



**GOVERNMENT OF INDIA
INCOME TAX DEPARTMENT**

**Office of the Joint Commissioner of Income Tax, Panipat Range,
Panipat,**

Aayakar Bhawan, Sector -6, Huda, Panipat Tel.: 0180-2640444 E.mail-panipat.dcit@incometax.gov.in

F.No. Jt.CIT/PNP/Tender/2020-21/ 745

Date: 15/07/2020

NOTICE INVITING TENDERS

The Joint Commissioner of Income Tax, Panipat, Range Panipat invites tenders for hiring One mid size new vehicle i.e. **Maruti Ciaz** or any other vehicle in similar mid size segment(model 2019) (**preference will be given to Maruti Ciaz, white**) for the office of the Jt. Commissioner of Income Tax, Panipat, Range Panipat.

The last date of receipt of bids is 22.07.2020 (11:30 A.M.) and bids will be opened on 23.07.2020 (03:30PM) in the office of Assistant Commissioner of Income Tax(HOO), Panipat.

The tender documents alongwith the instructions and terms & conditions are available with Income Tax Officer (DDO) at office of the Joint Commissioner of Income Tax, Range Panipat, Room No. 208, 2nd Floor, Aayakar Bhawan, Sector 6, Panipat which can be collected by interested parties at 11:00 AM on all working days or can be downloaded from the website <https://incometaxchandigarh.org> . The prospective tenderers are advised to check the eligibility criteria thoroughly before applying for the Tender. Bids will be received through e-tendering only.

The tenderer should register and apply through online mode only on e-Tendering portal www.tenderwizard.com/INCOMETAX. No other mode of application for tender will be entertained. The online bids can be submitted through the e-Tendering portal www.tenderwizard.com/INCOMETAX up to 22.07.2020 till 11:30 AM.

The decision upon the bids received shall be communicated to the bidders through online e-Tendering portal only. This office reserves 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 reasons. The decision of the Local Purchase Committee, Panipat in this regard shall be final and binding on all.

Sd/-

(Sangita Satsangi)

Assistant Commissioner of Income Tax (HOO)

Panipat



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E.mail-panipat.dcit@incometax.gov.in

**NOTICE INVITING TENDER FOR ONE OPERATIONAL VEHICLE FOR THE
OFFICE OF THE JOINT COMMISSIONER OF INCOME TAX,
PANIPAT RANGE, PANIPAT**

NIT No. :	:	Jt. CIT/PNP/Tender/2019-20/745
NIT Issue Date	:	15/07/2020
Last Date and time of Bid Submission	:	22/07/2020 at 11:30A.M.. (online & in original)
Due Date, time & venue of opening Technical Bid	:	23/07/2020 at 11:30 hrs.
Due Date, time & venue of opening Financial Bid	:	23/07/2020 at 3:30 hrs. (online & in original)

Sd/-
(Sangita Satsangi)
Assistant Commissioner of Income Tax (HOO)
Panipat

Annexure-I

General Terms and Conditions for Bidders

1. The bidder has to submit both Technical and Financial bids online on www.tenderwizard.com/INCOMETAX. Bids will be accepted upto 22/07/2020 (11:30 AM). Bidders should submit technical bid as well as financial bid in Annexure-III & IV with prescribed supporting documents. The technical bids will be opened on 23.07.2020 [11:30 AM) and financial bids on 23.07.2020 at 03:30 PM.
2. The bidder may remain present at the time of opening of the bids by the Purchase Committee. The financial bids of only those bidders who technically qualify will be opened.
3. 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.
4. Where the bid is received after the due date, will not be considered.
5. The successful bidder has to enter into a formal contract with the Jt. Commissioner of Income Tax, Panipat Range, Panipat 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. 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.
8. If the quotations equal in all aspects 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 vehicle with lesser meter reading (vehicle travelled for lesser kilometres.)
9. TDS as per I.T. Act, 1961 and GST will be deducted, while making payment to the service provider. Bidder should have PAN and GST No.
10. 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, fine, parking fees etc.
11. The service provider and the driver shall be bound to carry out the instructions of the user to whom the vehicle will be assigned as well as the Officers posted in the Headquarters.
12. 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 alternatives suitable vehicle, hire charges on pro-rata basis shall be deducted from the monthly hire charges. If any vehicle 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.
13. The Maximum rate for hiring the vehicle is Rs.50,000/- per month exclusive of all taxes and charges.

14. The bids received from the person who have already terminated the similar agreement with the Income Tax Department or the person whose agreement has been terminated by the Income Tax Department by giving on month notice, are not eligible and their bids will be rejected.

2. The vehicle provide by contractor at per the agreement should be white in colour.
3. The vehicle must be in good working condition. The vehicle will be run by the department for approximately 2500 kilometers per month for use of Office of Asstt. Commissioner of Income tax as operational staff vehicle. The unused kms of month will be carried forward to the subsequent month till the contract ends. The unused kilometers would mean the difference between agreed kilometers i.e. 2500 kms run in a month and actual kilometers run by a vehicle. Payment for the mileage in excess (after the offset mentioned above) will be made at the rate of Rs.10/- Per Km at the end of the year or the month in which the vehicle runs beyond 2500 kms.
4. 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 or charges from the bill on pro-rata basis.
5. The driver should be in uniform (white pants, white shirt and black shoes) while on duty at per guidelines of ITO. 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 shall 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) The driver should have knowledge of city routes and should be able to communicate and understand both in Hindi and English.
6. All statutory compliance related to employment of the driver need to be adhered by the contractor.
7. Dedicated driver is to be provided to the Department. Any change would be permitted only in exceptional circumstances, on prior permission.
8. The personnel deployed by the Contractor shall maintain decency, peace and order during deployed with the department. He shall behave cordially with all the officer/employees of the department, other personnel working for the department and the visitors of the office/residential premises. The whole personnel would be required to be immediately replaced by the Contractor on receipt of intimation. Any damage to property by the deployed personnel shall be recovered from the Contractor.
9. Driver shall report for duty as per direction of the controlling officer.
10. Driver shall not be absent from duty without prior intimation of the controlling officer.

