



कार्यालय आयकर आयुक्त(अपील).2, तिसरा तल, आयकर भवन,  
मकबूल रोड, अमृतसर दूरभाष: 0183-2501365,

**TENDER NOTICE**


The Commissioner of Income Tax(Appeals)-2, Amritsar invites tenders for one operational Vehicle **New Toyota Innova Crysta GX Model (White Colour)** with complete facilities, on hire basis alongwith driver & fuel and on monthly hire charges for running the vehicle for a maximum of 2000 kms/ month. The tenders shall be accepted only from the owner of the vehicle.

Tenders may be submitted in sealed cover to the Admn. Officer O/o the Commissioner of Income Tax(Appeals)-2, Amritsar on any working day during office hours. The Department reserves the right to accept or reject any tenders and its decision shall be final. The last day for the submission of the tender is 4<sup>th</sup> Nov, 2019 by 4.30PM.

The tender forms alongwith Terms and conditions in this regard may be downloaded from the department website [incometaxindia.gov.in](http://incometaxindia.gov.in) or [incometaxchandigarh.org](http://incometaxchandigarh.org)

**Note:- Tenders will be accepted in the prescribed format only. Otherwise, the same will be rejected.**

Dated:- 29.10.2019

  
(Prabhjot Kaur)  
Commissioner of Income Tax(A)-2  
Amritsar

## **TERMS AND CONDIDITONS FOR HIRING OF VEHICLES**

1. All expenses/charges of the driver, oil, petrol/diesel, insurance, taxes, repairs and maintenance etc. of the vehicle by whatever name called will be borne by the second party.
2. The driver and the vehicle must comply with all the provisions of the Motor Vehicle Act and other relevant Laws. The driver must wear the uniform (mutually agreed) at all times, which shall be provided by the second party.
3. The second party/driver will be wholly and solely responsible for and liable to all legal and financial consequences arising out of rash driving/accident etc.
4. The mileage will be counted from income tax office, Amritsar as the case may be.
5. The mileage and the time consumed for fueling, repair and the maintenance of the vehicle will be excluded.
6. In case the vehicle breaks down or is under repairs or the driver is absent or the driver is found drunk, alternative vehicle and driver will be provided by the second party within half an hour. However in case second party fails to do so, or the alternative vehicle/driver is not upto mark, the first party will be entitled to hire another chauffeur-driven vehicle and recover the charges for the same along with penalty @ 1000/- per day from the second party.
7. The vehicle hire agreement can be terminated by either party after serving 15 days advance notice on the other party.
8. The vehicle and the driver should be eligible/willing to travel outside the state of Punjab.
9. On the basis of the monthly bills raised by the second party, the hire charge will be paid through a/c payee cheque after deducting tax at source as per provisions of the Income Tax Act.
10. The hire period will be for four years.
11. For the purpose of calculating hire charges payable, log book shall be provided by the second party. Form of log will be same as maintained by the Income Tax Department for their official vehicle. The log book shall be maintained by the second party and it has to get the same verified on day to day basis from fist party either himself or through an officer designated by him. After the completion of the contract, the log book shall be deposited by the second party to the first party.
12. The time schedule for the reporting of the driver/vehicle shall be followed strictly and in case of delay of more than half an hour, the first party will be entitled to hire another chauffeur-driven vehicle and recover the charges for the same from the second party.
13. In case timely and proper repair of the vehicle are not carried out by the second party, the first party will be within its right to carry out the repairs and deduct the amount from the hire charges payable. The hire agreement will be terminated if the vehicle is not kept in well maintained condition.

14. All the expenses and legal formalities relating to the vehicle should be borne and performed by the second party.
15. The second party will submit monthly bill for agreed hire charges for distance of 2000 KMS on or before 15<sup>th</sup> of the following month and the payment will be made by the first party accordingly. However the total running of the vehicle will be reviewed at the end of every month. If the vehicle has run average distance of less than two thousand km per month and if there is balance available, it will be carried forward to next month & so on to be adjusted against bills for subsequent months, during the period of four years. Payment for the remaining mileage in excess (after the offset mentioned above) will be made at the Rate agreed.
16. The duty hours of the driver and vehicle will be from 9.00 A.M. to 8.00 P.M. on six days (all days). In case of emergency driver can be retained for 24 hours duty and no overtime shall be allowed.
17. In case the driver is found to be under the influence of liquor or any other intoxication including drugs, penalty of Rs 1000/- shall be deducted by the first party from the bill of the second party, which will be in addition to other penal action, if any.
18. The toll charges will be borne by second party.
19. The driver's food & stay during tours will be borne by second party.

## PROFORMA

1. Name of party :
2. Complete address :
3. PAN :
4. Make of Vehicle :
5. Registration Number :
6. Model of the vehicle :
7. Type of vehicle :
8. If New vehicle, Model & Make :
9. Engine Number :
10. Chassis Number :
11. Name of Driver :
12. Monthly rent :
13. Mileage Total K.M/Month :
14. Extra K.M Charges :
15. Timing for 6 days a week :
16. Night Charges :
17. GST No. :