



Income Tax Department

OFFICE OF THE

कार्यालय

ADMINISTRATIVE OFFICER (DDO), ROHTAK RANGE, ROHTAK

प्रशासनिक अधिकारी, डी.डी.ओ, रोहतक रेंज, रोहतक

Aaykar Bhawan, Opp. Mansarovar Park, Rohtak

आयकर भवन, नियर मानसरोवर पार्क, रोहतक,

फा.सं./प्रशा.अधि.डी.डी.ओ/रेंज/रोहतक/2019-20/

दिनांक: 02.11.2020

## निविदा सूचना

कार्यालय संयुक्त आयकर आयुक्त, रोहतक रेंज, रोहतक में निम्न गाड़ियों में से एक white colour गाड़ी Mid Sized (अधिकतम रेट 50,000 रुपये) मासिक अनुबंध आधार पर किराये पर लेने के लिए इच्छुक है।

1. Honda City
2. Hyundai Verna
3. Maruti Ciaz
4. Hyundai Creta
5. Toyota Innova

The age of the vehicle should not be more than one Years & it should be in good condition.

अतः वाहन धारकों से अनुरोध है कि वे अपनी कुटेशन मासिक आधार पर अधिकतम राशि 50,000/- प्रति माह हेतु अपने रेट पूर्ण विवरण सहित कुटेशन (शील्ड लिफाफा) निम्न प्रोफार्मा में दिनांक 11.11.2020 (upto 1:00 P.M.) तक अद्योहस्ताक्षरी के पास जमा कराएं तथा यह कुटेशन दिनांक 11.11.2020 को 3:00 बजे (PM) इस कार्यालय में खोली जाएगी।

Technical Bid/Financial Bids के प्रारूप तथा अनुबंध की शर्तों के संबंधित जानकारी हेतु [www.incometaxchandigarh.org.in](http://www.incometaxchandigarh.org.in) से संपर्क/download किया जा सकता है एवं कार्यालय संयुक्त आयकर आयुक्त रोहतक रेंज रोहतक से संपर्क किया जा सकता है। उपरोक्त bid 2600 किलोमीटर मासिक के हिसाब से अधिकतम रुपये 50,000/- तक होनी चाहिए

निविदा को स्वीकार या अस्वीकार करने का अधिकार इस कार्यालय के अधिकार क्षेत्र में है।

(कौशल शर्मा)

प्रशासनिक अधिकारी (आहरण एवं वितरण)

कृते संयुक्त आयकर आयुक्त,

रोहतक रेंज, रोहतक

Copy to:-

1. Notice Board of this office.

2. DCIT(Hq.)(Admin), O/o Pr.CCIT, NWR with a request to upload the same on [www.incometaxchandigarh.org](http://www.incometaxchandigarh.org).

(कौशल शर्मा)

प्रशासनिक अधिकारी (आहरण एवं वितरण)

कृते संयुक्त आयकर आयुक्त,

रोहतक रेंज, रोहतक

## Annexure-1

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 Joint Commissioner of Income Tax, Rohtak Range, Rohtak. Bids will be accepted till 11.11.2020 at 1:00 PM. 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 3:00 PM on 11.11.2020.
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 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 (including on account of reasons of postal delay), the same will not be considered.
5	The successful bidder has to enter into a formal contract with the Joint Commissioner of Income Tax, Rohtak Range, Rohtak. 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 aspect are 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 on the basis of : 1) Lower charges for extra KMs (after the exhaustion of the requisite 2600 KMS) 2) Lower Night charges of the driver. 3) New model of vehicle.
9	TDS will be deducted as per I.T. Act, 1961, while making payment to the service provider.
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, tool charges etc. GST will be paid extra.
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 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.

1	The Vehicles shall be Honda City, Hyundai Verna, Maruti Ciaz, Hyundai Creta, and Toyota Innova in white colour.
2	The vehicle provided by contractor as per the agreement should preferably be of 2019 model or less than One Year Old in good running condition. The papers of the vehicle including registration certificate/pollution certificate/insurance/taxes etc should be upto date and clear as per rules.
3	The technical bid should mention the registration number of the vehicle and the registration number should be commercial in nature and a copy of self-attested RC copy of and insurance should be enclosed. The vehicle will be run by the department for approximately 2600 kilometers per month for use of O/o joint Commissioner of Income Tax, Rohtak Range, Rohtak as operational vehicles. The unused kilometres of a month will be carried forward to the subsequent months till the contract ends. The unused kilometres would mean the difference between agreed kilometres i.e. 2600Kms run in a month and actual kilometres run by a vehicle.
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 well dressed (preferably in uniform) while on duty. Following conditions are also to be fulfilled by the Contractor/Driver:-
i	The driver should have a valid Driving License and experience of more than three year of driving the class of vehicle offered for hire.
ii	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
iii	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.
iv	The Contractor shall be responsible for verification of medical fitness and suitability of driver before deployment.
v	All statutory compliance related to employment of the driver need to be adhered by the contractor.
vi	Dedicated driver is to be provided to the Department. Any change would be permitted only in exceptional circumstances, on prior permission.
vii	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.
viii	Driver shall report for duty as per directions of the controlling officer.
ix	Fast tag is compulsory.
6	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/officers/official(s) of the department shall not be responsible for any such loss/damage.

7	The contract will be for one year 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.
8	The contract can be terminated at any time without any reason, by the department or the contractor by giving 30 day's notice.
9	During the period of contract no request shall be entertained for hike in the agreed rates due to any reason.
10	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.
11	The basic fixed monthly hire charges shall cover the fare charges for vehicles petrol/diesel charges, repairs and maintenance, insurance, permit, drivers salary and allowance including right bhatta, toll charges etc. GST will be paid extra. No request for any extra payment would be entertained.
12	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.
13	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.
14	A penalty of Rs. 1,000/- (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 days. The penalty for some of the defaults is as under:-
vi	Late Reporting = 50% of the penalty, i.e. Rs. 500/-
vii	Non-reporting = 1000/-
viii	Poor maintenance of vehicles = 50% of the penalty i.e. Rs. 500/-
ix	Change of drivers without permission = Rs. 500/- per instance
x	Refusal of duties = Rs. 1000/- per instance
15	Any violation of the aforementioned terms and conditions may lead to termination of contract without any notice by the department.
16	In case of dispute regarding interpretation of any term or condition of the tender/contract, the decision of the Joint Commissioner of Income Tax, Rohtak Range, Rohtak will be final.

Name of Work		TECHNICAL BID(Commerical Vehcile)
Name of the Firm		Hiring 01(one) vehicle
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. Department/ Public Sector Units:	
5	Details of Vehicles (Make, Petrol/Diesel Year of purchase vehicle (copies of R.C. certificate & Insurance to be enclosed), Number & Date of Registration.	
6	Any other remakrs:	
7	Whether blacklisted by the Central/State/UT Govt., or any Govt. Organization 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 lacklisted and will not have any dealing with the Department in future.

(Name & Signature of the Owner)

## Annexure - IV

FINANCIAL BID(Commerical Vehicle)	
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 (Commerical Vehicle) Vehicle Name and colour	
4 Monthly Rate: (for upto 2600 KM)(should not exceed Rs. 50,000/-)	
5 Extra KM Charges:(above 2600 KM)	
6 Night charges for Driver after 10:00 PM:	
7 Any other Remarks.	

(Name & Signature of the Owner)