



आयकर विभाग

**INCOME TAX DEPARTMENT**

कार्यालय : प्रधान आयकर आयुक्त. | केन्द्रीय राजस्व भवन, मक्बूल रोड, अमृतसर-143001

**C.R. Building, Maqbool Road, Amritsar-143001.**

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**F.No. Pr.CIT-I/ASR/ITO(HQ)/2021-22/1547**

**Dated: 24 .01.2022**

**Notice Inviting Tender**

The office of the Principal Commissioner of Income Tax-I, Amritsar invites sealed tenders for hiring 03 (Two for Amritsar station and one for Batala) vehicles preferably Toyota Innova/Ertiga or any other vehicle in similar segment, for the operational use in the office of the Pr. Commissioner of Income Tax-I, Aayakar Bhawan, Maqbool Road, Amritsar and ITO, Ward -1, Batala. The terms and conditions of the contract are available at the office of the Pr. Commissioner of Income Tax-I, Aayakar Bhawan, Maqbool Road, Amritsar which can be collected by submitting a written application by interested parties upto 17:00 hrs on all working days upto 02.02.2022 or can be downloaded from the website [www.incometaxindia.gov.in](http://www.incometaxindia.gov.in)

Sealed bids along with the Earnest Money Deposit (EMD) of Rs. 2,000/- through demand draft favoring "Drawing & Disbursing Officer O/o the CCIT-I, Amritsar" payable at Amritsar should be submitted in the O/o Pr. Commissioner of Income Tax-I, Aaykar Bhawan, Maqbool Road, Amritsar or sent by Registered post at the address given above so as to reach latest by 03.02.2022 up to 17:00 hrs. The bids will be opened on 08.02.2022 in the chamber of the Chairman of Tender Committee i.e. Adl. Commissioner of Income Tax, Range-I, Amritsar, Room No.154-A, Aaykar Bhawan, Maqbool Road, Amritsar.

The complete bidding document is also available for viewing and downloading at the website [www.incometaxindia.gov.in](http://www.incometaxindia.gov.in). The bid must be submitted in an envelope containing Technical and Financial Bid and failure to do so will render the bid rejected on the presumption that Tender Form has not been filled properly.

If number of participants is less than three than at the discretion of the competent authority, tender may be scrapped.

**(Raj Kumar)**

Income Tax Officer (Hq.)(Admn.)  
O/o the Pr. Commissioner of Income Tax-I,  
Amritsar.

### Terms and conditions for Bidders

1. The bidder has to submit both Technical and Financial Bids in separate sealed covers marking 'Technical' or 'Financial' and have to be addressed to the Pr. Commissioner of Income Tax-I, Amritsar. Bids will be accepted upto 02.02.2022 till 17:00 hrs. Bidders should submit technical bid as well as financial bid in Annexure -II & III with prescribed self attested supporting documents. The bids will be opened at 16.00 hrs on 08.02.2022.
2. The bidder may remain present at the time of opening of the Tender by the Tender committee. The financial bids of only those bidders who technically qualify will be opened.
3. The vehicles 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- 1.
4. Where the bid is received after the due date (including on account of reasons of postal delay) the same will not be considered.
5. The successful bidder has to enter into a formal contract with the Pr. Commissioner of income Tax-I, Amritsar or any other officer designated by him on his behalf.
6. The Income Tax department reserves the right to cancel/postpone the tender/contract procedure without assigning any reasons there for.
7. If the quotations 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 vehicles, 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 vehicles. Note: Quotation should be sent in sealed covers super scribed as "Quotation for Hiring of Vehicle by Office of the Pr. Commissioner of Income Tax-I, Amritsar.



**(Raj Kumar)**

Income Tax Officer (HQ)(Admn.)  
O/o the Pr. Commissioner of Income Tax-I,  
Amritsar.

## **ANNEXURE-I**

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

- All expenses/charges of the drivers, oil, petrol/diesel, insurance, taxes, repairs and maintenance etc. of the vehicle, by whatever name called, will be borne by the second party.
- 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).
- 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.
- The mileage will be counted from Income Tax Office, Amritsar/Batala as the case may be.
- The mileage and the time consumed for fueling, repair and the maintenance of the vehicle will be excluded.
- In case of the vehicle breaks down or is under repair or the driver is absent or the driver 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.
- The vehicle hire agreement can be terminated by either party after serving 15 days advance notice on the other party.
- The vehicle and the driver should be eligible/ willing to travel outside the state of Punjab.



- 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 the provisions of the Income Tax Act.
- The hire period will be for two years extendable upto three years.
- For the purpose of calculating hire charges payable, log book shall be provided by the second party, Form of log book will be the 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 first 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.
- The time limit for the reporting of the driver/vehicle should be followed strictly and in case 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.
- 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.
- All the expenses and legal formalities relating to the vehicle should be borne and performed by the second party.
- The second party will submit monthly bill for the agreed hire charges for distance of 2000KMS on or before 15 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 of 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 month. The total running kilometer of the vehicle will be calculated at the end of the

year. If the vehicle has run more than 24000 km for the whole year, the payment for the remaining mileage in excess (after the offset mentioned above) will be made at the rate agreed.

- The duty hours for the driver and vehicle will be from 9.00A.M to 9.00P.M on six days (all days). In case of emergency driver can be retained for 24 hours duty and no overtime shall be allowed. 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

## **ANNEXURE-II-TECHNICAL BID**

{To be signed and submitted to the Pr. Commissioner of Income Tax-I, Amritsar with self attested supporting documents}

1. Name and address of registered agency:
2. Name and address of owner:
3. PAN & Service Tax/GST Registration {copies to be annexed}:
4. Details of previous experience in Govt. Department/Public Sector Units:
5. Details of 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:

Signature of the 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 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-FINANCIAL BID

{To be signed and submitted to the Pr. Commissioner of Income Tax-I, Amritsar }

- 1) Basic fixed monthly rent for 2000 kilometers per month.
- 2) Rate per extra Km. when used beyond 2000 kilometers after adjustment as per contract conditions.

Note: Rate quoted shall be inclusive of all taxes.

Signature of Authorized Signatory

Full Name: \_\_\_\_\_

Name of the Contractor: \_\_\_\_\_

Cell No.: \_\_\_\_\_

Seal: \_\_\_\_\_

Place: \_\_\_\_\_

Date: \_\_\_\_\_