



भारत सरकार  
GOVERNMENT OF INDIA  
वित्त मंत्रालय  
MINISTRY OF FINANCE  
आयकर विभाग  
INCOME TAX DEPARTMENT

Deputy Director of Income Tax (Inv.), Parwanoo  
Floor-1, Himuda Commercial Complex, Sector-2 Parwanoo.  
Distt. Solan, Himachal Pradesh - 173220, Ph. No. 01792-294110  
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Dated: 25.10.2021

F. No. DDIT/Inv/Pwn./2021-22/ 393

### Short Term E-Tender-Notice for hiring of Operational Vehicle


Sealed bids/quotations are invited from reputed parties/vendors having experience to provide the operational vehicle to the Govt. offices for providing of one operational Vehicle for official use for Deputy Director of Income Tax (Inv.), Parwanoo at Floor-1, Himuda Commercial Complex, Sector-2 Parwanoo District Solan, Himachal Pradesh - 133302.

For the operational Vehicle. The type, the hiring charges and details of mileage to be run is summaries as under. However, instructions and terms & conditions are attached separately as per annexure -A

Sr. No.	Category	No. of Vehicles to be hired	Vehicle Required	Model to be prepared	Mileage to be run per month	Maximum hiring monthly charges permissible
1.	Operational Vehicle for the use of the O/o the Deputy Director of Income Tax (Inv.), Parwanoo	1(One)	SUV (Preferable Innova Crysta)	Year 2020 onwards	2500 KMs	50,000

It is requested that the interested party must read the terms & conditions before furnishing the sealed bid/quotations for the purpose supra.

Further, it may be ensured that Sealed Bids/ Quotations must reach to office of the Addl. DIT Panchkula/ undersigned by 29.10.2021 at 11:30AM no case will be entertained after the expiry of time & date prescribed above. Further, more the sealed bid/ quotation will be opened before the purchase committee for this office on the 29.10.2021 at 3:00 PM and outcome will be communicated for the purpose to the concerned party as approved by the purchase committee of this office on the basis of term & conditions. The purchase committee reserves the right to conceal any bid not found fit for as per T&C no intimation will be given in this regard. For any kind of dispute the judicial jurisdiction vest with the district Panchkula.

  
Narender Singh, I.R.S.  
Deputy Director of Income Tax (Inv.),  
Parwanoo.

One copy of the notice to be affix on Notice Board of this office

## Terms & Conditions :

1. The bid shall consist of two parts- Technical Bid ( Annexure-A) and Price Bid (Annexure \_B). Both bids are to be placed in two separate sealed envelopes ( clearly super scribing " Technical Bid" and " Price Bid") which turn are to be placed in one sealed cover. Bids of all the parties whose price bid are not in a separate sealed cover or the rates/hiring charges quoted by them find mention in their Technical bid shall be rejected forthwith. The form of for both the technical and price bids should be completely filled up. The price bids of only those parties shall be opened whose Technical bids are found to be eligible as per terms and conditions mentioned in the documents. Financial Bids may be given for one or more vehicles. The number of vehicles for which bid offered should be specified clearly in both Annexure 'A' and 'B' in figure and words:

### A. Eligibility Criteria

- (i) The bidder should have experience of supplying cars. Preference will be given to bidder who are or have supplied cars to Government offices or public sector undertaking.
- (ii) The bidder should clearly state that he is capable of supplying the required vehicle by the date assigned by the department to supply the same.

B. Price Bid :- The price bid should be submitted in the form given in Annexure-B. Following points should be taken into consideration while making price bids.

- (i) In the price bid, the bidder should quote the hiring charges per month exclusive of service tax and other Govt. levies. For 2500Kms ( Reckoned from place of reporting to place release of vehicle ) and 360 Hrs. ( reckoned from time of reporting to the time of release ) usage of vehicle in a month .The details of service tax and other levies should be specified separately.
- (ii) The charges of additional hours after 360 Hours and additional distance traveled by vehicle beyond 2500kms. In am month should also be specified by the bidder.
- (iii) The un-utilized mileage kilometers will be carried forward to the next month and this will be continued till the end of one year.
- (iv) All the rates must be written both in figure as well as in words. Corrections, if any , should be authenticated by countersigning.
- (v) The time & distance is to be calculated from the time and place of reporting to the time and place of release of the vehicle

