



भारत सरकार/ Govt. of India

आयकर विभाग/ Income tax Department

सहा. निदेशक आयकर (अन्वे.)-I, एच.ओ.ओ./ Asst. Director of Income Tax (Inv.)-I, HOO

न्यू सी.जी.ओ.कॉम्प्लेक्स, एन.एच.4, एन.आई.टी., फरीदाबाद/ New CGO Complex, NH-IV, NIT, Faridabad

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F.No. ADIT/(INV.)-I/HoO/FBD/2019-20/1908

Dated: 24.12.2019

**Invitation through E-Tender for Hiring Operational Vehicles for O/o Joint Director of Income Tax (Inv.),Faridabad**

The Assistant Director of Income Tax (Inv.)-Cum-HoO, 1<sup>ST</sup> Floor, Aayakar Bhawan, New CGO Complex, B Block NH-IV, NIT Faridabad on behalf of the President of India intends to invite open tender under two bid system from reputed, experienced and financially sound vendors to hire services of Three(03) Operational vehicles of make: Toyota Innova Crysta/ Maruti Ertiga/ Maruti Ciaz/ Hyundai Verna/ Honda City or equivalent (hereinafter referred to as 'Vehicles') of latest model [2018 or 2019 make] on monthly hire basis for official purpose for a period of two years which can be further extended up to one more year. **Preference would be given to Toyota Innova.** Assistant Director of Income Tax (Inv.)-Cum-HoO, Faridabad reserves the right to increase or decrease the number of vehicles required at the same rate and terms & conditions. Bid in this regard should be submitted to the O/o Assistant Director of Income Tax(Inv.)-Cum-HoO, Faridabad subject to the following eligibility criteria and terms & conditions. The office of the Assistant Director of Income Tax(Inv.)-Cum-HoO, Faridabad shall hereinafter be referred to as Income Tax Office, Faridabad.

**Instruction and information to the bidders for bid submission:**

1. Assistant Director of Income Tax(Inv.)-Cum-HoO, Faridabad, invites bids under two-bid system, technical and financial bid, from experienced and financially sound vendors for hiring of the vehicles of 2018 / 2019 make –Three operational vehicles on monthly rental basis as per the specifications below:

S.No	Category	Quantity Required	Type	Place and date of deployment	Cost Ceiling(Exclusive of taxes) in Rs.
01	Operational Vehicles	03	Taxi/Commercial	Faridabad 01.01.2020	50,000/-

2 The Tender document can be obtained from the O/o Assistant Director of Income Tax (Inv.)-Cum-HoO, Faridabad on any working day from the date of uploading on the website i.e. <https://incometaxchandigarh.org> or can be downloaded from the website.


3. Important dates related to the tender are provided below for information:

(i) Closing date for submission of bids in the Income Tax Office Faridabad is 30.12.2019 by 5:00 PM.

(ii) Opening of Bids by purchase committee on 31.12.2019 at 11:00 AM.

4. **First Cover-** The Tender documents in format as per Annexure A (technical bids) must be closed in separate cover duly signed and stamped by the authorized person.
5. **Second Cover-** Financial bid as per Annexure B: The rates/amount of contract quoted should be exclusive of all taxes. Prices shall be quoted in Indian rupees only by the authorized person.
6. The valid technical bids will be scrutinized by the Purchase Committee to shortlist the eligible bidders. Thereafter, the financial bids of the shortlisted bidders (who qualify the technical bid) will be opened.
7. The services of the vehicles is to be provided to the Income Tax office, Faridabad as per criteria and terms & conditions mentioned in Section I,II and III and the same should be submitted with the technical bids and financial bids duly stamped and signed by the authorized person.
8. The technical bid document and Financial bid document are provided as Annexure-A and Annexure-B along with this document.

