



Government of India  
Office of the

Additional Commissioner of Income Tax, Range-1, Gurugram

4th Floor, HSIIDC Building, Vanijya Nikunj, Udyog Vihar Phase-V, Gurugram

Ph:0124-2450459/Email: gurgaon.addlct1@incometax.gov.in

F.No. Addl.CIT/Range-1/GGN/~~Vehicle~~ / 2020-21/

Dated: 27.07.2020

**Invitation of E-Tender for hiring Operational/Staff Vehicles at the Office of the Principal Commissioner of Income-Tax, Gurugram**

The Principal Commissioner of Income Tax Gurugram , 4<sup>th</sup> Floor, HSIIDC Building, Vanijya Nikunj, Udyog Vihar Phase V, Gurugram - 122016 (hereinafter referred to as the "Office") on behalf of the President of India intends to invite bids under open e-tender under two bid system from reputed, experienced and financially sound vendors to hire services of three (03) (5/7/8 Seater) Petrol/Diesel Operational vehicles of make Toyota Innova Crysta/Maruti Suzuki Ertiga/Mahindra Marazzo/Honda City/Maruti Ciaz or equivalent [hereinafter referred to as 'Vehicle(s)'] and being of latest model [2018 or after] on monthly hire basis for official purpose for a period of 8 months from 01/08/2020 to 31/03/2021, which can be further extended up to a maximum of one more year (i.e., upto 31/03/2022) as per mutually agreed terms & conditions. The office reserves the right to increase or decrease the number of vehicles required at the same rate and terms & conditions. Bid in this regard should be submitted to the office of Addl.CIT Range 1, Gurugram (Chairman, Purchase Committee) subject to the following eligibility criteria and terms & conditions.

**Instruction and information to the bidders for bid submission:**

1. The Principal Commissioner of Income Tax, Gurugram (hereinafter referred to as the "office"), invites bids under two-bid system, technical and financial bid, from experienced and financially sound vendors for hiring of the vehicles only of 2018/2019/2020 make - three (03) operational vehicles on monthly rental basis as per the specifications below:-

Sr. No.	Category	Quantity Required	Type	Place and date of deployment	Cost Ceiling(Exclusive of taxes)
01	Operational Vehicles (5/7/8 Seater) (Toyota Innova Crysta /Maruti Suzuki Ertiga /Mahindra Marazzo /Honda City/Maruti Ciaz or equivalent)	03	Taxi/Commercial,	Gurugram 01.08.2020	Rs. 50,000/- for Petrol/Diesel vehicle

2. Important dates related to the e-tender are provided below for information:

S.No	Particulars	Date	Time
i.	Date of online publication of tender	27/07/2020	
iii.	Bid Submission starting date	27/07/2020	From the time of publishing of bid
iv.	Bid Submission closing date	30/07/2020	12:00
v.	Closing date and time for submission of original copies of EMD	30/07/2020	12:00
vi.	Opening of Technical bid	30/07/2020	04:00
vii.	Opening of Financial bid (Tentative)	30/07/2020	04:30

3. Interested and experienced bidders can access download the tender document from [www.incometaxindia.gov.in/www.incometaxchandigarh.org](http://www.incometaxindia.gov.in/www.incometaxchandigarh.org). They can fill them with all relevant information and submit the completed tender document to "Chairman, Purchase Committee (Addl.CIT, Range 1), 2nd Floor, HSIIDC Building, Vanijya Nikunj, Udyog Vihar Phase V, Gurugram - 122016". The filling of tender documents shall be carried out strictly on the format as provided in this document. No editing, addition, deletion of matter shall be permitted. If such action is observed at any stage, such tenders are liable for outright rejection.
4. All the documents as per tender requirement should be enclosed and submitted along with the tender. However, Demand Draft (Tender fee, EMD- Earnest Money Deposit) in original should be sent to the Office on or before due date of opening of bids. Bidders who don't submit any of the required documents will summarily be rejected.
5. The Purchase Committee duly constituted by the office will not be held responsible for any sort of delay or the difficulties faced during the submission of bids by the bidders. For any queries regarding e-tendering process, the bidders can contact the office of JCIT Range 1, Gurugram at the given address.
6. The tender and documents should be sent in an A4 size envelope containing two separate envelope covers as follows:
- First Cover - Technical Bid:** The scanned documents as per Annexure I (technical bids) must be enclosed in separate cover duly signed and stamped by the authorized person. The cover of the envelope should read "TECHNICAL BID"
- Second Cover - Financial bid:** The rates/amount of contract quoted should be exclusive of all taxes. Prices shall be quoted in Indian rupees only and signed by the authorized person. The cover of the envelope should read "FINANCIAL BID"
7. The valid technical bids will be scrutinized by the Purchase Committee in the office to shortlist the eligible bidders. Thereafter, the Financial bids of the shortlisted bidders (who qualify the technical bid) will be opened. The financial bid should accompany the Earnest Money Deposit

