



GOVERNMENT OF INDIA

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Office of the  
Pr. Commissioner of  
Income Tax-I  
Jalandhar


No. Pr.CIT-1/Jal/CB/2024-25/ 3507

Dated 26.11.2024

TENDER NOTICE

The office of the Pr. Commissioner of Income Tax- 1, Jalandhar invites sealed tenders for hiring 1 (One) new Mid-sized and SUV vehicle (preferably **Innova**) for the operational use of the office of Assistant Commissioner of Income Tax Circle-1, Jalandhar. The terms and conditions can be downloaded from the website [www.incometaxchandigarh.org](http://www.incometaxchandigarh.org) and the same are also available at the O/o Pr. Commissioner of Income Tax- 1, New Wing, CR Building, Civil Lines, Jalandhar which can be collected by interested parties up to 11:00 AM on all working days on or before 06.12.2024.

Tenders will be accepted in the office of the Pr.CIT-1, Jalandhar upto 01:00 PM on 09.12.2024 in person or by speed post. The Bids shall be opened on the same day (i.e. 09.12.2024) at 03:30 PM in the presence of standing purchase committee for office of the Pr. Commissioner of Income Tax-1 Jalandhar. The standing purchase committee reserves the right to cancel or postpone the tender or reject any bid without assigning any reasons.

  
(Harjinder Pal)  
Income Tax Officer (HQ) (Admin)-I  
O/o the Pr.CIT-1,  
Jalandhar

## PROCESS

1. The bidder has to submit both Technical and financial Bids in separate sealed covers marking 'Technical' or 'Financial' and it is to be addressed to the Pr. Commissioner of Income Tax-1 Jalandhar. Bids will be accepted upto 1:00 P.M. on **09.12.2024**. Bidders should submit technical bid as well as financial bid in Annexure- III & IV with prescribed self-attested supporting documents. The bids will be opened at 3:30 PM on 09.12.2024.
2. The bidder may remain present at the time of opening of the tender by the Purchase committee. The financial bids of only those bidders who technically qualify will be opened.
3. The vehicle will be taken by the Income Tax Department on contract basis from the successful bidder as per General Terms and Conditions for Contractors specified in **Annexure II**.
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 Pr. Commissioner of Income Tax-1, Jalandhar or any 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 reasons there for.
7. The rate quoted by the vendors should be duly signed with seal. Rate should be written both in figure and words. Any overwriting/corrections in rate should be attested by the vendors with seal.
8. If the quotations equal in all aspect are 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 to the bidder having more number of vehicles with lesser meter reading (vehicle travelled for lesser kilometers).
  - b. Make/Model of the Vehicle.
  - c. Rates quoted for extra Mileage.
9. TDS will be deducted as per I.T. Act, 1961, while making payment to the service provider.
10. The hire charge will include monthly salary of driver, repairs and maintenance of vehicle, insurance, petrol/diesel, oil and all other incidental expenses including all taxes, penalty, fine, parking fees, toll charges etc.
11. The service provider and the driver shall be bound to carry out the instructions of the user to whom the vehicle will be assigned as well as the Officers posted in the Headquarters.
12. The service provider shall make alternative arrangement in case the vehicle is not available for use e.g. in the case of breakdown of the vehicle or absence of the driver etc. In case of failure to provide for alternative suitable vehicle, hire charges on pro-rata basis shall be deducted from the monthly hire charges. If any vehicle does not report on time/does not report for duty at all, the user will have a right to hire a vehicle from the market and the additional cost incurred in this respect will be borne by the service provider.

