

भारत सरकार  
कार्यालय आयकर आयुक्त(अपील),  
आयकर भवन, सैक्टर 2,  
पंचकुला।  
टेलीफोन : 0172-2590314



आयकर विभाग  
INCOME TAX DEPARTMENT

GOVT. OF INDIA  
O/O COMMISSIONER OF INCOME  
TAX (APPEALS), SECTOR-2,  
PANCHKULA.  
Email: panchkula.cit.apl@incometax.gov.in  
Telephone: 0172-2590314

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F.No.: CIT(A)/PKL/Hiring of Vehicle/2019-20/ 6047-49

Date: 27.12.2019

## NOTICE INVITING TENDER

The Commissioner of Income Tax (Appeals), Panchkula invites application under two bid system sealed in cover from the reputed vendors engaged in the business of providing transport facilities for hiring of One Innova Crysta Petrol/ Diesel version (white color) for the period of three years from the actual date of providing the vehicle on monthly rental basis for official use.

The tender documents alongwith the instructions and term & conditions are available with the office of the Commissioner of Income Tax (Appeals), Room No. 102, Bays No. 43-48, Aayakar Bhawan, Sector-2, Panchkula which can be collected by interested parties at 11:00 am on all working days or can be downloaded from the website [www.incometaxindia.gov.in](http://www.incometaxindia.gov.in) (New Tender) and [www.incometaxchandigarh.org](http://www.incometaxchandigarh.org). The prospective tenderers are advised to check the eligibility criteria thoroughly before applying for the tender.

The last date for receipt of filled in tender form by speed post or in person is 10.01.2020 by 12:00 pm and the tender will be opened on the same date at 04:00 pm in the office of the Commissioner of Income Tax (Appeals), Panchkula.

**First Cover** - The Tender documents in format as per Annexure-III (Technical Bids) must be closed in separate cover super scribed as "Quotations for Operational Vehicle" duly signed and stamped by the authorized person.

**Second Cover** - Financial bid as per Annexure-IV. The rates/amount of contract quoted should be exclusive of all taxes. Prices shall be quoted in Indian Rupees only by the authorized person.

The valid technical bids will be scrutinized by the Purchase Committee to shortlist the eligible bidders. Thereafter, the financial bids of the shortlisted bidders (who qualify the technical bid) will be opened.

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 assising any reasons. The decision of the Local Purchase Committee, Panchkula in this regard shall be final and binding on all.

(RAJESH ANCHAL)  
Administrative Officer  
Member, Local Purchase Committee,  
O/o the Pr. Commissioner of Income Tax,  
Panchkula.

Copy to:-

1. Notice Board of this office.
2. The Web Manager, [www.incometaxindia.gov.in](http://www.incometaxindia.gov.in) with a request to upload the same on website.
3. The DCIT(Hq.)(Admin.), O/o Pr. CCIT, NWR, Chandigarh with a request to upload the same on [www.incometaxchandigarh.org](http://www.incometaxchandigarh.org).

(RAJESH ANCHAL)  
Administrative Officer  
Member, Local Purchase Committee,  
O/o the Pr. Commissioner of Income Tax,  
Panchkula.

## Annexure -1

### General Terms and Conditions for Bidders

1. The bidder has to submit both Technical and Financial bids in the office of the Commissioner of Income Tax(Appeals), Room No. 102, Bays No. 43-48, Aayakar Bhawan, Sector 2, Panchkula. Bids will be accepted upto 10.01.2020 (12:00 PM). Bidders should submit technical bid as well as financial bid in Annexure-III & IV with prescribed supporting documents. The bids will be opened on 10.01.2020 (2:00 PM).
2. The bidder may remain present at the time of opening of the bids by the Purchase Committee. The financial bids of only those bidders who technically qualify will be opened.
3. The vehicle 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.
4. Where the bid is received after the due date, will not be considered.
5. The successful bidder has to enter into a formal contract with the Commissioner of Income Tax (Appeals), Panchkula or any officer designated by her on her 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 lesser meter reading (vehicle travelled for lesser kilometres.)
8. TDS will be deducted as per I.T. Act, 1961, while making payment to the service provider.
9. The hire charge will include monthly salary of driver, repairs and maintenance of vehicle, insurance, petrol/diesel, oil and all other incidental expenses including all taxes, penalty, fine, parking fees and toll plaza charges etc.
10. 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.
11. 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.
12. The Maximum rate for hiring the vehicle is Rs.50,000/- per month exclusive of all taxes .
13. The bidders shall be of tricity 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 onemonth notice, are not eligible to apply and their bids will be rejected.
15. Fast tag is compulsory.

## Annexure -II

### Terms & Conditions

1. The vehicle shall be a new **TOYOTA INNOVA CRYSTA (white)**.
2. The vehicle provide by contractor as per the agreement should be white in colour.
3. The vehicle must be in good working condition. The vehicle will be run by the department for approximately 2500 kilometers per month for use of Office of Pr.Commissioner/Commissioner/Addl./Joint Commissioner of Income tax 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. 2500 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.12/- Per Km at the end of the year or the month in which the vehicle runs beyond 2500Kms.
4. 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.
5. The driver should be in uniform (white pants, white shirt and black shoes) 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 three 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.

6. 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.
7. The contract will be for three years with effect from the actual date of commencement and after 3 years, the contract agreement may be renewed only if the contractor provide the new car.
8. The contract can be terminated at any time, without assigning any reasons, by the Department or the Contractor by giving 30 days notice.
9. During the period of contract, no request shall be entertained for hike in the agreed rates due to any reason.
10. The vehicle shall have comprehensive insurance and fitness as per RTO Rules.
11. 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.
12. 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.
13. 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.
14. 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 contact, in case of any problem faced with regard to service being provided by such contractor on day to day basis.
15. A penalty of Rs.2500/- (Two Thousand Five Hundred) 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.1250/-
  - (ii) Non-reporting : Rs.2500/-
  - (iii) Poor maintenance of vehicle : 50% of the penalty i.e. Rs. 1250/-per day
  - (iv) Change of drivers without permission : Rs. 1250/- per instance
  - (v) Refusal of duties : Rs. 2500/- per instance
16. Any violation of the aforementioned terms and conditions may lead to termination of contract without any notice by the department.
17. In case of dispute regarding interpretation of any term or condition of the tender/contract the decision of the Chief Commissioner of Income Tax, Haryana Region, Panchkula will be final.

**ANNEXURE -III TECHNICAL BID**

(To be signed and submitted to the Income Tax Officer (HQ)-cum-Member, Local Purchase Committee , Panchkula with self attested supporting documents)

1. Name and address of registered agency :
2. Name and addressed of owner :
3. PAN & Service Tax Registration Copies to be annexed :
4. Details of previous experience in Govt. Deptt./ Public Sector Unit :
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 such Govt. Organization including PSUs etc :

Signature of the Owner/  
Authorized signatory : \_\_\_\_\_

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

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

Phone: Land line No. : \_\_\_\_\_

Mobile Number : \_\_\_\_\_

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 authorised signatory with date)

**ANNEXURE –IV FINANCIAL BID**

(To be signed and submitted to the Income Tax Officer (HQ)-cum-Member, Local Purchase Committee , Panchkula with self attested supporting documents)

- 1) Basic fixed monthly rent of
- 2) 2500 kilometers per month
- 3) Rate per extra Km. When used beyond 2500 Kilometers after adjustment as per contract conditions.

Note : Rate quoted shall be exclusive of Service Tax

Signature of the Authorized signatory

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

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

Mobile Number . : \_\_\_\_\_

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

Place :

Date :