



भारत सरकार
GOVERNMENT OF INDIA
सत्यमेवजयते
आयकरविभाग

INCOME TAX DEPARTMENT

कार्यालय: आयकर आयुक्त (डी. आर) (आई.टी.ए.टी.)-1, आयकर भवन,
चौथी मंजिल, हिमालय मार्ग, सेक्टर-17 ई, चंडीगढ़ 160017 (यू.टी.)
Office of the Commissioner of Income Tax (DR)(ITAT)-1,
AayakarBhawan, Fourth Floor, Himalaya Marg, Sector-17 E,
Chandigarh – 160017(U.T.)
Tel: 0172-2544384 Fax: 0172-2544305

F.No. CIT(DR-1)/(ITAT)/CHD/2021-22/ 586

Dated: 07.12.2021

NOTICE INVITING TENDERS

The Commissioner of Income Tax(DR-1)(ITAT) Chandigarh invites tenders for hiring **two vehicles** i.e. **Maruti Ciaz/ Toyota Innova Crysta/ Maruti Ertiga (Model 2018 and above)** for the operational use of the office of the Commissioner of Income Tax(DR-1)(ITAT), Chandigarh.

The last date of receipt of bids is 20.12.2021 (04:00 P.M.) and Technical bids will be opened on 21.12.2021 (12:00 Noon) and financial bid on 21.12.2021 (12:30 PM).

The tender documents alongwith the instructions and terms & conditions can be downloaded from the website www.tenderwizard.com/INCOMETAX. The prospective tenderers are advised to check the eligibility criteria thoroughly before applying for the Tender. Bids will be received through e-tendering only.

The tenderer should register and apply through online mode only on e-Tendering portal 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 up to 20.12.2021 till 12:00 Noon. **The tender will be initially for a period of two years and extendable to another year on satisfactory performance by the tenderer.**

The decision upon the bids received 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 reasons. The decision of the Local Tender Committee, Chandigarh in this regard shall be final and binding on all.


(Dalwinder Kaur)

Income Tax Officer (HQ),
For Commissioner of Income Tax (DR-1)
ITAT, Chandigarh

Annexure -1

General Terms and Conditions for Bidders

1. The bidder has to submit both Technical and Financial bids online on www.tenderwizard.com/INCOMETAX. Bids will be accepted up to 20.12.2021(04:00 P.M.). Bidders should submit technical bid as well as financial bid in Annexure-III & IV with prescribed supporting documents. The technical bids will be opened on 21.12.2021(12:00 Noon).and financial bids on 21.12.2021 at 12:30 PM. The Purchase Committee will scrutinize the bids (both Technical and Financial bids) and shortlist the parties for finalisation of the successful bidder and the decision of the Purchase Committee in this regard shall be final. All bids will be opened in the presence of the bidders or their authorised representatives in the O/o Commissioner of Income Tax- (DR-1), ITAT, 4th Floor, Sector-17 E, Chandigarh in the presence of bidders and tender committee. All documents enclosed/uploaded in ORIGINAL by the bidder must be presented before the Purchase Committee on the date of opening of the Technical Bid/Financial Bid, respectively.
 2. The bidder may remain present at the time of opening of the bids by the Tender Committee. The financial bids of only those bidders who technically qualify will be opened. Nothing shall prevent the Purchase Committee, to open the bids at the stipulated date and time as specified above, if one or more of the bidders choose not to be present at the opening of the bids.
 3. The vehicle(s) will be taken by the Income Tax Department on contract basis from the successful bidder as per General Terms and Conditions for Contractors specified in Annexure-II. The service providers will be short listed on the basis of their technical competency after opening of technical bids. Financial bids of only those bidders, who are short listed on the basis of Technical bids will be opened and the bid with lowest quotations among the opened bids will normally be approved.
 4. The department has right to relax Technical Qualification in case of insufficient number of quotations.
 5. This office reserves the rights to postpone/and or extent the date of receipt/opening of dates/Quotations or to withdraw the same, without assigning any reason thereof.
 6. Where the bid is received after the due time & date, will not be considered.
 7. The successful bidder has to enter into a formal contract with the O/o Commissioner of Income Tax (DR-1)(ITAT), Chandigarh. or any officer designated by him on his behalf.
 8. The Income Tax department reserves the right to cancel /postpone the tender/contract procedure without assigning any reasons there for.
 9. 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 kilometres.) and
 - b. On the inspection of the condition of vehicles.
- The decision of the Purchase Committee in this regard shall be final.
10. TDS will be deducted as per I.T. Act, 1961, while making payment to the service provider.

