



भारत सरकार/Govt. of India

आयकर भवन/ Income Tax Department

आयकर आयुक्त(प्रशासक एवं टी.पी.एस.), आयकर भवन, सेक्टर -17ई, चण्डीगढ़ -160017

**The Commissioner of Income Tax(Admn & TPS),Aayakar Bhawan, Sector-17E, Chandigarh.**

F.No. CIT(Admn & TPS)/CHD/Tender Notice/2019-20/258

Dated:-05.11.2019

**Notice Inviting Tender**

The office of the Commissioner of Income Tax(Admn. & TPS), Chandigarh invites online bids/quotation for hiring 01 (one) vehicle of make **Honda City( Top Model)** for the operational use of the Office of the Commissioner of Income Tax(Admn. & TPS)/ Regional Computer Centre, Aayakar Bhawan, Sector 17E, Chandigarh.

The tender documents along with the instructions and terms & 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 register and apply through online mode only on e-Tendering portal [www.tenderwizard.com/INCOMETAX](http://www.tenderwizard.com/INCOMETAX). No other mode of application for 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 15.11.2019 till 15:00 PM.

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. 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 Commissioner of Income Tax(Admn. & TPS), Aayakar Bhawan, Sector 17E, Chandigarh in this regard shall be final and binding on all.

**ITO(Hq.) -cum-  
Secretary, Local Purchase Committee & Tender Committee,  
O/o the Commissioner of Income Tax(Admn. & TPS,  
Chandigarh.**



भारत सरकार /Govt. of India

आयकर विभाग@ Income Tax Department

आयकर आयुक्त(प्रशा. एवं टी.पी.एस), आयकर भवन, सेक्टर-17ई, चण्डीगढ़-160017

The Commissioner of Income Tax(Admn & TPS),Aayakar Bhawan, Sector-17E, Chandigarh.

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**Notice Inviting Tender for one operational vehicle for the Office of Commissioner of Income Tax(Admn. & TPS), Aayakar Bhawan, Sector 17E, Chandigarh**

NIT No.	:	CIT/CHD/Tender Notice/2019-20
NIT Issue Date	:	05.11.2019
Date, time & venue for doubts/ clarifications	:	13.11.2019 b/w 11:00 hrs and 17:00 hrs at Aayakar Bhawan, Sector-17E, Chandigarh
Last Date and time of Bid Submission (online & in original)	:	15.11.2019 at 15:00 hrs.
Due Date, time & venue of opening of Technical Bids	:	15.11.2019 at 17:30 hrs.

## GENERAL INSTRUCTIONS FOR BIDDERS

### 1. SUBMISSION OF TENDERS – TIME LIMIT/MODE

(a) The tender should be submitted ONLINE through the website [www.tenderwizard.com/INCOMETAX](http://www.tenderwizard.com/INCOMETAX) ONLY. Both the bids i.e. Technical and Financial should be in English only and prices should be written/quoted in both figures and words. In case there is difference in rates quoted by a tenderer in figures as well as in words, the quoted rates in words shall be considered only for evaluation and other purposes.

(b) The tenderer should ensure that all the scanned copies required to be uploaded online should be of original/true copies of documents which are duly attested/sealed and signed. After the submission of online bids and soft/scanned copies of all relevant documents, the tenderer will be required to submit the duly attested and signed copies (hard copies) to this office. These documents duly completed should be submitted in two separate parts either through post or in person. The first part should be sealed in a separate envelope and superscripted as "**Technical Bid – Quotation for Hiring of Vehicle**". This should contain all the information which would enable the Income Tax Department to decide on credentials of the tenderers for supplying the required item. The second part will consist of the "**Financial Bid - Quotation for Hiring of Vehicle**" and should be superscripted on the second envelope as such and should also be sealed. Both the envelopes should be sealed in one envelope and duly superscripted as "**Tender for - Hiring of Vehicle**" and addressed to the Commissioner of Income Tax(Admn. & TPS),Aayakar Bhawan, Sector-17E, Chandigarh.

