial bids of only those bidders shall be analyzed who are found to be successful in their Technical bids.

If the quotations equal in all aspects have been received selection will be done as per, but not limited to the 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 having more number of vehicles with lesser meter reading (vehicle travelled for lesser kilometers).
- (b) Preference will be given for new vehicle.
- (c) The upper limit for monthly charges (exclusive of service taxes and GST) shall be Rs. 50,000/- only.

The decision towards finalization of the bids received shall be taken upon by the Competent Authority tentatively within a week's time and the same shall be communicated to the bidders through online e-Tendering portal only.

## **3. VALIDITY OF OFFER:**

The tenderer will be required to keep the offer open for a period of 120 Days from the last date of submission of tender. The tenderer after submitting his tender, shall not rescind his offer or modify the terms and conditions thereof in any manner.



#### **4. ACCEPTANCE OF TENDER:**

The authority for acceptance of the tender documents and tendered rates will not rest with the competent authority of Income Tax Department 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.

Acceptance of tendered rates will be communicated to the firm through a letter as soon as the process is finalized.

All the tender documents submitted by a tenderer shall become the property of Income Tax Department and the Department shall have no obligation to return the same to the tenderers.

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

If the tenderer deliberately gives wrong information or conceals any information/facts in the tender or uses any fraudulent means for acceptance of the tender, then Income Tax Department reserves 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.

#### **5. EXECUTION OF AGREEMENT:**

The firm whose tender is accepted shall be required to execute an Agreement within fifteen (15) days of the date of issue of communication from this office and start the work from the date as mentioned in the communication. Failure to do so shall constitute a breach of the contract.

The tenderer shall treat the contents of the tender documents as private and confidential.

#### **6. POSTAL ADDRESS FOR COMMUNICATION:**

Every tenderer shall state in the tender his postal address fully and clearly. Any communication sent to the tenderer by post at the said address shall be deemed to have reached the tenderer in time.

## Annexure-1

### TERMS & CONDITIONS

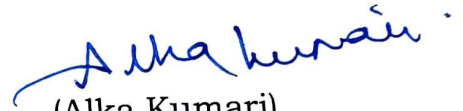
- 1) The vehicles offered should be of make **like Innova**.
- 2) The vehicle provided by the contractor should be new and the year of manufacturing should be 2020. The Bidder may apply **for one vehicle or two vehicles** .
- 3) It will be at the sole discretion of the Income Tax Department to choose make of the vehicle amongst the same category of vehicle viz SUVs/Sedan etc offered by the tenderers.
- 4) The vehicles must be in good working condition. The vehicles will be run by the Department for approximately 2000 kilometers per month for the Addl. Director General /Addl. /Joint/ Directors of Income Tax of DTRTI, Chandigarh or as Operational vehicles.
- 5) 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.
- 6) The vehicles provided to the Department shall be white in color.
- 7) The driver for the vehicle shall be provided by the contractor.
- 8) The driver to be provided by the contractor with the vehicle should be in uniform (white pants, white shirt and black shoes) while on duty or as per the guidelines of the RTO. The 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 personnel deployed by the Contractor shall maintain decency, peace and order during deployment with the department. He shall behave courteously with all the officers/employees of the department, 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 Contractor on complaint of misbehavior. Any damage to property by the deployed personnel shall be recovered from the Contractor.
- 9) 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 be of the Contractor. The Department/officer(s)/ official(s) of the Department shall not be responsible for any such loss/damage. The Contractor will also indemnify the office of the concerned officer against any loss/damage/of property or life attributable to negligence on the part of the Driver or poor maintenance of the vehicle.
- 10) The contract will be for two years with effect from the date of signing of agreement and is renewable on mutual agreement (if found satisfactory) by the Department, on the same terms and conditions or such modifications as agreeable to both the parties.
- 11) The contract can be terminated at any time, without assigning any reasons, by the Department or the Contractor by giving 30 days notice.
- 12) During the period of contract, no request shall be entertained for hike in the agreed rates due to any reason.
- 13) Vehicle to be provided should have U.T Chandigarh registration number.



