



**ASST. DIRECTOR OF INCOME TAX (INV.), MOHALI**  
सहायक आयकर निदेशक (अन्वे.), मोहाली  
Camp at 4<sup>th</sup> Floor, C.R. Building, Sector-17E, Chandigarh – 160017  
कैंप, चौथी मंजिल, सी. आर. बिल्डिंग, सेक्टर-17ई, चंडीगढ़- 160017  
E-mail: [mohali.ddit.inv@incometax.gov.in](mailto:mohali.ddit.inv@incometax.gov.in)

F. No. ADIT(Inv.)/Mohali/Tender/ 2019-20/ 875

Dated: 09.09.2019

To

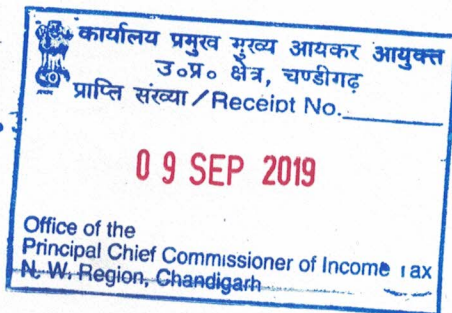
The Dy. Commissioner of Income Tax (Hq.)(Admn.)  
O/o the Pr. Chief Commissioner of Income Tax,  
NWR, Chandigarh.

Madam,

**Sub: Upload of tender and its enclosures for hiring of operational vehicle on website of O/o the Pr. CCIT, NWR, Chandigarh i.e. [www.incometaxchandigarh.org](http://www.incometaxchandigarh.org)**

Kindly refer to the above mentioned subject.

2. In this regard, it is submitted that this office proposes to invite quotation/ tender for operational vehicle. As per guidelines of the department, it is necessary to upload the same on the website of O/o the Pr. CCIT, NWR, Chandigarh. It is therefore requested to kindly upload this notice and its enclosures at the earliest.



Yours faithfully,

**(Hena Kumar Sukhna)**

Asst. Director of Income Tax (Inv.),  
Mohali (Camp at Chandigarh)



**ASST. DIRECTOR OF INCOME TAX (INV.), MOHALI**  
सहायक आयकर निदेशक ,(.अन्वे)मोहाली  
*Camp at 4<sup>th</sup> Floor, C.R. Building, Sector-17E, Chandigarh – 160017*  
कैंप 17-सेक्टर ,बिल्डिंग .आर .सी ,चौथी मंजिल ,ई 160017 -चंडीगढ़ ,  
E-mail: [mohali.ddit.inv@incometax.gov.in](mailto:mohali.ddit.inv@incometax.gov.in)

**F. No. ADIT(Inv.)Mohali/ 2019-20/**

**Dated: 09.09.2019**

### **Notice Inviting Tender**

The office of the Asstt. Director of Income Tax (Inv.), Mohali invites sealed tender for hiring 01(One) vehicle (Innova Crysta), for the operational use, with a validity of one year in the office of the Asstt. Director of Income Tax (Inv.), Mohali from established experienced and reliable vendors. The terms and conditions of the contract are available in office of the Asstt. Director of Income Tax (Inv.), Mohali which can be collected by submitting a written application by interested parties upto 17:00 hrs on all working days upto 16.09.2019 or can be downloaded from the website [www.incometaxchandigarh.org](http://www.incometaxchandigarh.org).

Sealed bids should be submitted in O/o the Asstt. Director of Income Tax (Inv.), Mohali or sent by Registered post at the address given above so as to reach latest by 16.09.2019 up to 17:00 hrs. The bids will be forwarded to the office of Addl./Jt. Director of Income Tax (Investigation), Ludhiana for further necessary action.

The complete bidding document is also available for viewing and downloading at the website [www.incometaxchandigarh.org](http://www.incometaxchandigarh.org). The bid must be submitted in an envelope containing Technical and Financial Bid and failure to do so will render the bid rejected on the presumption that Tender Form has not been filled properly.

This office reserve the right to amend/withdraw any of the terms and conditions in the tender documents or to rejects any tender without giving any notice or assigning any reason. The decision of the undersigned in this regard shall be final and binding on all.

