



Govt. of India  
Income Tax Department  
Office of the Commissioner of Income Tax (Exemptions),  
C.R. Building, Fifth Floor, Sector 17-E, Chandigarh-160017

F.No.CIT (E)/Purchase Committee/2019-20/860

Dated: 20.05.2019

**TENDER NOTICE**

The Purchase and Tender Committee in the office of the Commissioner of Income Tax(Exemptions), Chandigarh invites sealed tenders for hiring one operational vehicle Range-1 (Exemptions), Chandigarh. The terms and conditions of the contract are available at the office of the Income Tax Officer (Exemptions)(HQ), Chandigarh, 5<sup>th</sup> Floor, C.R. Building, Sector 17-E, Chandigarh which can be collected by interested parties up to 1:00 P.M. on all working days up to 21.06.2019 or can be downloaded from the website [www.incometaxindia.gov.in](http://www.incometaxindia.gov.in) Tenders should be delivered in the office of the Income Tax Officer(Exemptions)(HQ), Chandigarh up to 4:00 P.M. on 21.06.2019

The Tenders shall be opened on 24.06.2019 at 11:00A.M. in the presence of Chairperson & members of the Local Purchase Committee and Tender Committee for the O/o the Commissioner of Income Tax (Exemptions), Chandigarh. If office remains closed on the date of opening of tender, then tender will be opened on next working day. The Purchase Committee and Tender Committee reserve the right to cancel or postpone the tender or reject and bid based on findings of the said committee and after obtaining the CIT's approval.

(Davinder K. Wadhwa)  
Member Secretary,  
Purchase cum Tender Committee  
Income Tax Officer (Hq)  
O/o Commissioner of Income Tax,  
(Exemptions), Chandigarh

### Terms and Conditions for Bidders

1. The bidder has to submit both Technical and Financial Bids in separate sealed covers marking 'Technical' or 'Financial' and it is to be addressed to the Income tax Officer (HQ)(Exemptions), Chandigarh. Bids will be accepted up to 4:00 P.M. on 21.06.2019. Bidders should submit technical bid as well as financial bid in Annexure -II & III with prescribed self-attested supporting documents. The bids will be opened on 24.06.2019 at 11:00 A.M.
2. The bidder may remain present at the time of opening of the tender by the Local Purchase Committee and Tender Committee. The financial bids of only those bidders who technically qualify will be opened.
3. The vehicles 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 Commissioner of Income Tax (E), Chandigarh 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. If the quotations equal in all aspect 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 vehicles with lesser meter reading (vehicle travelled for lesser kilometers)
  - b. Preference will be given for new vehicles.

**Note:** Quotation should be sent in sealed covers superscribed as "Quotation for Hiring of Vehicles by Office of Commissioner of Income Tax(E), Chandigarh

## Annexure-I

### Terms & Conditions

- 1) The Vehicle shall be a **Honda/Hyundai/Toyota** Operational Vehicle.
- 2) The vehicle must be in good working condition. The vehicle will be run by the department for approximately 2100 kilometers per month for the Commissioner of Income Tax/Adll. Commissioner of Income Tax/operational vehicle/staff car. The remaining unused km shall be carried out to the ensuing months/period.
- 3) The vehicle provided by the contractor should be made available on all days including holidays on round the clock basis.
- 4) The vehicle provide to the Department shall be white in 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 charges 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 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 of verifies 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 by the contractor shall maintain decency, peace and order during deployed 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 of properly 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/officer(s)/official(s) of the Department shall not be responsible for any such loss/damage. He 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 three 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 rates due to any reason.
- 9) 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 permissions etc. and the driver i.e. minimum wage, social security etc. will be the responsibility of the contractor.
- 10) 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.
- 11) 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 allowance including night bhatta, etc. *Parking Charges & Toll Taxes will be reimbursed on actual basis.* No request for any extra payment would be entertained.
- 12) 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.
- 13) The contractor to whom contractor 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.
- 14) 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.
- 15) In case of dispute regarding interpretation of any term or condition of the tender/contract, the decision of the Commissioner of Income Tax(E), Chandigarh will be final.
- 16) In case of the services not being given as per the terms of this contract, a penalty at the rate of Rs. 2500/- per day may be imposed on the contractor.

**ANNEXURE-II-TECHNICAL BID**

[To be signed and submitted to the Commissioner of Income Tax (E), Chandigarh 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 with documentary evidence:
5. Details of Vehicles (Make, Petrol/diesel year of purchase, number & dated of registration:
6. Any other remarks:
7. Whether blacklisted by the Central/State/UT Govt, or any such Govt. Organization including PSUs etc:
8. Total turnover in the Years ending on 31.03.2014, 31.03.2015 and 31.03.2016 (Total turnover should Preferably at least be Rs.10 lacs in one year. (Attach documentary evidence):

Signature of the Owner/

Authorized Signatory \_\_\_\_\_

Full Name \_\_\_\_\_

Name of Contractor \_\_\_\_\_

Phone: Land Line \_\_\_\_\_

Mobile \_\_\_\_\_

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 authorized signatory with date)

**ANNEXURE-III-FINANCIAL BID**

[To be signed and submitted to the Commissioner of Income Tax(E),Chandigarh]

- 1) Basic fixed monthly rent for 2100 kilometers per month
- 2) Rate per extra Km. when used beyond 2100 Kilometers after adjustment as per contract conditions.

Note: a) Rate quoted shall be exclusive of Service Tax.

Signature of Authorized Signatory

Full Name: \_\_\_\_\_

Name of the Contractor: \_\_\_\_\_

Cell No.: \_\_\_\_\_

Seal: \_\_\_\_\_

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

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