### Terms & Conditions

1. The vehicle should be **Mid-sized and SUV** (preferably Innova) registered in Punjab.
2. The Vehicle provided by contractor either be new or not be older than the year 2020 and should be in good condition. The papers of the vehicle including registration certificate/pollution certificate/Insurance/taxes etc. should be upto date and clear as per rules.
3. The vehicle will be run by the department for approximately **2000** kilometers per month for office use in Jalandhar Charge as staff car. The bid amount should not exceed Rs. **50,000/-** per month [exclusive of taxes] for petrol/Diesel Vehicle and **Rs. 45,000/-** per month [exclusive of taxes] for CNG Vehicle.
4. The unused kilometers of a month will be carried forward to the subsequent months till completion of every six 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. In case, on review after six months, it is found that the vehicle has run for more than the agreed kilometers (aggregate of six months), the vendor may raise a bill for fuel charges at the mutually fixed rate.
5. 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 pro-rata basis.
6. The driver should be well dressed (preferably in uniform) while on duty. 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) All statutory compliance related to employment of the driver need to be adhered by the contractor.
  - f) Dedicated driver is to be provided to employment. Any change would be permitted only in exceptional circumstances, on prior permission.
  - g) The personnel deployment by the contractor shall maintain decency, peace and order during deployed 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 be the deployed personnel shall be recovered from the contractor.
  - h) Driver shall report for duty as per directions of the controlling officer.
7. 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/office(s) of the department shall not be responsible for any such loss/damage.

8. The contract will be for two years with effect from the actual date of commencement 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.
9. The contract can be terminated at any time, without assigning any reasons, by the department.
10. The contract can be terminated at any time without any reason, 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 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.
13. The bidder 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 State Government.
15. The vehicles are to be maintained in excellent condition and regular cleaning & servicing be ensured.
16. The contractor shall provide replacement of vehicles 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 fare charges for vehicles repairs and maintenance, insurance, permit, driver's salary and allowance including night bhatta, toll charges, etc. No request for any extra payment would be entertained, TDS & GST and other statutory taxes will be deducted as per the provisions of the Income Tax Act, 1961 and laws in force while making payment.
18. The vehicle taken on hire would have to be parked either in office premises or at the premises of the officer to whom the vehicle is allotted/or at his/her discretion.
19. 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 contractors on day to day basis.
20. A penalty of **Rs.2000/-** (Rs. Two thousand only) per day per vehicle may be levied if any vehicle fails to meet the terms and conditions prescribed here in above on any day. The penalty for some of the defaults is an under:-
  - i) Late Reporting : 50% of the penalty, i.e.  
Rs.1000/-
  - ii) Non-reporting : Rs.2000/-
  - iii) Poor maintenance of vehicles: 50% of the penalty, i.e.  
Rs.1000/-
  - iv) Change of drivers without permission Rs.1000/- per instance
  - v) Refusal of duties : Rs.1000/- per instance
21. Any violation of the aforementioned terms and conditions may lead to termination of contract without any notice by the department.
22. If the performance or conduct of the contractor is found to be unsatisfactory or detrimental to the interests of department, he shall be blacklisted and debarred from entering any future tender process by the department.
23. In case of dispute regarding interpretation of any term or condition of the tender/contract, the decision of the Pr. Commissioner of Income Tax -I, Jalandhar will be final.

## TECHNICAL BID DOCUMENT

1	Name of the Proprietor / Registered Firm/ Company	
2	PAN and GST/ Service Tax Registration No	
3	Address of the concern (With Telephone No. FAX & e-mail)	
4	Name and address of the Partner / Director (with Mobile No.) in case of Firm / Company)	
5	Contact Person(s) Name & Mobile Number	
6	No. of years of experience in providing vehicles in Govt. Departments / Public Sector Units	
7	Names and addresses of the parties with Contact No. to whom vehicles were given on hire.	
8	Whether blacklisted by the Central / State / UT Govt or any such Govt Organization including PSUs etc.	
9	Details of vehicles (Make, Petrol / diesel Year of purchase, Number and Date of Registration.	
10	Any other remarks	

Signatures of the Owner / Authorized Signatory \_\_\_\_\_

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

Phone : Land Line \_\_\_\_\_ Mobile No. \_\_\_\_\_

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

**DECLARATON**

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)

**FINANCIAL BID DOCUMENT  
RATE QUOTATION**

(To be signed and submitted to the Pr.Commissioner of Income Tax-1,  
Jalandhar)

1	Name of the Proprietor / Firm / Company	
2	Address of the Concern / Individual	
3	Telephone No./ Mobile / e-mail	

**Rates for Vehicles and their models**

	Type of Vehicle Make / Model	Basic fixed monthly rent for 2000 Kilometers per month
1		
2		
3		

Signature of Authorised Signatory

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

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

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

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

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