



भारत सरकार  
कार्यालय संयुक्त आयकर निदेशक (अन्वे.)  
प्रथम तल, एस.सी.ओ.1-6, प्रतिमुख वी.वी.एम. स्कूल,  
किच्छू नगर मार्केट, लुधियाना  
दूरभाष: 0161-2920553  
No. Jt.DIT(Inv.)/Ldh./2021-22/1397

GOVERNMENT OF INDIA  
OFFICE OF THE  
JOINT DIRECTOR OF INCOME TAX(INV.)  
1<sup>ST</sup> FLOOR, S.C.O. 1-6, OPP. BVM SCHOOL,  
KITCHLU NAGAR MARKET, LUDHIANA  
Email: ludhiana.addit.inv@incometax.gov.in

Dated: 27/10/2021

### NOTICE INVITING TENDER FOR HIRING OF VEHICLES

This is a Notice Inviting Tender for hiring of operational vehicles for office use for a period of 3 years for O/o the Joint Director of Income Tax (Investigation), Ludhiana. Tender is invited from interested parties as per following terms and conditions:

Sr. No.	Particulars of Vehicle	Quantity	Type	Place of Deployment	Amount should not be more than for each vehicle (excluding GST)
01	Innova Or Like (Latest Model)	1	Private	Ludhiana	Rs.40,000/-

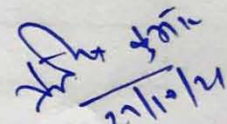
➤ **The terms and conditions are as below:-**

1. The Vehicle would be exclusively for the use of the Department and the vendor should not use it for any other purpose.
2. The quotations should be inclusive of all expenses such as repairs and maintenance of vehicles, 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 which should be mentioned separately.
3. The vehicle should be in brand new condition 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.
4. The conditions of the vehicle should be maintained by the vendor including interiors, fresheners, upholstery, etc.
5. All paper related to the vehicle should be in the vehicle at all times.
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 vehicles which are brand new and have more advanced features.
7. The car needs to be provided within two weeks of award of contract failing which it would be awarded to the next suitable bidder.
8. The vendor will provide the new vehicle and it will be the responsibility of the vendor to make alternate arrangements if for some reason vehicle is not available (including break down of the vehicle, maintenance of the vehicle etc.) at no extra cost to first party.
9. 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 I-T Department shall not be responsible for the same. Any lapse on part of 2<sup>nd</sup> party will be duly compensated to the user of the vehicle as per their entitlement.
10. If for any reasons such as maintenance or repairs, the vehicle is not available to the department on any particular day, the department will be at liberty to hire a vehicle from the market and the charges would be debited to the bill of the 2<sup>nd</sup> party. However, payment will be deducted from 2<sup>nd</sup> party at the approved rate for the kilometers for which the substitute vehicle is run.
11. 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.

12. The contract is renewable on mutual agreement (if found satisfactory) by the Department, on the same terms and conditions or such modifications as agreeable to both the parties.
13. The contract can be terminated at any time without assigning any reasons, by the Department or the Contractor by giving 30 days' notice.
14. The monthly hire charges shall cover repairs and maintenance, servicing, insurance, permit, statutory dues, taxes, other risks and liabilities, driver's salary and allowances etc. Fuel charges shall be borne by the department. No request for an extra payment would be entertained. TDS and TDS on GST will be deducted as per Government's time to time instructions / provisions while making payments.
15. The vehicles 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.
16. 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.
17. Any violation of the aforementioned terms and conditions and if the services are not found satisfactory may lead to termination of contract without any notice.
18. In case of dispute regarding interpretation of any term or condition of the Tender/contract, the decision of the Joint Director of Income Tax (Inv.), Ludhiana is final.

The technical and financial bids are enclosed herewith. The vendor has to submit both the documents. The Department reserves the right to reject the bid if the terms and conditions are not satisfied irrespective of the financial bid. The bids must reach this office by 01.11.2021 up to 05:00 PM in sealed covers.

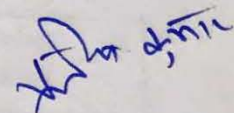
These issues with the approval of Principal Director of Income Tax (Investigation), Ludhiana.

  
21/11/21

(डॉ. ऋषि कुमार, भा. रा. से.)  
संयुक्त आयकर निदेशक (अन्वेषण)  
लुधियाना

Copy to:

1. Notice Board of this office.
2. Web Manager, [www.incometaxindia.gov.in](http://www.incometaxindia.gov.in) : to upload the same on website.
3. Web Manager, [www.incometaxchandigarh.org](http://www.incometaxchandigarh.org) : to upload the same on website.



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संयुक्त आयकर निदेशक (अन्वेषण)  
लुधियाना

**TECHNICAL BID DOCUMENT**

1. Name of the Proprietor/ Registered Firm/ Company :
2. Address of the concern alongwith Telephone No. Fax and Email :
3. Name and Address of the partners/ Directors alongwith mobile No.(In Case of firm/ company) :
4. Contact Person(s) (With Mobile No.) :
5. No. of years of experience in providing vehicle :
6. Details of vehicles that can be provided to O/o the Joint Director of Income Tax (Inv.), Ludhiana  
(Please mention make, model, year and attach copies if RC Books) in the following tabular format :

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

7. Ownership details of the vehicle :

Sr. No.	Name of the Owner	Address	P.A.N.	Remarks

8. Financial Standing of the vehicle :

Sr. No	Whether purchase on Cash/ cheque or by bank finance	Amounts of Loan taken	Name and address Of Bank	Total payment made on installment

9. List of Clientele (Please attach copies of work orders) in the following format:

Sr. No.	Name and address of the client	Name and Mo. No. of the contact person	Period for which the vehicles were/ are given on hire	Number of vehicles given on hire

10. Permanent Account Number (Please attach photocopy of PAN card and latest return A/d) :
11. GST Registration Number :
12. Details of DD towards cost of tender form (Attach DD in case of download form) :
13. Details of EMD in the following format :

DD/ Bankers Cheque No.	Date	Name of Bank	Amount

**Declaration:-**

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

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

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

Signature:- \_\_\_\_\_

Name: - \_\_\_\_\_

Address: - \_\_\_\_\_

\_\_\_\_\_

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

**FINANCIAL BID DOCUMENT**  
**HIRING OF VEHICLES BY THE JOINT DIRECTOR OF INCOME TAX (INV.),**  
**LUDHIANA**  
**RATE QUOTATION**

1. Name of the Proprietor/ Registered Firm/ Company :
2. Address of the concern alongwith Telephone No. Fax and Email :
3. Contact Person(s) alongwith Mobile No. :
4. (a) Rates for various vehicles and their models (Exclusive of GST) :
- (b) GST for Staff Car Vehicle :

S. No.	Particulars	Amount in Rupees	
			Other* (Mention Make)
1	Total Monthly hire charges for minimum of 1500 Km		

\* Please quote for similar vehicle having carrying capacity of 7 or more with desired safety features. Please mention make and corresponding rates, separate sheets can be provided.

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

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

Signature:- \_\_\_\_\_

Name: - \_\_\_\_\_

Address: - \_\_\_\_\_

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