### 2. General Terms and Conditions

- (i) Deputy Director of Income Tax (Inv.), Parwanoo ( hereinafter referred to as DDIT ) reserves the right to postpone or extend the date of receipt/ opening of quotations or to cancel the entire process, without assigning any reason thereof

- ii. The vehicle must have valid permit for running on hire. It should be insured as per existing laws and rules at all terms. The insurance charges, licensee charges for running on hire, road tax etc. will not be borne or reimbursed by the Govt. However, toll taxes, if any will be reimbursed on producing vouchers.
- iii. The vehicle shall be for the exclusive use of Income Tax Department (hereinafter referred as department). During the period of the contract with the department, the vehicle shall not be used by the owner or contractor for any other purpose, such as plying for other parties or for personal use etc.
- iv. During the period of contract, the vehicle shall be at the disposal of the department on all days. The vehicle can be called at any time. The vehicle would remain at the disposal of the department for all seven days in a week during the entire contract period. The vehicle should not be used by the contractor or driver for any other organization or individual either during day or night during the entire contract period.
- v. All expenses relating to salary and allowance of the driver, overtime payment, maintenance of vehicle, insurance, petrol/ diesel, oil or any other expenditure related or incidental to the vehicle and the driver will be borne by the contractor. The department will pay only hire charges for the vehicle.
- vi. All legal obligations in respect of the vehicle i.e. Insurance, Road Tax, RTO registration and permission etc. and salary etc. in respect of the driver should be fulfilled and borne by the contractor and will be the sole responsibility of the contractor.
- vii. The vehicle should be maintained neat and clean and in perfect running condition and provided with seat cover and curtains.
- viii. In the event of emergency breakdown of a vehicle or absence of driver, the contractor shall make alternative arrangement by providing a substitute vehicle and driver. In case of failure to do so, the department would have a right to hire a vehicle from the market and the additional cost incurred by the department will be borne / reimbursed by the contractor. In case neither a substitute vehicle is provided nor a vehicle is hired by the department, proportionate hire charges will be deducted.
- ix. The driver deployed by the contractor should fulfill following conditions:
  - a. The driver should have valid driving license with the minimum experience of three years of driving the class of vehicle offered for hire.
  - c. The driver of a particular vehicle should not be frequently changed.
  - d. Driver on duty should be provided with mobile phone by the contractor, at his cost, for easy communication. The expenses for mobile phone shall not be borne by the department.
  - e. Driver should be decent and well behaved. The driver should not have criminal antecedents and it shall be responsibility of the contractor to verify his

background before deployment. The conduct of the driver will be sole responsibility of the contractor and in this regard, department shall not be responsible in any manner, whatsoever.

- x. In case of non-compliance of the driver deployment conditions of contract, a penalty may be levied on the basis of certificate signed by the Controlling Officer. The penalty for some of the defaults is as under:

S.N.	Nature of default	Penalty Rs.
1.	Late Reporting	Rs. 100/- per day
2.	Non reporting	Rs. 500/- per day
3.	Refusal of duties	Rs. 500/- per instance
4.	Change of vehicle /drivers without prior intimation	Rs. 200/- per instance

- xi. The contractor and driver shall be bound to carry out the instructions of the department as well as of the controlling Officer of the vehicle.
- xii. In case of any accident, all the claims / damages arising out of it shall be met by the contractor. The contractor shall be responsible for any loss / damages to property or life because of negligence of driver or poor maintenance of vehicle or due to an accident. The department shall not be responsible for any such loss/ damage.
- xiii. The contractor shall provide dedicated vehicle and driver to the department. Any change in vehicle and /or driver should be made only in exceptional circumstances and with the prior intimation to and approval of the department.
- xiv. The contractor shall be responsible for the suitability, medical fitness and police verifications of the character and antecedents of the manpower engaged by it for deployment and for satisfactory implementation of the service.
- xv. The contractor is required to fulfill the various conditions stipulated by law, Government orders/ notifications etc. in respect of hiring and safety of vehicle.
- xvi. The department shall not make any payment other than the agreed Hire charges. No increase in the hire charges shall be considered during the period of contract for any reason.
- xvii. Within the premises, the contractor's personnel / driver shall not do any private work other than the assigned duties.
- xviii. The contractor shall ensure that peace and order is maintained in the premises of the department by his employees.
- xix. The contractor or his representative would ensure that all his personnel / driver would behave courteously and decently with the officers /officials of the Income Tax Department and also ensure good manners.

