


F. No.: ITO/DDO/FZR/2021-22/25

Date: 24.09.2021

Tender Notice

The Income Tax Department, Ferozpur hereby invites tenders for hiring two, seven seater Innova Crysta operational vehicle of latest models in white colour, for monthly rental for maximum of 1500 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), 162-P, G.T. Road, Ferozpur Cantt. during working hours on any day from 25.09.2021 to 29.09.2021 alongwith bank draft for Rs. 10,000/- in favour of the Income Tax Officer, Ferozpur by way of security money refundable on the spot to the unsuccessful tenders. The last date for submitting the tender is 29.09.2021 (upto 02:00 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 29.09.2021 at 04:00 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.

  
(Phool Kumar Malik)  
Income Tax Officer  
Ferozpur

### **The General Conditions of Contract:-**

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. 1500x12= 18000 Kms first party will be charges @ Rs. 12/- per kilometer.
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 let than 9000 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 i.e. for 01.10.2021 to 30.09.2022 which can be extended for up to 2 years by separate agreement.

## **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 is offered for paying, with occasional night halts, for a monthly rental of Rs. \_\_\_\_\_/- fixed, along with a provision that the number of kilometers that were not utilized during one-month would be automatically carried forward to the following month and so fourth:\_\_\_\_\_.

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 3 times a month Rs.\_\_\_\_\_ per night.

7. Mobile No. of the tenderer/ owner/driver\_\_\_\_\_.

I \_\_\_\_\_ S/o D/o Sh. \_\_\_\_\_ and \_\_\_\_\_ R/o

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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, Ferozepur, the entire agreement would be liable to termination by giving one month's notice.

Sign in full

Address: