



भारतसरकार

GOVERNMENT OF INDIA
INCOME TAX DEPARTMENT

कार्यालय उप आयकर निदेशक (अन्वे) पटियाला
तीसरी मंजिल, आयकर भवन, पटियाला
E-mail: patiala.ddit.inv@incometax.gov.in

O/o Dy. Director of Income Tax (Inv.) Patiala,
3rd Floor, Aayakar Bhawan, Patiala.
Phone & Fax No: 0175-2213170

फा.स.उप: आ: नि: (अन्वे)/ पटियाला /2021-22/ 546

दिनांक: 11/10/2021

NOTICE INVITING TENDER

The office of Deputy Director of Income Tax (Investigation), Aayakar Bhawan, Near Leela Bhawan, Patiala invites online bids/ quotations in two bid system (Technical & Financial) for hiring vehicle with driver on monthly basis for operational use as shown below:

Sr. No.	Category	No. of vehicle to be hired	Vehicles	Model	Maximum permissible monthly charge
1.	Operational Vehicle for the use of Deputy Director of Income Tax (Investigation)	1 (One)	7/8 seater SUV car (Diesel/Petrol)	Latest	Rs. 50,000/-

The tender documents along with instructions and terms & conditions can be downloaded from the website www.incometaxchandigarh.org till **02:00 PM on 22.10.2021**. The prospective bidders are advised to check the eligibility criteria thoroughly before applying for the tender. Bids shall be received through e-tendering only.

The bidder should register and apply through online mode only on e-tendering portal www.tenderwizard.com/INCOMETAX. No other mode of application for tender shall be entertained. The online bids can be submitted through the e-tendering portal www.tenderwizard.com/INCOMETAX upto **08:00 PM on 22.10.2021**.

Date & Time of online opening of quotations is **25.10.2021 at 11:00 AM**. Opening of tender bids will be done online at e-tendering portal www.tenderwizard.com/INCOMETAX only.

The decision upon the bids received shall be taken by the Competent Authority and the same shall be communicated to the bidders through the 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 reason. The

decision of the Principal Commissioner of Income Tax (Central), Ludhiana in this regard shall be final & binding on all.

Anmoldeep Singh

(Anmoldeep Singh)
Deputy Director of Income Tax (Investigation)
Patiala



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फा.स.उप: आ: नि: (अन्वे)/ पटियाला /2021-22/ 546

दिनांक: 11/10/2021

**Notice Inviting E-Tender for One Operational Vehicle for the Office of
Deputy Director of Income Tax (Investigation), Patiala**

Item	Description
Name of the Hirer	Deputy Director of Income Tax (Investigation), Patiala
Tender Inviting Authority	Pr. Commissioner of Income Tax (Central), Ludhiana
Tender Reference Number	उप: आ: नि: (अन्वे)/ पटियाला /2021-22/ 546
NIT Issue Date	11.10.2021
Name of the Tender/ Work	Hiring of Operational Vehicle
Date & Time for downloading of tender documents	Till 02:00 PM on 22.10.2021
Date & Time of bid submission	22.10.2021 by 08:00 PM
Date & Time of opening of quotations	25.10.2021 at 11:00 AM
Period of Hiring	01.11.2021 to 31.10.2022

2. Tender documents can be downloaded from the Department's website www.incometaxchandigarh.org. Aspiring bidders who have not enrolled/registered on e-tendering portal www.tenderwizard.com/INCOMETAX should enroll/ register before participating through the website www.tenderwizard.com/INCOMETAX. Bidders are advised to go through instructions provided at Annexure- VI regarding online bid submission.

3. Bids shall be submitted online only at the e-tendering portal www.tenderwizard.com/INCOMETAX. Bid documents may be scanned with 100 dpi with black & white option which helps in reducing size of the documents.

- Bidders can access tender documents on the website, fill them with all the relevant information & submit the complete tender document into electronic tender on the e-tendering portal www.tenderwizard.com/INCOMETAX.

