

F.No. 851  
07.10.2020

## TENDER NOTICE

The office of the Addl. Commissioner of Income Tax, Range Central, Chandigarh invites sealed tenders for hiring 01 (One) new vehicle Maruti Ertiga, Zxi Petrol for the operational use of the office of the Dy/Asstt. Commissioner of Income Tax, Central Circle, Shimla. The terms and conditions of the tender are available at the office of the Addl. Commissioner of Income Tax, Range Central, C.R. Building, Ground Floor, Chandigarh which can be collected from Room No. G04(Staff Room) from Sh. Charnjit Singh (Sr. TA) by interested parties up to 11:00 A.M. on any working days up to 19.10.2020 (date) or can be downloaded from the website [www.incometaxchandigarh.org](http://www.incometaxchandigarh.org). Tenders should be delivered in Room No. G04 (Staff Room), C.R. Building, Sector-17E Chandigarh up to 06:00 P.M. by 23.10.2020 in person or by speed post.

The Tenders will be opened on the next day (i.e. 26.10.2020) at 03:00 P.M. in the presence of Standing Purchase Committee for O/o The Addl. Commissioner of Income Tax, Range Central, Chandigarh. If Office remains closed on the date of opening of tender, then tender will be opened on next working day. The Income Tax Department reserves the right to cancel or postpone the tender or reject any bid without assigning any reasons.

**Sanjay Dhariwal**  
Addl. Commissioner of Income Tax,  
Central Range, Chandigarh

## General Terms and Conditions for Bidders

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 Addl. Commissioner of Income Tax, Central range, Chandigarh. Bids will be accepted upto 6:00 P.M. on 23.10.2020. Bidders should submit technical bid as well as financial bid in Annexure -II & III with prescribed self-attested supporting documents. The bids will be opened at 03:00 P.M. on 26.10.2020.
2. The bidder may remain present at the time of opening of the tender by the Local Purchase Committee and Tender Committee. The financial bids of only those bidders who technically qualify will be opened, therefore, technical and financial bids should be submitted in separate sealed covers.
3. The vehicle will be taken by the Income Tax Department on contract basis from the successful bidder as per Terms and Conditions for Contractors specified in Annexure
4. Where the bid is received after the due date and time (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 Addl. Commissioner of Income Tax, Chandigarh 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. Every bidder is required to submit bids for the vehicle. The vehicle should be new and preferably in white colour.
8. If the tenderer, deliberately gives any wrong information or conceals any information/facts in the tender documents or uses any fraudulent means for acceptance of the tender, the Income Tax Department reserve the right to reject such tender at any stage of execution without any financial liability and initiate legal action against such tenderer as it deems fit.
9. Canvassing in connection with tender is strictly prohibited and the tender submitted by the tenderer who resorts to canvassing will be liable rejection.

**Note:** Quotation should be sent in sealed covers superscribed as "Quotation for Hiring of Vehicle by Office of Addl. Commissioner of Income Tax, Central range, Chandigarh

## Annexure-I

### Specific Terms & Conditions

1. The vehicle offered should be one Maruti Ertiga, Zxi Petrol.
2. The vehicle provided should be brand new from showroom. The successful bidder will have to deploy the vehicle latest by 01.11.2020.
3. The turnover of the bidder from hiring of vehicle should be not less than Rs. 10 lakhs for F.Y. 2018-19 and F.Y. 2019-20. Proof in this regard should be submitted.
4. The vehicle must be in good working condition. The vehicle will be run by the department for approximately 2000 kilometers per month for official purposes of the Addl./Dy./ Commissioner of Income Tax.
5. The unused Kms of a month will be carried forward to the subsequent months till the end of the financial year. The unused kilometers would mean the difference between agree kilometers i.e. 2000 Kms run in a month and actual kilometers. Extra rental will be paid over and above maximum kilometers specified in Para 4.
6. 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 prorata basis.
7. The vehicle provided to the Department shall be in good condition. The driver to be provided by the contractor with the vehicle should be in proper uniform (white pants, white shirt and black shoes) 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 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/her deployment.
  - c. The driver should be decent and well behaved. He/She 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 both in Hindi and English. It may be noted that the vehicle provided to the Department must be GPS enabled GPS device installed in it and the driver should be well versed with use of GPS.
  - 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 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 misbehavior. Any damage to property by the deployed personnel shall be recovered from the contractor.
  - i. The driver should be available for tour on any day. The driver will be allowed only one day off in a week (i.e. Sunday)
9. 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. The contractor will also indemnify the office of the concerned officer against any loss/damage/of property or life attributable to negligence on the part of the driver or poor maintenance of the vehicle.
10. The contract will be for two years with effect from 01.11.2020 and is extendable by one year on mutual agreement (if found satisfactory) by the Department, on the same terms and conditions.
11. The contract can be terminated at any time, without assigning any reasons, by the Department or the contractor by giving 30 days notice.
12. During the period of contract, no request shall be entertained for hike in the agreed rates due to any reason.
13. The vehicle shall have comprehensive insurance and fitness as per RTO Rules and compliance to the provisions of the Motor Vehicle Act/Rules. All legal obligations in respect of the vehicle i.e. Road Tax, RTO permissions etc. and the driver i.e. minimum wage, social security etc. will be the responsibility of the contractor.
14. The Tenderer should keep the following documents to justify their capacity to execute the contract: Certificate of Registration of Vehicle, Insurance of Vehicle Road Tax certificate, Emission Test Certificate etc.
15. The vehicle should be registered as public service vehicle (commercial vehicle) with the competent authorities of the State Government.
16. The vehicle are to be maintained in excellent condition and regular cleaning must be ensured.
17. The contractor shall provide replacement of vehicle within one hour in case of breakdown or servicing or absence of driver. In case replacement is not provided, the Income Tax Department shall deduct proportionate amount on daily basis from the bills. In case of late reporting penalty of 50% of proportionate contract charges per day may be levied.

