

कार्यालय सयुक्त आयकर आयुक्त  
(आर. ई. एफ. ए.सी), आर. यू. - 1(4) ,  
आयकर भवन, ऋषि नगर, लुधियाना



Office of the  
Joint. Commissioner of Income Tax,  
ReFAC (AU) 1(4), AayakarBhawan,  
Rishi Nagar, Ludhiana

F.No/Joint.CIT(ReFAC)(AU)/1(4)/Ldh/2021-22/ 99

Dated: 14.10.2021

**E-TENDER NOTICE FOR HIRING OF VEHICLES**

Online tenders are invited from reputed parties/ agencies for supplying 01 (one) Vehicle with driver, as tabulated below, on monthly hire basis for operational use in the Office of the Joint. Commissioner of Income Tax (ReFAC)(AU),-1(4), Ludhiana Interested parties/agencies who are willing to comply with the terms and conditions annexed to this notice, may submit their bids online as given in the instructions for online bid submission (Annexure- IV).

Sr. No.	Category	No. of Vehicles Required	Usage	Maximum amount payable per months (Upper Ceiling) per Vehicle (Exclusive of GST )
1.	Operational Vehicle ( Toyota INNOVA CRYSTA/Honda city/ Hyundai Verna/Creta in white) MODEL-2020, 2019 or 2018	01	To be used upto 30/31 days subject to maximum of a 2000KM in a month	50,000/- each

2. Tender documents may be downloaded from the Department's website [www.incometaxchandigarh.org](http://www.incometaxchandigarh.org). Aspiring bidders who have not been enrolled/ registered in e-Tendering portal [www.tendorwizard.com/INCOMETAX](http://www.tendorwizard.com/INCOMETAX) should enrol/ register before participating through the website e-Tendering portal [www.tenderwizard.com/INCOMETAX](http://www.tenderwizard.com/INCOMETAX). The Portal enrolment is free of cost. Bidders are advised to go through instructions provided at Annexure- VI regarding for online bid submission.

Publish Date	18.10.2021
Bid Document Download/ Start Date	18.10.2021
Bid Submission Start Date	18.10.2021
Bid Submission End Date	25.10.2021, 11:00 AM
Submission of EMD (5000/-)	25.10.2021, 05:00 PM
Bid Opening Date	Technical Bid- 26.10.2021, 11:00 AM Financial Bid- 26.10.2021, 03:00 PM

3. Bids shall be submitted online only at e-Tendering portal [www.tenderwizard.com/INCOMETAX](http://www.tenderwizard.com/INCOMETAX). Bids Documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned documents.

- Tenderers can access Tender Documents on the website, fill them with all relevant information and submit the complete Tender document into electronic Tender on website e-Tendering portal [www.tenderwizard.com/INCOMETAX](http://www.tenderwizard.com/INCOMETAX)
- Tenders and supporting documents shall be uploaded only through e- Tendering portal [www.tenderwizard.com/INCOMETAX](http://www.tenderwizard.com/INCOMETAX)
- Tenderer who have downloaded the tender from the e- Tendering portal [www.tenderwizard.com/INCOMETAX](http://www.tenderwizard.com/INCOMETAX) shall not tamper/modify the tender form including downloaded price bid template in any manner. In case, if the same is found to be tampered/ modified in any manner, tender will be completely rejected and tenderer is liable to be banned.

4. The tenders shall be submitted online and in two parts viz. **Technical Bid and Financial Bid**, along with all the tender documents evidencing (i) GST Registration No. of the bidders (ii) Details of registration with PF Authorities (iii) details of registration with ESI authorities and other documents as required in the Annexure- II, duly signed on all the pages. The format of **Technical and Financial Bid** is mentioned in Annexure- IV & Annexure- V respectively. All the pages of bid being submitted must be signed and over writing, if any, has to be duly initialled by the bidder and sequentially numbered by the bidders irrespective of nature of content of the documents before uploading. Further, the Terms & Conditions (Annexure- II) & Tender Acceptance Letter (Annexure- III) should also be duly signed on all the pages and uploaded along with other tender documents. It may be noted that in case of non- uploading of copies of documents specified in Annexure- II on the e-Tendering portal such technical bid, shall be summarily rejected. The offers submitted through any means other than uploading on the E-Tendering portal [www.tenderwizard.com/INCOMETAX](http://www.tenderwizard.com/INCOMETAX) shall not be considered. No correspondence will be entertained in this matter.