of Rs. 10,000/- (Rs. Ten thousand only) per vehicle (Total Rs. 30,000/-) in the form of Demand Draft of any scheduled bank payable at Gurugram drawn in favour of the "ZAO, CBDT, ROHTAK". The bids without Earnest Money Deposit will be rejected. The EMD of unsuccessful bidders will be returned.

8. The services of the vehicles is to be provided to the Office as per criteria and terms & conditions mentioned in Section I, II and III and the same should be submitted with the technical bids and financial bids duly stamped and signed by the authorized person.
9. The Technical bid document and Financial bid document are provided as Annexure-A and Annexure-B along with this document. The proforma for Performance Bank Guarantee is also provided as Annexure-C along with this document.

  
(Sanjeev Kaushal, IRS)

**Addl. Commissioner of Income Tax, Range-1  
Cum Chairman Purchase Committee  
Gurugram.**

Copy to:

1. The Web manager with a request to kindly host the advertisement on the official website of the Income tax Department ([www.incometaxindia.gov.in](http://www.incometaxindia.gov.in))
02. The JDIT(Systems), Chandigarh with a request to kindly host the advertisement on the official website of Pr. Chief Commissioner of Income Tax NWR ([www.incometaxchadigarh.org](http://www.incometaxchadigarh.org))

  
(Sanjeev Kaushal, IRS)

**Addl. Commissioner of Income Tax, Range-1  
Cum Chairman Purchase Committee  
Gurugram.**

## SECTION-I

### ELIGIBILITY CRITERIA-

1. The bidder should be well established and experienced Agency/Firm/Individual/Company or any legal concern having experience in the line of providing vehicles on hire to Central Govt./State Govt./PSUs/Private parties.
2. The bidder must:
  - i) Have minimum of **3 years experience** in providing vehicles on hire to any Govt./Semi Govt./reputed Pvt. Companies as on 31.03.2020.
  - ii) Be in a position to supply a **minimum of 03 cars** as on date of submitting the bid. Details of vehicle no. and Brand/Make shall be submitted along with the Technical bid. Bidders having less than 08 vehicles need not apply.
  - iii) Have a **minimum turnover of Rs. 25 lakhs** related to vehicle operations only during each of the Financial Years 2017-18, 2018-19 and 2019-20. Copy of financial accounts and Return of income for these years is to be enclosed with the bid.
  - iv) **Submit copies of PAN and GST Registration certificate** along with the bid without which the bid may be rejected.
  - v) Clearly undertake that it/he/she is capable of supplying the vehicle on hire on dates mentioned in tender document.
  - vi) Ensure that the task of running of vehicles is carried out from Delhi NCR, and for this purpose it has its office premise located in Delhi NCR. The office should be running in Delhi NCR for a period **not less than 01 years as on 01.04.2020**.
  - vii) The vendor shall ensure that there shall not be sub contracting of services. The vehicles shall be registered under or with the vendor or his concern.

### **Bid Security/ Earnest Money Deposit (EMD)**

1. EMD of Rs. 10,000/- (Rupees Ten Thousand only) per vehicle [**Total Rs. 30,000/- (Rupees Forty Thousand only)**] in the form of Demand Draft/Bankers Cheque in favour of the "**ZAO, CBDT, ROHTAK**", payable at Gurugram shall be submitted by the bidder along with the bid.
2. Bids without requisite EMD shall be rejected.
3. EMD will be returned to all the unsuccessful bidders at the end of the selection process immediately or within 15 days of the opening of the bids.

4. EMD of the successful bidder shall be returned to him after submission of a "Performance Security" the details of which are mentioned ahead.
5. However, the EMD shall be forfeited in case of the successful bidder if the successful bidder withdraws subsequently or the details given by him are found to be incorrect or false during the tender selection process.
6. No interest shall be paid on the EMD of the bidders.

