



**Govt of India, Income Tax Department, O/o Distt. Commissioner of  
Income Tax Sonapat Circle, Sonapat**

No. ACIT/HOO/CIRCLE/SONIPAT/2019-20/9453

Dated :- 11.10.2019

To,

The Deputy Commissioner of Income Tax (HQ.) (Admn.)  
O/o The Pr. Chief Commissioner of Income Tax  
Aayakar Bhawan, Sector-17E  
NWR, Chandigarh

Sir,

Subject: Uploading tender and its enclosure for hiring of operational vehicle on  
website of O/o the Pr.CCIT, NWR, Chandigarh i.e on [www.incometaxchandigarh.org](http://www.incometaxchandigarh.org)-  
Regarding-

Kindly refer to the subject mentioned above.

In this regard, it is submitted that this office proposes to invite quotation/tender for  
operational vehicle. As per guidelines of the department, it is necessary to upload the same on  
the website of O/o Pr.CCIT, NWR, Chandigarh. It is therefore requested to kindly upload this  
notice and its enclosures at the earliest.

Yours Faithfully

(Bhagat Singh)

Asst Commissioner of Income Tax-cum-HOO  
Circle-Sonapat



**Govt of India, Income Tax Department, O/o Distt. Commissioner of  
Income Tax Sonapat Circle, Sonapat**

No. ACIT/HOO/CIRCLE/SONIPAT/2019-20/ 9452

Dated:- 11.10.2019

**NOTICE INVITING TENDER FOR HIRING OF VEHICLES**

This is a Notice Inviting Tender for hiring of operational vehicle for the office use for a period of 3 Years w.e.f. 01.11.2019 for O/o the Assistant Commissioner of Income Tax , Circle – Sonipat. Tender is invited from interested parties as per following terms and conditions:

Sr. No.	Particulars of vehicle	Quantity	Place of Deployment	Amount should not be more than for vehicle
01	Ciaz or similar vehicle	1	Sonipat	Rs. 50,000/-

➤ The terms and conditions are as below:

1. The vehicle would be exclusively for the use of the Department and the vendor should not use it for any other purpose.
2. The quotation should be inclusive of all expenses such as repairs and maintenance of vehicles, insurance, RTO related levies/duties/taxes and any other incidental charges such as penalty, fine etc. the quotes should be inclusive of all taxes other than GST which should be mentioned separately.
3. The vehicle should be in brand new condition having safety features such as ABS, EBD/ESC. Powered windows, Power steering/braking etc. The vehicle should fulfill all conditions specified in the Motor Vehicles Act.
4. The condition of the vehicle should be maintained by the vendor including interiors, fresheners, upholstery etc.
5. All papers related to the vehicle should be in the vehicle at all times.
6. Department reserves the right to select a particular vehicle over other out of the tenders based on the condition of the vehicle. Preference would be given to vehicles which are brand new and have more advanced features.
7. The car needs to be provided by 01.11.2019 failing which it would be awarded to the next suitable bidder.

8. The vendor will provide the new vehicle and it will be the responsibility of the vendor to make alternate arrangements if for some reason vehicle is not available at no extra cost to first party.
9. The vendor shall ensure that the vehicle is insured properly and all other statutory dues are paid in time and it shall comply with motor vehicle Act/Rules/Other statutory requirements. The Income Tax Department shall not be responsible for the same. Any lapse on part of 2<sup>nd</sup> party will be duly compensated to the user of the vehicle as per their entitlement.
10. If for any reason such as maintenance or repairs, the vehicle is not available to the department on any particular day the department will be at liberty to hire a vehicle from the market and the charges would be debited to the bill of the 2<sup>nd</sup> party. However, payment will be deducted from 2<sup>nd</sup> party at the approved rate of the the kilometer for which the substitute vehicle is run.
11. The fuel cost up to 3000 km will be borne by the vendor and above km/ month by the department. The unused kms will be carried forward to next month and if it exceeds 36000 kms for a year will be reimbursed at the end of the year @ Rs. 15 per extra km run.
12. The vehicle provided by the contractor should be made available on all days including holidays on round the clock basis. None providing of vehicle/alternate equivalent vehicle on any day/days will attract deduction of charges from the bill on pro-rate basis.
13. The contract is renewable on mutual agreement (if found satisfactory) by the Department, on the same terms and conditions or such modification as agreeable to both the parties.
14. The contract can be terminated at any time without assigning any reason by the Department of the Contractor by giving 30 days notice.
15. The monthly hire charges shall cover the fuel charges for vehicle for 3000km per month repairs and maintenance, servicing, insurance, permit, statutory dues, taxes other risks and liabilities drivers salary and allowances etc. No request for extra payment would be entertained. TDS and TDS on GST will be deducted as per Governments time to time instruction/ provision while making payments.
16. The vehicle taken on hire would have to be parked in the office premise or at nearby premises of the office to which the vehicle is allotted.
17. The contractor to whom contract is awarded would furnish name, address and contact number of a person with whom the department should contact in case of any problem faced with regard to service being provided by such contractor on day to day basis.
18. 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.

