



GOVERNMENT OF INDIA
INCOME TAX DEPARTMENT

Office of the Joint Commissioner of Income Tax, Panipat Range,
Panipat,

Aayakar Bhawan, Sector -6, Huda, Panipat Tel.: 0180-2640444 E.mail-panipat.dcit@incometax.gov.in

F.No. Jt.CIT/PNP/Tender/2019-20/ 9665

Date: 14/10/2019

NOTICE INVITING TENDERS

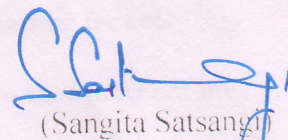
The Joint Commissioner of Income Tax, Panipat, Range Panipat invites tenders for hiring One mid size new vehicle i.e. **TOYOTA INNOVA** or any other vehicle in similar mid size segment(model 2019) (**preference will be given to TOYOTA INNOVA Crysta, white**) for the office of the Jt. Commissioner of Income Tax, Panipat, Range Panipat.

The last date of receipt of bids is 22.10.2019 (11:30 A.M.) and bids will be opened on 24.10.2019 (03:30PM) in the office of Assistant Commissioner of Income Tax(HOO), Panipat .

The tender documents alongwith the instructions and terms & conditions are available with Income Tax Officer (DDO) at office of the Joint Commissioner of Income Tax, Range Panipat, Room No. 208, 2nd Floor, Aayakar Bhawan, Sector 6, Panipat which can be collected by interested parties at 11:00 AM on all working days or can be downloaded from the website <https://incometaxchandigarh.org> . The prospective tenderers are advised to check the eligibility criteria thoroughly before applying for the Tender. Bids will be received through e-tendering only.

The tenderer should register and apply through online mode only on e-Tendering portal 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 up to 22.10.2019 till 11:30 AM.

The decision upon the bids received 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 reasons. The decision of the Local Purchase Committee, Panipat in this regard shall be final and binding on all.


(Sangita Satsangi)

Assistant Commissioner of Income Tax (HOO)
Panipat

Annexure-I

General Terms and Conditions for Bidders

1. The bidder has to submit both Technical and Financial bids online on www.enderwizard.com/INCOMETAX. Bids will be accepted upto 22.10.2019(11:30 AM). Bidders should submit technical bid as well as financial bid in Annexure-III & IV with prescribed supporting documents. The technical bids will be opened on 23.10.2019 [11:30 AM) and financial bids on 24.10.2019 at 03:30 PM.
2. The bidder may remain present at the time of opening of the bids 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, will not be considered.
5. The successful bidder has to enter into a formal contract with the Jt. Commissioner of Income Tax, Panipat Range, Panipat 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 aspects have been 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 vehicle with lesser meter reading (vehicle travelled for lesser kilometres.)
9. TDS as per I.T. Act, 1961 and GST will be deducted, while making payment to the service provider. Bidder should have PAN and GST No.
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 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 alternatives suitable vehicle, hire charges on pro-rata basis shall be deducted from the monthly hire charges. If any vehicle 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.
13. The Maximum rate for hiring the vehicle is Rs.50,000/- per month exclusive of all taxes and charges.

The bids received from the person who have already terminated the similar agreement with the Income Tax Department or the person whose agreement has been terminated by the Income Tax Department by giving on month notice, are not eligible and their bids will be rejected.

2. The vehicle provided by contractor as per the agreement should be white in colour.
3. The vehicle must be in good working condition. The vehicle will be run by the department for approximately 2500 kilometres per month for use of Office of Asst. Commissioner of Income Tax as operational staff vehicle. The unused kms of month will be carried forward to the subsequent month till the contract ends. The unused kilometres would mean the difference between actual kilometres i.e. 2500 kms run in a month and kms actually covered run by a vehicle. Payment for the mileage in excess of the above mentioned kms will be made at the rate of Rs. 10/- per km at the end of the year or the month as whichever the vehicle runs beyond 2500 kms.
4. The vehicle provided by the Contractor should be made available on all days, excluding holidays or when the clock basis. Non-provision of vehicle or the use of a hired vehicle on any day/day will attract deduction of charges from the bill on pro-rata basis.
5. The driver should be in uniform (white pants, white shirt and black shoes) while on duty as per government rules. The uniform and shoes are also to be provided by the contractor driver.
6. The driver also to have a valid driver's license and experience of more than three years of driving in a city or within India.
7. 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 during the period of his deployment.
8. The driver should be decent and well educated. He should not have any criminal background. It shall be the responsibility of the Contractor to verify the antecedents of the driver before deployment.
9. The Contractor shall be responsible for verification of medical fitness and eligibility of driver before deployment.
10. The driver should have knowledge of city routes and should be able to communicate and understand both in Hindi and English.
11. All necessary arrangements to be made in employment of the driver shall be done by the Contractor.
12. Dedicated driver will be provided to the Department. Any change would be permitted only in exceptional circumstances on prior intimation.
13. The personnel deployed by the Contractor shall maintain decency, peace and order during deployment with the department. He shall behave courteously with all the official employees of the department, other personnel working for the department and the visitors of the official residential premises. The driver personnel who are reported to be immediately reprimanded by the Contractor for complaint of misbehaviour or damage to property by the deployed personnel shall be removed from the Contractor.
14. Driver shall report for duty as per instructions of the supervising officer.
15. Driver shall not be allowed to perform any other work of the department of the supervising officer.

