



कार्यालय  
आयकर आयुक्त) अपील यूनिट(-2  
जालंधर

Office of the  
Commissioner of Income Tax (Appeal Unit)-2  
Jalandhar

फाइल स/आ.आ)अ.यू-2/ जालं /23-24/ 108

दिनांक : 05.09.2023

सेवा में

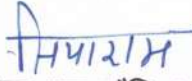
आयकर उपायुक्त(मुख्य.)(प्रशा.),  
कार्यालय प्रधान मुख्य आयकर आयुक्त, उ.प.क्षेत्र,  
आयकर भवन, सेक्टर-17E, चंडीगढ़ ।

विषय: Floating of Notice inviting tender for hiring one Seven Seater Staff  
Car for use in O/o the Commissioner of Income Tax(Appeal),  
Unit-2, Jalandhar – Regarding –

Kindly refer to the subject cited above.

2. In this regard, please find enclosed herewith "Notice Inviting tender" in r/o hiring one Seven Seater Staff Car for use in the office of the Commissioner of Income Tax(appeal), Unit-2, Jalandhar, alongwith process & Terms and condition in Annexure-I and Annexure-II respectively. Hence, it is requested that the same may be uploaded on [www.incometaxchandigarh.org](http://www.incometaxchandigarh.org).

सलंगन:उपरोक्तानुसार

  
(एस आर कौशिक)  
आयकर आयुक्त(अपील)  
यूनिट-2, जालंधर



कार्यालय

आयकर आयुक्त) अपील यूनिट(-2  
जालंधर

Office of the  
Commissioner of Income Tax (Appeal Unit)-2  
Jalandhar

Email:jalandhar.cit2.appeal.unit@incometax.gov.in

फाइल स/आ.आ)अ.यू-2/ जालं /23-24/ 108

दिनांक : 05.09.2023

**Notice Inviting Tender**

The office of the Commissioner of Income Tax(Appeal), Unit-2, Jalandhar invites sealed tenders for hiring of one seven seater staff car (White Colour Only) for the use in the office of the Commissioner of Income Tax(Appeal), Unit-2, Jalandhar. The model of vehicle should not be older than 2020 and the vehicle should be in good condition. The terms and conditions alongwith proforma for Technical and Financial Bids can be downloaded from the website [www.incometaxchandigarh.org](http://www.incometaxchandigarh.org) of Pr.CCIT, NWR, Chandigarh. The same are also available at the O/o Commissioner of Income Tax(Appeal), Unit-2, Old Wing, C R Building, Civil Lines, Jalandhar which can be collected by the interested parties upto 12.00 PM on all working days on or before 14.09.2023. The bid amount should not exceed Rs.45000/- per month (exclusive of taxes).

Interested parties may submit their quotations in person or by speed post to the office of the undersigned in a sealed cover superscribed as "Quotations for Operational Vehicle" in the prescribed format, comprising the Technical and Financial Bids (in separate sealed covers) by 11.00AM on or before 20.09.2023. The quotations would be opened by the Purchase/Tender Committee on 20.09.2023 at 04.00 PM. **The standing purchase/tender committee reserves the right to cancel or postpone the tender or reject any bid without assigning any reasons.**

  
(S.R.KAUSHIK)

COMMISSIONER OF INCOME TAX(APPEAL)  
UNIT-2, JALANDHAR

## Process

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 Commissioner of Income Tax (Appeal), Unit-2, Jalandhar. Bids will be accepted upto 11:00 A.M, on or before 20.09.2023. Bidders should submit technical bid as well as financial bid in Annexure- III & IV with prescribed self-attested supporting documents. The bids will be opened at 04:00 PM on 20.09.2023.
2. The bidder may remain present at the time of opening of the tender by the Purchase/Tender committee. The financial bids of only those bidders who technically qualify will be opened.
3. The standing purchase/tender committee shall examine the bids as per the process and terms & conditions contained in Annexure -I and II and make recommendations for hiring of vehicles from suitable bidders. The decision of the committee is final and binding.
4. The vehicle will be taken by the Income Tax Department on contract basis from the successful bidder as per General Terms and Conditions for Contractors specified in Annexure- II.
5. Where the bid is received after the due date (including on account of reasons of postal delay), the same will not be considered.
6. The successful bidder has to enter into a formal contract with the Commissioner of Income Tax (Appeal), Unit-2, Jalandhar or any officer designated by him/her on his/her behalf.
7. The Income Tax department reserves the right to cancel/postpone the tender/contract procedure without assigning any reasons there for.
8. The tenders of the parties who have withdrawn or not fully completed their earlier contracts with the department or where their earlier performance has not been found satisfactory, shall not be considered.
9. The rate quoted by the vendors should be duly signed with seal. Rate should be written both in figure and words. Any overwriting/corrections in rate should be attested by the vendors with seal.
10. The bidder should clearly indicate whether the bid amount is inclusive of taxes or exclusive.

11. If the quotations equal in all aspects are received from more than one bidder, selection will be done on following guidelines.
  - A. Preference will be given to the bidder having vehicle with lesser meter reading (vehicle travelled for lesser kilometers).
  - B. Make/Model of the Vehicle.
  - C. Rates quoted for extra Mileage.
12. TDS will be deducted as per provisions of Income Tax Act, 1961, while making payment to the service provider.
13. The hire charge will include monthly salary of driver, repairs and maintenance of vehicle insurance, petrol/diesel, oil and all other incidental expenses including all taxes, penalty, parking fees, toll charges etc.
14. The service provider and the driver shall be bound to carry out the instructions of the user whom the vehicle will be assigned as well as the Officers posted in the Headquarters.
15. The service provider shall make alternative arrangement in case the vehicle is not available for use e.g. in the case of breakdown of the vehicle or absence of the driver etc. In case of failure to provide for alternative suitable vehicle, hire charges on pro-rata basis shall be deducted from the monthly hire charges. If any vehicle does not report on time/does not report for duty at all, the user will have a right to hire a vehicle from the market and the additional cost incurred in this respect will be borne by the service provider.