### **Performance Security**

1. After the letter of award of work is received by the successful bidder, he shall submit a Performance Security equivalent to 5% of the value of the total contract.
2. The performance security has to be either in form of Account Payee Demand Draft in favour of "ZAO, CBDT, Rohtak" payable at Gurugram or in form of Fixed Deposit Receipt (FDRs) in the name of "ZAO, CBDT, Rohtak" from a commercial bank or in form of Bank Guarantee from a commercial bank.
3. The performance security so furnished should remain valid for a period up to 60 days beyond the completion of all contractual obligations of the vendor. The performance Guarantee shall remain valid during the currency of the contract of 21 months and shall be returned within 45 days from the last date of completion of contract period of providing Vehicles. The office will not pay any interest on Performance Guarantee.
4. If the services rendered to the office are terminated by vendor on his own before the expiry of the term of contract, the amount of performance guarantee shall be forfeited and the vendor shall not make any claim towards returning of the performance guarantee.
5. In the event of extension of services of vendor, the vendor shall have to deposit the performance security for the extended period equivalent to 5% of the value of the original/initial annual contract.
6. The format of Performance Bank Guarantee is given in "Annexure-C".

### **Opening and evaluation of technical bids:**

1. The tender should be submitted in Two-bids system i.e (i) Technical Bid and (ii) Financial Bid.
2. The Purchase Committee appointed by the competent authority will open all technical bids in first instance on the appointed date and time at the given address.
3. During evaluation of the bids, the Purchase Committee may at its discretion, ask the bidder for clarification of its bid. The clarification of the bidder shall be in writing.

4. No bidder shall contact the Purchase Committee member on any matter relating to its bid from the time of the bid opening to the time of placement of work order. If the bidder wishes to bring additional information to the notice of the Purchase Committee, it should be done in writing.
5. Any effort by a bidder to influence the Purchase Committee in its decision on bid evaluation, bid comparison or work order decision will result in rejection of the bid as well as other penal action as per laws in force.
6. The results of the evaluation of the Technical Bids will be conveyed immediately to all the vendors present for opening of bids
7. The 'Vehicles' proposed to be hired should be new and should be of make 2018 or later only (date of manufacture after 01/01/2018). Vehicles of make prior to this will not be considered for evaluation and the bid will be rejected.
8. All the pages of the bid document shall be signed and sealed by the participating bidder. Any incomplete bid without sign of the bidder shall be rejected and shall not be considered for evaluation.
9. The bidder having more number of vehicles in their own name and having higher turnover related to vehicle operations shall be given priority over other bidders subject to the fulfilment of other terms and conditions.
10. The bidder should not have been blacklisted or debarred by the Income Tax Department or any other Govt. Department and signing/subscribing to these terms and conditions is an undertaking to that effect.

## SECTION-II

## Terms and conditions

1. **The hire charges shall not be more than Rs. 50,000/- (exclusive of GST and any other Govt. levies, etc.) for a Petrol/Diesel operational vehicle/staff car** of make: Toyota Innova Crysta/Maruti Suzuki Ertiga/Mahindra Marazzo/Honda City/Maruti Ciaz or equivalent. The selection of the vehicle(s) will be strictly based on the discretion of the Tender Evaluation Committee for award of contract to the successful bidder (hereinafter referred as 'Vendor'). TDS and GST-TDS will be deducted as per Income tax Act, 1961 and GST Act, 2016 while making payment to the 'Vendor'. The provisions of GST shall be applicable as per law.
2. Vehicle(s) are proposed to be hired for an initial period of **08 months (01/08/2020 to 31/03/2021)** and further extendable by a maximum period of one year (i.e, upto 31/03/2022) depending upon the satisfactory performance of the vendor, proper condition of the vehicle and at the discretion of the office, at the terms and conditions as agreed upon by the Office and the vendor.
3. The hire charges of the vehicle will be for running of the vehicle for 2400 km per month.
4. The hire charges as per Para 1 above are inclusive of all expenses such as monthly salary of driver(s), repairs and maintenance of vehicles, insurance, petrol/diesel, oil, RTO related levies/duties/taxes/ etc. and all other incidental expenses relating to 'Vehicles' including taxes, penalty, recoveries, fine, parking fees, etc. No additional charges over and above quoted rates in the bid will be paid to the Vendor. No separate payment(s) will be made for driver's salary, overtime or any other incidental expenditure.
5. **In the bid, the bidder should quote the hire charges per month exclusive of GST.**
6. Rate per kilometer for additional kilometer over and above 2400 kilometers (reckoned from the place of reporting to the place of release) in a month should be mentioned separately. For calculating the total run kilometers of the vehicle, the distance travelled by the vehicle from the office/home of vendor to the place of reporting shall not be taken into account and the same shall be deducted from the total run kilometer at the end of the month.
7. The vehicle shall be in use from 09:00 a.m to 09:00 p.m under normal conditions. However, if need arises the timings may alter.
8. The office reserves the right to increase/decrease the number of vehicles of the ordered quantity at the same rate and terms and conditions.
9. **The unspent kilometers of a vehicle every month shall be carried forward during the course of the contract** and shall be adjusted/reduced against such excess mileage/kilometers as the case may be, before further charge per kilometer could be invoked.