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

  
(Rahul Gautam)  
Asst. Director of Income Tax (Inv.)-I,  
HoO, Faridabad

## SECTION-I

### ELIGIBILITY CRITERIA-

1. The bidder should be well established and experienced Agency/Firm/Individual/Company or any legal concern having experience in the line of providing vehicles on hire to Central Govt./State Govt./PSUs/Private parties.
2. The bidder must
  - i) Have minimum of 3 years experience in providing vehicles on hire to any Govt. Semi Govt/reputed Pvt. Companies as on 31.03.2019.
  - ii) Be in a position to supply a minimum of 03 cars as on date of submitting the bid. Details of vehicle no. and Brand/Make shall be submitted along with the Technical bid. Bidders having less than 03 vehicles shall only be considered in case of bid is received from the vender having ready to provide 3 vehicle.
  - iii) Submit copies of PAN and GST Registration certificate along with the bid without which the bid may be rejected.
  - iv) Clearly undertake that it/he/she is capable of supplying the vehicle on hire on dates mentioned in tender document.

### **Opening and evaluation of technical bids:**

1. The tender should be submitted in Two-bids system i.e (i) Technical Bid and (ii) Financial Bid.
2. The Purchase Committee appointed by the competent authority will open all technical bids in first instance on the appointed date and time at the office of the Assistant Director of Income Tax (Inv.)-Cum-HoO , Faridabad.
3. During evaluation of the bids, the Purchase Committee may at its discretion, ask the bidder for clarification of its bid. The clarification of the bidder shall be in writing.
4. No bidder shall contact the Purchase Committee member on any matter relating to its bid from the time of the bid opening to the time of placement of work order. If the bidder wishes to bring additional information to the notice of the Purchase Committee, it should be done in writing.

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5. Any effort by a bidder to influence the Purchase Committee in its decision on bid evaluation, bid comparison or work order decision will result in rejection of the bid as well as other penal action as per laws in force.
  6. The results of the evaluation of the Technical Bids will be displayed on the Notice Board of this office.
  7. The 'Vehicles' proposed to be hired should be new and should be of make 2018 or 2019. Vehicle prior to this will not be considered for evaluation.
  8. All the pages of the bid document shall be signed and sealed by the participating bidder. Any incomplete bid without sign of the bidder shall be rejected and shall not be considered for evaluation.
  9. The bidder having more number of vehicles in their own name and having higher turnover related to vehicle operations shall be given priority over other bidders subject to the fulfilment of other terms and conditions.
  10. The bidder should not have been blacklisted or debarred by the Income Tax Department or any other Govt. Department and signing/subscribing to these terms and conditions is an undertaking to that effect.



**(Rahul Gautam)**  
**Asst. Director of Income Tax (Inv.)-I,**  
**HoO, Faridabad**

## SECTION-II

### Terms and conditions

1. The hire charges shall not be more than Rs. 50,000/- (exclusive of GST and any other Govt. levies, Toll charges, Parking etc.) for an operational vehicle. The selection of the vehicle(s) will be strictly based on the discretion of the Purchase Committee for award of contract to the successful bidder (hereinafter referred as 'Vendor'). TDS will be deducted as per Income tax Act, 1961 while making payment to the 'Vendor'. The provisions of GST shall be applicable as per law.
2. Vehicle(s) are proposed to be hired for an initial period of **two year** and further extendable by a period of one year depending upon the satisfactory performance of the vendor, proper condition of the vehicle and at the discretion of Assistant Director of Income Tax (Inv.)-Cum-HoO, Faridabad.
3. The hire charges as per Para 1 above are inclusive of all expenses such as monthly salary of driver(s), repairs and maintenance of vehicles, insurance, petrol/diesel, oil, RTO related levies/ duties/taxes/ etc. and all other incidental expenses relating to 'Vehicles' including taxes, penalty, recoveries, fine, etc. No additional charges over and above quoted rates in the bid will be paid to the Vendor. No separate payment(s) will be made for driver's salary, overtime or any other incidental expenditure.
4. In the bid, the bidder should quote the hire charges per month exclusive of Government taxes.
5. Rate per kilometer for additional kilometer over and above 2500 kilometers (reckoned from the place of reporting to the place of release) in a month should be mentioned separately. For calculating the total run kilometers of the vehicle, the distance travelled by the vehicle from the office/home of vendor to the place of reporting shall not be taken into account and the same shall be deducted from the total run kilometer at the end of the month.
6. The vehicle shall be in use from 09:00 a.m. to 09:00 p.m. under normal conditions. However, if need arises the timings may alter.
7. The department reserves the right to increase/decrease the number of vehicles of the ordered quantity at the same rate and terms and conditions.
8. The unspent kilometers of a vehicle every month shall be carried forward during the course of the contract and shall be adjusted/reduced against such excess

mileage/kilometers as the case may be, before further charge per kilometer could be invoked.

