



GOVERNMENT OF INDIA
INCOME TAX DEPARTMENT
OFFICE OF THE D. COMMISSIONER OF INCOME TAX, ASANSOL
54, G.T. ROAD (W), ASANSOL - 713 304
PHONE & FAX - (0341) 225 7427, 225 3459

No. PCIT/ASL/Tender/2015-16/3536

dt. 03/12/2015-

TENDER NOTICE

The Income Tax Office, Asansol invites application from reputed suppliers of commercial vehicles for entering into rate contract for Hiring the services of One Staff Car with A.C (Renault Duster 4WD/Ford Eco Sports/Hyundai Creta/Mahindra XUV500) for the income Tax Office, Asansol. Preference should be given to Latest Model vehicle.

Interested supplier may contact office of the Commissioner of Income Tax, Asansol on any working day from 03/12/2015 to 10/12/2015, during office hours and collect the tender documents & Terms & Conditions on request. The same may also be obtained from the website of the Income Tax Department (www.incometaxindia.gov.in)

Last date of submission of tender is 11/12/2015 by 2:30 PM at the address mentioned above. The received tender will be opened on the same day at 3:30 PM. If office will remain closed on the date of opening of tender then tender will be opened on next working day.

Department reserves the right to accept or to reject any bid/offer without assigning any reason whatsoever.

(Sanjoy Kumar Sarkar)
Income Tax Office (Hqrs.), Asansol

संजय कुमार सरकार
SANJOY KUMAR SARKAR
आयकर अधिकारी (मुख्यालय)
Income Tax Officer (HQRS)
आसनसोल/ASANSOL



(FINANCIAL BID)

HIRING OF VEHICLES IN ASANSOL

RATE QUOTATION

1. Name, Address and telephone No of the tenderer :
2. Permanent Account No (PAN) :
3. Name and address of the Proprietor/Partners / Directors and their PAN :
4. Rate Chart per vehicle (Exclusive of Service Tax) :

Sl. No	Description	Rates (₹) for each make, model & version of (Renault Duster 4WD/Ford Eco Sports/Hyundai Creta/Mahindra XUV500) for staff car
1.	For 2500 Kms	
2.	For every extra Kms beyond 2500 Kms(Per Month)	
3.	Number of Vehicles Offered	

(For each kind of vehicles one quotation may be shown in separate column)

Name and Signature of the Authorised signatory

Other information to be supplied for Technical Bid :

The interested parties are requested to provide the following information along with the quotations:

1. Name and address of the persons/contractors
2. Nature of business
3. Income Tax Assessment particulars, Ward & PAN
4. Details of each category of vehicles like make, model, version, reg. No. etc along with proof of ownership.

Category	Type of vehicle
Staff Cars	(Renault Duster 4WD/Ford Eco Sports/Hyundai Creta/Mahindra XUV500)

5. If all the vehicles not owned are to be pressed in service, contract with the owners placing the vehicles at the disposal of the bidder may be furnished;
6. Turnover during the past three years
7. Details of hiring of vehicles done in the past :
 - 7.1. Names and addressed of the parties to whom vehicles were given on hire
 - 7.2. Period for which the vehicles were hired out
 - 7.3. Number of vehicles given on hire.



