



भारत सरकार / Govt. of India

वित्त मंत्रालय/Ministry of Finance

आयकर विभाग/ Income Tax Department

कार्यालय आयकर अधिकारी (डी. डी. ओ.), अबोहर/ O/o Income Tax Office(DDO), Abohar  
e-mail- [abohar.ito2.3@incometax.gov.in](mailto:abohar.ito2.3@incometax.gov.in), Ph. No. 01634229845, Fax No. 01634220640

क्रमांक /अबोहर/2020-21/ 143

दिनांक 01.12.2020

To

The Deputy Commissioner of Income Tax(Hq)(Admn.),  
O/o the Pr. Chief Commissioner of Income Tax,  
NWR, Chandigarh

Sir,


**Sub: Uploading of tender and its enclosures for hiring of operational vehicle on website of O/o the Pr. CCIT, NWR, Chandigarh i.e. [www.incometaxchandigarh.org](http://www.incometaxchandigarh.org)- Regarding-**

Kindly refer to the subject cited above.

2. In this regard, it is submitted that this office proposes to invite quotation/tender for operational vehicle. As per guidelines of the department, it is necessary to upload the same on the website of O/o the Pr. CCIT, NWR, Chandigarh. It is therefore, requested to kindly upload this notice and its enclosures at the earliest.

Yours faithfully,

Encl as Above.

  
(Jaswinder Kumar)  
Income Tax Officer(DDO),  
Abohar

F. No.: ITO/DDO/ABH/2020-21/.....141.....

Date: ..01/12/2020

**Tender Notice**

The Income Tax Department, Abohar hereby invites tenders for hiring one sedan (Honda City) operational vehicle of latest models in white colour, for monthly rental for maximum of 2000 kilometers. The department reserves the right to accept or reject any tender. The tender is to be submitted in double bid system i.e. Technical Bid and commercial bid in sealed covers as per form. Tender documents may be collected by submission of DD for Rs.500/- (Non Refundable) from and submitted to the office of Income Tax Officer (DDO), 2<sup>nd</sup> Floor, LIC Building, Abohar during working hours on any day from 03.12.2020 to 14.12.2020 alongwith bank draft for Rs. 10,000/- in favour of the Income Tax Officer(DDO), Abohar by way of security money refundable on the spot to the unsuccessful tenders. The last date for submitting the tender is 14.12.2020 (upto 03:00 PM). The terms and conditions of contract would also be made available alongwith the form referred to above. The tenders would be opened in front of the tenderers on 15.12.2020 at 03:00 PM.

The complete bidding document is also available for viewing and downloading at Departmental Website [www.incometaxchandigarh.org](http://www.incometaxchandigarh.org) In case the bid document is downloaded from the website, the cost of Rs.500/- (non-refundable) shall be deposited alongwith the bid application in the form of a separate draft as per details given above. Draft of Rs.500/- towards cost of tender from if downloaded from website must be submitted in a separate envelope which is to be kept outside the main envelope containing Technical and Financial Bid and failure to do so will render the bid rejected on the presumption that Tender Form Fee has not been paid.



**(Jaswinder Kumar)**

Income Tax Officer(DDO)

Abohar

**TENDER APPLICATION FORM**  
(To be submitted in a sealed cover)

1. The full name, PAN and address of the tenderer, along with a self attested photo copy of his/ driver's driving license:-

\_\_\_\_\_

\_\_\_\_\_

2. The make and model of the vehicle offered \_\_\_\_\_
3. Maximum kilometers that such vehicle offered for playing, with occasional night halts, for a monthly rental of not more than Rs. 40,000/- fixed, along with a provision that the number of kilometers that were not utilized during six months, then such remaining kilometers will be adjustable against the distance travel in the immediately succeeding six months period.
4. Is it affirmed that the rental of Rs. \_\_\_\_\_/- per month would be all inclusive, i.e. including service tax, repair and maintenance, road and other annual occasional taxes/levels, insurance charges etc., which would be paid by the tendered and it would not be reimbursed by the department.
5. The rate at which extra rental would be charged over and above the 'maximum kilometers' specified in para-4 above, separately : \_\_\_\_\_ per km.
6. The rate at which night halts would be charged, if more than 5 times a month Rs. \_\_\_\_\_ per night.
7. Mobile No. of the tenderer/ owner/driver \_\_\_\_\_.
8. Demand Draft No \_\_\_\_\_ Dated \_\_\_\_\_ amounting to Rs. 10,000/- (for each vehicle) issued by \_\_\_\_\_ Bank \_\_\_\_\_ Branch in favour of Income Tax Officer(DDO), Abohar payable at Abohar is enclosed.

