

भारत सरकार
GOVERNMENT OF INDIA

कार्यालय
सहायक आयकर निदेशक (अन्वेषण),
कमरा नम्बर 305, द्वितीय तल
आयकर भवन, बठिंडा
दूरभाष : 0164-2222848, 2240848, 2241848



Office of the
Assistant Director of Income Tax (Inv.),
Room No.305, 2nd Floor,
Aayakar Bhawan, Bathinda-151001
Ph.0164-2222848, 2240848, 2241848

संख्या : स०आ०नि० (अन्वे०) / बठिंडा / 2020-21 / 264

दिनांक : 06/11/2020

NOTICE INVITING TENDER FOR HIRING OF VEHICLE

Assistant Director of Income Tax (Investigation), Bathinda invites application under two bid system sealed in cover from reputed vendors engaged in the business of providing transit facilities for hiring of One Toyota Innova Crysta (White Color) for official use.

Tender documents alongwith instructions and terms & Conditions can be downloaded by parties from www.incometaxchandigarh.org and www.incometaxindia.gov.in. The prospective tenders are advised to check the eligibility criteria thoroughly before applying for the tender.

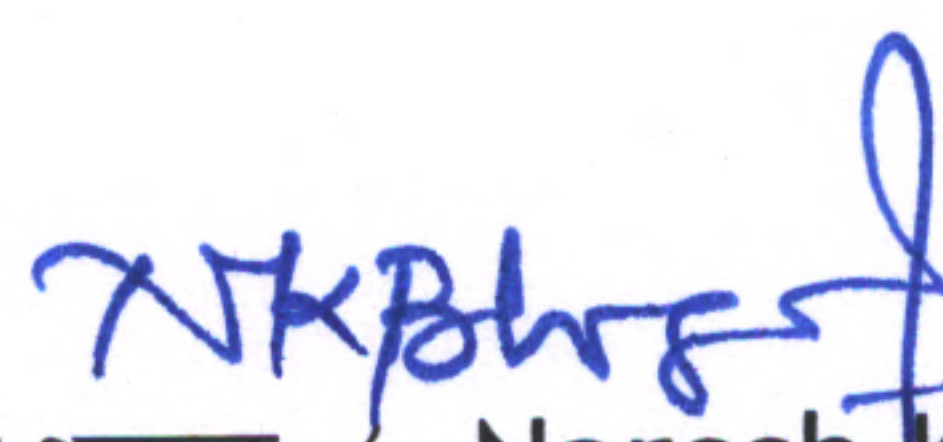
The last date for receipt of filled in tender form by speed post or in person is 20.11.2020 by 05.00 pm and the tender will be opened on 23.11.2020 at 11.00 am.

First Cover - The tender documents in format as per Annexure-III (Technical Bids) must be enclosed in separate cover super scribed as "Quotations for operational Vehicle" duly signed and stamped by authorized person.

Second Cover - The documents in format as per Annexure-IV (Financial Bid). The rates/ amount of contract quoted should be exclusive of all taxes. Prices shall be quoted in Indian Rupees only.

The valid technical bids will be scrutinized to shortlist the eligible bidders. Thereafter, financial bids of the shortlisted bidders (who qualify the technical bid) will be opened.


This office reserves the right to amend/ withdraw any of the terms & conditions in the tender document or to reject any or all tenders without giving any notice or assigning any reasons. The decision of this office shall be final and binding on all.


(नरेश कुमार भगत / Naresh Kumar Bhagat)
सहायक आयकर निदेशक (अन्वेषण), बठिंडा
Asstt. Director of Income-tax (Inv.), Bathinda

ANNEXURE-I

General terms and conditions for bidders

1. The bidder has to submit both Technical and Financial bids in the office of Asst. Director of Income-tax (Inv.), Room No. 305, Income tax Office, Civil Station, Bathinda. The bids will be accepted by hand or by post upto 20.11.2020 (5.00 pm). The bids will be opened on 23.11.2020 at 11.00 am. The bids received after the time limit will not be considered.
2. The vehicle will be taken by the Income tax Department on contract basis from successful bidder as per Terms and Conditions for contractors specified in ANNEXURE-II.
3. The successful bidder has to enter into a formal contract with the Asst. Director of Income-tax (Inv.), Bathinda. TDS will be deducted as per IT Act, 1961 while making the payment for services to service provider.
4. The vehicle would be exclusively for the use of the Department and the vendor should not use it for any other purpose.
5. The Income tax Department reserves the right to cancel/postpone the tender/contract procedure without assigning any reasons there for.
6. Department reserves the rights to select a particular vehicle over other out of the tenders based on the condition of the vehicle. Preference would be given to vehicle which is brand new and have more advanced features.
7. The vendor shall ensure that the vehicle is insured properly and all other statutory dues are paid in time and it shall comply with motor vehicle Act/ Rules/ Other statutory requirements. The Income Tax Department shall not be responsible for the same. Any lapse on part of Second party will be duly compensated to the user of the vehicle as per their entitlement.
8. The vendor shall also ensure that Driver will be provided by the vendor. All the expenses related to driver (salary/ any other expense) must be borne by the vendor. The driver should be of good and clean character. He must have a valid Driving License and decent educational qualification.
9. If for any reasons such as maintenance or repairs, the vehicle or driver is not available to the Department on any particular day, the Department will be at liberty to hire a vehicle or driver from the market and the charges of the same would be debited to the bill of the Second party. However, payment will be deducted from Second party at the approved rate for the kilometers for which the substitute vehicle is run.