5. Interested Service Providers are advised to visit e-Tendering portal [www.tenderwizard.com/INCOMETAX](http://www.tenderwizard.com/INCOMETAX) regularly till closing date of submission of tender for any corrigendum/addendum/amendment.

6. In the event of any of the above- mentioned date subsequently declared as a holiday/closed day for this office, the tender will be opened on the next working day at the schedule time.

7. Interest parties may also download the tender from the official website [www.incometaxchandigarh.org](http://www.incometaxchandigarh.org)

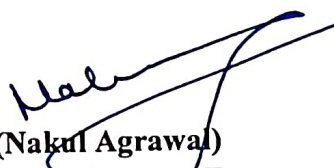
8. The tender documents along with the instructions and terms & conditions can be downloaded from the Department's website [www.incometaxchandigarh.org](http://www.incometaxchandigarh.org). The prospective tenderers are advised to check the eligibility criteria thoroughly before applying for the tender.

9. The tenderer should register and apply through online mode only on e- Tendering portal [www.tenderwizard.com/INCOMETAX](http://www.tenderwizard.com/INCOMETAX). No other mode of application for tender will be entertained. The online bids can be submitted through the website e-Tendering portal [www.tenderwizard.com/INCOMETAX](http://www.tenderwizard.com/INCOMETAX). Offers received beyond the specified date/ time shall not be entertained.

The decision upon the bids received shall be taken upon by the Competent Authority tentatively within a week's time and the same shall be communicated to the bidders through online e-Tendering portal only. This office reserve 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 reason. The decision of Joint Commissioner of Income Tax (ReFAC)(AU),- 1(4), Ludhiana AaykarBhawan, Rishi Nagar, Ludhiana, Aaykar, Bhawan, Rishi Nagar, Ludhiana in this regard shall be final and binding on all.

Enclosures:-

- (i) Annexure- I (General Instructions)
- (ii) Annexure- II (Terms and conditions)
- (iii) Annexure- III (Tender Acceptance Letter)
- (iv) Annexure- IV (Technical Bid Format)
- (v) Annexure- V (Financial Bid Format)
- (vi) Annexure- VI (Instructions for Online Bid Submission)

  
(Nakul Agrawal)  
Joint Commissioner of Income Tax  
(ReFAC) (AU), -1(4), Ludhiana

### Annexure-I (GENERAL INSTRUCTIONS)

1. The tender consists of three parts — Part A [Terms and conditions & Tender Acceptance Letter], Part B (Technical bid) and Part C (Financial bid).
2. The Bidders should fill all the relevant details in the specified proforma properly. Incomplete proforma and offers in any format other than the specified proforma of Technical bid and Financial bid will not be considered and will be liable for rejection.
3. All the bidders are requested to submit their offer (TECHNICAL BID and FINANCIAL BID) duly filled in with relevant documents/information on or before the last date and time as stated in the tender notice.
4. Offers received after due date and time as stated in the tender notice shall be rejected.
5. Tenders (first the technical bids) will be opened on dated **26.10.2021, 11 AM** at Office of the Joint Commissioner of Income Tax (ReFAC)(AU),-1(4), Ludhiana Aaykar Bhawan, Rishi Nagar, Ludhiana .The Prospective tenderers are not required to be present in this office during the analysis of the bids.
6. The Financial bids of those who qualify on evaluation of technical bids would only be opened on a later date which will be updated on the e-Tendering portal.
7. The bidders have to furnish Earnest Money Deposit of Rs. 5,000/-which is refundable, if the bid is not accepted. This will be refunded within 5 workings days from the date of opening of the tender.
8. In respect of successful bidder the Earnest Money Deposit will be returned after submission of performance guarantee as specified in Clause 5 of General Terms and Conditions of Contract.
9. The Demand Draft/Banker's cheque for EMD should be in favour of Joint Commissioner of Income Tax (ReFAC)(AU),-1(4), Ludhiana Aaykar Bhawan, Rishi Nagar, Ludhiana The bidders have to submit the Demand Draft/Banker's cheque for EMD on or before **25.10.2021, 05:00 PM** to Joint Commissioner of Income Tax (ReFAC)(AU),-1(4), Ludhiana.
10. 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 II.
11. The successful bidder has to enter into a formal contract with the Joint Commissioner of Income Tax (ReFAC)(AU),-1(4), Ludhiana or any officer designated by him/her on his/her behalf.