- Tenders and supporting documents shall be uploaded only through e-tendering portal www.tenderwizard.com/INCOMETAX
- Tenderer who has downloaded the tender from the e-tendering portal www.tenderwizard.com/INCOMETAX, shall not tamper with/ modify the tender form including downloaded price bid template in any manner. In case, if the same is found to be tampered with/ modified in any manner, tender will be completely rejected & tenderer is liable to be banned.

4. Tender shall be submitted online & in two parts i.e. Technical Bid & Financial Bid, along with all the tender documents evidencing (i) GST Registration Number of the bidder, (ii) Details of registration with the PF Authorities, (ii) 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 & Financial Bid is enclosed in Annexure- IV & V respectively. All the pages of the bid being submitted must be signed and overwriting, if any, has to be duly initialled by the bidder, and sequentially numbered by the bidders irrespective of the nature of the contents 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 bids submitted through any means other than uploading on the e-tendering portal www.tenderwizard.com/INCOMETAX shall not be entertained. No correspondence in this matter shall be entertained.

5. Interested Service Providers are advised to visit e-tendering portal 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 dates subsequently being declared as a holiday/ closed day for this office, the tender will be opened on the next working day at the scheduled time.

7. Interested parties may also download the tender documents from the official website www.incometaxchandigarh.org. The prospective tenderers are advised to check the eligibility conditions thoroughly before applying for the tender.

8. The tenderer should register and apply through online mode only on e-tendering portal www.tenderwizard.com/INCOMETAX. No other mode of application for the tender shall be entertained. The online bids can be submitted through the portal www.tenderwizard.com/INCOMETAX. Bids received beyond the specified date or time shall not be entertained.

9. The decision upon the received bids shall be taken by the Competent Authority tentatively within a week's time and the same shall be communicated to the bidders. This office reserves the right to amend/ withdraw any of the Terms & Conditions mentioned in the Tender document or to reject any or all tenders without giving any notice or assigning any reason. The decision of the Principal Commissioner of Income Tax (Central), Ludhiana in this regard shall be final & binding on all.

Enclosures:

- i. Annexure- I (General Instructions)
- ii. Annexure- II (Terms & Conditions)
- iii. Annexure-III (Tender Acceptance Letter)
- iv. Annexure -IV (Technical Bid Format to be attached in Excel format)
- v. Annexure- V (Financial Bid Format to be attached in Excel format)
- vi. Annexure- VI (Instructions for Online Bid Submission)

ANNEXURE- I (GENERAL INSTRUCTIONS)

1. The tender consists of three parts- Part A (Terms & Conditions and Tender Acceptance Letter), Part B (Technical Bid) Part C (Financial Bid).
2. The bidders should fill all the relevant details in the specified proforma properly. Incomplete proforma and bids in any format other than the specified proforma of Technical Bid & Financial Bid shall not be considered and shall be liable to be rejected.
3. All the bidders are requested to submit their bids (Technical bid & Financial Bid) duly filled in with relevant documents/ information on or before the last date and time as specified in the tender notice.
4. Tender should be submitted ONLINE only through the website www.tenderwizard.com/INCOMETAX only. Both the bids i.e. Technical Bid & Financial Bid should be in English only and the prices should be written/ quoted in both figures and in words. In case there is any difference in the prices quoted in figures and words, the prices quoted in words shall prevail and will be considered for evaluation of the bid.
5. The prospective tenderer should ensure that all the scanned copies required to be uploaded online should be original/true copies of documents which are duly attested and signed. The prospective tenderer should ensure that the documents uploaded on the e-tendering portal are clearly typed and scanned and should be clearly legible.
6. Bids received after due date and time as stated in the tender notice shall be rejected.
7. The process of opening of bids shall be done on e-tendering portal only. Tenders (first the technical bids) shall be opened on **25.10.2021 at 11:00 AM** at the office of the Deputy Director of Income Tax (Investigation), Patiala. The prospective bidders are not required to be present in this office at the time of analysis of bids.
8. The Financial bids of those bidders who qualify in the Technical Bid stage shall be opened.
9. The interested company/Firm/Agency/Entity may submit tender fee in the form of Demand Draft of Rs. 1000/- (One Thousand only) and Earnest Money deposit of Rs. 10,000/- (Ten Thousand only) in the favour of ZAO, Patiala. The demand draft should be submitted to Deputy Director of Income Tax (Investigation), Patiala before **06:00 PM on 22.10.2021**. Qualifying bids