- 14) The vehicles shall have comprehensive insurance and fitness as per the RTO 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 permissions etc. and the driver i.e. minimum wage, social security etc. will be the responsibility of the contractor.
- 15) The Tenderer should keep the following documents to justify their capacity to execute the contract: Certificate of Registration of Vehicle, Insurance of Vehicle, Road Tax certificate, Emission Test Certificate, etc. in original.
- 16) If the quotations equal in all aspects have been received, preference will be given to the tenderer who have experience of providing vehicles in government department.
- 17) The vehicles are to be maintained in excellent condition and regular cleaning must be ensured.
- 18) The contractor shall provide replacement of vehicle within one hour in case of breakdown or servicing or absence of driver. In case replacement is not provided, the Income Tax Department shall deduct proportionate amount on daily basis from the bills. In case of late reporting penalty of 50% of proportionate contract charges per day may be levied.
- 19) The basic fixed monthly hire charges shall cover the fuel charges for vehicle, repairs and maintenance, servicing, insurance, permit, statutory dues, taxes, other risks and liabilities, driver's salary and allowance including *night bhatta*, etc. *Parking Charges & Toll Taxes will be reimbursed on actual basis*. No request for any extra payment would be entertained. TDS will be deducted as per the provisions of the Income Tax Act, 1961 while making payments.
- 20) Payment shall be made by the DDO in the Addl. Director General, DTRTI, Chandigarh after the end of every month on presentation of the bill within month on presentation of the bill within a reasonable time. However, no interest is payable on delayed payment.
- 21) A daily record indicating time and mileage for each vehicle is to be maintained in a log book and entries therein must be certified by the user.
- 22) 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 run in a month and actual kilometers run by a vehicle is less than the agreed kilometers.

- 23) The vehicles taken on hire would have to be parked either in the office premises or at the premises of the officer to whom the vehicle is allotted/or at his/her discretion.
- 24) The contractor to whom contract is awarded would furnish name, address and contact 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.
- 25) 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.
- 26) In case of dispute regarding interpretation of any term or condition of the tender/contract, the decision of the Addl. Director General, DTRTI, Chandigarh will be final and binding on all.

  
(Alka Kumari)

Asstt. Director of Income Tax(Trg.-2)  
Member Secretary Local Purchase and  
tender Committee, DTRTI, Chandigarh.

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DTRTI, Chandigarh.

**Annexure – II**

<b>TECHNICAL BID</b>	
<b>* This data has to be filed in the Excel Sheet available on e-portal and then uploaded on the same.</b>	
<b>Name of Work</b>	
<b>Name of the Firm</b>	
1	Name and Address of registered agency:
2	Name and Address of Owner Phone/ Mobile No:
3	PAN & Service Tax Registration (copies to be annexed):
4	Details of previous experience in Govt. Department/Public Sector Units:
5	Details of 1 <sup>st</sup> Vehicle (Make, Petrol/Diesel year of purchase, number & date of registration:
5.1	Details of 2 <sup>nd</sup> Vehicle (Make, Petrol/Diesel year of purchase, number & date of registration:
6	Any other remarks:
7	Whether blacklisted by the Central/State/UT Govt., or any Govt. Organization including PSUs etc:

**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 /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**

<b>FINANCIAL BID</b>	
<b>* This data has to be filed in the Excel Sheet available on e-portal and then uploaded on the same.</b>	
<b>Name of Work</b>	
<b>Name of the Firm</b>	
1	Name and Address of registered agency:
2	Name and Address of Owner Phone/ Mobile No:
3	Vehicle Name:
4	Monthly Rate for 1 <sup>st</sup> vehicle: (for upto 2000 KM) <i>(should not exceed Rs. 50,000/-)</i>
4.1	Monthly Rate for 2 <sup>nd</sup> Vehicle : (for upto 2000 KM) <i>(should not exceed Rs. 50,000/-)</i>
5	Extra KM Charges: (above 2000 KM)
6	Night charges for Driver after 10:00 PM:
7	Any other Remarks:

**Note:** Rates quoted shall be exclusive of Service Tax/GST.

**(Signature of authorized signatory with date)**