All the claims/damages arising out of contract shall be settled by the Contractor. The responsibility for loss/damage or any cost due to accident of the vehicle shall be on the Contractor. The Department or any official of the Department will not be responsible for any such loss/damage.

Annexure -II

Terms & Conditions

1. The vehicle shall be a new mid size new vehicle i.e. TOYOTA INNOVA or *any* other vehicle in similar mid size segment.
2. The vehicle provide by contractor as per the agreement should be white in colour.
3. The vehicle must be in good working condition. The vehicle will be run by the department for approximately 2500 kilometers per month for use of Office of Asstt. Commissioner of Income tax as operational staff vehicle. The unused Kms of month will be carried forward to the subsequent month till the contract ends. The unused kilometres would mean the difference between agreed kilometres i.e. 2500 Kms run in a month and actual kilometres run by a vehicle. Payment for the mileage in excess (after the offset mentioned above) will be made at the rate of Rs.10/- Per Km at the end of the year or the month in which the vehicle runs beyond 2500 Kms.
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 oJr:lny day/days will attract deduction of charges from the bill on pro-rata basis.
5. The driver 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 and understand 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 deployed with the department. He shall behave courteously with all the officer/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 by the deployed personnel shall be recovered from the Contractor.
 - i) Driver shall report for duty as per directions of the controlling officer. '
 - j) Driver shall not be absent from duty without prior permission of the controlling officer.
6. All the claims/damages arising out of accident, if any, shall be settled by the Contractor. The responsibility for loss/damage or property/life due to accident of the vehicle/driver shall be of the Contractor. The Department/officer(s)/officials(s) of the Department shall not be responsible for any such loss/damage.

7. 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.
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 reason.
10. The vehicle shall have comprehensive insurance and fitness as per RTO Rules.
11. The contractor shall provide replacement of vehicle within one hour in case of breakdown or servicing. In case replacement is not provided, the Income Tax Department will book similar vehicle from alternative sources and the expenses so incurred will be recovered from the monthly bill of the Contractor.
12. The basic fixed monthly hire charges shall cover the fuel charges for vehicle, 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.
13. The vehicle 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.
14. The contractor to whom contract is awarded would furnish name, address and contact number of 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.
15. A penalty of Rs.2000/- (Two Thousand) per day per vehicle may be levied if any vehicle fails to meet the terms and conditions prescribed hereinabove on any day. The penalty for some of the defaults is as under :-

(i) Late Reporting	50% of the penalty i.e. Rs.1000/-
(ii) Non-reporting	Rs.2000/-
(iii) Poor maintenance of vehicle	50% of the penalty i.e. Rs.1000/-
(iv) Change of drivers without permission:	Rs.1000/- per instance
(v) Refusal of duties	Rs.2000/- per instance
16. Any violation of the aforementioned terms and conditions may lead to termination of contract without any notice by the department.
17. In case of dispute regarding interpretation of any term or condition of the tender/contract the decision of the Jt. Commissioner Income Tax, Range Panipat will be final.

ANNEXURE III TECHNICAL BID

(To be signed and submitted to Assistant Commissioner of Income Tax (HOO),Panipat with self attested supporting documents)

1. Name and address of registered agency
2. Name and addressed of owner
3. PAN & Service Tax/GST Registration Copies to be annexed
4. Details of previous experience in Govt. Deptt./ Public Sector Unit
5. Details of Vehicle (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 such Govt. Organization including PSUs etc

Signature of the Owner/
Authorized signatory

Full Name: _____

Name of Contractor: _____

Phone: Land line No. : _____

Mobile Number: _____

Place: _____

Date: _____

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 authorised signatory with date)

ANNEXURE -IV FINANCIAL BID

☐ be Signed and submitted to the Assistant Commissioner of Income Tax (HOO), Panipat)

- 1) Basic fixed monthly rent of 2500 kilometers per month
- 2) Rate per extra Km. When used beyond 2500 Kilometers after adjustment as per contract conditions.

Note: Rate quoted shall be exclusive of Service Tax

Signature of the Authorized signatory

Full Name: _____

Name of Contractor: _____

Cell Number.: _____

Seal: _____

Place: _____

Date: _____