Without tender fee and EMD shall be rejected. EMD will be returned to all the unsuccessful bidders at the end of the selection process. However, EMD shall be forfeited in case of the successful bidder who withdraws or the details furnished in the Technical Bid or the Financial Bid are incorrect. No interest shall be paid on the EMD.

10. The vehicle will be taken by the Income Tax Department on contract basis from the successful bidder as per the Terms & Conditions as specified in Annexure- II. If the quotations equal in all aspects have been received, selection will be done as per, but not limited to, the following guidelines:

- i. Preference will be given to a new vehicle.
- ii. The service provider having more number of vehicles.
- iii. The service provider having more experience of working with the Income tax Department or any other Government Department or Public Sector Undertaking.
- iv. Any other criteria decided by the Competent Authority.

11. The tenderer will be required to keep the offer open for a period of 120 days from the last date of submission of tenders. The tenderer after submitting his tender, shall not rescind his offer, or modify the terms and conditions thereof in any manner.

12. The successful bidder has to enter into a formal agreement with the Principal Commissioner of Income Tax (Central), Ludhiana or any officer designated by him/her on his/her behalf.

13. The authority for acceptance of the tender documents and tendered rates will rest with the Competent Authority of the Income Tax Department, who does not bind itself to accept the lowest or any other tender, nor does it undertake to assign any reasons for its decision in this matter.

14. Acceptance of the tendered rates shall be communicated to the tenderer through a letter as soon as the process is finalized. Every tenderer shall state in the tender his postal address, email ID, fax, phone number and mobile number clearly. Any communication sent to the tenderer by post at the said address shall be deemed to have reached the tenderer in time.

15. All the tender documents submitted by the tenderer shall become the property of Income Tax Department and the Department shall have no obligation to return the same to the tenderer.

16. The Income Tax Department reserves the right to cancel/ postpone the tender/ agreement procedure without assigning any reason therefor and without incurring any liability whatsoever.

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 Patiala. 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 Patiala. The firm should have similar one 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.
4. The successful bidder has to enter into a formal contract with the Pr. Commissioner of Income Tax (Central), Ludhiana or any officer designated by him/her to sign the agreement on his/her behalf setting forth the terms and conditions of contract.
5. The contract will be for one year with effect from 01.11.2021 till 31.10.2022, 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 day's 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 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 Paper 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 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.
13. Safety being of paramount importance, the vehicles should necessarily be fitted with air safety bags for the driver as well as passengers.
14. Unutilized mileage below the contracted limit of 2000 km per month in respect of the vehicle will be carried forward to the next month and will be set off in subsequent month till the contract is in force.
15. 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.
16. 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.
17. 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 any damages/losses/action incurred to the travel agency/ service provider 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.

18. The vehicle shall have comprehensive insurance and fitness as per RTA Rules.
19. Certified copy of RC Books, Insurance Certificates, Road Tax Certificate, Emission Test Certificate, driver's driving licenses etc 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.
20. The service provider should provide driver(s) with valid driving license and mobile phone. The bill of the mobile phone of the driver during his deployment shall be borne by the service provider. The driver should always be reachable on his phone during the period of his deployment. The driver should have knowledge of city routes and should be able to communicate and understand regional Language as well as in Hindi and preferably, English as well. The driver should be decent and well-behaved. The driver should not have any criminal background. It shall be the responsibility of the service provider to verify the antecedents of the driver before his deployment. The personnel deployed by the service provider shall maintain decency, peace and order during deployment with the Department. He shall behave courteously with all the officers, employees of the Department and other personnel working for the Department and the visitors of the office and residential premises. In case the behavior of the driver is found inappropriate by the O/o Deputy Director of Income Tax (Investigation), Patiala, the service provider shall have to arrange for replacement of the driver. The service provider shall be responsible for ensuring the medical fitness and suitability of the driver before deployment. All the statutory compliances related to the employment of the driver shall be adhered to by the service provider. Dedicated driver is to be provided to the Department. Any change of driver is to be done only under exceptional circumstances and is to be intimated in advance. The service provider should also ensure that the vehicle is properly sanitized regularly.
21. 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