9. The 'Vehicles' shall carry proper Registration Certificate, Road Tax Certificate, Certificate of Insurance Policy, Emission Test Certificate etc. in original. The drivers should have valid driving license and the vehicle should be registered with the Concerned Authorities of Central/State Government and deposit of fees for hiring/commercial use to be made. Evidence of all these requirements under Motor Vehicle Act will have to be submitted. The drivers of 'Vehicles' must follow traffic rules and other resolutions prescribed by the Government from time to time and must not have any traffic/criminal case pending against them.
10. The 'Vehicles shall report to Officer In-charge i.e. Assistant Director of Income Tax (Inv.)-Cum-HoO, Faridabad throughout the contract period at all times. Dedicated vehicles and drivers having valid Driving License and sufficient experience, exposure, familiarity with the city roads must be provided. Dedicated vehicles and drivers are not to be changed without prior approval of the Officer Concerned.
11. The bidder or any of his/her family member should not be an officer/official of the Income tax department. The officer/official of the Income Tax Department should not have any interest in the bidder's firm/company. During the currency of contract or after the contract ceases to exist there shall not be any employer-employee relation between the Income Tax Department and the person appointed by the vendor in performance of the duties towards hiring of vehicle.
12. Bidders or their authorized representatives may remain present at the time of opening of tender bids.
13. Bid documents incomplete or deficient in any respect may be rejected at the discretion of Assistant Director of Income Tax (Inv.)-Cum-HoO, Faridabad.
14. The vehicles selected through tender process will be used exclusively for Income Tax Office, Faridabad for all seven days in a week during the entire contract period. The vehicles should not be used by the vendor or driver for any other organization or individual during the entire contract period.
15. During office hours and after office hours, the vehicles shall be parked either in the office premises or at a place as decided by the Income Tax Office, Faridabad.
16. The driver deployed with the vehicle should satisfy the following conditions:
  - i) Driver should have valid driving license with minimum 3 years' experience in driving. He must have sufficient knowledge of traffic rules and other relevant

government rules and should follow the same. The driver is required to attend the duties as and when such duties are assigned by Income Tax Office, Faridabad. The vendor shall submit the documentary evidence with Income Tax office, Faridabad regarding the driving license, educational and other qualification of driver prior to award of contract to the vendor.

- ii) Driver should be well versed with the roads and different localities of Faridabad and surroundings.
- iii) Driver should be provided with mobile phone. The expenses for mobile phone should be borne by the vendor.
- iv) Driver should be in uniform (White Colour/or colour as decided by the department) and that would be provided by the vendor. The expenses for uniform should be borne by the vendor.
- v) Driver should be well behaved and should bear good moral character.
- vi) Driver in no case shall report to duty in an inebriated state or consume alcohol while on duty.
- vii) Driver will follow the instructions of the officer with whom the vehicle is attached. He should be courteous and polite.



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**Asst. Director of Income Tax (Inv.)-I,**  
**HoO, Faridabad**