11. The hire charge will include monthly salary of driver, repairs and maintenance of vehicle, insurance (Comprehensive and third party), petrol/diesel, oil and all other incidental expenses including all taxes, penalty, fine, parking fees and toll plaza charges etc.
12. The service provider and the driver shall be bound to carry out the instructions of the user to whom the vehicle will be assigned as well as the Officers posted in the Headquarters.
13. The service provider shall make alternative arrangement in case the vehicle is not available for use e.g. in the case of breakdown of the vehicle or absence of the driver etc. In case of failure to provide for alternatives suitable vehicle, hire charges on pro-rata basis shall be deducted from the monthly hire charges. If any vehicle not report on time/does not report for duty at all, the user will have a right to hire a vehicle from the market and the additional cost incurred in this respect will be borne by the service provider.
14. The Maximum rate for hiring the vehicle is Rs.50,000/- per month exclusive of all taxes and charges for minimum 2000 Kms i.e. Rs.25/- per Km and 24000 Kms. for the year. In case any bidder offer lower price as per Km, preference will be given to the lowest bidder in terms of price per Km. The vehicle shall be operated normally within the municipal limits of the tri-city i.e. Chandigarh/Panchkula/Mohali. In case of travel beyond the municipal limits of tri-city, leading to exceeding the overall limit of 2000 kms fixed for the month, the tender or shall be paid @Rs15 per Km. (all inclusive of drivers charges, night stay, petrol/diesel cost, maintenance, toll taxes and parking charges etc.), at the end of the month or the year as the case may be.
13. The bidder shall be of tri-city i.e. Chandigarh/Panchkula/Mohali as on date of tender and proof in this regard must be attached with technical bid failing which the bid will be rejected.
14. The bids received from the person who have already terminated the similar agreement with the Income Tax Department by giving one month notice or the person whose agreement has been terminated by the Income Tax Department by giving on month notice, are not eligible to apply and their bids will be rejected.

Annexure -II

Terms & Conditions

- Maruti Ciaz/ Toyota Innova Crysta/Maruti Ertiga (Model 2018 and above)** The vehicle provide by contractor as per the agreement should be white in colour.
1. The vehicle shall be a new **Maruti Ciaz/ Toyota Innova Crysta/Maruti Ertiga (Model 2018 and above)** The vehicle provide by contractor as per the agreement should be white in colour.
 2. The vehicle must be in good working condition. The vehicle will be run by the department for approximately 2000 kilometres per month for use of O/o Commissioner of Income tax, (DR-1), ITAT, Chandigarh as operational/staff vehicle. The unused Kms of month will be carried forward to the subsequent month till the contract ends. The unused kilometres would mean the difference between agreed kilometres i.e. 2000 Kms run in a month and actual kilometres run by a vehicle. Payment for the mileage in excess (after the offset mentioned above) will be made at the rate of Rs.15/- Per Km (all inclusive of drivers charges , night stay , petrol/diesel cost, maintenance, toll taxes and parking charges e.t.c.), at the end of the year or contract whichever is later.
 3. 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.
 4. The driver should be preferably in uniform (white pants, white shirt and black shoes) or in decent/presentable clothing, while on duty 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 two 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 and understand 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 deployed with the department. He shall behave courteously with all the officer/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 misbehaviour. Any damage to property by the deployed personnel shall be recovered from the Contractor.
 - i) Driver shall report for duty as per directions of the controlling officer.
 - j) Driver shall not be absent from duty without prior permission of the controlling officer.
 5. All the claims/damages arising out of accident, if any, shall be settled by the Contractor. The responsibility for loss/damage or property/life due to accident of the vehicle/driver shall be of the Contractor. The Department/officer(s)/officials(s) of the Department shall not be responsible for any such loss/damage.