12. The Income Tax department reserves the right to cancel/postpone the tender/contract procedure without assigning any reason there-for.



(Nakul Agrawal)

Joint Commissioner of Income Tax,  
(ReFAC) (AU)-1(4), Ludhiana

## ANNEXURE-II

### TERMS AND CONDITIONS

1. The terms and conditions shall form part of tender to be submitted by the bidder along with other documents.
2. The owner/person responsible should be resident of Ludhiana. The firm should be well established in the field of providing vehicles with at least 05 years of experience. The service provider/bidder shall be a proprietorship/ partnership registered firm/ company and the vehicle(s) should be registered in Ludhiana. The firm should have similar two or more vehicles already into the service for replacing the agreed vehicle in case of any breakdown etc.
3. The contract for providing the vehicle on monthly basis will be given to the lowest bidder, while meeting all the terms and conditions given in the tender document. To safeguard against failure by the successful service provider in providing requisite number of vehicles, this office may empanel other service providers who are prepared to provide services as per same terms and conditions as that of L-1 (firm which has quoted lowest rates tender).
4. The successful bidder has to enter into a formal contract with the Addl. Commissioner of Income Tax (ReFAC) (AU), Range-1(4), Ludhiana or any officer designated by the Addl. Commissioner of Income Tax (ReFAC) (AU)-1(4), Ludhiana to sign the agreement on his behalf setting forth the terms and conditions of contract.
5. The contract will be for two year with effect from **01.11.2021 to 31.10.2023** or from the actual date of commencement and is renewable on mutual agreement (if found satisfactory) by the Income Tax Department, **on the same terms and conditions.**
6. The contract can be terminated either by the service provider or the Income Tax Department, giving 30 days' notice.
7. During the period of contract, no request shall be entertained for any hike in the agreed rates due to any reason.
8. The vehicle shall be for exclusive use of this office and should not be used by the service provider for any other purpose.
9. The vehicle provided by the service provider should be made available on all days including holidays and round the clock.
10. The calculation of mileage shall be from the reporting point to the relieving point and will not be calculated on garage to garage basis. For this purpose, the service provider shall ensure that the odometer of the supplied vehicle is properly sealed. In case of any doubt, the authorized officer of this office may get odometer of the vehicle checked from any authorized workshop at the cost of the service provider.
11. The vehicles provided should conform to the relevant Motor Vehicle Act Rules and be in perfect running/ Mechanical condition. The vehicles should be properly and comprehensively insured and should possess necessary permits/ clearance from the Transport authorities including

pollution clearance. The service provider should ensure that all the mandatory documents such as Registration Certificate, Insurance Papers, Pollution Control certificate etc., relating to the hired vehicle are in the personal custody of the licensed driver.

12. The vehicles provided by the service provider should be made available on Six or Seven Seater (in case of Innova- Crysta) , but should have only split seat.

13. The vehicles provided by the service provider as per the agreement should be a brand new latest model-2020, 2019 or 2018. The vehicles should be provided with complete upholstery including clean and tidy white seat covers/ towels and other necessary comforts and facilities. The interior & exterior of the vehicles should be well maintained and cleaned properly on daily basis. In case the condition of the vehicles is found to be unsatisfactory, they shall be returned for immediate replacement.

14. Safety being of paramount importance, the vehicles should necessarily be fitted with air safety bags for the driver as well as passengers.

15. Unutilized mileage below the contracted limit of 2000 Kms per month in respect of each vehicle will be carried forward to the next month and will be set off in subsequent month till the contract is in force.

16. The vehicle provided to the Department shall preferably be white in colour. The drivers should be in decent uniform (preferably white) which is to be supplied by the service provider.

17. The hired vehicles should not be used by the service provider or driver for any activity not covered by the contract. If it is found that there is violation, a sum of Rs. 1000/-will be deducted per instance of violation from the bill for the month.