## SECTION-III

### Other terms and conditions

1. The 'Vendor' shall supply only such vehicle(s) which is manufactured not before 01.01.2018 or the latest model having desired safety features such as ABS, EBD/ESC, Alloy Wheels, Powered windows/Breakings/steering/ AC etc. in the given Brand/model of the company. The vehicle should be registered with the concerned authorities of Central/state Government. A certificate to this effect should be provided with the Technical Bid document. Also the conditions prescribed in Section 66 of Motor Vehicle Act, 1988 for hiring of vehicles should be fulfilled.
2. The 'Vendor' shall ensure the road worthiness of the vehicle, ensure neat and clean condition of the vehicle with good upholstery and regularly polished exterior at all times during the currency of the contract.
3. The 'Vehicle' should be maintained in excellent condition and regular exterior and inside cleaning must be ensured.
4. The 'Vendor' shall also ensure that the vehicle is in perfect running condition at all times during the currency of the contract. The documents related to vehicles including proper insurance papers of the vehicle should be available/ kept in the vehicle.
5. In the event of award of contract to the 'Vendor' and prior to the execution of the contract, the 'Vendor' shall produce the 'Vehicles' in Income Tax Office, Faridabad for physical verification/inspection before the signing of the contract along with certified copies of RC books, Comprehensive Insurance Policy of the 'Vehicles' and receipt of road tax payment, photograph(s) of driver(s) with their present and permanent addresses, mobile numbers and copy of driving licenses of the drivers. The 'Vehicle' should comply with all legal obligations prescribed under various statutory laws in force.
6. Income Tax Office, Faridabad reserves the right of selection of any particular type of vehicle over the other.
7. The 'Vendor' is liable to payment of all claims/ expenses in case of any accident. He will also indemnify Income Tax Office, Faridabad any loss/damage of property or life attributable to negligence on the part of the drivers or poor maintenance of the 'Vehicles'.
8. The 'Vendor' shall produce all the documents as indicated in the Technical Bid Document (Annexure-A). The 'Vendor' shall also submit an attested copy of Trade



License, Bank Statement and Bank Account Number, Bank and branch name, Branch Code, IFS Code and MICR code.

9. The vehicle should carry suitable Plate/Card /indicating vehicle on duty of Government of India, Income Tax Department and shall be made and displayed by the 'Vendor' at his own cost.
10. The 'Vendor' will provide certificate of satisfaction regarding identity, characters and antecedents of the drivers as per desired format of Income Tax Office, Faridabad.
11. The vehicle shall normally be deployed within Faridabad but if need arises due to urgency of the work involved, the vehicle can also be deployed outside Faridabad under exceptional conditions. In case the vehicles are required to run outside Faridabad the vendor shall provide Rs. 5000/- to the driver for additional Diesel/Petrol consumption.
12. The 'Vendor' has to ensure that the drivers observe proper etiquette and protocol while performing their duty. The driver(s) shall be neatly dressed, should wear uniform and be well spoken. Without proper authorization from controlling officer, the driver(s) should not take away the vehicle.
13. During the currency of the contract the 'Vendor' shall not change the dedicated 'Vehicle' or the driver(s) as initially provided unless asked by the Income Tax Office, Faridabad. If due to any unavoidable circumstances either the vehicle or the driver or both are to be replaced, the same is to be done after consent of Income Tax Office, Faridabad.
14. In case of driver falling ill or due to any other exigency the driver becomes unable to report to duty with the vehicle, the vendor shall give prior information in this regard to Assistant Director of Income Tax (Inv.)-Cum-HoO, Faridabad and shall provide alternate suitable driver immediately to report on duty.
15. In case of break down etc. of vehicle, the same should be replaced with the similar class/type of vehicle immediately. If the 'Vendor' withdraws any of the 'Vehicle' at any time for repairs or for meeting any other stipulations or otherwise without making proper alternative provision, this office shall be at liberty to hire a vehicle from market and in such a situation the charges for such hiring shall be deducted from the dues of the 'Vendor' in addition to the levy of penalty of Rs. 2,000/- (Rupees Two Thousand only) per day per vehicle.
16. Income Tax Office, Faridabad shall in no way be responsible directly or indirectly for any failure on the part of the driver to observe the traffic rules or otherwise. In the case of

any mishap/accident /theft, all claims and responsibilities shall be met by the Vendor. Income Tax Office, Faridabad will not be responsible for any damages whatsoever to public/private property and/or to any third person due to any accident arising out of in the course of deployment of the 'Vehicles'.

