Office of the Income Tax Officer, Ward, Morigaon, presently functioning from Aayakar Bhawan, Nagaon invites sealed tender/quotation from reputed Firms Supplier/Travel Agents/Individuals for hiring of 1 (one) operational Vehicle as per the specification given below:

**Type:** Mahindra Scorpio  
**Color & Model:** may be specified later

The quotation for the Vehicle should be submitted in proper format as per Annexure-I & Annexure-II (enclosed) and it should be mentioned clearly the following details:

1. Expected monthly hiring charges.
2. Mileage charge per Kilometer.
3. No. of Kilometers already run & Date of Purchase.

The bidder should furnish an undertaking subject to fulfillment of the following conditions.

**Terms & Conditions**

1. The vehicle should be preferable be brand new and should be registered as commercial vehicle with Competent Authority.
2. The rates quoted shall include all applicable taxes.
3. Model No. Year of manufacturing, Kilo meters, Travelled, Pollution control Certificate. Copy of PAN Card & Necessary experience Certificate in this field of business should be attached with the bid.
4. The hired vehicle should be parked overnight at the office complex and the services of the driver should be available at least 12 hours a day, starting from 09.00 hours, on all working days. { 5 days in a week }
5. The vehicle and services of driver, if and when required, should also be made available on Saturdays, Sundays & Holidays, for which no overtime charges will be paid { For outstation duty, no charges will be paid }
6. Salary & Allowances of the driver should be borne by the owner/supplier.
7. All repairing/maintenance charges are to be borne by the owner/supplier. If vehicle requires repairing, a replacement is to be provided in its place.
8. The vehicle should be kept in neat and clean condition during the contract period.
9. Charges for all types of Oil including lubricants, cost of Fuel has to be borne by the owner/supplier.
10. An agreement shall be executed with the owner/supplier, if the vehicle is hired.
11. The vehicle should be ready for placement w.e.f. the date of signing the contract agreement.

The vehicle will be initially hired for a period of 2 (TWO) years, which shall be extendable for another year on satisfactory fulfillment of all "Terms & Condition" of contract agreement. However, the vehicle may be de-hired at any time before the expiry of contract agreement, depending on the requirement/performance of the vehicle.

The sealed Quotation shall be received by the undersigned up-to 03.00 pm of 30th Sept, 2015, and shall be opened on the next day at 03.00 p.m. The envelope containing the Quotation shall be super scribed as “Quotation for Vehicle” and addressed to the Income-Tax Officer, Ward, Morigaon.
The quotation must be accompanied by the bid security/Earnest Money of Rs. 3000/- only, in the form of Fixed Deposits/Call Deposits/Demand Draft/NSC, favouring “ZAO, CBDT, Nagaon”. The bid security/Earnest money will be returned within 10 days of completion of bid evaluation. No interest will be payable on this deposit.

The successful bidder shall furnish Rs. 20,000/- as Performance Security” in the form of Fixed Deposits/Call deposits/NSC with the Income-Tax Officer, Ward-I, Nagaon, which shall remain valid throughout the period of contract.

If the approved party fails to place the vehicle from the date mentioned herein above, the earnest money will be forfeited.

The Income-Tax Officer, Ward, Morigaon or any other person(s) authorized by him on his behalf reserve the right to accept any, in full or in part, or reject any or all the quotations without assigning any reason thereof and no correspondences in this respect will be entertained.

Enclo: i) Annexure-I
    ii) Annexure-II

Date: 15-09-2015
Copy to: 1. Notice Board,
    2. Official Website
    3. The Joint Commissioner of Income-Tax, R-2, Guwahati.

( Pratap Das )
Income-Tax Officer, Ward
Morigaon

( Pratap Das )
Income-Tax Officer, Ward
Morigaon
INCOME -TAX OFFICER,
WARD MORIGAON
To
The Income Tax Officer, Ward, Morigaon
O/O. ITO Ward-1, Aayakar Bhawan,
R.K.B.Road, Christian Patty,
Nagaon- 782001

Sir,

Sub: - Submission Of Quotations for hiring of Vehicles by Office of the Income Tax Officer,
Ward, Morigaon-

Ref: Memo No. Operational Vehicie-lIITOIW/MOR/2015-16/ Date: 15-09-2015

With reference to the above, I/We hereby submit the quotation for hiring Mahindra Scorpio
vehicle by your office.

Number of vehicles bided: ONE

<table>
<thead>
<tr>
<th>Sl. NO.</th>
<th>Particulars</th>
<th>Amount (Rs.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Monthly hiring charges</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>Mileage charge per Kilometer</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>1. No. of Kilometers already run</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2. Date of Purchase</td>
<td></td>
</tr>
</tbody>
</table>

Date:

Place:

Signature of the bidder

N.B. – The successful bidder will ordinarily be decided on the basis of lowest quote as per this formula
[A+(Bx1200)]. However, other factors may also be considered for deciding the successful bidder.
ANNEXURE – II

DETAILS OF THE BIDDER

1. Name of the Bidder

2. Address of the bidder

3. Telephone Landline

Mobile

4. Details of Earnest Money Deposit

: Rs. 3,000/-

DD/FD/NSC No. __________________ Date ___________

Bank __________________

5. PAN (enclose copy)


6. Service Tax Registration

(Enclose Proof)


7. VAT Registration (enclose proof)


8. Experience details, if any


9. Any other details


This is to certify that the information furnished is true and correct. I/We also certify that I/We have carefully read and understood the terms and conditions of the tender document and undertake to abide by them in the event of being given the contract.

Date:

Place:

Signature of the bidder