18. The vehicles supplied by the service provider shall have permit to cart passengers. The service provider should comply with the Road Transport Authority (RTA) and other State Government Rules, regulations, etc. Any breach in these rules shall be at the complete risk of the service provider. The Income Tax Department will in no way be responsible for an damages/losses/action incurred to the travel agency arising out of this contract. Further, the Income Tax Department may insist from time to time to produce the relevant documentary evidences pertaining to the vehicle, driver. Payment of Income Tax TDS, GST, payment of PF/ESI etc., failing which the Income Tax Department will withhold the payments or terminate the contract.

19. The vehicle shall have comprehensive insurance and fitness as per RTA Rules.

20. Certified copy of RC Books, Insurance Certificates and drivers' driving licenses are to be given to the Department at the same time of signing the contract. Whenever a driver is changed, copy of the driving license of new driver is to be furnished.

21. The service provider should provide driver(s) with valid driving license and mobile phone. The driver should have knowledge of city routes and should be able to communicate and understand regional Language as well as in Hindi and English. Any change of driver is to be

intimated in advance. The service provider should also ensure that the vehicle is properly sanitized regularly.

22. In case of non-compliance of the above terms and conditions of contract, penalty may be levied. The penalty for some of the defaults is as under:-

Sr. No.	Name of default	Penalty
1	Late Reporting	Rs. 100/- per day
2	Non-Reporting	Rs. 500/- per day
3	Refusal of duties	Rs.500/- per day
4	Non-observance of dress-code	Rs. 100/-per day
5	Change of driver without permission	Rs. 200/- per day
6	Untidy Vehicle	Rs. 100/-per day

23. The Service provider shall provide replacement of vehicle within one hour in case of break-down or se

24. In case of any accident, all claims arising out of such accident shall be met by the service provider and also would indemnify the department for any loss, damages of property of life arising out of negligence of Driver for poor maintenance of vehicle, The Department shall not entertain any claim, damages, insurance liability, etc., arising out of mishap/accident etc. to the personnel employed by the service provider. The service provider will take such necessary action, under the various Acts/ Rules/Laws as required to take care of personnel deployed including medical treatment and transportation to hospital etc., as and when required. Office of the Joint Commissioner of Income Tax (ReFAC) (AU)-1(4), Ludhiana will not be responsible for any claim in this regard.

25. The vehicle taken on hire will have to be parked in the office premises at Joint Commissioner of Income Tax (ReFAC) (AU)-1(4), Ludhiana, Aaykar Bhawan, Rishi Nagar, Ludhiana.

26. The basic fixed monthly hire charges shall cover the fuel charges for vehicles, repairs and maintenance, insurance, permit, driver's salary, and allowances including night allowance, toll charges and all such incidental charges etc.

27. The service provider shall make regular, timely and full payment of labour charges, salaries and other payments as due, as per the labour laws or any other laws to its personnel deputed under the contract.

28. Bills are to be submitted on monthly basis before 5th of every succeeding month by the service provider to the Head of Office, office of the Joint Commissioner of Income Tax (ReFAC) (AU)-1(4), Ludhiana. Each bill is to be attached with a trip sheet showing full particulars of travel duly countersigned by the officer using the vehicle/head of the office to which the vehicle is attached. Payment will be made by ECS, after statutory and other deductions.

29. The service provider shall fully comply with all the applicable laws Rules and Regulations relating to Employees Provident Fund and Miscellaneous Provisions Act, 1952



including the payment of PF contributions Payment of Bonus under Payment of Bonus Act,1965, Minimum Wages Act,1948, Workmen's Compensation Act, 1923, ESI Act 1948, Contract Labour (Regulations & Abolition) Act,1970, relating to certificates of registration relating to licence, relating to issue of employment card and relating to annual returns of the principal employer, Essential Commodities Act, 1955. Interstate Migrant Workmen (RE and CS) Act, 1979, and/or such other Acts or Laws or regulations passed by the Central, State, Municipal and Local Government agency or authority, including TDS as per Income Tax Act, 1961, and any other act as may be relevant as applicable to him from time to time.

30. The Income Tax Department also reserves the right to deduct actual loss additionally in the event of any other deficient service as determined by the Joint Commissioner of Income Tax (ReFAC) (AU)-1(4), Ludhiana. . The above deductions shall be made from the monthly bills.

