



भारत सरकार  
GOVERNMENT OF INDIA  
वित्त मंत्रालय  
MINISTRY OF FINANCE  
आयकर विभाग  
INCOME TAX DEPARTMENT  
कार्यालय संयुक्त आयकर आयुक्त  
यमुनानगर रेंज, यमुनानगर  
आयकर भवन, सैक्टर-17, हुदडा, जगाधरी - 135003  
[Phone & FAX No. 01732-269602]

No. JCIT/YNR/EB/Tender Notice/2019-20/ 21365

Dated: 12.03.2020

**Notice Inviting Tender**

The office of the Joint Commissioner of Income Tax, Yamuna Nagar Range Yamuna Nagar invites online bids/quotations for hiring 01 vehicles i.e Innova Crysta white in colour for the operational use of the Office of the Joint Commissioner of Income Tax, Yamuna Nagar, Sector -17, Huda, Jagadhri (Yamuna Nagar).

The tender documents along with the instructions and terms and conditions can be downloaded from the Department's web site [www.incometaxchandigarh.org](http://www.incometaxchandigarh.org). The prospective tenderers are advised to check the eligibility criteria thoroughly before applying for the Tender.

The tenderer should be registered and can apply through online e-tendering portal at [www.tenderwizard.com/INCOMETAX](http://www.tenderwizard.com/INCOMETAX). No other mode of application for the tender will be entertained. The online bids can be submitted through the e-Tendering portal [www.tenderwizard.com/INCOMETAX](http://www.tenderwizard.com/INCOMETAX) upto 25.03.2020

The decision upon the bids received shall be taken upon by the Competent Authority tentatively within a week's time and the same shall be communicated to the bidders through online e-tendering portal only. 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 Commissioner of the Income Tax, Yamuna Nagar Range, Yamuna Nagar, sector -17, Huda, Jagadhri in this regard shall be final and binding on all.

( D. S. Rathi )

Joint Commissioner of Income Tax  
Yamuna Nagar Range, Yamuna Nagar



TERMS & CONDITIONS

- 1) The vehicles offered should be of make **Innova Crysta**.
- 2) The vehicles provided by contractor as per the agreement should not be older than 06 Month as on 12.03.2020.
- 3) The vehicles must be in good working condition. The vehicles will be run by the Department for approximately **2400** kilometers per month for the Joint Commissioner of Income Tax, Yamuna Nagar Range, Aayakar Bhawan, Sector-17, HUDA, Jagadhri, Yamuna Nagar as Operational vehicles.
- 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 prorata basis.
- 5) The vehicles provided to the Department shall be **white** in color.
- 6) The **driver** for the vehicle shall be provided by the contractor.
- 7) 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 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 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 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, 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.



- 8) 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.
- 9) 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.
- 10) The contract can be terminated at any time, without assigning any reasons, by the Department or the Contractor by giving 30 days notice.
- 11) During the period of contract, no request shall be entertained for hike in the agreed rates due to any reason.
- 12) 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 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. The contractor must have valid GST number.
- 13) 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.
- 14) The vehicle should be registered as public service vehicle (commercial vehicle) with the competent authorities of the U.T./State Government.
- 15) The vehicles are to be maintained in excellent condition and regular cleaning must be ensured.
- 16) 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.
- 17) 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.*
- 18) Payment shall be made by the Joint Commissioner of Income Tax, Yamuna Nagar Range, Aayakar Bhawan, Sector-17, HUDA, Jagadhri, Yamuna Nagar 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.
- 19) 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.
- 20) 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. 2400 Kms run in a month and actual kilometers run by a vehicle is less than the agreed kilometers.



- 21) 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.
- 22) 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.
- 23) 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.
- 24) In case of dispute regarding interpretation of any term or condition of the tender/contract, the decision of the Joint Commissioner of Income Tax, Yamuna Nagar Range, Aayakar Bhawan, Sector-17, HUDA, Jagadhri, Yamuna Nagar will be final and binding on all.



**JCIT(OSD)(HOO) – cum-  
Chairperson, Purchase Committee,  
Yamuna Nagar Range, Aayakar Bhawan,  
Sector-17, HUDA, Jagadhri (Yamuna Nagar)**