18. The basic fixed monthly hire charges shall cover the fuel charges for vehicle, repairs and maintenance, servicing, insurance, permit, statutory dues, taxes, other risks and liabilities, driver's salary and allowance. Parking Charges & Toll Taxes and night charges of the driver (applicable on duty beyond 10:00PM) will be reimbursed on actual basis. No request for any extra payment would be entertained. TDS will be deducted as per the provisions of the Income Tax Act, 1961 while making payments.
19. Payment shall be made by the Addl. Commissioner of Income Tax, Central range, Chandigarh after the end of every month on presentation of the bill within month on presentation of the bill within a reasonable time. However, no interest is payable on delayed payment.
20. A daily record indicating time and mileage for each vehicle is to be maintained in a log book and entries therein must be certified by the user.
21. 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.
22. 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 contact in case of any problem faced with regard to service being provided by such contractor on day to day basis.
23. Any violation of the aforementioned terms and conditions/if the services are not found satisfactory may lead to termination of contract without any notice.
24. In case of dispute regarding interpretation of any terms or conditions of the tender/contract, the decision of the Addl. Commissioner of Income Tax, Range Central, Chandigarh will be final.
25. As per Government of India, Ministry of Finance guidelines OM No. 6/1/2019-IFU/EC-II dated 11.02.2019, the cost ceilings of Rs. 50,000/- per month has been prescribed. Any bid of monthly hiring charges above Rs. 50,000/- would not be entertained.

## ANNEXURE-II-TECHNICAL BID

[To be signed and submitted to the Addl. Commissioner of Income Tax Range Central-Chandigarh with self attested supporting documents]

1. Name and address of registered agency:
2. Name and address of owner:
3. PAN & Service Tax Registration [ copies to be annexed]:
4. Turnover from hiring of vehicle for F.Y. 2018-19 & F.Y. 2019-20 (Proof to be attached):
5. Any other remarks:
6. Whether blacklisted by the Central/State/U.T. Govt. or any such Govt. Organization including PSUs etc:

Signature of the Owner

Authorized Signatory\_\_\_\_\_

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

Name of Contractor\_\_\_\_\_

Phone: Land Line\_\_\_\_\_

Mobile\_\_\_\_\_

Place\_\_\_\_\_

### 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 blacklisted and will not have any dealing with the Department in future.

(Signature of authorized signatory with date)

ANNEXURE-III-FINANCIAL BID

[To be signed and submitted to the Addl. Commissioner of Income Tax Range Central-Chandigarh]

- 1) Basic fixed monthly rent for 2000 kilometers per month.
- 2) Rate per extra Km. when used beyond 2000 Kilometers after as per contract conditions.

Note: Rate quoted shall be exclusive of GST.

Please quote the rate as per proforma given below:

Vehicle description	Maruti Ertiga, Zxi Petrol
Rate per 2000KM	
Rate per extra KM beyond 2000 Kilometers	

- Rate of extra km as specified by the L1 bidder will be taken.

Signature of authorized Signatory

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

Name of the Contractor: \_\_\_\_\_

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

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

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

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