31. Office of the Joint Commissioner of Income Tax (ReFAC) (AU)-1(4), Ludhiana shall be at liberty to withhold any of the payments in full or in part for default in service and/or any loss/damage to Government property, equipment, etc. The decision of the Department will be final.

32. The service provider to whom contract is awarded should furnish name, address and contact number of a person with whom the Department/Controlling Officer of the Department should contact, in case of any problem faced with regard to service being provided by such contractor on daily basis.

33. Tenders submitted shall be governed by directions issued by the Ministry of Finance, Department of Revenue, Government of India as per whose schemes the vehicle is being hired.

34. All columns in the tender document shall be duly filled in and no column shall be left blank, "Nil" or "Not applicable" shall be marked, where there is nothing to report. All the pages of the tender document shall be signed by the bidder. Any other cutting or use of white ink should be duly attested by the bidder. In case of Co-owners/ Joint owners, the bid documents i.e., Technical Bid, Financial Bid and other documents, should be signed by all the Co-Owners/Joint Owners, In case any one of the owners chooses to sign the bid documents, he should invariably submit an authorization to do so from the other remaining owners. Office of the Joint Commissioner of Income Tax (ReFAC) (AU)-1(4), Ludhiana reserves its right to reject incomplete tender or in the event of any of the particulars being found to be incorrect.

35. In case the space in tender document is found to be insufficient, the bidder may use additional sheet or pages to provide required particulars.

36. No tender documents will be accepted by Fax, email or any other such means.

37. In the Financial bid, rates should be indicated in both figures and words. If there is a difference between the two said rates, the rates quoted in words will prevail. The rate quoted

should be exclusive of GST, which would be paid extra by the Department on actual basis, based on documentary evidence about the payment of GST by the successful bidder.

38. The tender shall be submitted online in two parts viz; Technical Bid and Financial Bid. Technical Bids will be opened on **26.10.2021 at 11:00 AM** at Joint Commissioner of Income Tax (ReFAC) (AU)-1(4), Ludhiana. Financial bids of only those bidders whose technical bids are found valid, eligible and acceptable shall be opened on **26.10.2021 at 03:00 PM**.

39. The Department reserves the right to accept/ reject any tender or all tenders without assigning any reason.

40. The Contractor/ service provider should be registered as Service Provider with the Department of Labour (State Government), Employees Provident Fund Organization (Ministry of Labour, Govt. of India), Employees State Insurance Corporation (ESI Act, 1948) and any other Department, as required under the Law. The proof of the same shall be uploaded as Tender Documents for the tender in e-Tendering portal [www.tenderwizard.com/INCOMETAX](http://www.tenderwizard.com/INCOMETAX) by the bidder.

42. The service provider shall be solely responsible for any/all disputes between him and the driver deployed by him. The Department will not entertain any such dispute and there should be no claim or liability against the Office of the Joint Commissioner of Income Tax (ReFAC) (AU)-1(4), Ludhiana or any of its officers on this account. The service provider will keep the Office of the Joint Commissioner of Income Tax (ReFAC) (AU)-1(4), Ludhiana indemnified against all actions.

43. The contractor/service provider should specifically note that the engagement of the service provider under this contract does not in any way confer any right on the Service provider or the persons that may be deployed by him in this office, for claiming any regular employment in this office or any other Government Office. The Service Provider should also obtain a written undertaking from the persons deployed by him to work in this office that they are fully aware that their deployment to work in this office does not confer any right on them for claiming any regular employment in this office or any other Government Office. Attested copy of such undertaking has to be submitted to the Department at the time of signing of contract.

44. The offer should remain valid for ~~03~~(three) months from opening of financial bid and allotment of the tender. During the validity period of the offer, the bidder should not withdraw /modify the offer in terms of price and other terms and conditions quoted in the Technical or Financial Bids. The bidder is required to submit an undertaking on non-judicial stamp paper of requisite value duly signed, that the bidder shall not back out/cancel the offer/ offers made to the Office of Joint Commissioner of Income Tax (ReFAC) (AU)-1(4), Ludhiana during the validity period.

45. Tender is likely to be rejected because of non-fulfilment of any of the above terms.

46. If at any stage it is found that any of the details documents furnished by the bidder is false/misleading/fabricated, his/her bid would be liable for cancellation without intimation to the bidder. 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.

