



GOVERNMENT OF INDIA
INCOME TAX DEPARTMENT
OFFICE OF THE ADDL. COMMISSIONER OF INCOME TAX,
RANGE-I, FARIDABAD
Cum Chairperson Purchase Committee
NEW C.G.O. COMPLEX, BLOCK-'B', N.H.IV, NIT, FARIDABAD

F. No. Addl.CIT/R-1/T.C./FBD/19-20/ 389

Dated: 15.05.2019

Tender Notice

On behalf of the President of India, the Pr. Commissioner of Income Tax, Faridabad, invites sealed tenders/bids for hiring one staff car preferably Toyota Innova (Crysta) or similar vehicle for the Commissioner of Income Tax (Appeals), Faridabad.

Tender form and copy of terms and conditions are available with the Income Tax Officer (Hq.)(Admn.) at O/o the Pr. Commissioner of Income Tax, Faridabad which can be collected by the interested vendors on any working days from the date of publishing of the notice till 17th May, 2019 upto 06:00 PM. The tender form and terms and conditions of the bid can also be downloaded from the websites: www.incometaxchandigarh.org and www.incometaxindia.gov.in . Bids /Tenders will be accepted in this office up to 11:00 AM on 20th May, 2019 in person or by speed post. The bids received after the specified date and time will not be entertained.

The Bids shall be opened on 20th May, 2019 at 03:00 PM in room No. SN-R-03 in O/o the Pr. Commissioner of Income Tax, Faridabad. Any change in the schedule will be communicated to the bidders, telephonically. The Tender Committee reserves the right to cancel or postpone the tender or reject any incomplete bid without any reasons.



(Har Govind Prasad)

Income Tax Officer (HQ)(Admin.)
cum Member

Purchase/Tender Committee, Faridabad

Terms and conditions for Bidders

1. The bidder has to submit both the Technical and Financial Bids separately in sealed cover marking "Technical Bid" and "Financial Bid" in one main envelope titled 'Quotation for Vehicle Hiring' and have to be addressed to the Chairman, Purchase/Tender Committee, Faridabad. Bids will be accepted up to 11:00 AM on 20.05.2019. Bidders should submit the bid as with prescribed self attested supporting documents. Bids will be opened at 03:00 PM on 20.05.2019.
2. The bidder may remain present at the time of opening of the Tender by the Tender Committee.
3. The vehicle will be taken by the Income Tax Department on contract basis from the successful bidder(s) as per terms and conditions for contractors specified in Annexure-I.
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 (Appeals), Faridabad.
6. The Income Tax department reserves the right to cancel/postpone the tender/contract procedure without assigning any reasons.
7. The authority for acceptance of the bids and tendered rates will rest with the Pr. Commissioner of Income Tax, Faridabad as 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.
8. All the documents submitted by the bidders must be signed by the bidder and shall become the property of this department. This department shall have no obligations to return the same to the bidders.
9. If the tenderer, deliberately gives any wrong information or conceals any information/facts in the tender documents or uses any fraudulent means for acceptance of the tender, the 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.
10. Canvassing in connection with tender is strictly prohibited and the tender submitted by the tenderer who resorts to canvassing will be liable rejection.
11. Any violation aforementioned term and conditions, and if the services are not found to be satisfactory, may lead to termination of the contract at any stage without giving any prior notice.
12. An interest free refundable security deposit of Rs. 5,000/- in the form of a crossed demand draft in favor of Income Tax Officer (Hq.)(Admn.), Faridabad shall be submitted by the contractor at the time of the award of the contract.


(Har Govind Prasad)
Income Tax Officer (HQ)(Admn.)
cum Member
Purchase/Tender Committee, Faridabad

Annexure-I

Terms & Conditions

1. The applicant contractor should be the owner of the vehicles at the time of making application for the contract and should produce evidence to that effect.
2. The vehicle provided by the contractor as per the agreement should not be older than six months.
3. The vehicle must be in good working condition.
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 pro-rata basis.
5. The successful bidder shall have to provide the desired number of vehicles. However, in case the successful bidder expresses inability to supply the total number of vehicles required, the option shall be given to the next lowest bidder to supply remaining number of vehicles at the lowest quoted rates and so on.
6. The bidder must have at least three years of past experience of providing vehicles on hire to at least one government organization/PSU/a prominent private sector entity. The bidder must provide the certificate of satisfactory service from the concerned organization.
7. 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 (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:-
 - 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 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/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.
 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 vehicle 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.
 13. 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.
 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 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. A penalty of Rs. 500/- per day per vehicle may be levied if any vehicle fails to meet the terms and conditions prescribed herein on any day. However, in case of frequent violations of the terms and conditions, the contract can be cancelled forthwith without any notice.
 18. 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.
 19. Payment shall be made after the end of every month on presentation of the bill. However, no interest is payable on delayed payment.
 20. 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.
 21. 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 Km run in a month and actual kilometers run by a vehicle is less than the agreed kilometers.
 22. The vehicles taken on hire would have to be parked either in the office premises or at any other place as directed by the department.
 23. 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.
 24. 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.
 25. In case of dispute regarding interpretation of any term or condition of the Tender/contract, the decision of the Pr. Commissioner of Income Tax, Faridabad will be final.


(Har Govind Prasad)
Income Tax Officer (HQ)(Admn.)
cum Member
Purchase/Tender Committee, Faridabad

Annexure-II
TECHNICAL BID

(To be signed and submitted to the Pr. Commissioner of Income Tax, Faridabad with self attested supporting documents.)

1. Name and address of registered agency:
2. Name and address of owner:
3. PAN (Copy to be annexed):
4. GST Number (Copy to be annexed):
5. Details of previous experience in Govt. Department/Public sector Units (Certificates to be annexed):
6. Details of vehicles (Make, Petrol/Diesel year of purchase, number & Date of registration):
7. Any other remarks:
8. Whether blacklisted by the Central/State/UT Govt., or any Govt. Organization including PSUs etc:

Signature of

Owner/.....

Authorized

Signatory.....

Full Name

.....

Name of

Contractor.....

Phone: Land

Line.....

Mobile.....

Place.....

Date

9. Details of the interest free refundable security deposit:

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 'Pr. Commissioner of Income Tax,
Faridabad)

1. Basic fixed monthly rent for 2400 Kilometers per month.
2. Rate per extra Km. When used beyond 2400 Kilometers after adjustment as per contract condition.

Note :-Rate quoted shall be exclusive of Service tax.

Signature of Authorized Signatory

Full Name

Name of the Contractor

Cell No.

Seal

Place

Date