10. The 'Vehicles' shall carry proper Registration Certificate, Road Tax Certificate, Certificate of Insurance Policy, Emission Test Certificate etc. in original. The drivers should have valid driving license and the vehicle should be registered with the Concerned Authorities of Central/State Government and deposit of fees for hiring/commercial use to be made. Evidence of all these requirements under Motor Vehicle Act will have to be submitted. The drivers of 'Vehicles' must follow traffic rules and other resolutions prescribed by the Government from time to time and must not have any traffic/criminal case pending against them.
11. The Vehicles shall report to Officer In-charge i.e Income Tax Officer (HQ)(Admin), O/o Pr. Commissioner of Income Tax, Gurugram throughout the contract period at all times. Dedicated vehicles and drivers having valid Driving License and sufficient experience, exposure, familiarity with the city roads must be provided. Dedicated vehicles and drivers are not to be changed without prior approval of the Officer Concerned.
12. The bidder or any of his/her family members should not be an officer/official of the Income tax department. The officer/official of the Income Tax Department should not have any interest in the bidder's firm/company. During the currency of contract or after the contract ceases to exist there shall not be any employer-employee relation between the Income Tax Department and the person appointed by the vendor in performance of the duties towards hiring of vehicle.
13. Bidders or their authorized representatives may remain present at the time of opening of tender bids.
14. Bid documents incomplete or deficient in any respect may be rejected at the discretion of the office.
15. The vehicles selected through tender process will be used exclusively for Income Tax Office, Gurugram for all seven days in a week during the entire contract period. The vehicles should not be used by the vendor or driver for any other organization or individual or for any other purpose during the entire contract period.
16. During office hours and after office hours, the vehicles shall be parked either in the office premises or at a place as decided by the office.
17. The driver deployed with the vehicle should satisfy the following conditions:
  - i) Driver should have valid driving license with minimum 3 years' experience in driving. He must have sufficient knowledge of traffic rules and other relevant government rules and should follow the same. The driver is required to attend the duties as and when such duties are assigned by the office. The vendor shall submit the documentary evidence with the office regarding the driving license, educational and other qualification of driver prior to award of contract to the vendor.
  - ii) Driver should be well versed with the roads and different localities of Gurugram, Delhi-NCR and surroundings.



- iii) Driver should be provided with mobile phone. The expenses for mobile phone should be borne by the vendor.
- iv) Driver should be in uniform (White Colour/or colour as decided by the department) and that would be provided by the vendor. The expenses for uniform should be borne by the vendor.
- v) Driver should be well behaved and should bear good moral character.
- vi) Driver in no case shall report to duty in an inebriated state or consume alcohol while on duty.
- vii) Driver will follow the instructions of the officer with whom the vehicle is attached. He should be courteous and polite.