47. The tenderer should enter into agreement on Rs. 100/- stamp paper and the cost of stamp paper is to be borne by the tenderer.

48. Arbitration:-

(a) In the event of any question, dispute or difference arising under this agreement or in connection therewith, except as to matter the decision of which is specifically provided under this agreement, the same shall be referred to sole arbitration of Joint Commissioner of Income Tax (ReFAC) (AU)-1(4), Ludhiana Joint Commissioner of Income Tax (ReFAC) (AU)-1(4), Ludhiana or in case his/her designation is changed or his/her office is abolished then in such case to the sole arbitration of the officer for the time being entrusted whether in addition to the functions of Joint Commissioner of Income Tax (ReFAC) (AU)-1(4), Ludhiana or by whatsoever designation such officer may be called (hereinafter referred to as the said officer) and if the Joint Commissioner of Income Tax (ReFAC) (AU)-1(4), Ludhiana or the said officer is unable or unwilling to act as such the sole officer. The agreement to appoint an arbitrator will be in accordance with the arbitration and conciliation Act, 1996.

(b) There will be no objection to any such appointment that the arbitrator is a Government servant or that he/she has to deal with the matter to which the agreement relates or that in the course of his/her duties as Government Servant he/she has expressed views on all or one of the matters under dispute. The award of the arbitrator shall be final and binding on the parties. In the event of such arbitrator to whom the matter is originally referred, being transferred or vacating his/her office or being unable to act for an reasons whatsoever such Joint Commissioner of Income Tax (ReFAC) (AU)-1(4), Ludhiana or the said officer shall appoint another person to act as arbitrator in accordance with terms of the agreement and the person so appointed shall be entitled to proceed from the stage at which it was left out by his/her predecessors.

(c) The arbitrator may from time to time with the consent of parties enlarge the time for making and publishing the award. Subject to aforesaid Arbitration and Conciliation Act, 1996 and the Rules made there under, any modification thereof for the time being in force shall be deemed to apply to the arbitration proceedings under this clause.

(d) The venue of the arbitration proceeding shall be the office of Joint Commissioner of Income Tax (ReFAC) (AU)-1(4), Ludhiana or such other places as the arbitrator may decide.

49. Fast tag is compulsory.

9. Court Jurisdiction:-

All disputes arising out of or in any way connected with the agreement shall be deemed to have arisen at Ludhiana and only court in Ludhiana shall have jurisdiction to determine the same.

Read Over and Accept the Terms and conditions



**(Nakul Agrawal)**  
Joint Commissioner of Income Tax,  
(ReFAC) (AU)-1(4), Ludhiana

ANNEXURE-III

(TENDER ACCEPTANCE LETTER)

To

The Addl. Commissioner of Income Tax  
(ReFAC) (AU). -1(4).  
Aaykar Bhawan, Rishi Nagar, Ludhiana .

Sir/Madam,

Subject:- Acceptance of Terms & Conditions of tender.

Tender Reference No: \_\_\_\_\_

Name of Tender/Work: \_\_\_\_\_

1. I/We have downloaded/obtained the tender document(s) for the above mentioned tender from the web site(s) namely as per your advertisement, given in the above mentioned website(s).
2. I/We hereby certify that I/we have read the entire terms and conditions of the tender documents (including all documents like annexure(s) the pages of the terms & condition). I/we shall abide by the terms/conditions/ clauses therein.
3. The corrigendum(s), issued from time to time by your department have also been taken into consideration, while submitting this acceptance letter.
4. I/We hereby unconditionally accept the tender conditions of above mentioned tender document(s)/corrigendum(s) in its totality/entirety.
5. I/We do hereby declare that we have not been blacklisted/ debarred by any Gov. Department/ Public sector undertaking.
6. I/We certify that all information furnished by me/us/our firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department shall without giving any notice or reason thereof, shall summarily reject the Bid, without prejudice to any other rights or remedy.