22. The Service provider shall provide replacement of vehicle within one hour in case of break down 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 service provider.
23. 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 of any loss, damages of property or life arising out of negligence of driver or 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. Income Tax Department will not be responsible for any claim in this regard.
24. The vehicle taken on hire will have to be parked in the office premises.
25. The basic fixed monthly hire charges shall cover the fuel charges of vehicles, repairs and maintenance, insurance, permit, driver's salary, and allowances including night batha, toll charges and all such incidental charges etc.
26. 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.
27. Bills are to be submitted on monthly basis before 5th of every succeeding month by the service provider to the Deputy Director of Income Tax (Investigation), Patiala. 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.
28. The service provider shall fully comply with all the applicable laws, Rules and Regulation 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 license, 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.

29. 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 Deputy Director of Income tax (Investigation), Patiala. The above deductions shall be made from the monthly bills.
30. Office of the Deputy Director of Income tax (Investigation), Patiala 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 Income Tax Department will be final.
31. The service provider to whom tender 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.
32. 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.
33. 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. The Income Tax Department reserves its right to reject incomplete tender or in the event of any of the particulars being found to be incorrect.
34. In case the space in tender document is found to be insufficient, the bidder may use additional sheet or pages to provide required particulars.

35. No tender documents will be accepted by Fax, email or any other such means.
36. 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.
37. The tender shall be submitted online in two parts viz. Technical Bid and Financial Bid. Tenders (Technical Bid first) will be opened on 25.10.2021 at 11:00 A.M. at the office of Deputy Director of Income tax (Investigation), Patiala. Financial bids of only those bidders whose technical bids are found valid, eligible and acceptable, shall be opened.
38. If the quotations equal in all aspects have been received, selection will be done as per, but not limited to, the following guidelines:
- i. Preference will be given to a new vehicle.
 - ii. The service provider having more number of vehicles.
 - iii. The service provider having more experience of working with the Income tax Department or any other Government Department or Public Sector Undertaking.
 - iv. Any other criteria decided by the Competent Authority.
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 Organisation (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 by the bidder.
41. The service provider shall be solely responsible for any/ all disputes between him and the driver deployed by him. The Income Tax Department will not entertain any such dispute and there should be no claim or liability against the Income Tax Department or any of its officers on this account. The service provider will keep the Income Tax Department & its officers/officials indemnified against all actions.

42. 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.
43. Tender is likely to be rejected because of non-fulfilment of any of the above terms.
44. 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.
45. The tenderer should enter into agreement on Rs. 100 stamp paper and the cost of stamp paper is to be borne by the tenderer.
46. In the event of any question, dispute or difference arising under this agreement or in connection therewith, the decision of the Pr. Commissioner of Income Tax (Central), Ludhiana, or in case his/her designation is changed or his/her office is abolished, then in such case that of the officer for the time being entrusted whether in addition to the functions of the Pr. Commissioner of Income Tax (Central), Ludhiana or by whatsoever designation such officer may be called (hereinafter referred to as the said officer) shall be final and binding on all.
47. Fast tag is compulsory.
48. Court Jurisdiction: All disputes arising out of or in any way connected with the agreement shall be deemed to have arisen at Patiala and only court in Patiala shall have jurisdiction to determine the same.

