



भारत सरकार/Government of India

आयकर विभाग/Income Tax Department

कार्यालय प्रधान आयकर आयुक्त(क्षे.ई.निर्धा.केंद्र.)(निर्धा.केंद्र)-1, कमरा सं:208,केंद्रीय राजस्व भवन, जालंधर |
Office of the Pr. Commissioner of Income Tax (ReFAC)(AU)-1, Room No. 208, Ayakar Bhawan, C.R Building, Jalandhar--
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No. Pr.CIT (ReFAC)(AU)-1/Jal./TENDER/2021-22/2/2

Dated: 23.08.2021

NOTICE INVITING E-TENDER

TENDER FOR HIRING OF OPERATIONAL VEHICLE

The office of Pr. Commissioner of Income Tax (ReFAC)(AU)-1, Jalandhar invites online bids/quotation in two bid system (Technical & Financial) from reputed, experienced and financially sound Companies / Firms / Agencies engaged in the business of providing Services of Operational Vehicle to provide operational vehicle for the below mentioned Income Tax offices for a period of two year as detailed below:-

Sr. No.	Office and Building Name	Vehicle required
1	Pr. Commissioner of Income Tax (ReFAC)(AU)-1, Jalandhar, CR Building (Old wing), Nr.Skylark Hotel, Jalandhar	One Toyota Innova (Crysta) (White Colour)
2.	For the Office of JCIT-1(4), Jalandhar, stationed at Hoshiarpur	One operational vehicle

2. The tender documents alongwith instructions and terms & conditions can be downloaded from the web site www.incometaxindia.gov.in or www.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.

3. The tenderers 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 by **06:00 PM on 31.08.2021**.

4. Date & Time of online opening of quotations is **01.09.2021 at 12:30 PM**. Opening of Tender Bids will be done online @e-tendering portal www.tenderwizard.com/INCOMETAX only.

5. The decision upon the bids received shall be taken upon 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 Pr. Commissioner of Income Tax (ReFAC) (AU)-1, Jalandhar in this regard shall be final and binding on all.



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

Annexure-1

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 31.8.2021 (06:00 PM). 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 01.09.2021 (12:30PM) and financial bids on 01.09.2021 at 04:30 PM. The LOCAL TENDER COMMITTEE will scrutinize the bids (both Technical and Financial bids) and shortlist the parties for finalisation of the successful bidder and the decision of the Local Tender Committee in this regard shall be final. All bids will be opened in the presence of the bidders or their authorised representative in the O/o Pr. Commissioner of Income Tax (ReFAC)(AU)-1, 2nd Floor, Room No. 210, C.R. Building, Old Wing, Jalandhar in the presence of bidders and tender committee. All documents enclosed/uploaded in ORIGINAL by the bidder must be presented before the LOCAL TENDER COMMITTEE on the date of opening of the Technical Bid/Financial Bid, respectively.
2. The bidder may remain present at the time of opening of the bids by the Tender Committee. The financial bids of only those bidders who technically qualify will be opened. Nothing shall prevent the Local Tender Committee, to open the bids at the stipulated date and time as specified above, if one or more of the bidders choose not to be present at the opening of the bids.
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(s) 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. The department has right to relax Technical Qualification in the case of sufficient number of quotations would have not received.
6. This office reserves the rights to postpone /and or extent the date of receipt/opening of dates/quotations or to withdraw the same, without assigning any reason thereof.
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 sea. The maximum rate for hiring the vehicle is Rs. 50,000/- per month exclusive of all taxes and charges for minimum 2000 Km or actual rate per month.
8. Where the bid is received after the due time & date, will not be considered.
9. The successful bidder has to enter into a formal contract with the O/o Pr. Commissioner of Income Tax(ReFAC)(AU)-1, Jalandhar or any Officer designated by him on his behalf.
10. The Income Tax Department reserves the right to cancel/postpone the tender/contract procedure without assigning any reasons there for.
11. 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).
 - b. On the inspection of the condition of vehicles.

The decision of the Local Tendering Committee in this regard shall be final.

12. TDS will be deducted as per I.T. Act, 1961, while making payment to the service provider.

13. The hire charges will include monthly salary of driver, repairs and maintenance of vehicle insurance (Comprehensive and third party), petrol/diesel, oil and all other incidental expenses including all taxes, penalty, fine, parking fee and toll plaza 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 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 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 additional cost incurred in this respect will be borne by the service provider.

Annexure-II
Terms and Conditions

1. The vehicle shall be Toyota Innova (Crysta) (White Colour) for Pr. Commissioner of Income Tax(ReFAC)(AU)-1, Jalnadhar and above with good condition and other Car (White Colour) and any car operational vehicle for office of the Joint Commissioner of Income Tax- 1(4), Jalandhar stationed at Hoshiarpur.
2. The vehicle provided by contractor as per the agreement should be of 2019/2020 model and in good running condition. The paper 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 at Jalandhar as operational/staff vehicle.
4. The unused kilometres 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 kilometers (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 preferably in uniform (white pants, white shirt and black shoes) or in decent presentable clothing, 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 two 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 misbehaviour. 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.

7. 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) of the Department shall not be responsible for any such loss/damage.

8. The contract will be initially for two years with effect from the actual date of commencement and is renewable for another year on mutual agreement (if found Satisfactory) by the Department, on the same terms and conditions or such modifications as agreeable to both parties.

9. The contract can be terminated at any time, without assigning any reasons, 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 vehicle shall have comprehensive insurance and fitness as per RTO Rules.

12. 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.

13. The basic fixed monthly hire charges shall cover the fuel charges for vehicle, repairs and maintenance, insurance, permit, drivers salary and allowance including night bhatta, toll charges etc. No request for any extra payment would be entertained.

14. 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.

15. The Contractor to whom contract is awarded would furnish name, address and contract 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.

16. A penalty of Rs.1000/- (One 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.500/-
(ii)	Non-Reporting	:	Rs.1000/-
(iii)	Poor maintenance of vehicle	:	50% of the penalty i.e. Rs.500/- per Day
(iv)	Changes of drivers without permission	:	Rs.500/- per instance
(v)	Refusal of duties	:	Rs.1000/- per instance

17. Any violation of the aforementioned terms and conditions may lead to termination of contract without any notice by the department.

18. In case of dispute regarding interpretation of any term or condition of the tender/contract, the decision of the office of Pr. Commissioner of Income Tax(ReFAC)(AU)-1, Jalandhar will be final.

Likewise the decision of the Local Tender Committee with respect to the selection/short listing of the parties at the stage of Technical and Financial bid will be final.

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

1. Name and address or registered agency :
2. Name and address of owner :
3. PAN & Service Tax Registration Copies to be annexed :
4. Details of previous experience in Govt. Deptt./
Public Sector Unit (if any) :
5. Any other remarks :
6. Details of Vehicles:-
 - a. Toyota Innova (Crysta) : _____
 - b. Operational Vehicle : _____
7. Whether blacklisted by the Central/State/UT Govt.
Or any such Govt. Organization including PSUs etc :

DECLARATION

I hereby certify that the information furnished above is full and correct to be 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.

FINANCIAL BID (Rate Quotation)

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**

3)

	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