



भारत सरकार/Government of India  
वित्त मंत्रालय/Ministry of Finance  
आयकर विभाग/Income Tax Department

कार्यालय प्रधान आयकर आयुक्त, सैक्टर- 2, पंचकूला  
O/o Pr. Commissioner of Income Tax, Sector-2, Panchkula  
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F.No. Pr.CIT/PKL/Tender/2020-21/ 1271

Date: 11.08.2020  
13

### NOTICE INVITING TENDERS

The Pr. Commissioner of Income Tax, 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 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 Pr. Commissioner of Income Tax, 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.incometaxchandigarh.org](http://www.incometaxchandigarh.org). The prospective tenders 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 18.08.2020 by 11:00 am and the tender will be opened on the same date at 02:00 PM in the office of the Pr. Commissioner of Income Tax, Panchkula in the presence of tender committee.

First Cover – The Tender documents in format as per Annexure-III (Technical Bids) must be enclosed 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 assisting any reasons. The decision of the Local Purchase Committee, Panchkula in this regard shall be final and binding on all.

  
(Shakti Bala)

Income Tax Officer (Hq.)(Admn.)  
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 Pr. Commissioner of Income Tax, Bays No. 43-48, Aayakar Bhawan, Sector 2, Panchkula. Bids will be accepted upto 18.08.2020 (11:00 AM). Bidders should submit technical bid as well as financial bid in Annexure-III & IV with prescribed supporting documents. The bids will be opened on 18.08.2020 (02:00 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 and time, will not be considered.
5. The successful bidder has to enter into a formal contract with the Pr. Commissioner of Income Tax, Panchkula or any officer designated by him on his 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 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 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 shall make alternative arrangement in case the vehicle is not available for use e.g. in the case of breakdown of the vehicle. 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.
11. 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.
12. 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 one month notice, are not eligible to apply and their bids will be rejected.

## Annexure -II

### Terms & Conditions

1. The vehicle shall be a new **TOYOTA INNOVA (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 kilometres 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 2500 kms.
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 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 provides the new car.
6. The contract can be terminated at any time, without assigning any reasons, by the Department or the Contractor by giving 30 days notice.
7. During the period of contract, no request shall be entertained for hike in the agreed rates due to any reason.
8. The vehicle shall have comprehensive insurance and fitness as per RTO Rules.
9. 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.
10. The basic fixed monthly hire charges shall cover the fuel charges for vehicle, repairs and maintenance, insurance, permit and allowance including night charges, toll charges. No request for any extra payment would be entertained.
11. 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.
12. Any violation of the aforementioned terms and conditions may lead to termination of contract without any notice by the department.
13. In case of dispute regarding interpretation of any term or condition of the tender/contract the decision of the Pr. Commissioner of Income Tax, 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 vehicle
- 2) 2500 kilometres per month
- 3) Rate per extra km. when used beyond 2500 kilometres 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 :