



भारत सरकार / Govt. of India

आयकर विभाग / Income Tax Department

कार्यालय अपर आयकर आयुक्त (टीडीएस), तीसरी मंजिल, ग्रैंड वाक, फिरोजपुर रोड, लुधियाना  
Office of The Addl. Commissioner of Income Tax (TDS), 3<sup>rd</sup> Floor, Grand Walk, Firozpur Road, Ludhiana

F.No. Addl.CIT(TDS)/LDH/2019-20/ 2344

Dated: 10-10-2019

To

**The Pr. Chief Commissioner of Income Tax,  
North West Region, Chandigarh  
(Attention: Addl.CIT(Hq.)(Admn.)**

Sir/Madam,

**Subject: - Uploading of Tender Notice and its enclosures for hiring operational vehicle on the website of Pr.CCIT,NWR, Chandigarh i.e.www.incometaxchandigarh.org-Reg.**

Kindly refer to the above.

In this connection, it is stated that this office proposes to invite quotation/ender for operational vehicle. As per guidelines of our department it is necessary to upload the same to the website or Pr.CCIT, NWR, Chandigarh. It is therefore, requested to kindly upload this notice and its enclosures as early as possible.

Yours faithfully,

Encl. As above

( Balvinder Kaur )

Addl. Commissioner of Income Tax(TDS),  
Ludhiana



## NOTICE INVITING QUOTATION/TENDER FOR OPERATIONAL VEHICLE

The office of the Addl. Commissioner of Income Tax, TDS Range, Ludhiana invites sealed tenders with a validity of 3 years for following vehicles from established, experienced and reliable vendors/firms/companies/concerns:-

S.No.	Vehicle Type/Name	Year of Registration	Quantity	Tenure of Contract
1	Toyota Innova / Other similar vehicle	Should not be older than year 2018 for Innova and in case of other vehicles should be brand new	1	Period of 3 (Three) years

**Note:-**

- Vehicle provided by the contractor to be made available on all days including holidays on round the clock basis.
- Please note that 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.

The terms and conditions of the contract are available at the office of the Asstt. Commissioner of Income Tax (TDS), Ludhiana which can be collected by interested parties up to 3.00P.M. on all working days up to 22-10-2019 or can be downloaded from the website [www.incometaxchandigarh.org](http://www.incometaxchandigarh.org). Tender should be delivered in the office of the Addl. Commissioner of Income Tax, TDS Range, 3rd Floor Grand Walk Mall, Ludhiana upto 3.00 P.M. on 22-10-2019.

Date & Time for submission of quotation is on or before 22-10-2019 upto 3.00P.M.

Place of opening of Tender Bids-In the office of the Addl. Commissioner of Income Tax, TDS Range, 3rd Floor, Grand Walk Mall, Ludhiana.

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 the regard shall be final and binding on all.



## **Terms and Conditions for Bidders**

1. Tender received without signature on all pages of bid documents will be rejected.
2. The bidder has to submit both as Technical and Financial Bids in separate sealed covers marking "Technical or Financial" and have to be addressed to the Addl. Commissioner of Income Tax, TDS Range, 3rd Floor, Grand Walk Mall, Ludhiana. Bid will be accepted up to 3.00P.M. on 22-10-2019 only. Bidders should submit technical bid (Annexure II) as well as financial bid (Annexure III) inwith prescribed self attested supporting documents. The bids will be opened at 11.00A.M. on 23-10-2019.
3. The bidder may remain present at the time of opening of the Tender by the local/ tender committee. The Financial bids of only those bidders who technically qualify will be opened.
4. 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-I.
5. Where the bid is received after the due date including on account of reason of postal delay the same will not be considered.
6. The successful bidder has to enter into a formal contract with the Addl. Commissioner of Income Tax, TDS Range, Ludhiana.
7. The Income Tax Department reserves the right to cancel/postpone the tender/contract procedure without assigning any reason thereto.
8. If the quotations equal in all aspects have been received, selection will be done on the following guidelines:-
  - i) In case the quotation of more than one bidder is equal in respect of vehicle, preference will be given for new vehicle.
  - ii) Preference will be given to the bidder with lesser meter reading vehicle travelled for lesser kilometer.
  - iii) 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 Vehicles by the office of the Addl. Commissioner of Income Tax, TDS Range, Ludhiana.