(c) The prospective tenderer should ensure that the documents uploaded on the e-portal are clearly typed and scanned and should be clearly legible. It should also be ensured that the copies of documents uploaded online should exactly match with those submitted physically in this office. Any deviance between the two sets of documents (for e.g. difference in figures/data/signature etc.) will lead to rejection of the tender.

(d) Tender(s) received beyond the last date of submission shall be summarily rejected and no claim of tenderer shall be entertained in respect of receipt of tenders at a later stage. No tender will be entertained by E-mail or FAX.

(e) The prospective tenderers may visit this office at Room No.14,Ground Floor, Aayakar Bhawan, Sector-17E, Chandigarh on 13.11.2019 (between 11:00 AM & 05:00 PM) in case of any doubts/clarifications in respect of this tender document. No further issues raised by the parties shall be entertained later on.

(f) The Income Tax department reserves the right to cancel/postpone the tender/contract procedure without assigning any reasons there for.

### 2. OPENING OF BIDS:

The process of opening the bids shall be done on e-Tendering portal only. The prospective tenderers are not required to be present in this office during the analysis of the bids. The Technical bids of only those parties will be analyzed who have submitted the attested/signed documents as required. Any bids which are not as per the instructions /terms and conditions will be liable to be rejected. Communication in this regard will be made to the bidders through e-portal only.

The Financial bids of only those bidders shall be analyzed who are found to be successful in their Technical bids.

If the quotations equal in all aspects have been received selection will be done as per, but not limited to the 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 having more number of vehicles with lesser meter reading (vehicle travelled for lesser kilometers).

- (b) Preference will be given for new vehicle.
- (c) The upper limit for monthly charges (exclusive of Service Tax/ GST etc.) shall be Rs. 50,000/- only.

The decision towards finalization of 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.

### **3. VALIDITY OF OFFER:**

The tenderer will be required to keep the offer open for a period of 120 Days from the last date of submission of tender. The tenderer after submitting his tender, shall not rescind his offer or modify the terms and conditions thereof in any manner.

### **4. ACCEPTANCE OF TENDER:**

The authority for acceptance of the tender documents and tendered rates will rest with the competent authority of Income Tax Department who does not bind itself to accept the lowest or any other tender, nor does it undertake to assign reasons for its decision in this matter.

Acceptance of tendered rates will be communicated to the firm through a letter as soon as the process is finalized.

All the tender documents submitted by a tenderer shall become the property of Income Tax Department and the Department shall have no obligation to return the same to the tenderers.

Canvassing in connection with tender is strictly prohibited and the tender submitted by the tenderer who resorts to canvassing will be liable for rejection.

If the tenderer deliberately gives wrong information or conceals any information/facts in the tender or uses any fraudulent means for acceptance of the tender, then Income Tax Department reserves the right to reject such tender at any stage of execution without any financial liability and initiate legal action against such tenderer as it deems fit.

### **5. EXECUTION OF AGREEMENT:**

The firm whose tender is accepted shall be required to execute an Agreement within fifteen (15) days of the date of issue of communication from this office and start the work from the date as mentioned in the communication. Failure to do so shall constitute a breach of the contract.

The tenderer shall treat the contents of the tender documents as private and confidential.

### **6. POSTAL ADDRESS FOR COMMUNICATION:**

Every tenderer shall state in the tender his postal address fully and clearly. Any communication sent to the tenderer by post at the said address shall be deemed to have reached the tenderer in time.

## Annexure-I

### TERMS & CONDITIONS

- 1) The vehicles offered should be of make **Honda City** (Top Model).
- 2) The vehicles provided by contractor as per the agreement should not be older than 03 Month as on 15.11.2019.
- 3) The vehicles must be in good working condition. The vehicles will be run by the Department for approximately 2000 kilometers per month for the Commissioner of Income Tax(Admn. & TPS)/Regional Computer Center or 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:-
  - i) The driver should have a valid driving License 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 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.
  - iii) 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.
  - 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 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 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.
- 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 Commissioner of Income Tax(Admn. & TPS), Chandigarh 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. 2000 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 contract, 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 Commissioner of Income Tax(Admn. & TPS), Chandigarh will be final and binding on all.