भारत सरकार # वित्त मंत्रालय # राजस्व विभाग

GOVERNMENT OF INDIA # MINISTRY OF FINANCE # DEPARTMENT OF REVENUE

प्रधान आयकर आयुक्त, का कार्यालय # आसनसोल

OFFICE OF THE Pr. COMMISSIONER OF INCOME TAX, ASANSOL

पारमार विल्डिंग # 54, जी.टी. रोड (प.) # आसनसोल-713304

'PARMAR BUILDING' # 54, G.T. ROAD (WEST) # ASANSOL-713304

GENERAL TERMS & CONDITIONS FOR SUPPLY OF STAFF CAR

1. The Hiring will be for a period of 12 months for One number of Staff Car (Renault Duster 4WD/Ford Eco Sports/Hyundai Creta/Mahindra XUV500) from the date of signing the agreement and can be cancelled with a notice period of 30 days.
2. The "Staff Car" must be Compact SUV vehicles. Preferences will be given to the supplier of latest model vehicle (Vehicle should be of 2015 Model).
3. The vehicles shall be at the disposal of the concerned user throughout the period of agreement, at all times. Dedicated vehicles and drivers having valid driving license and sufficient experience, exposure and familiarity with the city roads must be provided. Dedicated vehicles and drivers are not to be changed without prior approval of the used/hiring authority. Change of drivers will be allowed only in exceptional circumstances.
4. The driver must adequately literate and well behaved. He must follow traffic rules and regulations prescribed by the Government from time to time. The Driver will observe all the etiquette and protocol while on duty. He will be neatly dressed, preferably in white uniform and carry a mobile phone in working condition, for which no separate payment shall be made by the Department.
5. The Tenderer should keep the following document to justify their capacity to execute the contract: Certificate of Registration of Vehicle, Insurance of Vehicle, Road Tax certificate, Emission Test Certificate etc. in original.
6. The vehicle should be registered as public service vehicle (commercial vehicle) with the competent authorities of the State Government.
7. The vehicles are to be maintained in excellent condition and regular cleaning must be ensured.
8. The maximum monthly hire charge for Staff Car is Rs. 40,000/- per month. TDS will be deducted as I.T. Act, 1961 while making payment to the service provider.
9. The hire charge will include monthly salary of driver, repairs and maintenance of vehicle, Insurance, petrol/diesel, oil and all other incidental expenses including taxes, penalty, fine, parking fees etc.

10. The owner and the driver shall be bound to carry out the instructions of the user to whom the vehicle will be assigned as well as the officers.
11. The tenderer must ensure that vehicle have adequate fuel to cover the entire trip.
12. The tenderer should arrange alternative vehicle immediately in case of break down of the vehicle. In case of the inability of tenderer to provide alternative vehicle, an amount of Rs. 2500 per day will be deducted from the monthly bills.
13. The fixed cost shall remain unchanged during the entire period of the contract.
14. The fixed cost includes running upto 2500Kms and all other charges like driver's salary, Travelling Allowance, Night Duty Allowance, Vehicle maintenance charges and all kinds of taxes and service charge as applicable and other miscellaneous expenses. Rupees Seven per Km would be payable for the vehicles taken on hire for extra mileage beyond 2500 kms.
15. The unused Kms of a month can be carried forward to the subsequent months till the contract ends. The unused kilometers would mean the difference between agree kilometers i.e. 2500 Kms run in a month and actual kilometers run by a vehicle is less than the agreed kilometers.
16. The tenderer is liable for payment of all claims/expenses in case of any accident. He 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.
17. Payment shall be made by the Income Tax Office, Asansol after the end of every month on presentation of the bill within a reasonable time. However, no interest is payable on delayed payment.
18. The tenderer will not utilize the vehicle for any purpose whatsoever even if the vehicle is not being used by the Departmental Officers. The vehicle is to be parked in the premises of Income Tax Office, Asansol.
19. 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.
20. The contract may be renewed for a further period of 12 months as mutually agreed upon, subject to satisfactory performance of the person/tenderer which will be reviewed after every 12 months i.e., on annual basis.
21. The successful bidder shall enter into a contract with the department and shall supply Vehicle within 7 days of awarding of the contract.
22. Interested suppliers are requested to submit the tender to the office of the Income Tax Officer (Hqrs.), Asansol on any working day between 11:00 AM to 4:00 PM from 23/11/2015 to 03/12/2015. The last date of submission of tender is 04/12/2015 by 2:30 PM.
23. The tenders will be opened by the "Tender Committee" constituted by Hon'ble Pr. Commissioner of Income Tax, Asansol on 04/12/2015 at 3:30 P.M. at Income tax Office, Asansol in front of tenderer or their representatives.

[Note : Quotation should be sent in sealed covers superscribed as " QUOTATION FOR HIRING OF VEHICLE" and should reach this office on or before 11/12/2015 by 2:30 PM]



संजय कुमार सरकार
SANJOY KUMAR SARKAR