I \_\_\_\_\_ S/oD/o \_\_\_\_\_ andR/o \_\_\_\_\_  
\_\_\_\_\_ do hereby solemnly undertake that at any time if my character or my behavior is found to be unsatisfactory for deployment in a government office, as in the views of the of Income Tax Officer, Abohar, the entire agreement would be liable to termination by giving one month's notice.

Sign in full: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

**Sub: Terms & conditions of hiring of vehicle-Regarding.**

- 1 The vehicle will be available to the department for 24 hours for each day of week/ agreement. If vehicle is used for more than the specified kilometers i.e.  $2000 \times 12 = 24000$  Kms first party will pay charges agreed in the tender.
- 2 If the vehicle fails to report on any particular day, proportionate charges will be deducted from the monthly bill. The operator will also be liable to be at the charges of hire of alternative vehicles which department may hire for that day.
- 3 Substitute of vehicle must be provided immediately in case of breakdown of the vehicle.
- 4 The total running of vehicle will be reviewed in every 6 months and if vehicle is less than 12000 Kilometers in 6 months, then such remaining kilometers will be adjustable against the distance travel in immediate succeeding six months period. The excess/ less mileage at year end will cumulate to next year in case of extension of vehicle.
- 5 The vehicle shall exclusively used by this office and if it is find to be used somewhere else, service of vehicle will be terminated with immediate effect.
- 6 The operator will be provided uniform prescribed the department as per schedule 'A'. the driver will always be in uniform during duty hours.
- 7 The hours of duty, off days, place of garaging and deployment will be decided by department and its officers.
- 8 The operator will be provided are qualified driver having valid driving license.
- 9 The service of vehicle will be terminated if it is not being kept in well maintained condition. The vehicle shall be kept neat and clean and in perfect running condition with clear conditioning (cooling and heating) and Tidy seat covers.
- 10 The driver should get the reporting time and the mileage countersign by controlling officer daily on log sheet in duplicate and should submit its original to controlling officer next morning and the duplicate copy will have to be annexed along with the monthly bill presented for payment.
- 11 GST and other tax will be payable at the rate applicable on payment made.
- 12 The cost of fuel, road permit, insurance, pollution fee, driver's salary and the cost of repair and maintenance etc. shall be borne by operator.

- 13 The agreement between the department and transport operator can be cancelled at any time without giving any notice by department. However the transport operator is liable to give a notice of 30 day for cancellation of agreement to department.
  - 14 The liability of department is limited to contact value only.
  - 15 Any matter regarding use of vehicle during the period of the agreement, which has not been specifically covered by agreement shall be decided by department whose decision shall be final and conclusive.
  - 16 Payment shall be made in succeeding month on basis of actual invoice.
  - 17 The initial period of contact period is about one year from the date of agreement which can be extended for up to 2 years by separate agreement.
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Schedule 'A'

**Uniform of Driver:-**

Summer

1. White shirt with 2 breast pockets and button down shoulder flaps to be worn tucked in.
2. White trousers.
3. Brown belt with plain buckle.
4. Black lace shoes.
5. Plastic name plate to be worn over right breast pocket.
6. White peak cap.

Winter

1. Same as above with addition of navy blue "V" neck cardigan and / blue up coat with silver colour buttons.

**Seat covers:-**

Three sets of white seat covers of good quality cloth.

**Vehicle:-**

The vehicle should also contain an umbrella, Torch, Power Bank & Handy Automatic Air pump machine.