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ANNEXURE-II
Terms and Conditions

1. The vehicle must be Toyota Innova Crysta (White Color) of 2020 or 2019.
2. The vehicle should be brand new conditions having safety features such as ABS, EBD/ESC, alloy wheels, powered windows, power steering/braking etc. The vehicle should fulfill all conditions specified in the Motor Vehicles Act. The vehicle will be run by the department for approximately 1500 kilometers per month for office use as operational/ staff vehicle. The unused KMs of the month will be carried forward to subsequent month till the contract ends. The unused kilometers would mean the difference between agreed kilometers and actual KMs run in a month by vehicle. Payment for the mileage in excess to the offer will be made at the end of Financial Year in which the vehicle runs beyond 1500 KMs.
3. The quotation should be inclusive of all expenses such as repairs and maintenance of vehicle, insurance, RTO related levies/duties/taxes and any other incidental charges such as penalty, fine etc. The quotes should be inclusive of all taxes other than GST.
4. The condition of the vehicle should be maintained by the vendor including interiors, fresheners, upholstery etc.
5. All papers related to vehicle should be in the vehicle at all times.
6. The vehicle needs to be provided within one week of award of contract failing which it would be awarded to the next suitable bidder.
7. 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.
8. The contract can be terminated at any time without assigning any reasons, by the Department or the Contractor by giving 30 days notice.
9. The vehicle taken on hire would have to be parked either in the office premise or at the premises of the Officer to whom the vehicle is allotted.
10. The contractor to whom contract is awarded would furnish name, address and contact number of a person with whom the Department should contact in case of any problem faced with regard to service being provided by such contractor on day to day basis.
11. Any violation of the aforementioned terms & conditions and if the services are not found satisfactory may lead to termination of contract without any notice.
12. In case of dispute regarding interpretation of any term or condition of the Tender/Contract, the decision of the Assistant Director of Income Tax (Inv.), Bathinda is final.



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**ANNEXURE-III
TECHNICAL BID DOCUMENT**

1. Name of the Proprietor/Registered Firm/Company :
2. Name & Address of the owner/director /partner Alongwith Mobile Number & Email :
3. No. of Years of experience in providing vehicle:
4. Details of vehicle that can be provided to O/o Assistant Director of Income Tax (Inv.) Bathinda. Please mention make, model, year and attach copy of RC book in the following format:

Sr. No.	Make & Model of Vehicle	Year of Mfg. (Month & Year)	Registration of Vehicle	Whether copy of RC Book submitted (Yes/No)

5. Ownership details of the vehicle

Sr. No.	Name of the owner	Address

6. Financial standing of the vehicle

Sr. No.	Whether purchase on cash / cheque of bank finance	Amount of loan taken	Name & address of bank	Total payment made on installment

7. PAN (Please attach photocopy of PAN card & latest return) :

8. GST No. :

9. Whether blacklisted by the Central/
State/UT Govt. or any such Govt.
Organization including PSUs etc.

Declaration:

I/We hereby certify that the information furnished above is full, true and correct to the best of my / our knowledge. // 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 Assistant Director of Income Tax(Inv.), Bathinda in future.

Place : _____

Date : _____

Signature : _____

Name : _____

Address : _____

Mobile No. : _____

**ANNEXURE-IV
FINANCIAL BID DOCUMENT**

1. Name of the Proprietor/Registered Firm/Company :

2. Name & Address of the owner/director /partner Alongwith Mobile Number & Email :

3. Basic fixed monthly rent of vehicle (for 1500 KMs per month) (exclusive of GST) :

4. Rate per extra KM (when used beyond 1500 KMs per month) (exclusive of GST) :

Signature : _____

Name : _____

Address : _____

Mobile No. : _____