## SECTION-III

### Other terms and conditions

1. The 'Vendor' shall supply only such vehicle(s) which is manufactured not before 01.01.2019 or the latest model having desired safety features such as ABS, EBD/ESC, Alloy Wheels, Powered windows/Breakings/steering/AC etc. in the given Brand/model of the company. The vehicle should be registered with the concerned authorities of Central/state Government. A certificate to this effect should be provided with the Technical Bid document. Also the conditions prescribed in Section 66 of Motor Vehicle Act, 1988 for hiring of vehicles should be fulfilled.
2. The 'Vendor' shall ensure the road worthiness of the vehicle, ensure neat and clean condition of the vehicle with good upholstery and regularly polished exterior at all times during the currency of the contract.
3. The 'Vehicle' should be maintained in excellent condition and regular exterior and inside cleaning must be ensured.
4. The 'Vendor' shall also ensure that the vehicle is in perfect running condition at all times during the currency of the contract. The documents related to vehicles including proper insurance papers of the vehicle should be available/ kept in the vehicle.
5. In the event of award of contract to the 'Vendor' and prior to the execution of the contract, the 'Vendor' shall produce the 'Vehicles' in the office for physical verification/inspection before the signing of the contract along with certified copies of RC books, Comprehensive Insurance Policy of the 'Vehicles' and receipt of road tax payment, photograph(s) of driver(s) with their present and permanent addresses, mobile numbers and copy of driving licenses of the drivers. The 'Vehicle' should comply with all legal obligations prescribed under various statutory laws in force.
6. The Office reserves the right of selection of any particular type of vehicle over the other.
7. The 'Vendor' is liable to payment of all claims/ expenses in case of any accident. He will also indemnify the Office any loss/damage of property or life attributable to negligence on the part of the drivers or poor maintenance of the 'Vehicles'.
8. The 'Vendor' shall produce all the documents as indicated in the Technical Bid Document (Annexure-A). The 'Vendor' shall also submit an attested copy of Trade License, Bank Statement and Bank Account Number, Bank and branch name, Branch Code, IFS Code and MICR code.
9. The vehicle should carry suitable Plate/Card indicating vehicle "On duty of Government of India, Income Tax Department" and shall be made and displayed by the 'Vendor' at his own cost.

10. The 'Vendor' will provide certificate of satisfaction regarding identity, characters and antecedents of the drivers as per desired format of the Office.
11. The vehicle shall normally be deployed within Gurugram but if need arises due to urgency of the work involved, the vehicle can also be deployed outside Gurugram under exceptional conditions. In case the vehicles are required to run outside Gurugram the vendor shall provide Rs. 5000/- to the driver for additional Diesel/Petrol consumption.
12. The 'Vendor' has to ensure that the drivers observe proper etiquette and protocol while performing their duty. The driver(s) shall be neatly dressed, should wear uniform and be well spoken. Without proper authorization from controlling officer, the driver(s) should not take away the vehicle.
13. During the currency of the contract the 'Vendor' shall not change the dedicated 'Vehicle' or the driver(s) as initially provided unless asked by the Office. If due to any unavoidable circumstances either the vehicle or the driver or both are to be replaced, the same is to be done after consent of the Office.
14. In case of driver falling ill or due to any other exigency the driver becomes unable to report to duty with the vehicle, the vendor shall give prior information in this regard to the Income Tax Officer (HQ)(Admin), O/o Pr. Commissioner of Income Tax, Gurugram and shall provide alternate suitable driver immediately to report on duty.
15. In case of break down etc. of vehicle, the same should be replaced with the similar class/type of vehicle immediately. If the 'Vendor' withdraws any of the 'Vehicle' at any time for repairs or for meeting any other stipulations or otherwise without making proper alternative provision, this office shall be at liberty to hire a vehicle from market and in such a situation the charges for such hiring shall be deducted from the dues of the 'Vendor' in addition to the levy of penalty of Rs. 2,000/- (Rupees Two Thousand only) per day per vehicle.
16. The Office shall in no way be responsible directly or indirectly for any failure on the part of the driver to observe the traffic rules or otherwise. In the case of any mishap/accident /theft, all claims and responsibilities shall be met by the Vendor. Income Tax Office, Gurugram will not be responsible for any damages whatsoever to public/private property and/or to any third person due to any accident arising out of in the course of deployment of the 'Vehicles'.
17. The vehicle should have valid permit to travel anywhere in Haryana and Delhi (preferably with permit to travel in Chandigarh, Himachal Pradesh and Punjab as well). The vehicle should have proper registration as Taxi/Commercial vehicle with concerned Central and State Government.
18. During the currency of the contract no request for escalation of monthly hire charges will be entertained by the Office. However, if the rates are revised by the competent authority of the department, the same shall be applicable for the remaining period of the contract.

