



भारत सरकार / Govt. of India  
आयकर विभाग / Income Tax Department  
प्रधान आयकर आयुक्त कार्यालय / O/o Pr. Commissioner of Income Tax,  
आयकर भवन, पटियाला - 147001 / Aayakar Bhawan, Patiala, [Punjab], 147001.  
Ph. 0175-2971010, email : patiala.cit@incometax.gov.in, Fax: 0175-2205726

F.No.Pr.CIT/PTA/EB/Tender/2020-21/ 1456

Dated:-25.11.2021

To

The Dy. Commissioner of Income Tax, HQ (Admn.)  
O/o the Pr.Chief Commissioner of Income Tax,  
Sector 17 E, Chandigarh.


Sir,

**Sub: Uploading Tender for staff car used in CIT (Appeal Unit) Office at Patiala.**

Kindly refer to the subject cited above.

2. In this connection, it is submitted that this office proposes to invite quotations/ tender for staff car used in CIT (Appeal Unit) Office at Patiala. As per guidelines of our department it is necessary to upload the same to the website of Pr.CCIT, NWR Chandigarh. It is therefore, requested to kindly upload this notice and its enclosures as early as possible.

Yours faithfully,

  
(JASVIR S. SAINI)

Income Tax Officer, HQ (Admn.)  
Patiala.

Encl. As above.





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आयकरविभाग / Income Tax Department

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F.No.Pr.CIT/PTA/EB/Tender/ 2021-22/ 1456 Dated:-25.11.2021

**Notice inviting quotation/ tender for Staff Car used in CIT  
(Appeal Unit) Office at Patiala**

The office of the Pr. Commissioner of Income Tax, Patiala invites sealed tender for hiring one new staff car preferably Innova Crysta or similar for the use of the Office viz. Commissioner of Income Tax (Appeal Unit), Patiala. The terms and conditions of the contract are available at the office of the Pr. Commissioner of Income Tax, Patiala, Aayakar Bhawan, near Leela Bhawan, Patiala which can be collected by interested parties up to 6:00PM on all working days upto 29.11.2021 or can be downloaded from the website [www.incometaxchandigarh.org](http://www.incometaxchandigarh.org). Tender should be delivered in the Office of the Pr. Commissioner of Income Tax, Patiala upto 6:00PM on 30.11.2021.

Last date for obtaining tender forms: 29.11.2021

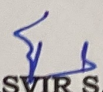
Date & Time for submission of quotations is on or before 6:00PM before 30.11.2021

Date & Time of opening of quotations at 3:30PM on 01.12.2021

Place of opening of tender bids in Conference Hall, 1<sup>st</sup> Floor, Aayakar Bhawan, Leela Bhawan, Patiala.

This office reserves the right to amend/withdraw any of the terms and conditions in the Tender Document or to object any or all tenders without giving any notice or assigning any reason. The decision of the undersigned in this regard shall be final and binding on all.

Encl. As above.

  
(JASVIR S. SAINI)

Income Tax Officer (HQ)(Admn.)  
Patiala.



### **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, Patiala. Bids will be accepted upto 6:00 P.M on 30.11.2021. 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 3:30PM on 01.12.2021.
2. The bidder may remain present at the time of opening of the Tender by the Local Purchase Committee and Tender 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 Terms and conditions for contractors specified in Annexure-I.
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, Patiala.
6. The Income Tax department reserves the right to cancel/postpone the tender/contract procedure without assigning any reasons thereof.
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 vehicle, preference will be given to the bidder with lesser meter reading (vehicle travelled for lesser kilometer).
  - (b) Preference will be given for new vehicle.

***Note: Quotation should be sent in sealed cover super scribed as "Quotation for Hiring of Vehicle by Office of the Pr. Commissioner of Income Tax, Patiala.***



Terms & Conditions

- 1) The vehicle offered should be 7/8 seater preferably Innova crysta or similar.
- 2) The vehicle provided by contractor as per the agreement should not be older than six months as on date of delivery.
- 3) The vehicle must be in good working condition. The vehicle will be run by the Department for approximately 2000 kilometers per month for Commissioner of Income Tax (Appeal Unit), Patiala or as Staff car.
- 4) The vehicles 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 vehicles provided to the Department shall be **white in color**. 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 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 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 deployment with the department. 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.

6) 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.

**7) The contract will be for two 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.**

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 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.

11) The Tenderer 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.

12) The vehicle should be registered as public service vehicle (commercial vehicle) with the competent authorities of the State Government.

13) The vehicles are to be maintained in excellent condition and regular cleaning must be ensured.

14) 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.

15) 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's 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 payments.

16) Payment shall be made by the office of the **Pr. Commissioner of Income Tax, Patiala** after the end of every month on presentation of the bill within the reasonable time. However, no interest is payable on delayed payment.



- 17) A daily record indicating time and mileage for the vehicle is to be maintained in a log book and entries therein must be certified by the user.
- 18) 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 a vehicle is less than the agreed kilometers.
- 19) 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.
- 20) The contractor to whom contract is awarded would furnish name, address and contact number of a 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.
- 21) 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.
- 22) In case of dispute regarding interpretation of any term or condition of the tender/contract, the decision of the **Pr. Commissioner of Income Tax, Patiala** will be final.



**Annexure II**

**TECHNICAL BID**

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

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

Signature of 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 be 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.

date)

(Signature of authorized signatory with



Annexure III

FINANCIAL BID

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

- 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 condition.

Note: Rate quoted shall be exclusive of Service Tax.

Signature of Authorized Signatory

Full Name:.....

Name of the Contractor:.....

Cell No:.....

Seal.....

Place:.....

Date:.....