



**Office of the**

**Dy. Commissioner of Income Tax (Intl. Tax.)**

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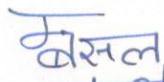
Dated:23/08/2019

**TENDER NOTICE FOR HIRING OF OPERATIONAL VEHICLE**

The Dy. Commissioner of Income Tax, International Taxation, Circle Gurugram, Gurugram, invites sealed tenders for one midsized Operational Vehicle on contract basis for use by O/o Dy. Commissioner of Income Tax, International Taxation, Circle Gurugram, Gurugram with complete facilities, on hire basis along with driver & fuel. The contract will be **for 01 years effective from the date of contract**. Tenders may be submitted in sealed cover to the office of Dy. Commissioner of Income Tax Circle, International Taxation, Circle Gurugram, Gurugram, on working days during office hours. The Department reserves the right to accept or reject any tender and its decision shall be final. The last date of submission of the tenders is **28.08.2019 at 11:00 A.M.** Bids will be opened in the office of the Dy. Commissioner of Income Tax Circle, International Taxation, Circle Gurugram, Gurugram, in the presence of one representative of each of the bidders who wished to be present on **28.08.2019 at 03:00 P.M.**

The tender form along with terms and conditions in this regard may be obtained from the O/o Dy. Commissioner of Income Tax, Circle, International Taxation, Circle Gurugram, Gurugram during office hours up to 28.08.2018 at 3:00 P.M. or can be downloaded from the website [www.incometaxchandigarh.org](http://www.incometaxchandigarh.org). The upper limit for providing the vehicle as per the tender is Rs 50000 per month exclusive of taxes.

**Note: Tenders will be accepted in the prescribed format only otherwise the same will be rejected.**

  
23/08/19  
(Gaurav Bansal)

Dy. Commissioner of Income Tax,  
Circle Gurugram, Gurugram

### **Terms and conditions for Bidders**

1. The bidder has to submit the bid in sealed cover marking 'Quotation for Vehicle Hiring' and have to be addressed to the Dy Commissioner of Income Tax Circle, International Taxation, Circle Gurugram, Gurugram. Bids will be accepted up to 11:00 AM on 29.08.2019. Bidders should submit the bid as with prescribed self-attested supporting documents. Bid will be opened at 03:00 PM on 29.08.2019
2. The bidder may remain present at the time of opening of the tender by the Local Purchase Committee / Tender Committee.
3. The vehicle 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.
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 Dy. Commissioner of Income Tax, International Taxation, Circle Gurugram, Gurugram.
6. The Income Tax Department reserves the right to cancel/postpone the tender/contract procedure without assigning any reasons there for.
7. 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 vehicle, preference will be given to the bidder with lesser meter reading (Vehicle travelled for lesser kilometers).
  - b) Preference will be given to new vehicles.

**Terms & Conditions**

1. The vehicles provided by contractor as per the agreement should be registered model year 2018 or 2019. Preference will be given to Innova, Creta & Ertiga (White Colour)
2. The vehicles must be in good working condition. The vehicles will be run by the department for approximately 2000 kilometers per month for the Dy. Commissioner of Income Tax, International Taxation, Circle Gurugram, Gurugram as Operational Vehicles.
3. 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 pro-rata basis.
4. The vehicles provided to the department should preferably be in white color. 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.
  - c) 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.
  - d) The driver 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 & 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.

- j) The Vehicle may be petrol/Diesel run. In case of CNG fitted Vehicle, the CNG kit should be factory fitted.

The driver/personnel would be required to be immediately replaced by the contractor on complaint of misbehavior. Any damage to the property by the deployed personnel shall be recovered from the contractor.

5. 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.

6. 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.

7. The contract can be terminated at any time, without assigning any reasons, by the department or the contractor by giving 30 days notice.

8. During the period of contract, no request shall be entertained for hike in the agreed rated due to any reason.

9. 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 obligation in respect of the vehicle i.e. Road Tax, RTO permission etc. and the driver i.e. minimum wages, social security etc. will be the responsibility of the contractor.

10. The tender should keep the following documents to justify the capacity to execute the contract:- Certificate of Registration of vehicle, insurance of vehicle in original.

11. The vehicles are to be maintained in excellent condition and regular cleaning must be ensured.

12. The contractor shall provide replacement of vehicle within one hour in case of breakdown or servicing or absence of driver. In case of 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.

13. 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 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.

14. Payment shall be made by the Dy. Commissioner of Income Tax, International Taxation, Circle Gurugram, Gurugram after the end of every month on presentation of the bill. However, no interest is payable on delayed payment.

15. 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.

16. 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. 2000km run in a month and actual kilometers run by a vehicle is less than the agreed kilometers.

17. 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.

18. 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.

19. 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.

20. In case of dispute regarding interpretation of any term or condition of the Tender/contract, the decision of the Dy. Commissioner of Income Tax, International Taxation, Circle Gurugram, Gurugram will be final.

**Annexure-II**

**TECHNICAL BID**

(To be signed and submitted to the Dy. Commissioner of Income Tax, International Taxation, Circle Gurugram, Gurugram with self-attested supporting documents.)

1. Name and address of registered agency:
2. Name and address of owner:
3. PAN & Service Tax 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. Organization including PSU etc.

Signature of owner/.....

Authorized Signatory.....

Full Name.....

Name of Contractor.....

Phone:

Landline.....

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 Dy. Commissioner of Income Tax, International Taxation, Circle Gurugram, Gurugram.

1. Basic fixed monthly rent for 2000 kilometers per month:
2. Rate per extra km. when used beyond 2000 Kilometers 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.....

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Dy. Commissioner of Income Tax,  
Circle Gurugram, Gurugram