19. In case of dispute regarding interpretations of any term or condition of the Tender/contract, the decision of the Asst. Commissioner of Income Tax sonipat circle is final.

The technical and financial bids are enclosed herewith. The vendor has to submit both the documents. The department reserves the right to reject the bid if the terms and conditions are not satisfied irrespective of the financial bid, The bids must reach this office by 25.10.2019 in sealed covers.

Yours Faithfully

(Bhagat Singh )

Asst Commissioner of Income Tax-cum-HOO  
Circle-Sonipat

TECHNICAL BID DOCUMENT

1. Name of the Proprietor/ Registered Firm/ Company :
2. Address of the concern alongwith Telephone No. Fax and Email :
3. Name and Address of the partners/ Directors alongwith mobile No. (In Case of firm/ company) :
4. Contact Person(s) (With Mobile No.) :
5. No. of years of experience in providing vehicle :
6. Details of vehicles that can be provided to O/o the ASST. Commissioner of Income Tax Circle - Sonapat, Sonapat (Please mention make, model, year and attach copies if RC Books) in the following tabular format :

Sr. No.	Make & Model of vehicle	Year of Mfg. (Month & Year)	Registration No. of Vehicle	Whether copy of RC book submitted (Yes/No)

7. Ownership details of the vehicle :

Sr. No.	Name of the Owner	Address	P.A.N.	Remarks

8. Financial Standing of the vehicle :

Sr. No	Whether purchase on Cash/ cheque or by bank finance	Amounts of Loan taken	Name and address Of Bank	Total payment made on installment

9. List of Clientele (Please attach copies of work orders) in the following format:

Sr. No.	Name and address of the client	Name and Mo. No. of the contact person	Period for which the vehicles were/ are given on hire	Number of vehicles given on hire

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10. Permanent Account Number (Please attach photocopy of PAN card and latest return A/d) :
11. Service Tax Registration Number :
12. Details of DD towards cost of tender form (Attach DD in case of download form) :
13. Details of EMD in the following format :

DD/ Bankers Cheque No.	Date	Name of Bank	Amount

**Declaration:-**

I/ We hereby certify that the information furnished above is full, true and correct to the best of my/ our knowledge. I/ We understand that in case and deviation is found in the above statement at any stage the bidder / company will be blacklisted and will not have any dealing with the ~~of the~~ of the ~~ACLT, Circle Sonpet, Sonpet~~ ACLT, Circle Sonpet, Sonpet in future.

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

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

Signature:- \_\_\_\_\_

Name: - \_\_\_\_\_

Address: - \_\_\_\_\_

Mobile No.:- \_\_\_\_\_

FINANCIAL BID DOCUMENT  
HIRING OF VEHICLE BY THE

ANNEXURE - II

Asstt. Commissioner INCOME TAX  
Sonepat Circle - Sonepat  
RATE QUOTATION

1. Name of the Proprietor/ Registered Firm/ Company :
2. Address of the concern alongwith Telephone No. Fax and Email :
3. Contact Person(s) alongwith Mobile No. :
4. (a) Rates for various vehicles and their models (Exclusive of service Tax) :  
(b) Service Tax for Staff Car Vehicle :

S. No.	Particulars	Amount in Rupees	
			Other* (Mention Make)
1	Total Monthly hire charges for minimum of 2000 Km		

\* Please quote for similar vehicle having carrying capacity of 4 or more with desired safety features. Please mention make and corresponding rates, separate sheets can be provided.

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

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

Signature:- \_\_\_\_\_

Name: - \_\_\_\_\_

Address: - \_\_\_\_\_  
\_\_\_\_\_

Mobile No.:- \_\_\_\_\_