**ITO (Hq.) -cum- Member Secretary, Purchase Committee,  
O/o the Commissioner of Income Tax(Admn.&TPS), Chandigarh.**

**ANNEXURE-II (To be attached/Uploaded in Excel Format Only )**

<b><u>TECHNICAL BID</u></b>		
<b>Name of Work</b>		<b>Hiring 01 (one) vehicle</b>
<b>Name of the Firm</b>		
1	Name and Address of registered agency:	
2	Name and Address of Owner Phone/Mobile No:	
3	PAN & GST Registration (copies to be annexed):	
4	Details of previous 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. Organisation including PSUs etc:	

**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 (To be attached/Uploaded in Excel Format Only )**

<b><u>FINANCIAL BID</u></b>	
<b>Name of Work</b>	<b>Hiring 01 (one) vehicle</b>
<b>Name of the Firm</b>	
1	Name and Address of registered agency:
2	Name and Address of Owner Phone/Mobile No:
3	Vehicle Name:
4	Monthly Rate: (for upto 2000 KM) <i>(should not exceed Rs. 50,000/-)</i>
5	Extra KM Charges: (above 2000 KM)
6	Night Charges for Driver after 11:00 PM
7	Any other Remarks:

**Note:** Rates quoted shall be exclusive of GST.

**(Signature of authorized signatory with date)**

# INSTRUCTIONS FOR ONLINE BID SUBMISSION

(by Tenderwizard Portal)

The bidders are required to submit soft copies of their bids electronically on the Tenderwizard Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the Tenderwizard Portal, prepare their bids in accordance with the requirements and submitting their bids online on the Tenderwizard Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at [www.tenderwizard.com/INCOMETAX](http://www.tenderwizard.com/INCOMETAX).

## REGISTRATION:

- 1) Bidders are required to enroll on the e-Procurement module of the Public Procurement Portal (URL: <https://www.tenderwizard.com/INCOMETAX>) with clicking on the link “**Online bidder Registration**” on the Tenderwizard Portal by paying the Registration fee of Rs. 2360/- year charge.
- 2) As part of the enrolment process, the bidders will be required to choose an unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication with the bidder.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Only Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID /password and the password of the DSC / e-Token.
- 7) The scanned copies of all original documents should be uploaded on portal.

## SEARCHING FOR TENDER DOCUMENTS:

- 1) There are various search options built in the tenderwizard Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender No, Department Name, Place, Date, Estimate Cost, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Department Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the tenderwizard Portal.
- 2) Once the bidders have selected the tenders they are interested in, you can pay the the form fee by DD only and processing fee(NOT REFUNDABLE) by net-banking / Debit / Credit card then you may download the required documents / tender schedules, Bid documents etc. Once you pay both fee tenders will be moved to the respective 'IN-Progress' Tab. This would enable the tenderwizard Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.

## PREPARATION OF BIDS:

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPEG formats. Bid Original documents may be scanned with 100 dpi with Coloured option which helps in reducing size of the scanned document.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “Documents Library” available to them to upload such documents.  
These documents may be directly submitted from the “Documents Library” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

#### **SUBMISSION OF BIDS:**

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as “DD” to pay the tender fee / EMD as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- 5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
- 6) The server time (which is displayed on the bidders’ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the

bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

- 8) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 9) Upon the successful and timely submission of bids click “Submit tender” (i.e. after Clicking “Upload Bid and Submit tender” in the portal), the portal will give a successful Tender submission acknowledgement. A bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 10) The tender summary has to be printed and kept as an acknowledgement of the submission of the tender. This acknowledgement may be used as an entry pass for any bid opening meetings.

### **ASSISTANCE TO BIDDERS**

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 2) Any queries relating to the process of online bid submission or queries relating to tenderwizard Portal in general may be directed to the 24x7 tenderwizard Portal Helpdesk. The contact number for the helpdesk is “011-49424365, 805462881. 9257209340”.