



भारत सरकार/ Government of India

आयकर विभाग/ Income Tax Department

कार्यालय प्रधान आयकर आयुक्त(निर्धा.केंद्र)-1, कमरा सं: 208, केंद्रीय राजस्व भवन, जालंधर।  
Office of the Pr. Commissioner of Income Tax(AU)-1, Room No. 208, Ayakar Bhawan, C.R Building, Jalandhar-  
Tele : 0181-2224343 Fax: 0181-2223502

F.NO. PCIT(AU)-1/JAL/2022-23/ 286

Dated: 17.08.2022

सेवा मे,

The Deputy Commissioner of Income-tax(Hq)(Admn),  
O/o the Pr.CCIT, NWR,  
Aayakar Bhawan, Sector 17E,  
Chandigarh

महोदय,

**Sub: Floating of Notice inviting tender for hiring one Toyota Innova Crysta Operational vehicle for operational use in the office of Joint Commissioner of Income-tax, (AU)-1(3), Jalandhar at Phagwara – Regarding -**

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Kindly refer to the above subject.

2. In this connection, I am directed to enclose herewith 'Notice Inviting Tender' in r/o of hiring one Toyota Innova Crysta Operational vehicle for operational use in the office of Joint Commissioner of Income-tax, (AU)-1(3), Jalandhar at Phagwara, alongwith process & Terms & conditions in Annexure-I & Annexure-II respectively, with the request to get the same uploaded on [www.incometaxchandigarh.org](http://www.incometaxchandigarh.org).

3. Last date for submission of bids is 05.09.2022 (till 11.00 A.M.)
4. Date of opening of bids is 05.09.2022 (at 12.00 noon).

भवदीय,

सलग्न: उपरोक्त लिखित।

विनय शर्मा, 17/8/2022  
( विनय शर्मा )

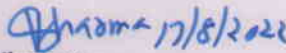
आयकर अधिकारी (मु.)(प्र.),

कार्यालय प्रधान आयकर आयुक्त(निर्धा.केंद्र)-1

## Notice Inviting Tender

The office of the Pr. Commissioner of Income Tax (AU)-1, Jalandhar invites sealed tenders for hiring of one Toyota Innova Crysta operational vehicle (White Colour only) for the operational use in the office of Joint Commissioner of Income Tax, AU-1(3), Jalandhar at Phagwara. The model of vehicle should be not be older than 2021 and the vehicle should be in good condition. The Terms and Conditions alongwith proforma for Technical & Financial Bids can be downloaded from the website <https://incometaxchandigarh.org> of Pr.CCIT, Chandigarh the same are also available at the O/o Pr. Commissioner of Income Tax (AU)-1, Old Wing, CR Building, Civil Lines, Jalandhar which can be collected by interested parties upto 04:00 P.M. on all working days on or before 02.09.2022. The bid amount should not exceed Rs.50,000/- P.M.[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 by **11:00 AM on or before 05.09.2022** positively. The quotations would be opened by the Purchase/Tender Committee on **05.09.2022 at 12:00 noon**. The standing purchase/tender committee reserves the right to cancel or postpone the tender or reject any bid without assigning any reasons.

  
(Vinay Sharma)  
Income Tax Officer (Hq.)(Admn.),  
O/o Pr. Commissioner of Income Tax (AU)-1,  
Jalandhar.

## PROCESS

## Annexure – I

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 Pr. Commissioner of Income Tax (AU)-1, Jalandhar. Bids will be accepted upto **11:00 A.M. on 05.09.2022**. 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 **12:00 noon on 05.09.2022**.
2. The bidder may remain present at the time of opening of the tender by the Purchase 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 Pr. Commissioner of Income Tax (AU)-1, 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 more number of vehicles 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 I.T. 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, fine, parking fees, toll charges etc.
14. 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.

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.

Annexure-II

Terms & Conditions

1. The vehicle should be Toyota Crysta vehicle/Car **(only White Colour)**.
2. 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 2000 kilometers per month for office use in Jalandhar Charge and its moffusil stations as operational/Staff vehicle.
4. The unused kilometers of a month will be carried forward to the subsequent months till completion of every six months till the contract ends. The unused kilometers would mean the difference between agreed kilometers i.e. 2000 Kms run in a month and actual Kilometers 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 the Department. Any change would be permitted only in exceptional circumstances, on prior permission.
  - g) The personnel deployed 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 by 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/ officer(s)/ official(s) of the department shall not be responsible for any such loss/damage.

8. The contract will be for two years with effect from the actual date of commencement and is renewable for one year 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, drivers 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 contract, 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 as under:-

i)	Late Reporting	50% of the penalty, i.e. Rs. 500/-
ii)	Non-reporting	Rs. 1000/-
iii)	Poor maintenance of vehicles	50% of the penalty, i.e. 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 Pr. Commissioner of Income tax-1 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 PSUs 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 \_\_\_\_\_

## DECLARATON

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.

( Signature of authorized signatory with date )

**FINANCIAL BID DOCUMENT**

**RATE QUOTATION**

[To be signed and submitted to the Pr.Commissioner of Income Tax (AU)-1, Jalandhar]

1. **Particulars 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 2000 Kms. per month	Rate for extra Mileage above 2000 Kms.
1			
2			
3			

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

Signature of Authorised Signatory

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

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

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

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

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