19. The Vendor shall raise the bills on a monthly basis and submit to this office in triplicate, latest by 7<sup>th</sup> day of the month following the month in which such vehicle(s) is used. In case of broken period of a month, pro-rata charges will be applicable. The Vendor/Driver shall maintain log book and periodically get it signed by the user/officer In-Charge in the Office. The bills shall be prepared on the basis of log book entries. Deduction of Tax at Source (TDS) as per applicable rates prescribed under the Income Tax Act, 1961 and GST-TDS under Goods & Service Tax Act, 2016 shall be made by this office from every payment made to the vendor. If for any unavoidable reason, there occurs a delay towards the payment to vendor, the vendor shall not claim any interest for such late payments. No advance payment shall be made to the vendor.
20. Under the normal situation the payment shall be made within the due time once the bill is submitted by the vendor. However, if for any unavoidable reason the payment is delayed to the vendor, the vendor shall continue to provide the services to the satisfaction of the Office.
21. The Office reserves the option to terminate the contract by giving a notice in writing of 30 days for failure on the part of the 'Vendor' to honor the terms and conditions of the contract without any compensation to the Vendor. The 'Vendor' can also terminate the contract by giving in writing a notice of 60 days. For the part period of the month, payment would be made on pro rata basis.
22. The Contract for providing 'Vehicles' shall be effective for a duration of **08 (eight) months** from 01/08/2020 to 31/03/2021 and may be extended further as per mutual agreement for maximum one year (upto 31/03/2022). This extension is subjected to satisfactory performance of 'Vendor' and to the satisfaction of the Office and as per the terms and conditions of this tender document unless terminated earlier for violation of any of the terms and conditions mentioned here in the tender documents.
23. The 'Vendor' and driver(s) shall maintain the log book and shall be bound to carry out the instructions of the Office as well as of the Officers to whom the vehicle is reported/ assigned.
24. The 'Vendor' shall abide by all the extent laws related to taxes and levies related to 'vehicle' as applicable to it. It will also comply with all existing Government regulation in respect of engaging of services of drivers. All legal obligations, in respect of the vehicle i.e. Road tax, RTO Registration and permission etc shall be the responsibility of the Vendor. Any penalty levied by any authority in this regard during the contract period shall be borne by the Vendor.
25. The Vendor shall be responsible for ensuring compliance with the provisions related to Labour Law[ Central/State] and specially Minimum Wages Act, Payment of Wages Act, PF, ESI Act, Payment of Bonus Act, Contract Labour (R&A) Act, Workmen Compensation Act, etc. as available from time to time. The drivers provided by the vendor with the vehicle shall not be deemed to be the employees of the Income Tax Department hence the compliance of the applicable acts/laws will be the sole responsibility of the Vendor. Any penalty levied by any authority in this regard during the contract period shall be borne by the Vendor.

26. In case of any failure or omission due to natural calamities, hurricanes or due to any statute or regulations of the Government or because of any lock outs, strikes, riots, embargos for any political reasons or otherwise beyond the control of any party including war (whether declared or not), Civil war or state of insurrection, the Office or vendor will give notice to other party at the earliest of the occurrence of such incident that on account of the above event, the notifying party has delayed the performance as it was beyond its reasonable control and it was not due to negligence or default on its part. The parties will be relieved of their respective obligations to perform, hereunder, for so long, as the event of force majeure continues and to the extent their performance is affected by such an event of force majeure provided notices as above are given and the force majeure is established as provided herein above.

27. In the event of any question, disputes or differences arising between the parties relating to the interpretation and application of the provisions of this agreement, such disputes or differences shall be resolved amicably by mutual consultations and or failure to do so shall be referred for arbitration to the nominee appointed by the Office. The decision of nominee in this regard shall be final and binding upon both the parties.

28. **Penalty provisions are as mentioned below:**

S.No	Particulars	Amount of penalty
01	Driver reporting to duty in inebriated condition	Rs. 2000/- per instance
02	Non reporting/Late reporting/Misconduct/ or not obeying the directions/instructions of the officer or refused to work as directed	Rs. 1500/- per instance
03	Poor maintenance of the vehicle	Rs. 1000/- per instance
04	Stoppage of vehicle due to insufficient fuel	Rs. 1000/- per instance
05	Change of driver without prior intimation	Rs. 500/- per instance
06	Unsafe/Rash driving etc	Rs. 1000/- per instance
07	For not providing alternate vehicle in case of break down of vehicle	Rs. 2000/- per instance
08	Breach of any of the terms and conditions mentioned in the tender document	Rs. 1000/- per instance

29. The above mentioned penal amount will be deducted from the monthly bill submitted by the vendor. However, in case of frequent violations of the terms and conditions, the contract can be cancelled forthwith without any notice.