Xx. The contractor shall submit copies of the registration certificate and insurance policies of the vehicle being offered for hire and particulars of the drives with photograph.

Xxi The successful bidder shall be required to produce the vehicle in the office for physical verification /inspection before deployment.

Xxii The vehicle should carry a designation plate as decided by the department and for which no separate payment shall be made. The designed plate should be covered when the concerned officer is not occupying the vehicle.

Xxiii Driver deployed by the vendor needs to have experience in driving vehicles for the Income tax department previously at least for 2 years Also, driver need to be well versed with the roads in Haryana/H.P State(s). Such details about the driver may be provided along with tender document.

Xxiv The vendor needs to have experience of running vehicle for the department at least 3 years.

3. Terms of payment:-

1. The contractor will submit the monthly bill in triplicate enclosing the summary sheet within three days of the end of the month which should be duly verified by the controlling officer for the each vehicle Payment will be released after making necessary verification.

2. Income Tax Department, Parwanoo shall release due amount after making recoveries, if any during the month through crosses account payee cheque in favour of contractor, subject to deduction of tax at source.

3. Any violation of aforementioned terms and conditions may lead to termination of the contract without any choice.

4. In case of any dispute or question of interpretation of any condition laid down in the tender documents, the decision of the DDIT(Inv) Parwanoo / Addl DIT(Inv) Chandigarh shall be final.

4. Bid Evaluation :-

1. The bids of each bidder will be averaged for the number of vehicles offered for the monthly hire charges for 2500 KMs. The lowest bidder on this basis will be categorized as L1 and subject to satisfaction of other prescribed conditions be awarded the contract, for the number of vehicles offered. If the number of vehicle offered by L1 is less than 4 , the remaining number of vehicles will be offered to second lowest bidder (L2) at the prices offered by L1. If L2 doest not accept the offer within two days, the offer shall be made to L3 and so on.
2. In case two or more bidders quote the same price the bidder offering more number of vehicle and the more Kms. Above 2500 Kms will be preferred.
3. If both (i) and (ii) are same, the order will be awarded to the bidder with higher turnover as per Income Tax Return for the A.Y. 2021-22

**ANNEXURE-I**

**TECHNICAL BID**

1.	Name of the Proprietor/ Registered Firm/ Company	:	
2.	(a) Address of concern	:	
	(b) Telephone Numbers	:	
	(c) Fax Numbers	:	
	(d) E. Mail	:	
	(e) Mobile Numbers	:	
3.	Name, address and contact No.s of the partners/ Directors (in case of firm / company).	:	
4.	No. of years of experience in providing services	:	
5.	Enclose the attested copies of trade license and Bank statement containing the details of bank account No., Bank and Branch name, Branch code, IFSC code and MICR code.	:	

6. Details of vehicles that can be provided to the Department:

Sl. No.	Make & Model of Vehicle	Year of Mfg. (Month & Year)	Registration No. of vehicle	Whether copy of RC Book submitted

7. List of Clients details ( Please attach copies of work orders ) in the following format :

S. No.	Name and Address of the client	Name & Address of the contact person	Period for which the Vehicles were/are given on hire	Number of Vehicle given on hire
1.				
2.				

8.	Permanent Account Number ( Please attach Photocopy of PAN card and latest I.T. return)		
9.	GST Registration No.		
10.	Details of DD towards cost of tender form ( Attach DD in case of downloaded form also )		

11. Details of EMD in the following format:

DD/Bankers Cheque No.	Date	Name of the Bank	Amount

#### 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 and deviation is found in the above statement at any stage, the bidder/company will be blacklisted and will not have any dealing with the O/o the Addl DIT(Inv) Chandigarh/DDIT(Inv) Parwanoo.

Place :

Signature of the Applicant

Date :

( Name of the Applicant )

**ANNEXURE-II**

**FINANCIAL BID**

1.	Name and Address of the concern	:	
2.	Contact person's Mobile No. & E. Mail address	:	
3.	Rates for various staff cars vehicles & their models (Exclusive of GST)		
	<b>Sl. No.</b>	<b>Vehicle Make</b>	<b>Vehicle model (Month &amp; year of Manufacturing)</b>
			<b>Amount (in rupees)</b>
4.	GST (%) charges	:	

**Note:** Bid will be finalized on the basis of amount quoted against Sl.No.3 only.

Place:

Signature of the Applicant

Date:

(Name of the Applicant)