6. The contract will be initially for two years with effect from the actual date of commencement and is renewable for another year on mutual agreement (if found satisfactory) by the Department, on the same terms and conditions or such modifications as agreeable to both the parties.
7. The contract can be terminated at any time, without assigning any reasons, by the Department or the Contractor by giving 30 days notice.
8. During the period of contract, no request shall be entertained for hike in the agreed rates due to any reason.
9. The vehicle shall have comprehensive insurance and fitness as per RTO Rules.
10. The contractor shall provide replacement of vehicle within one hour in case of breakdown or servicing. In case replacement is not provided, the Income Tax Department will book similar vehicle from alternative sources and the expenses so incurred will be recovered from the monthly bill of the Contractor.
11. The basic fixed monthly hire charges shall cover the fuel charges for vehicle, repairs and maintenance, insurance, permit, driver's salary and allowance including night bhatta, toll charges etc. No request for any extra payment would be entertained.
12. The vehicle 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.
13. The contractor to whom contract is awarded would furnish name, address and contact number of 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.
14. A penalty of Rs.2000/- (Two Thousand) per day per vehicle may be levied if any vehicle fails to meet the terms and conditions prescribed hereinabove on any day. The penalty for some of the defaults is as under :-

| | | | |
|-------|--------------------------------------|---|---|
| (i) | Late Reporting | : | 50% of the penalty i.e. Rs.1000/- |
| (ii) | Non-reporting | : | Rs.2000/- |
| (iii) | Poor maintenance of vehicle | : | 50% of the penalty i.e. Rs.1000/- per day |
| (iv) | Change of drivers without permission | : | Rs.1000/- per instance |
| (v) | Refusal of duties | : | Rs.2000/- per instance |
15. Any violation of the aforementioned terms and conditions may lead to termination of contract without any notice by the department.
16. In case of dispute regarding interpretation of any term or condition of the tender/contract the decision of the Commissioner of Income Tax-DR-1, ITAT, Chandigarh will be final. Likewise the decision of the Local Tender Committee with respect to the selection/short listing of the parties at the stage of Technical and financial bid will be final.
17. The tender details are also available at Notice Board.
18. For any clarification in the matter and/or prior appointment may be made with ITO HQ, O/o Commissioner of Income Tax- (DR-1), ITAT, Room No. 419, 4th Floor, Aayakar Bhawan, Sector 17E, Chandigarh.



(Dalwinder Kaur)

Income Tax Officer (HQ)

For Commissioner of Income Tax (DR-1) ITAT,

TECHNICAL BID

| | | |
|-------------------------|--|----------------------------------|
| Name of Work | | HIRING OF 02(TWO) VEHICLE |
| Name of the Firm | | |
| 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(If any) | |
| 5(a) | Details for 1st Vehicles (Make, Petrol/Diesel year of purchase, number & date of registration | |
| 5(b) | Details for 2nd Vehicles (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. Organisation including PSUs etc: | |

DECLARATION

I hereby certify that the information furnished above is full and correct to be the best of my knowledge. I understand that in case any deviation is found in the above statement at any stage, company /agency /owner/contractor will be blacklisted and will not have any dealing with Department in future.

ANNEXURE -IV FINANCIAL BID (To be uploaded in attached excel sheet only)

1.Name and Address of registered agency:

2) Details for 1st Vehicle Name

2(B)Details for 2nd Vehicle Name

3)Basic fixed monthly rent :

4) Kilometres Per Month :

5)Rate per extra Km. when used beyond Kilometres offered after adjustment as per contract conditions.

Note : Rate quoted shall be exclusive of Taxes

ANNEXURE -IV FINANCIAL BID (To be uploaded in attached excel sheet only)

- 1) Basic fixed monthly rent
- 2) Kilometres Per Month
- 3) Rate per extra Km. when used beyond Kilometres offered after adjustment as per contract conditions.

Note : Rate quoted shall be exclusive of Taxes

Signature of the Authorized signatory

Place: Full Name : _____

Date: Name of Contractor : _____

Cell Number. : _____

Seal : _____