5. All the claims, damages arising out of accident, if any, shall be settled by the Contractor. The responsibility for loss/damage or property due to accident or theft shall be borne by the Contractor.

Annexure -II

Terms & Conditions

1. The vehicle shall be a new mid size new vehicle i.e. Maruti Ciaz or *any* other vehicle in similar mid size segment.
2. The vehicle provide by contractor as per the agreement should be white in colour.
3. The vehicle must be in good working condition. The vehicle will be run by the department for approximately 2500 kilometers per month for use of Office of Asstt. Commissioner of Income tax as operational staff vehicle. The unused Kms of month will be carried forward to the subsequent month till the contract ends. The unused kilometres would mean the difference between agreed kilometres i.e. 2500 Kms run in a month and actual kilometres run by a vehicle. Payment for the mileage in excess (after the offset mentioned above) will be made at the rate of Rs.10/- Per Km at the end of the year or the month in which the vehicle runs beyond 2500 Kms.
4. 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.
5. The driver should be in uniform (white pants, white shirt and black shoes) while on duty as per guidelines 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 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) 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 deployed by the Contractor shall maintain decency, peace and order during deployed with the department. He shall behave courteously with all the officer/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 to property by the deployed personnel shall be recovered from the Contractor.
 - i) Driver shall report for duty as per directions of the controlling officer.'
 - j) Driver shall not be absent from duty without prior permission of the controlling officer.
6. All the claims/damages arising out of accident, if any, shall be settled by the Contractor. The responsibility for loss/damage or property/life due to accident of the vehicle/driver

shall be of the Contractor. The Department/officer(s)/officials(s) of the Department shall not be responsible for any such loss/damage.

7. The contract will be for two years 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.
8. The contract can be terminated at any time, without assigning any reasons, by the Department or the Contractor by giving 30 days notice.
9. During the period of contract, no request shall be entertained for hike in the agreed rates due to any reason.
10. The vehicle shall have comprehensive insurance and fitness as per RTO Rules.
11. The contractor shall provide replacement of vehicle within one hour in case of breakdown or servicing. In case replacement is not provided, the Income Tax Department will book similar vehicle 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 fuel charges for vehicle, 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 the 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 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.
15. A penalty of Rs.2000/- (Two Thousand) per day per vehicle may be levied if any vehicle fails to meet the terms and conditions prescribed hereinabove on any day. The penalty for some of the defaults is as under :-

(i)	Late Reporting	50% of the penalty i.e. Rs.1000/-
(ii)	Non-reporting	Rs.2000/-
(iii)	Poor maintenance of vehicle	50% of the penalty i.e. Rs.1000/-
(iv)	Change of drivers without permission:	Rs.1000/- per instance
(v)	Refusal of duties	Rs.2000/- per instance
16. Any violation of the aforementioned terms and conditions may lead to termination of contract without any notice by the department.
17. In case of dispute regarding interpretation of any term or condition of the tender/contract the decision of the Jt.Commissioner Income Tax, Range Panipat will be final.

ANNEXURE-III

TECHNICAL BID (To be uploaded in attached excel file only)

Name of Work	Hiring 01(one) vehicle
Name of the Firm	
1. Name and Address of registered agency	
2. Name and Address of Owner Phone/Mobile No.	
3. PAN & Service Tax Registration (copies to be annexed)	
4. Details of previous experience in Govt. Departmental/Public Sector Units	
5. Details of Vehicles (Make, Petrol/Diesel year of purchase, number & date of registration	
6. Any other remarks	
7. Whether blacklisted by the Central/State/UT Govt., or any Govt. Organisation including PSUs etc	

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-IV

FINANCIAL BID(To be uploaded in attached excel file only)

Name of Work		Hiring 01(one) vehicle
Name of the Firm		
1.	Name and Address of registered agency	
2.	Name and Address of Owner Phone/Mobile No.	
3.	Vehicle Name	
4.	Monthly Rate (for upto 2500 KM) (should not exceed Rs. 50,000/-)	
5.	Extra KM Charges (above Rs. 2500 KM)	
6.	Any other remarks :	

INSTRUCTIONS FOR ONLINE BID SUBMISSION (by 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.

REGISTRATION:

- 1) Bidders are required to enroll 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 DSC"s 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.
- 2) Once the bidders have selected the tenders they are interested in, you can pay the the form fee by DD only and processing fee(NOT REFUNDABLE) by net-banking / Debit / Credit card 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 tenderwizard 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 tenderwizard Portal Helpdesk. The contact number for the helpdesk is "011-49424365, 805462881. 9257209340".

(Sangita Saksena)

Assistant Commissioner of Income Tax (NO)

Panipat