### Terms and Conditions

1. The vehicle should be seven seater (Only White in Colour).
2. The Vehicle provided by contractor either be new or not be older than the year 2020 and should be in good condition. The papers of the vehicle including registration certificate/pollution certificate/Insurance/taxes etc. should be upto date and clear as per rules.
3. The vehicle will be run by the department for approximately **2200** kilometres per month for office use in Jalandhar Charge as staff car.
4. The unused kilometres of a month will be carried forward to the subsequent months till completion of every six months till the contract ends. The unused kilometres would mean the difference between agreed kilometres i.e. 2200 KMs run in a month and actual Kilometres run by a vehicle. In case, on review after six months, it is found that the vehicle has run for more than the agreed kilometres (aggregate of six months), the vendor may raise a bill for fuel charges at the mutually fixed rate.
5. The vehicle 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.
6. The driver should be well dressed (preferably in uniform) while on duty. 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 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.
  - c) The driver should be decent and well behaved. He should not have any criminal background. It shall be the responsibility of the Contractor to verify 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) All statutory compliance related to employment of the driver need to be adhered by the contractor.

- f) Dedicated driver is to be provided to employment. Any change would be permitted only in exceptional circumstances, on prior permission.
  - g) The personnel deployment 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 misbehaviour. Any damage to property be the deployed personnel shall be recovered from the contractor.
  - h) Driver shall report for duty as per directions of the controlling officer.
7. 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/office(s) of the department shall not be responsible for any such loss/damage.
  8. The contract will be for three with effect from the actual date of commencement 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.
  9. The contract can be terminated at any time without any reason, by the department or the contractor by giving 30 days' notice.
  10. During the period of contract, no request shall be entertained for hike in the agreed rates due to any reason.
  11. The contractor shall provide replacement of vehicles within one hour in case of breakdown or servicing. In case replacement is not provided, the Income Tax department will book similar vehicles from alternative sources and the expenses so incurred will be recovered from the monthly bill of the contractor.
  12. The basic fixed monthly hire charges shall cover the fare charges for vehicles repairs and maintenance, insurance, permit, driver's salary and allowance including night bhatta, toll charges, etc. No request for any extra payment would be entertained.
  13. The vehicle taken on hire would have to be parked either in office premises or at the premises of the officer to whom the vehicle is allotted/or at his/her discretion.
  14. 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 contact, in case of any problem faced with regard to service being provided by such contractors on day to day basis.

15. A penalty of Rs.1000/- (Rs. One thousand only) per day per vehicle may be levied if any vehicle fails to meet the terms and conditions prescribed here in above on any day. The penalty for some of the defaults is an under:-
- |  |                                      |
|--|--------------------------------------|
| i) Late Reporting                        | 50% of the penalty, i.e.<br>Rs.500/- |
| ii) Non-reporting                        | Rs.1000/-                            |
| iii) Poor maintenance of vehicles        | 50% of the penalty, i.e.<br>Rs.500/- |
| iv) Change of drivers without permission | Rs.500/- per instance                |
| v) Refusal of duties                     | Rs.1000/- per instance               |
16. Any violation of the aforementioned terms and conditions may lead to termination of contract without any notice by the department.
17. If the performance or conduct of the contractor is found to be unsatisfactory or detrimental to the interests of department, he shall be blacklisted and debarred from entering any future tender process by the department.
18. In case of dispute regarding interpretation of any term or condition of the tender/contract, the decision of the Commissioner of Income Tax (Appeals)-2, Jalandhar will be final.

## Technical Bid Document

1	Name of the proprietor / Registered Firm / Company	
2	PAN and GST / Service Tax Registration No	
3	Address of the concern (with Telephone No. FAX & e-mail)	
4	Name and address of the Partner / director (with mobile No.) in case of Firm / Company)	
5	Contact Person(s) Name & Mobile Number	
6	No. of years of experience in providing vehicles in Govt. Departments / Public Sector Units	
7	Names and addresses of the parties with Contact No. to whom vehicles were given on hire.	
8	Whether blacklisted by the Central / State / UT Govt or any such Govt Organization including PSYs etc.	
9	Details of vehicles (Make, petrol / diesel Year of purchase, Number and Date of Registration.	
10	Any other remarks	

Signatures of the Owner / Authorized Signatory \_\_\_\_\_

Full Name \_\_\_\_\_ Name of Bidder \_\_\_\_\_

Phone: Land Line \_\_\_\_\_ Mobile No. \_\_\_\_\_

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 I 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)



**FINANCIAL BID DOCUMENT**  
**RATE QUOTATION**

[To be signed and submitted to the Commissioner of Income Tax (Appeal),  
Unit-2, Jalandhar]

**1. Particular of Bidder**

1	Name of the proprietor / Firm / Company	
2	Address of the Concern / Individual	
3	Telephone No. / Mobile / e-mail	

**2. Rates for Vehicles and their models**

	Type of Vehicle Make / Model	Basic fixed monthly rent for 2200 KMs. Per month	Rate for extra Mileage above 2200 KMs.
1			
2			
3			

**4. Whether rate quoted inclusive of taxes:** Yes / No

Signature of Authorised Signatory

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

Mobile No. \_\_\_\_\_

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

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

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