



भारत सरकार / Govt. Of India

आयकर विभाग / Income Tax Department

अपर आयकर आयुक्त, ReFAC, AU-1(2), शिमला/ Addl. Commissioner of Income Tax, ReFAC, AU-1(2), Shimla

आयकर भवन, भ्युलि, मंडी-175001 / Aaykar Bhawan, Bhiuli, Mandi-175001

प.सं.अ.आ.आ./ReFAC/AU-1(2)/शिमला/2021-22/ 224

दिनांक: 20.12.2021

**TENDER NOTICE FOR HIRING OF ONE OPERATIONAL VEHICLE THROUGH SERVICE PROVIDER**

The office of the Addl. Commissioner of Income Tax, ReFAC(AU)-1(2), Shimla at Mandi, invites sealed tenders for hiring of operational vehicle for a period of one year as per following terms and conditions:

| Sr. No. | Particulars of Vehicle  | Quantity | Place of Deployment |
|---------|---|----------|---------------------|
| 1.      | Toyota Innova, XUV 500, Tata Hexa or similar Vehicle. (vehicle should not be older than 2019) | 01       | Mandi (H.P.)        |

**Terms And Conditions:**

- 1) The vehicle must be in excellent working condition. The vehicle will be run for approximately 2000 kilometers per month by the officers/officials of the department.
- 2) 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 prorated basis.
- 3) The driver to be provided by the contractor with the vehicle should be in uniform (white pants, white shirt and black shoes) while on duty as per guidelines of RTO. Following conditions are to be fulfilled by the Contractor and 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 deployment.

- c) The driver should be decent and well mannered. 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 both in Hind and English.
  - f) All statutory compliance related to employment of the driver needs to be adhered by the contractor.
  - g) Dedicated driver is to be provided by the Department. Any change would be permitted only in exceptional circumstances, on prior permission.
  - h) The driver deployed by the Contractor shall maintain decency, peace and order during deployment with the department. The contract will be terminated without notice if the driver is found in an inebriated state or misbehaving at any time during the contract. He shall behave courteously with all the officers, 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 misbehavior. Any damage to property by the deployed personnel shall be recovered from the Contractor.
- 4) All the claims/damages arising out of accident, if any, shall be settled by the Contractor. The responsibility for loss/ damage of property/life due to accident of the vehicle/ driver shall be of the Contractor. The Department/officer(s)/official(s) of the Department shall not be responsible for any such loss/damage. The Contractor will also indemnify the office of the concerned officer against any loss/damage/of property or life attributable to negligence on the part of the Driver or poor maintenance of the vehicle.
- 5) The contract will be for three years with effect from the date of signing of agreement and is renewable on mutual agreement (if found satisfactory) by the Department, on the same terms and conditions or such modifications as agreeable to both the parties.

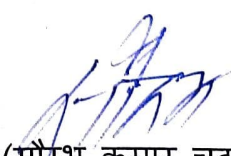
- 6) The contract can be terminated at any time, without assigning any reasons, by the Department or the Contractor after giving a notice of 30 days.
- 7) During the period of contract, no request shall be entertained for hike in the agreed rates due to any reason.
- 8) The vehicles shall have comprehensive insurance and fitness as per RTO Rules and compliance to the provisions of the Motor Vehicles Act/Rules. All legal obligations in respect of the vehicle i.e. Road Tax, RTO permissions etc. and the driver i.e. minimum wage, social security etc. will be the responsibility of the contractor.
- 9) The Contractor should keep the following documents to justify their capacity to execute the contract: Certificate of Registration of Vehicle, Insurance of Vehicle, Road Tax certificate, Emission Test Certificate etc. in original.
- 10) The vehicle should be registered as public service vehicle (commercial vehicle) with the competent authorities of the State Government.
- 11) The vehicle to be maintained in excellent condition regular cleaning and convince must be ensured.
- 12) The contractor shall provide replacement of vehicle within one hour in case of breakdown or servicing or absence of driver. In case replacement is not provided, the Income Tax Department shall deduct proportionate amount on daily basis from the bills. In case of late reporting, penalty of 50% of proportionate contract charges per day may be levied.
- 13) The basic fixed monthly hire charges shall cover the fuel charges for vehicle, repairs and maintenance , servicing, insurance, permit , statutory dues, taxes, other risks and liabilities, driver salary and allowance including night bhatta etc. Parking Charges & Toll Taxes will be reimbursed on actual basis. No request for any extra payment would be entertained. TDS will be deducted as per the provisions of the Income Tax Act, 1961 while making payment.
- 14) Payment shall be made by the Addl. Commissioner of Income Tax, ReFAC(AU)-1(2), Shimla at Mandi after the end of every month on presentation of the bill within a reasonable time. However, no interest is payable on delayed payment.
- 15) A daily record indicating time and mileage for each vehicle is to be maintained in a log book and entries therein must be certified by the user.