Your Sincerely

Name & signature with stamp (if any) of Bidder

Income Tax					
Technical Bid					
Name of Work			Hiring 01(One) Vehicle		
1	Name of the organization/ Firms with Full address with Pin Code, Phone No., Fax No. and email etc				
2	Name of the Proprietor/ Partners/ Directors and Address of Owner Phone/Mobile No.				
3(a)	PAN of the concern (Please attach 2 self-attested copies of the PAN)				
3(b)	Copy of the Income Tax Return filed for last 3 years to be attached.				
4	Details of previous experience in Govt. Departmental/Public Sector Units.				
5	Registration Number of Tenderer/ Concern with GST Department: (Attested photo copy of registration certificate should be attached.				
6	Registration Number of Tenderer/ Concern with Government Department: (Attested photo copy of registration certificate should be attached.				
7	Details of pending legal disputes relating to providing of vehicles, if any				
8	Details of the DD for Rs. 5,000/- (EMD) (Copy to be attached)				
9	Whether you or any of your relatives are working in the Income Tax Department (Yes/No)				
10	Any other information to be considered				
11	Details of vehicles offered:				
	<b>Category</b>	<b>No. of Vehicles required</b>	<b>Detail of the Vehicles offered for hire (Model/ Year/ Vehicle No/Colour etc.)</b>	<b>Fuel Type</b>	<b>Year of Manufacture</b>
	Operational Vehicle	1(one)			

**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.

**FINANCIAL BID**

<b>Name of Work</b>		<b>Operational vehicle</b>
<b>Name of the firm/agency/company</b>		
1	Name & address of the registered company/firm/ agency	
2	Name & address of the owner/partner/proprietor with phone number/ mobile number	
3	Vehicle Name	
4	PAN No. of Concern	
5	GST Registration No.	
6	Telephone Nos.	
7	Fax No.	
8	Email ID	
9	Name and address of Proprietor/partner/ Director	
10	<b>PAN No.</b>	
11	<b>Type of Vehicle / Model/ (Year of manufacture should be specified)</b>	
11(i)	Rate per month (Excluding GST) (In words also)	
11(ii)	Rate per KM beyond 2000 km per month	
11(iii)	Remarks if any	

**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.

## **Annexure- VI**

### **INSTRUCTIONS FOR ONLINE BID SUBMISSION (On Tenderwizard Portal)**

The bidders are required to submit soft copies of their bids electronically on the Tenderwizard Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the Tenderwizard Portal, prepare their bids in accordance with the requirements and submitting their bids online on the Tenderwizard Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at [www.tenderwizard.com/INCOMETAX](http://www.tenderwizard.com/INCOMETAX).

#### **REGISTRATION:**

- 1) Bidders are required to enrol on the e-Procurement module of the Public Procurement Portal (URL: <https://www.tenderwizard.com/INCOMETAX>) with clicking on the link "Online bidder Registration" on the Tenderwizard Portal by paying the Registration fee of Rs. 2360/-year charge.
- 2) As part of the enrolment process, the bidders will be required to choose an unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication with the bidder.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Only Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID /password and the password of the DSC / e-Token.
- 7) The scanned copies of all original documents should be uploaded on portal.

#### **SEARCHING FOR TENDER DOCUMENTS:**

- 1) There are various search options built in the tenderwizard Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender No, Department Name, Place, Date, Estimate Cost, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Department Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the tenderwizard Portal.



then you may download the required documents / tender schedules, Bid documents etc. Once you pay both fee tenders will be moved to the respective "IN-Progress" Tab. This would enable the tendervizard Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.

### **PREPARATION OF BIDS:**

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPEG formats. Bid Original documents may be scanned with 100 dpi with Coloured option which helps in reducing size of the scanned document.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "Documents Library" available to them to upload such documents. These documents may be directly submitted from the "Documents Library" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

### **SUBMISSION OF BIDS:-**

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as "DD" to pay the tender fee / EMD as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned

copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.

- 5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
- 6) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 9) Upon the successful and timely submission of bids click "Submit tender" (i.e. after Clicking "Upload Bid and Submit tender" in the portal), the portal will give a successful Tender submission acknowledgement. A bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 10) The tender summary has to be printed and kept as an acknowledgement of the submission of the tender. This acknowledgement may be used as an entry pass for any bid opening meetings.

#### **ASSISTANCE TO BIDDERS**

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender. 2) Any queries relating to the process of online bid submission or queries relating to tenderwizard Portal in general may be directed to the 24x7 tenderwizardPortal Helpdesk. The contact number for the helpdesk is "011-49424365, 805462881 and 9257209340".

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