17. The vehicle should have valid permit to travel anywhere in India. The vehicle should have proper registration as Taxi/Commercial vehicle with concerned Central and State Government.
18. During the currency of the contract no request for escalation of monthly hire charges will be entertained by Income Tax Office, Faridabad. However, if the rates are revised by the competent authority of the department, the same shall be applicable for the remaining period of the contract.
19. The Vendor' shall raise the bills on a monthly basis and submit to this office in triplicate, latest by 7<sup>th</sup> day of the month following the month in which such vehicle(s) is used. In case of broken period of a month, pro-rata charges will be applicable. The Vendor/Driver shall maintain log book and periodically get it signed by the user/officer In-Charge of Income Tax Office, Faridabad. The bills shall be prepared on the basis of log book entries. Deduction of Tax at Source (TDS) as per applicable rates prescribed under the Income Tax Act, 1961 shall be made by this office from every payment made to the vendor. If for any unavoidable reason, there occurs a delay towards the payment to vendor, the vendor shall not claim any interest for such late payments. No advance payment shall be made to the vendor.
20. Under the normal situation the payment shall be made within the due time once the bill is submitted by the vendor. However, if for any unavoidable reason the payment is delayed to the vendor, the vendor shall continue to provide the services to the satisfaction of the Income Tax office, Faridabad.
21. Income Tax Office, Faridabad reserves the option to terminate the contract by giving a notice in writing of 30 days for failure on the part of the 'Vendor' to honor the terms and conditions of the contract without any compensation to the Vendor. The 'Vendor' can also terminate the contract by giving in writing a notice of 60 days. For the part period of the month, payment would be made on pro rata basis.
22. The Contract for providing 'Vehicles' shall be effective for a duration of **two year** from the date of signing the contract and may be extended further as per mutual agreement for another one year. This extension is subjected to satisfactory performance of 'Vendor' and to the satisfaction of competent authority and as per the terms and conditions of this

tender document unless terminated earlier for violation of any of the terms and conditions mentioned here in the tender documents.

23. The 'Vendor' and driver(s) shall maintain the log book and shall be bound to carry out the instructions of the Income Tax Office, Faridabad as well as of the Officers to whom the vehicle is reported/assigned.
24. The 'Vendor' shall abide by all the extent laws related to taxes and levies related to 'vehicle' as applicable to it. It will also comply with all existing Government regulation in respect of engaging of services of drivers. All legal obligations, in respect of the vehicle i.e. Road tax, RTO Registration and permission etc shall be the responsibility of the Vendor. Any penalty levied by any authority in this regard during the contract period shall be borne by the Vendor.
25. The Vendor shall be responsible for ensuring compliance with the provisions related to Labour Law[ Central/State] and specially Minimum Wages Act, Payment of Wages Act, PF, ESI Act, Payment of Bonus Act, Contract Labour (R&A) Act, Workmen Compensation Act, etc. as applicable from time to time. The drivers provided by the vendor with the vehicle shall not be deemed to be the employees of the Income Tax Department hence the compliance of the applicable acts/laws will be the sole responsibility of the Vendor. Any penalty levied by any authority in this regard during the contract period shall be borne by the Vendor.
26. In case of any failure or omission due to natural calamities, hurricanes or due to any statue or regulations of the Government or because of any lock outs, strikes, riots, embargos for any political reasons or otherwise beyond the control of any party including war (whether declared or not), Civil war or state of insurrection, Income Tax Office, Faridabad or vendor will give notice to other party at the earliest of the occurrence of such incident that on account of the above event, the notifying party has delayed the performance as it was beyond its reasonable control and it was not due to negligence of default on its part. The parties will be relieved of their respective obligations to perform, hereunder, for so long, as the event of force majeure continues and to the extent their performance is affected by such an event of force majeure provided notices as above are given and the force majeure is established as provided herein above.
27. In the event of any question, disputes or differences arising between the parties relating to the interpretation and application of the provisions of this agreement, such disputes or differences shall be resolved amicably by mutual consultations and or failure to do so shall be referred for arbitration to the nominee appointed by Assistant Director of Income

Tax (Inv.)-Cum-HoO, Faridabad. The decision of nominee in this regard shall be final and binding upon both the parties.