- 16) The unused Kms of a month will be carried forward to the subsequent months till the contract ends. The unused kilometers would mean the difference between agreed kilometers i.e. 2000 Kms run in a month and actual kilometers run by the vehicle.
- 17) The vehicles 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.
- 18) The contractor to whom contract is awarded would furnish name, address and contact number 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.
- 19) Any violation of the aforementioned terms and conditions and if the services are not found satisfactory may lead to termination of contract without any notice.
- 20) In case of dispute regarding interpretation of any term or condition of the tender/contract, the decision of the Addl. Commissioner of Income tax ReFAC(AU)-1(2), Shimla at Mandi will be final.

The technical and financial bids are enclosed herewith. The vendor has to submit both the documents. The department reserves the right to reject the bid if the terms and conditions are not satisfied irrespective of the financial bid. The bid must reach this office by 31.12.2021 till 02:00 P.M in sealed cover.

Issued with the approval of the Pr. CIT, ReFAC(AU)-1, Shimla.

संगलन: उपरोक्त

  
(सौरभ कुमार चटर्जी)

अपर आयकर आयुक्त,  
ReFAC, AU-1(2), शिमला एट मंडी

TECHNICAL BID DOCUMENT

1. Name of the Proprietor / Registered Firm/Company :
2. Address of the concern alongwith Telephone No. Fax and Email :
3. Name and Address of the partners/ Directors alongwith Mobile No. (in case of firm/company) :
4. Contract Person(s) (With Mobile No.) :
5. No. of years of experience in providing vehicle:
6. Details of vehicles that can be provided in the O/o the Addl. Commissioner of Income Tax, ReFAC(AU)-1(2), Shimla at Mandi.  
(Please mention make, model, year and attach copies if RC Books) in the following tabular format:

| Sr. No. | Make & Model of Vehicle | Year of Mfg. (Month & Year) | Registration No. of Vehicle | Whether copy of RC book submitted (Yes/No) |
|---------|-------------------------|-----------------------------|-----------------------------|--|
|         |                         |                             |                             |  |

## 7. Ownership details of Vehicle

| Sr. No. | Name of the Owner | Address | PAN | Remarks |
|---------|-------------------|---------|-----|---------|
|         |                   |         |     |         |

## 8. Financial Standing of the vehicle

| Sr. No. | Whether purchase on Cash/cheque or by bank finance | Amounts of Loan taken | Name and address of Bank | Total payment made on installment |
|---------|--|-----------------------|--------------------------|-----------------------------------|
|         |  |                       |                          |                                   |

## 9. List of Clientele (Please attach copies of work orders) in the following format:

| Sr. No. | Name and address of the client | Name and Mo. No. of the contract person | Period for which the vehicles were /are given on hire | Number of vehicles given on hire |
|---------|--------------------------------|---|---|----------------------------------|
|         |                                |   |   |                                  |

10. Permanent Account Number (Please attach photocopy of PAN card and latest return A/d) :

11. GST Registration Number :

12. Details of DD towards cost of tender form (Attach DD in case of Download Form) :

13. Details of EMD in the following format :

| DD/Bankers Cheque No | Date | Name of Bank | Amount |
|----------------------|------|--------------|--------|
|                      |      |              |        |

**Declaration:-**

I/We hereby certify that the information furnished above is full, true and correct to the best of my /our knowledge. I/ We understand that in case and deviation is found in the above statement at any stage the bidder company will be blacklisted and will not have any dealing with the O/o Adll. Commissioner of Income Tax, ReFAC(AU)-1(2), Shimla at Mandi.

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

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

Signature:- \_\_\_\_\_

Name:- \_\_\_\_\_

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

Mobile No.:- \_\_\_\_\_

ANNEXURE-II

FINANCIAL BID DOCUMENT HIRING OF VEHICLES BY THE ADDL. COMMISSIONER  
OF INCOME TAX, ReFAC(AU)-1(2), SHIMLA AT MANDI.

RATE QUOTATION

1. Name of the Proprietor/Registered Firm/Company :
2. Address of concern alongwith Telephone No. and E-mail :
3. Contract Person(s) Alongwith Mobile No.) :
4. (a) Rates for various vehicles and their models (exclusive of GST) :
- (b) GST for Staff Car Vehicle :

| Sr. No. | Particulars   | Amount in Rs. |                        |
|---------|---|---------------|------------------------|
|         |   |               | Others* (Mention Make) |
| 1.      | Total Monthly hire charges for minimum of 2000 Kms. |               |                        |

\*Please quote for similar vehicle having carrying capacity of 7 or more with desired safety features. Please mention make and corresponding rates, separate sheets can be provided.

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

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

Signature:- \_\_\_\_\_

Name:- \_\_\_\_\_

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

Mobile No.:- \_\_\_\_\_