30. Notwithstanding any of the conditions/clauses indicated above, the Purchase Committee has the whole and sole right to waive off any of the above clauses, accept or reject either the lowest or any other valid bid and or split up the order to more than one bidder or to cancel the tender without assigning any reasons thereto

The bidders who fulfill the above terms and conditions may send their bids well in advance to the last date of bidding so that there is no cause of any complaint due to delivery or postal issues on the last date of bidding. It is worthy to mention that the L-1 will be decided on the basis of the eligibility criteria and terms and conditions enumerated above. If in case, L-1 becomes unable to provide the total number of vehicles, opportunity shall be given to L-2 vendor.



**(Sanjeev Kaushal, IRS)**  
**Addl. Commissioner of Income Tax, Range-1**  
**Cum Chairman Purchase Committee**  
**Gurugram.**

**ANNEXURE-A**

**Details/ Profile of Bidder/Technical Bids**

1.	Name of the Proprietor/ Registered Firm/ Company/Concern (with documentary proof)	:	
2.	Address of the concern (With Tel No. Fax and E-mail) (with documentary proof)	:	
3.	Name and Address of the partners/ Directors (With Mobile No.) (In case of firm/ company) (with documentary proof)	:	
4.	Contact persons	:	
5.	Permanent Account Number (PAN)	:	
6.	GST No.	:	
7.	Ownership details of the vehicles (copy of proof to be attached). Are you owner of the vehicle (Y/N)	:	
8.	No. of years of experience in providing Vehicles and name of concerns to whom provided.	:	
9	Which year of make/model of vehicle (s) are you offering?		

P.T.O

10	Registration No. and Year of Registration.	1) 2) 3) 4) 5) 6) 7) 8)
11	Turnover related to vehicle operation in FY 2017-18, 2018-19 and 2019-20 duly signed by the Auditor with copy of I.T Returns and Audit Report, if applicable (attach as Annexure)	
12	Details of EMD	
13	Have you submitted a copy of RC book /Booking receipt? (Y/N)	
14	Are the offered vehicles covered under valid insurance? (Y/N)	
15	Have you submitted a copy of the insurance policy herewith? (Y/N)	
16	Whether any court case/litigation pending against the vehicle(s) offered? (Y/N)	
17	Whether vehicle is registered with Central / State government department as Taxi/commercial vehicle	

### 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 any deviation is found in the above statement at any stage, the bidder will be blacklisted and will not have any dealing with the office of Principal Commissioner of Income Tax, Gurugram in future.

Place:.....

Date:.....

Signature

(Name .....)  
Designation  
(Prop./Partner/Managing  
Partner/Managing Director/Director)  
Mobile No



**ANNEXURE-B**

**Quotation/ Price Bids/Financial Bids format**

<b>Sr. No</b>	<b>Particulars</b>	<b>Model and Year of Make offered</b>	<b>Monthly Hiring charges per vehicle for 2400 kilometer of running per month in Rs. (Exclusive of taxes)</b>	<b>Charges per vehicle for extra kilometer over and above 2400 kilometer in a month (to be quoted in Rs per km)</b>
01	Mid size seven seater Vehicle - Toyota Innova Crysta/Maruti Suzuki Ertiga/Mahindra Marazzo or equivalent [total 5 in number]			

Place:.....

Date:.....

Signature

(Name .....)

**Designation (**

Prop./Partner/Managing

Partner/Managing Director/Director)

Mobile:.....

**ANNEXURE-C**

**PERFORMANCE BANK GUARANTEE**

To,

**The President of India**

WHEREAS.....(Name and address of supplier)(Hereinafter called "the supplier") has undertaken, in pursuance of contract no ..... dated.....to supply.....(description of goods/ services) (hereinafter called "the contract").

AND WHEREAS it has been stipulated by you in the said contract that the supplier shall furnish you with a bank guarantee by a scheduled commercial bank recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract;

AND WHEREAS we have agreed to give the supplier such a bank guarantee:

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of supplier, up to a total of ..... (amount of the guarantee in figures and words), and we undertake to pay you, upon your first written demand declaring the supplier to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the supplier before presenting us with the demand.

We further agree that no charge or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the supplier shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This guarantee shall be valid until the ..... day of ..... 2021.

.....  
(Signature of the authorized officer of the Bank)

.....  
Name and designation of the officer

.....  
Seal, name and address of the Bank and address of the Branch  
(Bank's common seal)