28. Penalty provisions are as mentioned below:

S.No	Particulars	Amount of penalty
01	Driver reporting to duty in inebriated condition	Rs. 2000/- per instance
02	Non reporting/Late reporting/Misconduct/ or not obeying the directions/instructions of the officer or refused to work as directed	Rs. 1500/- per instance
03	Poor maintenance of the vehicle	Rs. 1000/- per instance
04	Stoppage of vehicle due to insufficient fuel	Rs. 1000/- per instance
05	Change of driver without prior intimation	Rs. 500/- per instance
06	Unsafe/Rash driving etc	Rs. 1000/- per instance
07	For not providing alternate vehicle in case of break down of vehicle	Rs. 2000/- per instance
08	Breach of any of the terms and conditions mentioned in the tender document	Rs. 1000/- per instance

29. The above mentioned penal amount will be deducted from the monthly bill submitted by the vendor. However, in case of frequent violations of the terms and conditions, the contract can be cancelled forthwith without any notice.

30. Notwithstanding any of the conditions/clauses indicated above, the Purchase Committee has the whole and sole right to waive off any of the above clauses, accept or reject either the lowest or any other valid bid and or split up the order to more than one bidder or to cancel the tender without assigning any reasons thereto

31. The bidders who fulfill the above terms and conditions may submit their bids well in advance to the last date of bidding. It is worthy to mention that the L-1 will be decided on the basis of the eligibility criteria and terms and conditions enumerated above. If in case, L-1 becomes unable to provide the total number of vehicles, opportunity shall be given to L-2.

(Rahul Gautam)  
Asst. Director of Income Tax (Inv.)-I,  
HoO, Faridabad

Copy to: Deputy Commissioner of Income Tax (HQ) O/o Pr. CCIT, NWR, Chandigarh with a request to kindly host the advertisement on the official website of Pr. Chief Commissioner of Income Tax, NWR, Chandigarh.

(Rahul Gautam)  
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**Annexure-A****Details/ Profile of Bidder/Technical Bids**

1.	Name of the Proprietor/ Registered Firm/ Company/Concern (with documentary proof)	:	
2.	Address of the concern (With Tel No. Fax and E-mail) (with documentary proof)	:	
3.	Name and Address of the partners/ Directors (With Mobile No.) (In case of firm/ company) (with documentary proof)	:	
4.	Contact persons	:	
5.	Permanent Account Number (PAN)	:	
6.	GST No.	:	
7.	Ownership details of the vehicles (copy of proof to be attached).Are you owner of the vehicle (Y/N)	:	
8.	No. of years of experience in providing Vehicles and name of concerns to whom provided.	:	
9	Which year of make/model of vehicle (s) are you offering?		
10	Registration No. and Year of Registration.		
14	Have you submitted a copy of RC book /Booking receipt? (Y/N)		
15	Are the offered vehicles covered under valid insurance?(Y/N)		
16	Have you submitted a copy of the insurance policy herewith? (Y/N)		
17	Whether any court case/litigation pending against the vehicle(s) offered? (Y/N)		
18	Whether vehicle is registered with Central / State government department as Taxi/commercial vehicle		

**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 any deviation is found in the above statement at any stage, the bidder will be blacklisted and will not have any dealing with the Income Tax Department, Faridabad in future.

Place:.....

Signature

Date:.....

(Name .....)  
 Designation(Prop./Partner/Managing  
 Partner/Managing Director/Director)  
 Mobile No

**ANNEXURE-B**

**Quotation/ Price Bids/Financial Bids in BOQ format**

Sr. No	Particulars of the vehicle	Model and Year of Make offered	Monthly Hiring charges per vehicle for 2500 kilometer of running per month in Rs. (Exclusive of taxes)	Charges per vehicle for extra kilometer over and above 2500 kilometer in a month (to be quoted in Rs per km)
01				

Place:.....

Signature

Date:.....

(Name .....

**Designation**( Prop./Partner/Managing Partner/Managing Director/Director)

Mobile:.....