Read over and accepted the terms and conditions

Name & Signature with stamp, if any, of the bidder

ANNEXURE- III (Tender Acceptance Letter)

To

The Deputy Director of Income Tax (Investigation),
Patiala.

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 website namely as per your advertisement.
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 and conditions). 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 the above-mentioned tender document(s)/corrigendum(s) in its/their totality/entirety.
5. I/We do hereby declare that I/we have not been blacklisted/ debarred by any Government Department/ Public Sector Undertaking.
6. I/We certify that all information furnished by me/us/our firm/company/proprietorship is true & correct and in the event that any of the information is found to be incorrect/ untrue or found to be violating any terms and conditions, then your department shall without giving any notice or reason thereof, shall summarily reject the bid.

Yours sincerely,

Name & signature with stamp (if any) of the Bidder

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

	Name of the work	Hiring of operational vehicle for the O/o Deputy Director of Income Tax (Investigation), Patiala
1.	Name of the organization/firm/company/entity with full address, pin code, phone number, fax number, email etc	
2.	Name of partner/director/proprietor and address of the owner, phone number/ mobile phone	
3(a).	PAN of the concern (Please attach 2 self-attested copies of the PAN)	
3(b).	Copies of the Income Tax Returns filed for last 3 years	Attached/ Not attached
4.	Details of previous experience of working with any Government Department/ Public Sector Undertaking	
5.	Registration Number of the tenderer/concern with GST Department (Self-attested copy of registration certificate should be attached)	
6.	Registration Number of the tenderer/concern with other Government Department (Self-attested 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. 10,000/- (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 the vehicle offered			
	Category	No. of vehicle	Description of vehicle	Model (Year of make)
	Operational vehicle for the O/o Deputy Director of Income Tax (Investigation), Patiala	1 (One)		

Declaration

I/We hereby certify that the information furnished above is full and correct to the best of my/our knowledge. I/We understand that in case any deviation is found in the above information at any stage, the company/agency/owner/firm/contractor/service provider shall be blacklisted and will not have any dealing with the Department in the future.

Name & signature with stamp (if any) of the Bidder

ANNEXURE- V
FINANCIAL BID
(Proforma for quoting rates)

Name of the firm/agency/company					
1.	Name & address of the registered company/firm/agency				
2.	Name & address of the owner/partner/proprietor with phone number/ mobile number				
3.	PAN of the Concern				
4.	GST Registration Number				
5.	Telephone Number				
6.	FAX (if any)				
7.	Email ID				
8.	Details of the vehicle				
9.	Details of the financial bid:				
	Category	Type of Vehicle & Model	Rate per month (Excluding GST) (In words also)	Rate per KM beyond 2000 km per month	Remarks, if any
	Operational vehicle for the O/o Deputy Director of Income Tax (Investigation), Patiala				

Declaration

I/We hereby certify that the information furnished above is full and correct to the best of my/our knowledge. I/We understand that in case any deviation is found in the above information at any stage, the company/agency/owner/firm/contractor/service provider shall be blacklisted and will not have any dealing with the Department in the future.

Signature of the bidder with date:.....

Name & Full Address:.....

Telephone Number:.....

Email ID:.....

Annexure-VI

INSTRUCTIONS FOR ONLINE BID SUBMISSION (On Tender wizard Portal)

The bidders are required to submit soft copies of their bids electronically on the Tender wizard Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the Tender wizard Portal, prepare their bids in accordance with the requirements and submitting their bids online on the Tender wizard 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 Tender wizard 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 use name 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 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 tender wizard 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 Contact, Location, Date, Other Keywords etc. to search for a tender published on the tender wizard Portal.

2) Once the bidders have selected the tenders they are interested in, you can pay 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 tender wizard 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 sender 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 the "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 se on or before the bid submission time Bidder will be responsible for any delay due to other issue.

- 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 authorized 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 THE 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 tender wizard Portal in general may be directed to the 24x7 tender wizard Portal Helpdesk. The contact number for the helpdesk is "011-49424365, 805462881 and 9257209340".