भारत सरकार
GOVERNMENT OF INDIA
आयकर विभाग/INCOME TAX DEPARTMENT
कार्यालय आयकर अधिकारी वार्ड .राजपुरा कोठी नं ,6-ए, गुरु नानक कालोनीराजपुरा ,
O/o The Income-tax Officer, Ward-Rajpura, K.No.6-A, Guru Nanak Colony, Rajpura (Pb.)
Telefax No. : 01762-241717 Email: rajpura.ito1@incometax.gov.in

फा.स./आ.आ/वार्ड-राजपुरा/2020-21/30 दिनाक: 18.05.2020

To

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

Madam,

Sub: - Uploading of Tender Notice and its enclosures for hiring vehicle on website of Pr.CCIT, NWR, Chandigarh i.e.www.incometaxchandigarh.org.- Regarding-

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Kindly refer to the subject cited above.

In this connection, it is submitted that this office has invited quotation/tender for operational vehicle after getting prior administrative approval from the office of the Pr. Commissioner of Income Tax, Patiala vide F.No.Pr.CIT/PTA/EB/IX-54/2019-20/3831 dated 09.12.2019. As per guidelines of our department it is necessary to upload the same to the website of Pr. CCIT, NWR, Chandigarh. Hence, you are requested to upload this notice and its enclosures as early as possible.

Yours faithfully,

संजीव कुमार

(Sanjeev Kumar)
Income Tax Officer,
Ward-Rajpura

Encl: As above.

Copy for information:

1. The Pr. Commissioner of Income Tax, Patiala.
2. The Joint Commissioner of Income Tax, Range Mandi Gobindgarh, Gobindgarh.

(Sanjeev Kumar)
Income Tax Officer,
Ward-Rajpura.

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NOTICE INVITING QUOTATION/TENDER FOR OPERATIONAL VEHICLE

The office of the Income Tax Officer, Ward-Rajpura, invites sealed tender for hiring one (1) vehicle **TOYOTA INNOVA CRYSTA** of **WHITE COLOUR MODEL 2019**, for the use of the Office. The terms and conditions of the contract are available at the office of the Income Tax Office, Kothi No. 6-A, Guru Nanak Colony, Rajpura which can be collected by interested parties up to 4:00 PM on all working days **upto 22.05.2020** or can be downloaded from the website www.incometaxchandigarh.org. Tender should be delivered in the office of the Income Tax Office, Kothi No. 6-A, Guru Nanak Colony, Rajpura upto 11:30 AM **on 28.05.2020.**

Last date for obtaining tender forms: 22.05.2020

Date & Time for submission of quotations is on or before 28.05.2020 before 11:30 AM.

Date & Time of opening of quotations at 3:00 PM on 03.06.2020.

Place of opening of Tender Bids- Kothi No. 6-A, Guru Nanak Colony, Rajpura

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 assigning any reason. The decision of the undersigned in this regard shall be final and binding on all.

संजीव कुमार

(Sanjeev Kumar)
Income Tax Officer,
Ward-Rajpura.

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 Joint Commissioner of Income Tax, Mandi Gobindgarh Hq. Sirhind. Bids will be accepted up to 11:30 AM on 28.05.2020. 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 03:00 PM on 03.06.2020.

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 Income Tax Officer, Ward-Rajpura.

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 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 covers super scribed as "Quotation for Hiring of Vehicle by Office of the Income Tax Office, Ward-Rajpura.

Annexure-I

Terms & Conditions

1) The vehicle offered should be **Toyota Innova Crysta.**

2) The vehicle provided by contractor as per the agreement should not be older than six months as on 30.04.2020.

3) The vehicle must be in good working condition. The vehicle will be run by the Department for approximately 2000 kilometers per month for the Income Tax Office, Ward-Rajpura or as Operational vehicle.

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 prorata basis.

5) The vehicle 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 Vehicle 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 vehicle 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 Income Tax Officer, Ward-Rajpura after the end of every month on presentation of the bill within month on presentation of the bill within a 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 Income Tax Officer, Ward-Rajpura will be final.

ANNEXURE-II

TECHNICAL BID

{To be signed and submitted to the Income Tax Officer, Ward-Rajpura 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 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 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.

(Signature of authorized signatory with date)

ANNEXURE-III

FINANCIAL BID

{To be signed and submitted to the Income Tax Officer, Ward-Rajpura }

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:.....