## Annexure-I

### Terms & Conditions

1. The vehicle offered should be Toyota Innova/Other similar vehicle.
2. The Toyota Innova offered for hire should not older than 2018 Model, the other model of vehicles should be Brand New.
3. The vehicle must be in good working condition. The vehicles will be run by the Department for approximately 2000 kilometers per month in case of Toyota Innova and for other vehicles 3000 kilometers per month.
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 prorated basis.
5. The vehicles provided to the department shall be white/grey in colour. The driver to be provided 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:-
  - i) The driver should have a valid driving licenses and experience of more than three years of driving the class of vehicle offered for hire.
  - ii) The driver shall be provided with a mobile phone by the Contractor. The driver should always be reachable on mobile phone during the period of his deployment.
  - iii) The driver should be in good health, decent and well behave. He should not have any criminal background. It shall be the responsibility of the contractor to verify the antecedents of the driver before deployment.
  - iv) The Contractor shall be responsible for verification of medical fitness and suitability of driver before deployment.
  - v) The driver should have knowledge of city routes and should be able to communicate both in Hindi and English.
  - vi) All statutory compliance related to employment of the driver need to be adhered by the contractor.
  - vii) Dedicated driver is to be provided to the department. Any change would be permitted only in exceptional circumstances, on prior permission.
  - viii) 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 contractors 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 three 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 reasons.
- 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 permissions etc. and the driver i.e. minimum wag, social security etc. will be the responsibility of the contractor.
- 11 The tender 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 is to be maintained in excellent condition and regular cleaning & servicing be ensure.
- 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, he Income Tax Department shall deduct proportionate amount on daily basis form the bills. In case of late reporting, penalty of 50% of proportionate contract charges per day may be levied.
- 15 The upper limit for providing the vehicle as per the tender is Rs. 50,000/- per month exclusive of taxeswhich 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 nightbhatta, etc. Parking charge & 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 Addl. Commissioner of Income Tax, TDS Range, Ludhiana after the end of every 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 each vehicle is to be maintained in 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. 2000/3000 Kms. ( as applicable) run in a month and actual kilometers run by a vehicle is less than the agreed kilometers run over and above 24000/36000 Kms. for a year will be reimbursed at the end of the year @ Rs. 18 per extra km run.
- 19 The vehicle taken on hire would have to be parked in the office premises.
- 20 The contractor to whom contract is awarded would furnish name, address and contact number of a person with whom the department/controlling officers (of the Department) should contract, 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 conditions of the tender/contract the decision of the Addl. Commissioner of Income Tax, TDS Range, Ludhiana will be final.



**ANNEXURE-II-TECHINAL BID**

(To be signed and submitted to the Addl. Commissioner of Income Tax, TDS Range,  
Ludhiana with self attested supporting documents)

- 1 Name and address of registered agency :
- 2 Name and address of owner :
- 3 PAN & GST Registration No.(copies to be annexed) :
- 4 Detail of pervious experience in Govt. Department/Public sector Units)
- 5 Details of vehicles (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 the Owner \_\_\_\_\_

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 Addl. Commissioner of Income Tax(TDS),  
Ludhiana)

- 1 Basic fixed monthly rent for 2000 kilometers per month.
- 2 Rate per extra km. when used beyond 2000 km after adjustment as per contract condition.

**Note:- Rate quoted shall be inclusive of Service Tax.**

(Signature of authorized signatory)

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

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

Cell No. \_\_\_\_\_

Seal \_\_\_\_\_

Place \_\_\_\_\_

Date \_\_\_\_\_