**(Hena Kumar Sukhna)**

Asst. Director of Income Tax (Inv.),  
Mohali (Camp at Chandigarh)

## **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 Asstt. Director of Income Tax (Inv.), Mohali. Bids will be accepted by 16.09.2019 up to 17:00 hrs. Bidders should submit technical bid as well as financial bid in Annexure-II & III with prescribed self attested supporting documents.
2. The bidder may remain present at the time of opening of the Tender by the Tender committee. The financial bids of only those bidders who technically qualify will be opened.
3. The vehicles 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-1
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 Asstt. Director of Income Tax (Inv.), Mohali or any other 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 reason there for.
7. Tender received without signature on all pages of bid documents will be rejected.
8. 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 Vehicles, preference will be given for new vehicle.
  - (b) 2<sup>nd</sup> Preference will be given to the bidder with lesser meter reading (vehicle travelled for lesser kilometers).
  - (c) 3<sup>rd</sup> Preference will be given to the bidder who has already provided vehicle to the department; seniority will be number of vehicle given as on the date of bid.

Note: Quotation should be sent in sealed covers super scribed as "Quotation for Hiring of Vehicle by Office of the Asstt. Director of Income Tax (Inv.), Mohali".



**(Hena Kumar Sukhna)**

Asst. Director of Income Tax (Inv.),  
Mohali (Camp at Chandigarh)

## **ANNEXURE-I**

### **TERMS AND CONDITIONS FOR HIRING OF VEHICLES**

1. The applicant contractor should be owner/supplier of at least 2 vehicles at the time of making application for the contract and should produce evidence to that effect.
2. The vehicles provided by contractor as per the agreement should not be older than 2018 Model.
3. The vehicles must be in good working condition. The vehicles will be run by the Department for approximately 2500 Kilometers per month for the Asstt. Director of Income Tax (Inv.), Mohali as Operational Vehicle.
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 should preferably be in white colour. The driver to be provided by the contractor with the vehicle should be in uniform 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 personal 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 misbehaviour. 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/Officers/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 one year 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.**
9. During the period of contract, no request shall be entertained for hike in the agreed rates due to any reason.
10. The vehicles 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 permission etc. and the driver i.e. minimum wage, social security etc. will be the responsibility of the contractor.
11. The tender should keep the following documents to justify the 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 allowances 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 Asstt. Director of Income Tax (Inv.), Mohali after the end of every month on presentation of the bill. However, no interest is payable on delayed payment.
17. A daily record indicating time and mileage for each vehicle is to be maintained in a logbook 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. 2500 Km run in a month and actual kilometers run by a vehicle is less than the agreed kilometers run over and above 30000 Kms. for a year will be reimbursed at the end of the year at decided rates.
19. The vehicles 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 Asstt. Director of Income Tax (Inv.), Mohali will be final.

## **ANNEXURE-II- TECHNICAL BID**

(To be signed and submitted to the Asstt. Director of Income Tax (Inv.), Mohali with self attested supporting documents)

1. Name and Address of registered agency:
2. Name and address of owner:
3. PAN and Service Tax/GST Registration {copies to be annexed}:
4. Details of Previous Experience in Govt. Department/Public Sector Units:
5. Details of Vehicle (Make, Fuel, year of purchase, number & date of registration):
6. Any other Remarks:
7. Whether black listed by the central/State/UT Govt., or any other Govt. Organization including PSUs etc:

Signature of the Owner/

Authorized signatory \_\_\_\_\_

Full Name \_\_\_\_\_

Name of Contractor \_\_\_\_\_

Phone \_\_\_\_\_

Mobile \_\_\_\_\_

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 authorized signatory with date)**

**ANNEXURE-III- FINANCIAL BID**

(To be signed and submitted to the Asstt. Director of Income Tax (Inv.), Mohali)

- 1) Basic fixed monthly rent for 2500 kilometers per month.
- 2) Rate per extra km. when used beyond 2500 kilometers after adjustment as per contract conditions.

(Note: Rate quoted shall be inclusive of all taxes.)

**Signature of authorized signatory**

Full name : \_\_\_\_\_

Name of Contractor: \_\_\_\_\_

Mobile No.: \_\_\_\_\_

Seal: \_\_\_\_\_

Place: \_\_\_\_\_

Date: \_\_\_\_\_