



भारत सरकार /Govt. of India

आयकर विभाग/ Income Tax Department

सयुक्त आयकर निदेशक (अन्वे.) /Joint Director of Income Tax (Inv.),

न्यू सी.जी.ओ. कॉम्प्लेक्स, एन.एच.4, एन. आई. टी., फरीदाबाद /New CGO Complex NH-IV, NIT Faridabad

F. No. JDIT/Inv/FBD/2020-21/ 27

Dated: - 27.05.2020

### Notice Inviting Tender

The office of the Joint Director of Income Tax (Inv.), Faridabad invites bids/ quotations for hiring 03 vehicles. The vehicles proposed to be hired should be among the Toyota Innova Crysta, Hyundai Verna, Hyundai Creta, Honda City, Maruti Ciaz and Maruti Ertiga. All the vehicles should preferably be white in colour as the same shall be used as operational vehicles in the Office of the Joint Director of Income Tax (Inv.), Investigation wing, New CGO Complex, NH-IV, NIT, Faridabad.

The tender documents along with the instructions and terms and conditions can be downloaded from the Department's web site [incometaxindia.gov.in](http://incometaxindia.gov.in) or [incometaxchandigarh.org](http://incometaxchandigarh.org). The prospective tenderers are advised to check the eligibility criteria thoroughly before applying for the Tender. The opening date of bids is 28.05.2020 and the bids can be submitted on or before 08.06.2020 by 06:00 PM after which no bids shall be entertained. The bids should be strictly as per the Annexure II and III. Technical bid will be opened on 09.06.2020 at 11.30 A.M. in the O/o The Joint Director of Income Tax (Inv.), Faridabad by the purchase committee duly constituted. The Financial Bid of the successful vendors will be opened on the same day by the purchase committee. For any clarification regarding terms and conditions of the tender, bidders may contact The Income Tax Officer (DDO) (Inv.), O/o Joint Director of Income Tax (Inv.), Faridabad. The contact number of Income Tax Officer (DDO) is 8708277204.

The Technical bid and Financial bid should be sealed by the bidder in separate covers duly superscribed "TECHNICAL BID – Supply of Vehicles" and "FINANCIAL BID – Supply of Vehicles" respectively and both the sealed covers are to be put in a bigger cover which should be sealed and duly superscribed as "Tender for Supply of Vehicles" addressed to the Joint Director of Income Tax (Inv.), Faridabad.

The 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 reason: The decision of the Joint Director of the Income Tax (Inv.), Investigation wing New CGO Complex, NH-IV, NIT, Faridabad in this regard shall be final and binding on all.

  
(Rishi Kumar)

Income Tax Officer (Inv.) (Hq.)  
O/o Joint Director of Income Tax (Inv.),  
Faridabad

TERMS & CONDITIONS

1. The vehicles offered should be strictly of make Toyota Innova Crysta, Hyundai Verna, Honda City, Maruti Ciaz and Maruti Ertiga.
2. The vehicles provided by contractor as per the agreement should not be older than 06 Months as on 01.04.2020.
3. Out of the three vehicles which department intend to hire, one vehicle shall be Toyota Innova Crysta and the other two vehicles can be from the remaining models/make of the vehicles.
4. The tender is for hiring of three vehicles, however the prospective vendors may submit bids for one vehicle, two vehicles or three vehicles depending upon their capacity and the requirement of the department can be fulfilled by selecting more than one vendors subject to the above conditions.
5. The payment of monthly bills is normally made within one month from the date of submission of bill by the vendor. However, sometimes the payment of bills is delayed due to various reasons and the vendor should be in a position to meet out the running expenses of the vehicle like fuel, drivers salary etc. at his own. Therefore, it is advised that only persons/entities having sound financial position should submit bids.
6. The vehicles should be equipped with latest navigation technology to assist the driver. However, the vehicles supplied should not be fitted with any GPS tracking device through which it can be tracked remotely. If it is found that the vehicle is being tracked or is fitted with any tracking device, a police complaint will be lodged immediately under the relevant IPC sections alongwith termination of agreement/contract.
7. The vehicles must be in good working condition. The vehicle will be run by the Department for approximately 2400 kilometers per month for the office of the Joint Director of Income Tax (inv.), Investigation Wing, B- Block, New CGO Complex, NH-IV, NIT, Faridabad as Operational vehicle.
8. 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.
9. The vehicles provided to the Department should be preferably **white** in color.
10. The **driver** for the vehicle shall be provided by the contractor.
11. The driver to be provided by the contractor with the vehicles should be strictly in formal attire preferably light colour shirts and dark colour trousers with black leather shoes while on duty or as per the guidelines of the RTO. The 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 vehicles offered for hire.

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- 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 and submit police verification report.
  - 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 needs 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 and with the 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.
12. 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.
  13. 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.
  14. The contract can be terminated at any time, without assigning any reasons, by the Department or the Contractor by giving 30 days notice.
  15. During the period of contract, no request shall be entertained for hike in the agreed rates due to any reason.
  16. The vehicles shall have comprehensive insurance and fitness as per the RTO Rules and compliance to the provisions of the Motor Vehicles Act/Rules. All legal obligations in respect of the vehicles i.e. Road Tax, RTO permissions etc. and the driver i.e. minimum wage, social security etc. will be the responsibility of the contractor. The contractor must have valid GST number.

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17. The Tenderer should keep the following documents readily available 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.
18. The vehicles should have valid registration with the competent authorities of the U.T./State Government.
19. The vehicle is to be maintained in excellent condition and regular cleaning must be ensured.
20. 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.
21. 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 etc. Parking Charges & Toll Taxes will be reimbursed on actual basis. TDS/GST will be deducted as per the provisions while making payments.
22. Payment shall be made by the Joint Director of Income Tax (Inv.), Faridabad after the end of every month on presentation of the bill within a reasonable time. However, no interest is payable on delayed payment.
23. 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.
24. The unused Kilometers 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. 2400 Kms per month and actual kilometers run by a vehicle.
25. The vehicle taken on hire would have to be parked in the office premises or as directed from time to time.
26. 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.
27. 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.
28. In case of dispute regarding interpretation of any term or condition of the tender/contract, the decision of the Joint Director of Income Tax (inv.), Faridabad will be final and binding on all.

*Rishi Kumar*  
(Rishi Kumar) 27/05/2020

Income Tax Officer (DDO)  
O/o Joint Director of Income Tax (Inv.),  
Faridabad

**TECHNICAL BID**

(To be signed and submitted to the Income Tax Officer (Inv.) (Hq.) O/o JDIT (Inv.), Faridabad with self-attested supporting documents.)

Sr. No.		
1.	Name, address and contact details of owner/vendor	
2.	PAN & Service tax registration, if applicable (Copies to be annexed):	
3.	Details of previous experience in Govt. Department/Public sector Units, if any	
4.	Details of vehicles	
	1. Make	
	2. Colour	
	3. Year of purchase	
	4. Registration No. & date	
5.	Whether blacklisted by the Central/State/UT Govt., or any Govt. Organization including PSUs etc	
6.	Any other remarks	

## 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.

(Signature of authorized signatory with date)

**Financial Bid**

(To be signed and submitted to the Income Tax Officer (Inv.) (Hq.) O/o JDIT (Inv.), Faridabad.)

Sr. No.		
1.	Basic fixed monthly rent for 2400 Kilometers per month.	
2.	Rate per extra Km. When used beyond 2400 Kilometers after adjustment as per contract condition	

Note :-Rate quoted shall be exclusive of Service tax.

Signature of Authorized Signatory