



संयुक्त आयकर निदेशक (अण्वे), चण्डीगढ़  
**Joint Director of Income Tax (Inv.), Chandigarh**  
आयकर भवन, सेक्टर 2, पंचकूला-134112  
**Aayakar Bhawan, Sector 2, Panchkula - 134112**

E-mail: [chandigarh.addldit.inv@incometax.gov.in](mailto:chandigarh.addldit.inv@incometax.gov.in), Phone: 0172-2582301, Fax: 0172-2587535

F. No. Jt.DIT/INV/CHD/2020-21/693

Dated: 17/9/2020

To

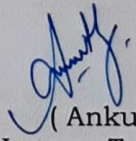
The Dy. Commissioner of Income Tax (Hq.)(Admin.),  
O/o the Pr. Chief Commissioner of Income Tax,  
North West Region, Sector 17  
Chandigarh.

**of Sub: Uploading of Tender of hiring of operational vehicles for the office  
Dy. Director of Income Tax (Inv.), Parwanoo on Pr. CCIT, NWR,  
Chandigarh's official website- Regarding -**

Please refer to the subject cited above.

2. In this regard, please find enclosed herewith copy of notice inviting tenders for O/o Dy. Director of Income Tax (Inv.), Parwanoo for uploading on the website of Pr. CCIT, NWR, Chandigarh i.e <https://incometaxchandigarh.org>.

Encl: As above.

  
(Ankur Alya )  
Joint Director of Income Tax (Inv.),  
Chandigarh.



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**NOTICE INVITING TENDERS**

The Joint Director of Income Tax (Inv.), Chandigarh invites application under two bid system sealed in cover from the reputed vendors engaged in the business of providing transport facilities for hiring of One Innova Petrol/Diesel version (White Color) for Parwnoo Office for the period of One year from the actual date of providing the vehicle on monthly rental basis for official use.

The tender documents alongwith the instructions and terms & conditions are available with the office of the Dy. Director of Income Tax (Inv.), Parwnoo which can be collected by interested parties at 11.00 am on all working days or can be downloaded from the website <https://incometaxchandigarh.org/>. 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 28.09.2020 by 11.00 am and the tender will be opened on the same date at 2.00 PM in the office of the Joint Director of Income Tax (Inv.), Chandigarh in the presence of tender committee.

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 the authorized person.

Second cover-Financial bid as per Annexure- IV. The rates/amount of contract quoted should be exclusive of all taxes. Prices shall be quoted in Indian rupees only by the authorized person.

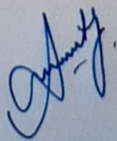
The valid technical bids will be scrutinized by the Tender Committee to shortlist the eligible bidders. Thereafter, the financial bids of the shortlisted bidders (who qualify the technical bid) will be opened.

This office reserves the right to amend/withdraw any of the terms and conditions in the Tender document or to reject any or all tenders without giving any notice or assisting any reasons. The decision of the Tender Committee, Panchkula in this regard shall be final and binding on all.

( Ankur Alya )  
Joint Director of Income Tax (Inv.),  
Chandigarh.

**Annexure -1**  
**General Terms and conditions for bidders**

- 1 The bidder has to submit both Technical and financial bids in the office of the Joint Director of Income Tax (Inv.), Chandigarh office at Panchkula, Bids will be accepted upto 28-09-2020 (11:00 am) bidders should submit technical bid as well as financial bid in Annexure-III & IV with prescribed supporting documents. The bids will be the same day i.e. 28.09.2020 (2:00 pm).
- 2 The bidder may remain present at the time of opening of the bids by the Purchaser 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 and time, will not be considered.
- 5 The successful bidder has to enter into a contract with the Joint Director of Income Tax (Inv.), 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 If the quotations equal in all aspects have been received, selection preference will be given to the bidder having lesser meter reading (vehicle travelled for lesser kilometers.).
- 8 TDS will be deducted as per I.T. Act, 1961 while making payment to the service provider.
- 9 The hire charge will include Driver's Salary, repairs and maintenance of vehicle, insurance petrol/diesel, oil and all other incidental expenses including all taxes, penalty, fine parking fees and toll plaza charges etc.
- 10 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. 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 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.
- 11 The bidders shall be from Pawanoo/Panchkula/Chandigarh as on date of tender and proof in this regard must be attached with technical bid failing which the bid will be rejected.
- 12 The bids received from the person who have already terminated the similar agreement with the Income Tax Department by giving one month notice or the person whose agreement has been terminated by the Income Tax Department by giving one month notice, are not eligible to apply and their bids will be rejected



**Annexure -II**  
**Terms & Conditions**

- 1 The vehicle shall be a new Toyota Innova (White.).
- 2 The vehicle provide by contractor as per the agreement should be white in colour.
- 3 The Vehicle must be in good working condition. The vehicle will be run by the department for proximately 2500 kilometers per month for use of Office of Asstt./Dy. Director of Income Tax (Inv.), Pawanoo as operational/staff vehicle. The unused Kms of month will be carried forward to the subsequent month till the contract ends. The unused kilometers would mean the difference between agreed kilometers i.e 2500 kms run in a month and actual kilometers run by a vehicle. Payment for the mileage in excess (after the offset mentioned above) will be made at the end of the year or the month in which the vehicle runs beyond 2500 kms.
- 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 contract will be for one year with effect from the actual data of commencement and after one year, the contract agreement may be renewed for a further period of one year.
- 6 The contract can be terminated at any time, without assigning any reasons, by the Department or the Contractor by giving 30 days notice.
- 7 During the period of contract, no request shall be entertained for hike in the agreed rates due to any reason.
- 8 The vehicle shall have comprehensive insurance and fitness as per RTO rules.
- 9 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.
- 10 The basic fixed monthly hire charges shall cover the Driver's Salary, fuel charges for vehicle, repairs and maintenance, insurance, permit and allowance including night charges, toll charges. No request for any extra payment would be entertained.
- 11 The vehicle taken on hire would have to be parked in the office premises.
- 12 Any violation of the aforementioned terms and conditions may lead to termination of contract without any notice by the department.
- 13 In case of dispute regarding interpretation of any term or condition of the tender/contract the decision of the Pr. Director of Income Tax (Inv.), Chandigarh office at Panchkula will be final



**ANNEXURE-III TECHNICAL BID**

(To be signed and submitted to the Joint Director of Income Tax (Inv.), Chandigarh, cum-member, Local Purchase Committee, Panchkula will self attested supporting documents)

1. Name and address of registered agency :
2. Name and addressed of owner :
3. PAN & Services Tax Registration :  
Copies to be annexed
4. Details of previous experience in :  
Govt. Deptt./Public Sector Unit
5. Details of Vehicle (make, Petrol/diesel, Year of :  
Purchase, number & date of registration
6. Any other remarks :
7. Whether blacklisted by the Central/State/UT :  
Govt. or any such Govt. Organization including  
PSUs etc.

Signature of the Owner/  
Authorized Signatory : \_\_\_\_\_  
Full Name : \_\_\_\_\_  
Name of Contractor : \_\_\_\_\_  
Phone/Land line No. : \_\_\_\_\_  
Mobile Number : \_\_\_\_\_  
Place : \_\_\_\_\_  
Date : \_\_\_\_\_

**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 -IV FINANCIAL BID

(To be signed and submitted to the Joint Director of Income tax (Inv.), -Cum-Member, Tender Committee, Panchkula with self attested supporting documents)

- 1) Basic fixed monthly rent of vehicle (Excluding Taxes).
- 2) 2500 kilometers per month.
- 3) Rate per extra km. when used beyond 2500 kilometers after adjustment as per contract conditions.

Note. Rate quoted shall be exclusive of GST or any other taxes.

Signature of the Authorized signatory

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

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

Mobile Number: \_\_\_\_\_

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

Place:

Date: